

POSITION DESCRIPTION FORM SUPPLEMENT FOR SUPERVISORY POSITIONS

This questionnaire is designed to assist in describing the positions you supervise and the way in which you are required to supervise. We are interested in determining what supervisory duties you are required to perform, **not** how well you perform them. This form is designed to cover most of the common supervisory functions; however, be sure to add any additional information about your supervisory responsibilities which will assist us in understanding your job. Such information may be added on a separate sheet of paper. (Be sure to put your name and department on any attachments.)

Name

Department

Class Title

1. Which of the following best describes your supervisory responsibilities?

I have on-going (year around) supervisory responsibilities.

I have supervisory responsibilities part of the year. Show dates for period you have supervisory responsibilities.

I have supervisory responsibilities on an occasional basis. Indicate how often (for example, two or three days a month).

I have supervisory responsibilities in absence of my supervisor.

Other (explain)

2. I **directly*** supervise (please **also** list any vacant positions):

Name (or "vacant")

Class Title

*Employees who report to you directly, rather than to one of your subordinates.

3. I supervise through my subordinates:

Name (or "vacant")

Class Title

Immediate Supervisor

9. Indicate the degree to which you review the work of your immediate subordinates. What work do **you** review and what is the extent and purpose of your review?
10. What actions or decisions by subordinates are **you** authorized to change?
11. To what extent do you determine how subordinates are to be trained? What types of training do **you** provide to subordinates?
12. To what extent are **you** authorized to approve and/or schedule paid time off (i.e., annual leave, vacation, sick leave, etc.)?
13. To what extent do **you** participate in the selection of your subordinates?

14. Do you participate in the evaluation of your subordinates?

Yes No

If so, which of the following best describes your role?

Observe performance and report to supervisor for following employees: (include employee name and title)

Assist supervisor in filling out the formal employee evaluation form and to conduct the performance evaluation interview for the following employees: (include employee name and title)

Independently prepare evaluations for and discuss performance with the following subordinates: (include employee name and title)

Other (explain)

15. Are you responsible for handling disciplinary problems involving employees supervised?

Yes No

If so, what disciplinary actions are **you** authorized to take? What disciplinary actions would be taken by someone else at a higher level?

16. Do you coordinate the flow of work:
 between separate units or sections under your supervision?
 with other units or sections?

If so, please give examples and indicate how such coordination is accomplished.

Employee Signature _____ Date _____

I am the supervisor of this employee and concur with all of the statements in this questionnaire with the following exceptions (add additional sheets if necessary):

Supervisor's Signature _____ Date _____

Department Head Signature _____ Date _____