

**Attachment 1: Amendment to GS-11 Benchmark
Position Description--Supervisory Duties and Evaluation Factors**

INSTRUCTIONS FOR USE OF THIS ATTACHMENT: *Some Resources Careers positions may be primarily non-supervisory but have some limited supervisory/leader responsibilities that are already described in the Benchmark Position Descriptions (PD). Other positions may include the full range of supervisory responsibilities that occupy 25% or more of the incumbent's time.*

If the incumbent spends less than 25% of his/her time on supervision, or if the positions supervised include only 1 or 2 professionals and mostly lower graded technicians, or if the position supervises professionals above the GS-11 level, this attachment should not be used. Consult with your servicing personnel office (SPO) staff to develop an appropriate supervisory PD for those circumstances.

This attachment is to be used only in situations in which the incumbent spends 25% or more of his/her time supervising multiple professional positions with a GS-11 full-performance level. In this circumstance, complete, and submit Attachment 1, along with an organization chart, the appropriate Benchmark PD, and a signed Optional Form 8: Position Description (coversheet) to the SPO for final classification determination. Contact your SPO for guidance.

(Note: If the position in question performs, for 25% or more of the time, ALL of the duties described under Supervisory Responsibility on the next page of this Attachment, then the position must also perform the Equal Opportunity, Safety, and Labor-Management Relations duties described immediately below that section.)

Supervisory Duties

ORGANIZATIONAL LOCATION: _____ POSITION NO.: _____

TYPE OF SUPERVISION EXERCISED: ADMINISTRATIVE___ TECHNICAL___ BOTH___

PERCENTAGE OF TIME INCUMBENT SPENDS PERFORMING THE SUPERVISORY DUTIES DESCRIBED BELOW: _____%

SUPERVISORY RESPONSIBILITIES: Exercises the full range of supervisory duties for a supporting staff. Performs overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses with subordinates their work progress and problem areas as they arise. Interviews and recommends the hiring of subordinate staff. Recommends promotions, reassignments, and other personnel changes. Approves leave. Develops performance standards and evaluates the performance of staff members. Recommends motivational awards for exceptional performance, and counsels employees whose performance falls short of expectations. Identifies training needed by subordinates, and ensures that training opportunities are provided. Carries out minor disciplinary measures such as counseling, written warnings, and reprimands, and recommends other, more severe discipline in more serious cases. Keeps employees informed of management policies and goals.

EQUAL OPPORTUNITY: As a supervisor, incumbent is responsible for ensuring equal opportunity for all employees supervised, including equal opportunity in selection of employees for training, promotions, awards and recognition, and career development opportunities. Ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointments to positions supervised. Is responsible for supporting programs relating to the training and the advancement of employees. Is responsible for actively supporting the equal opportunity program in day-to-day activities, and will be evaluated on personal performance in this area on a regular basis.

SAFETY: Is responsible for the on-the-job safety and health of all employees supervised. Initiates efforts conforming to established local and bureau safety programs to satisfy this responsibility. Responsibilities include identifying and correcting job safety and health hazards, instructing employees on safety requirements for job assignments, reviewing and reporting loss incidents in accordance with bureau and Office of Workers Compensation Program regulations, initiating corrective measures for violations of the Occupational Safety and Health Act standards, and directing the periodic inspection of all work places.

LABOR-MANAGEMENT RELATIONS: Regardless of the status of local employee organizations, is responsible for being knowledgeable about management's role and responsibilities in labor-management relations. Where a collective bargaining agreement is in effect at the park/office, is responsible for becoming completely knowledgeable of, and complying fully with, the terms of the agreement.

Supervisory Evaluation Factors

Include this Attachment with the Benchmark PD if the position's supervisory work and related managerial responsibilities:

- require accomplishment of work through combined technical and administrative direction of others, AND
- constitute a major duty occupying at least 25% of the position's time, AND
- are an accurate representation of this position's responsibilities, AND
- after the supervisor of this position has filled in the required information in Factors 3 and 5.

Classification Standard Used: General Schedule Supervisory Guide (TS-123, April 1993)

Factor 1. Program Scope and Effect Level 1-2; 350 points

Work directed is professional in nature and typically has limited geographic coverage (e.g., the park and local communities). Activities affect park operations and objectives, and may have some effect on local communities.

Factor 2. Organizational Setting Level 2-1; 100 points

This position reports to a position that is two or more levels below the *first* SES position in the direct supervisory chain. For example, this position may report to the Division Chief, who reports to the park Superintendent, who reports to the Regional Director, the first SES-level position.

(Note: Many positions may also meet Level 2-2 (250 points), where the position is only one reporting level below the first SES-level position in the direct supervisory chain. For example, such a position might report directly to a Superintendent, who reports to an SES position. Such positions credited with Level 2-2 will receive a higher point total, but the overall grade will not be affected.)

Factor 3. Supervisory And Managerial Authority Exercised Level 3-2; 450 points

This position carries out at least 3 of the first 4, and a total of 6 or more of the following 10 authorities and responsibilities:

Place an "X" next to all authorities and responsibilities that this position involves:

- ☐ Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work.
- ☐ Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and capabilities of employees.
- ☐ Develops performance standards.
- ☐ Evaluates work performance of subordinates.
- ☐ Gives advice, counsel or instruction to employees on both work and administrative matters.
- ☐ Interviews candidates for positions in the unit; recommends appointment, promotion or reassignment to such positions.
- ☐ Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager.

- ___ Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases.
- ___ Identifies developmental and training needs of employees, providing or arranging for needed developmental and training.
- ___ Finds ways to improve production or increase the quality of the work directed.

Factor 4A. Nature of Contacts **Level 4A-2; 50 points**

Factor 4B. Purpose of Contacts **Level 4B-2; 75 points**

Factor 5. Difficulty of Typical Work Directed **Level 5-6; 800 points**

Permanent, term, and temporary (including seasonal) employees supervised:

If applicable, include unpaid and/or non-NPS personnel (volunteers, contractor staff, etc.) supervised:

Type of Position (SCA, VIP, etc.)	Number Hours Work/Week	Number Weeks Work/Year	FTE

Factor 6. Other Conditions **Level 6-4; 1120 points**

Supervision requires substantial coordination and integration of major professional projects at the GS-11 level. For example, the incumbent identifies and integrates internal and external program issues that affect the park(s); reviews and approves the substance of reports, decisions, and other action documents to assure that they accurately reflect the policies and position of the park and the NPS; integrates the work of the group and ensures compatibility and consistency of interpretation, judgment, logic, and application of policy; etc.

Total Points = 2945
(GS-12 Point Range 2755 – 3150)

Supervisory Responsibilities Certified by*:

 print) Signature Date Name/Title (Please

*Must be a supervisory official at least one level above the position being so certified.