

OPM Definitions of Team Leader, Manager & Supervisor

The following is applicable to U.S. Fish & Wildlife Service employees

Sources and references for this document:

- OPM General Schedule Leader Grade Evaluation Guide (June 1998)
- 5 United States Code 410, 412.202, 4121(a)(10)
- 5 United States Code 7103(a)(10,11);
- Federal Workforce Flexibility Act of 2004 (P.L. 108-411)
- Office of Personnel Management Supervisory Framework
- OPM General Schedule Supervisory Classification Guide

General Functions of Team Leaders

Working with a team to achieve tasks, produce work products and services, achieve timely delivery of quality work, meet program/production goals and achieve results/outcomes. A team leader assists the team through knowledge and application of leadership and team building skills and techniques such as group facilitation, coordination, coaching, problem solving, use of interpersonal skills, effective communication, integration of work processes and products, obtaining resources and being a liaison with the supervisor.

Team Leader 6 - As a regular and recurring part of their job and at least 25% of their duty time, leads three or more employees in one-grade interval occupations in either the Wage Grade or GS occupations in accomplishing work. Also performs work that is usually of the same kind and level as that done by the team being led.

Is responsible to their supervisor for ensuring that the work of other employees on the team is carried out by performing functions such as:

- Distributing and balancing workload among employees and assuring timely accomplishment of work;
- Monitoring status and progress of work and making day-to-day adjustments in accordance with established priorities, obtaining assistance from supervisor as needed;
- Estimating and reporting on expected time of work completion and maintaining work records;
- Instructing employees in tasks and job techniques and making available written instructions, reference materials and supplies;
- Giving on the job training to new employees;

- Maintaining current knowledge and answering questions of other employees on procedures, policies, directives, etc.;
- Where appropriate, amending or rejecting work not meeting established standards and meeting performance standards;
- Resolving simple, informal complaints of employees and referring others to supervisor;
- Reporting to supervisor on performance, progress and training needs of employees and on behavior problems.

Team Leader 7 - As a regular and recurring part of their job and at least 25% of their duty time, to lead a team of other GS employees in accomplishing two-grade interval work. Team leaders usually participate in the work of the team by performing work that is of the same kind and level as the highest level of work accomplished by the team being led.

Functions include:

- Ensuring the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans, products and services;
- Communicating to the team the assignment, project, problem to be solved, actionable events, milestones and deadlines;
- Coaching the team in the selection and application of problem solving and work methods, practices and procedures, and assisting with solutions;
- Leading the team in distributing and balancing workload among employees in accordance with work flow, skill level and/or work specialization; making adjustments to accomplish the workload in accordance with priorities;
- Articulating and communicating to the team the assignment, project, problem to be solved, actionable events, milestones and deadlines and time frames.

Definition of Supervisor: "...an individual employed by the Service having authority in the interest of the Service to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment...", except that with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority. A supervisor is designated as an "official supervisor" with a code of "2," "4," or "5" in block 43 of their SF-50.

Differences Between Team Leaders and Supervisors

For a position to be classified as supervisory, there must be a major duty occupying at least 25% of the supervisor's time related to planning and scheduling work; assigning work to employees; accepting, amending or rejecting completed work; assuring that production and accuracy requirements are met; interviewing and selecting employees for vacant positions, appraising performance and recommending performance standards and ratings; approving leave; and effecting minor disciplinary measures.

Abbreviated Definition of Manager

Manager (Level 5) – Any position that is responsible for managing a program or program segment and whose duties include responsibilities of "formulating, determining, or influencing the policies" for their assigned program scope which can also have an impact on the overall policies of the Service. These positions need not have any supervisory responsibilities. Manager Level 5 is generally found at the GS-14 level but senior program/executive advisers can be found at the GS-15 level.

Manager (Level 2) - In addition to responsibilities outlined in Manager Level 5, the responsibilities at Level 2 must include the following: "directs the work of an organizational unit, are held accountable for the success of specific line or staff functions, monitor and evaluate the progress of the organization toward meeting goals, and make adjustments in objectives, work plans, schedules, and commitment of resources. Such positions may serve as head or assistant head of a major organization within a Bureau; or direct a specialized program of marked difficulty, responsibility, and national significance." Manager Level 2 is normally for senior positions (GS-15/SES) where they don't directly supervise but manage through multiple supervisory levels. If supervisory functions are involved however, different levels of supervisory responsibility can be found in the level descriptions for Factor 3 - Supervisory and Managerial Authority Exercised. At each Factor Level, there is specific criteria related to supervising and another related to managing.

Management Official & Managerial – Full Definitions

"Management Official" from 5 U.S. Code 7103(a)(11):

Any position that is responsible for managing a program (i.e., HR or NWRS) or program segment (i.e., classification/position management, compensation,

wildlife habitat preservation/restoration, visitor services) and whose duties include responsibilities of "formulating, determining, or influencing the policies" for their assigned program scope (full program or sub/functional program) which can also have an impact on the overall policies of the agency (in our case sub-agency). These positions need not have any supervisory responsibilities and are coded as (Manager Level 5 - Management Official CSRA).

"Managerial" from the General Schedule Supervisory Guide:

Under the GSSG (Manager Level 2 - Supervisor or Manager), the duties/responsibilities must also include the following "directs the work of an organizational unit, are held accountable for the success of specific line or staff functions, monitor and evaluate the progress of the organization toward meeting goals, and make adjustments in objectives, work plans, schedules, and commitment of resources. As described in 5 U.S.C. 5104, such positions may serve as head or assistant head of a major organization within a bureau; or direct a specialized program of marked difficulty, responsibility, and national significance."

Manager Level 2 is normally for senior positions (GS-15/SES) where they don't directly supervise but manage through multiple supervisory levels. Manager Level 5 is generally found at the GS-14 level but senior program/executive advisers can be found at the GS-15 level. Additional "nuances" for managerial positions under the GSSG can be found in the level descriptions for Factor 3 - Supervisory and Managerial Authority Exercised. Each Factor Level has multiple conditions that can be met - Level 3-2 (the lowest) has 3 conditions and the other two levels (3-3 and 3-4) each have 2 conditions. At each Factor Level there is specific criteria related to supervising and another related to managing.

(Developed by Jack Owens 11/1/2016)