6.)

**FORMAT FOR AN FEDERAL WAGE SYSTEM SUPERVISORY PD (3 FACTORS)**

This format covers all FWS Supervisory positions. The proper standard to use for grading all supervisory positions is the Job Grading Standard (JGS) for Supervisors. The PD first describes the major duties and then addresses the following three factors:

* Factor 1. Nature of Supervisory Responsibility
* Factor 2. Level of Work Supervise
* Factor 3. Scope of Work Operations Supervised

1. Major Duties

Does each major duty describe:

\_\_\_\_\_ The work to be performed?

\_\_\_\_\_ The procedures involved in performing the work?

\_\_\_\_\_ The proportion of time spent on performing supervisory work (usually 25% or more of the time)?

2. Performs Other Duties as Assigned

\_\_\_\_\_ Is this statement at the end of the Major Duties?

3. Are the following factors thoroughly addressed?

Factor 1. Nature of Supervisory Responsibility

Does this paragraph describe:

\_\_\_\_\_ How the work of the unit is planned and carried out?

\_\_\_\_\_ How the unit is directed?

\_\_\_\_\_ How administrative matters are taken care of?

Factor 2. Level of Work Supervised

Does this paragraph include:

\_\_\_\_\_ The complexity of work supervised?

\_\_\_\_\_ The highest grade of non-supervisory work technically supervised?

Factor 3. Scope of Work Operations Supervised

Does this paragraph describe:

\_\_\_\_\_ The variety of positions supervised?

\_\_\_\_\_ The organizational authority of the position?

\_\_\_\_\_ The physical dispersion of the work and what coordination is required?

OTHER CONSIDERATIONS (if applicable)

* Supervisory Responsibilities (EEO Statement)
* Motor Vehicle or Commercial Driver's License Required
* Other License Required
* Safety Collateral Duties
* Drug Test Required
* Special Physical Requirements/Demands

**CHECKLIST:**

1.Major Duties

 Does each major duty describe:

 \_\_\_\_\_ The work to be performed?

 \_\_\_\_\_ The procedures involved in performing the work?

 \_\_\_\_\_ The proportion of time spent on each major duty (each one at least 25% of

 the time)?

2. Supervisory Controls

 Does this paragraph include:

 \_\_\_\_\_ How job assignments are made?

 \_\_\_\_\_ What kind of supervision is received while performing the work?

 \_\_\_\_\_ What oral and written guidance is available?

 \_\_\_\_\_ How the work is evaluated?

3. Special Qualification Requirements.

\_\_\_\_\_ Are there special licenses/certificates required for this position?

\_\_\_\_\_ Does this position require a drug test? Pre-employment physical examination?

\_\_\_\_\_ Does this position have an unusual tour of duty; require frequent travel?

\_\_\_\_\_ Are selective factors required by the duties of the position? Have you identified them?

For example, requirement for foreign language proficiency, specific contracting

certifications required.

\_\_\_\_\_ Is this position telework eligible?

4. Performs Other Duties as Assigned

\_\_\_\_\_ Is this statement at the end of the Major Duties?

\_\_\_\_\_ Is it unnumbered?