

POSITION TITLE, SERIES AND GRADE \_\_\_\_\_

LOCATION: \_\_\_\_\_

RPA NUMBER: \_\_\_\_\_

**REF: OPM PCS GENERAL SCHEDULE TEAM LEADER POSITIONS, JUN 1998**

**Coverage of Part II** of this guide is used to classify positions whose primary purpose is, as a regular and recurring part of their assignment and at least 25% of their duty time, to lead a team of other General Schedule (GS) employees in accomplishing two-grade interval work that meets at least the minimum requirements of Part II. Team leaders usually also participate in the work of the team by performing work that is of the same kind and level as the highest level of work accomplished by the team led.

Team leaders work with team members to achieve specific tasks, produce work products and services and meet program and production goals. Typically, a team leader assists the team through knowledge and application of leadership and team building skills and techniques such as group facilitation, coordination, coaching, problem solving, interpersonal communication, integration of work processes and products, obtaining resources and liaison with the supervisor. Team leaders covered by this guide are also accountable for outcomes and results, e.g., timely delivery of quality work products and services produced by the team led.

To be classified by application of Part II, positions must exercise the minimum authorities and responsibilities required for coverage. At a minimum, Team Leaders perform all of the first seven (7) coaching, facilitating and mentoring duties and a total of fourteen (14) of the twenty (20) duties listed below:

- \_\_\_\_\_ Ensure that the organization’s strategic plan, mission, vision and values are communicated to the team and integrated into the team’s strategies, goals, objectives, work plans and work products and services;
- \_\_\_\_\_ Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;
- \_\_\_\_\_ Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;
- \_\_\_\_\_ Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;
- \_\_\_\_\_ Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;
- \_\_\_\_\_ Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor’s instructions on work priorities, methods, deadlines and quality have been met;
- \_\_\_\_\_ Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;
- \_\_\_\_\_ Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;
- \_\_\_\_\_ Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work-related information to the supervisor;
- \_\_\_\_\_ Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise;
- \_\_\_\_\_ Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

- \_\_\_\_\_ Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or task;
- \_\_\_\_\_ Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;
- \_\_\_\_\_ Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;
- \_\_\_\_\_ Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);
- \_\_\_\_\_ Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;
- \_\_\_\_\_ Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;
- \_\_\_\_\_ Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;
- \_\_\_\_\_ Inform employees of available employee benefits, services and work related activities
- \_\_\_\_\_ Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

**GRADE LEVEL DETERMINATION:** Under Part II, Team Leader positions are classified one full GS grade level (in a two-grade interval pattern) above the highest grade level of GS-9 or higher (nonsupervisory and nonleader) work led which is carried out for 25% or more of the time by team members. For example, leading a base level of GS-11 work would result in a grade level of GS-12 for the Team Leader's position; or, leading a base level of GS-9 or GS-10 positions would yield a grade level of GS-11 for the Team Leader's position.

**LIST NAME, TITLE, SERIES AND GRADE LEVEL OF PEOPLE/POSITIONS LED**

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**SUPERVISOR SIGNATURE/DATE**\_\_\_\_\_