	ITA-OUS/CIO								
	ITA-ADMIN								
	ITA-MAC								
	ITA-IA								
	ITA-MAS								
	ITA-US&FCS	<u>Supervisor Ratio Checklist</u>							
	MBDA								
	NTIA	How Do I Know If A Position Meets the Definition of 'Supervisor'?							
	BEA								
	BIS	Name of Incumbent Occupying the Position (if this is a request to recruit/hire a new							
	EDA	supervisor, please indicate "New Supervisor"):							

ORGANIZATION

Position Title: _____ Series ____ Grade/Band __

1. As defined by the Office of Personnel Management's (OPM) General Schedule Supervisory Guide (GSSG): *A supervisor is a position or employee that accomplishes work through the direction of other people and meets the minimum coverage under the GSSG*. In order to meet the definition of a Supervisor, the work must involve accomplishment of work through combined technical and administrative direction of subordinates and at least 25 percent of the position's time is spent performing supervisory duties. The description of duties below defines a Supervisor and the minimum GSSG criteria that must be met in order to fully meet the definition of a Supervisor.

The following supervisory authorities are exercised on a recurring basis and the supervisor <u>must</u> meet the authorities and responsibilities to the extent described:

Positions at the minimum Supervisor level must meet A or B or C below: (check applicable).

- A. Plan and schedule ongoing production-oriented work on a quarterly and annual basis, or direct assignments of similar duration. Adjust staffing levels or work procedures within their organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justify the purchase of new equipment. Improve work methods and procedures used to produce work products. Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies.
- **B**. U Where work is contracted out, the supervisor must supervise both federal and contractor employees. Positions with oversight responsibilities over private sector contractors alone are excluded. Supervisors perform a wide range of technical input and oversight tasks comparable to all or nearly all of the following: (*check all applicable*).
 - Analyze benefits and costs of accomplishing work in-house versus contracting; recommend whether to contract;
 - 2. Provide technical requirements and descriptions of the work to be accomplished;
 - 3. Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
 - 4. Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
 - 5. Decide on the acceptability, rejection, or correction of work products or services, and similar matters which may affect payment to the contractor.

C. Carry out at least three of the first four, and a total of six or more of the following 10 authorities and responsibilities: *Check all applicable*.

1. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare
schedules for completion of work;

- 2. Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- **3**. Evaluate work performance of subordinates;
- 4. Give advice, counsel, or instruction to employees on both work and administrative matters;
- 5. Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- 6. Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- 7. Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
- 8. Identify developmental and training needs of employees, providing or arranging for needed development and training;
- 9. Find ways to improve production or increase the quality of the work directed;
- 10. Develop performance standards.

2. OTHER FACTORS TO CONSIDER: (check all applicable)

- The current position description reflects a title of "Supervisor", Officer, or other similar title.
- The current position description reflects supervisory duties.
- The current position description does **NOT** reflect supervisory duties.

3. SUPERVISORY RATIO: Enter the number of people this position supervises: 1:

<u>Formula:</u> When identifying the number of managers, supervisors, and non-supervisory employees, use actual headcount of employees, not FTEs. Part-time and full-time employees are counted as a full employee for the purposes of calculating this ratio. For example, an employee who supervises one full-time employee and three part-time employees would have a management-to-staff ratio of 1:4, not 1:2.5.

4. **EMPLOYEE NAMES:** Please list the names of employees that identify the supervisor to employee ratio above:

Name	Series/Grade or Band	Job Title

5. (If not applicable, skip #5) Requesting Approval to Establish and Recruit Supervisory Positions. All requests to establish supervisory positions must be justified by meeting the criteria set forth in this Supervisor Ratio Checklist. In addition, all requests to recruit/hire a new supervisor, must be forwarded to OHRM for approval or disapproval by the OHRM Officer or the Deputy Under Secretary, as appropriate. The following justification must be completed (using separate cover) and attached to this form.

- Background Information on the Position
- Benefits of Filling the Position
- Consequences of not filling the position

As the first level supervisor of the person named (or new supervisory position to be established) on this checklist, I certify that all criteria needed, as outlined on this checklist, to meet the definition of a supervisor, has been met.

First Level Supervisor:

Date:

NEXT STEP - ONCE THIS CHECKLIST IS COMPLETED, PLEASE EMAIL OR FAX THIS CHECKLIST and any supplemental information, to your servicing <u>HR SPECIALIST</u>. If requesting authorization to establish a new supervisor position, your servicing HR Specialist will forward your justification request for approval or disapproval. Your HR Specialist will keep you informed.

IF APPLICABLE: Approval to Establish a New Supervisor Position								
Below GS-14:	HR Officer – Date:	Approved	Disapproved Let's Discus	s				
GS-14 & GS-15:	Deputy U S – Date:	Approved	Disapproved Let's Discus	SS				