# SUPERVISORY DETERMINATION SHEET

## Request for Personnel Action Number:

Requested Position Title/Series/Grade:

Please complete the following information as it pertains to the above position:

1. Does this position provide both technical and administrative supervision to the unit’s assigned employees? Yes \_ No
2. What percentage of time does the position spend on supervisory responsibilities (as defined in

#3 below)

1. Please check the following supervisory duties that this position performs:

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

\_ \_ Assign work to subordinates based on priorities, selective consideration of the difficult and requirements of assignments, and the capabilities of employees

\_ Evaluate work performance of subordinates

\_ Give advice, counsel, or instruction to employees on both work and administrative matters

\_ Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions

\_ Hear and resolve complaints from employees referring group grievances more serious unresolved complaints to a higher level supervisor or manager

\_ Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases

\_ Identify developmental and training needs of employees, providing or arranging for needed development and training

\_ Find ways to improve production or increase the quality of the work directed

\_ Develop performance standards

NOTE: Supervisor positions should carry out at least three of the first four, and a total of six or more of the 10 supervisory duties listed above.

1. List the positions supervised, including military, civil service and contractor personnel by providing their BIC number, title/series/grade level or rank. For each subordinate, indicate if requested position is the first or second level supervisor. Identify subordinate positions that are also supervisors, if any:
   1. Establish Position: Provide the BIC number and grade level/ rank of the position that previously supervised the subordinates identified above. Indicate if the previous supervisory position will be eliminated, re-described, or other. Provide rationale that necessitates these changes.
   2. Re-describe Position: if the grade level/ranks and/or number of subordinate position is changing from original classification, provide rationale that necessitates these changes. If reducing number or subordinates, provide BIC number and grade level/rank of position that is assuming additional positions.
2. This position reports to:

NAME/TITLE/GRADE LEVEL OR RANK

1. Signature below must be at least the first level supervisor of the position.

TYPED NAME/TITLE

SIGNATURE DATE