

ORGANIZATION

(check one)

- ITA-OUS/CIO
- ITA-ADMIN
- ITA-MAC
- ITA-IA
- ITA-MAS
- ITA-US&FCS
- MBDA
- NTIA
- BEA
- BIS
- EDA

Supervisor Ratio Checklist

How Do I Know If A Position Meets the Definition of ‘Supervisor’?

Name of Incumbent Occupying the Position (if this is a request to recruit/hire a new supervisor, please indicate “New Supervisor”): _____

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 must 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. 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).*
 - 1. 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:_____

Formula: 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.

