

1. Supervised staff must fill titles from the same job family as the Head, or Crew Supervisor.
2. Staff supervised must report to the Head, Crew Supervisor continuously throughout the year. Temporary, project, or seasonal assignments do not meet this criteria.
3. Heads must be assigned at least one regular full-time equivalent (FTE) to supervise. Crew Supervisors must be assigned at least three regular FTE's to supervise. Supervision of temporary workers or student workers does not meet this criterion.

Crew Supervisors

Additional criteria for the Crew Supervisor positions:

- 1) Each Crew Supervisor must be in the Skilled Craft or Service (F/G) EEO category; and
- 2) Crew Supervisors must spend less than 25% of their time performing the same duties as their subordinate staff.

Head

Assign or delegate work

Monitor work

Give instructions

Evaluate the work (at least informally)

Crew Supervisor

Plan, schedule, assign or delegate work

Monitor work

Give instructions

Complete formal performance appraisals

Make hiring recommendations or decisions

Recommend or take disciplinary actions

Recommend promotions

Supervisors

- 1) Supervisors must perform at least the following supervisory functions:

Plan, schedule, assign or delegate work

Monitor work

Give instructions

Complete formal performance appraisals

Make hiring recommendations or decisions

Recommend or take disciplinary actions

Recommend promotions

- 2) Staff supervised must report to the Supervisor continuously throughout the year. Temporary, project, or seasonal assignments do not meet this criteria.
- 3) Supervisors must be assigned at least four regular FTE's to supervise. Supervision of temporary workers or student workers does not meet this criterion.
- 4) Supervisors spend no more than 10% of their time performing the same duties as their subordinate staff.