

GENERAL SCHEDULE WORK LEADER POSITIONS PART I (ONE-GRADE INTERVAL WORK)

POSITION TITLE, SERIES AND GRADE _____

LOCATION: _____

RPA NUMBER: _____

REF: OPM GENERAL SCHEDULE LEADER GRADE EVALUATION GUIDE, JUN 1998

Coverage of Part I: Part I of this guide is used to classify positions of work leaders who, as a regular and recurring part of their assignment, **lead three or more employees** in clerical or other one-grade interval occupations in the General Schedule (GS) in accomplishing work. Work leaders also perform work that is usually of the same kind and level as that done by the team led.

Leaders are responsible to their supervisors for ensuring that the work assignments of the other employees of the team are carried out by performing a range of duties such as:

- _____ Distribute and balance the workload among employees in accordance with established work flow or job specialization, assure timely accomplishment of the assigned workload, and assure that each employee has enough work to keep busy;
- _____ Keep in touch with the status and progress of work, and make day-to-day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise, such as backlogs which cannot be disposed of promptly;
- _____ Estimate and report on expected time of completion of work, and maintain records of work accomplishments and time expended and prepare production reports as requested;
- _____ Instruct employees in specific tasks and job techniques and make available written instructions, reference materials and supplies;
- _____ Give on the job training to new employees in accordance with established procedures and practices;
- _____ Maintain a current knowledge and answer questions of other employees on procedures, policies, directives, etc. and obtain needed information or decisions from supervisor on problems that come up;
- _____ Check on work in progress or spot check work not requiring review (e.g., filing or direct services) and review completed work to see that supervisor's instruction on work sequence, procedures, methods and deadlines have been met;
- _____ Amend or reject work not meeting established standards, refer to supervisor questions or matters not covered by standards and problems in meeting performance standards;
- _____ Monitor working conditions such as seating, ventilation, lighting, safety, etc.;
- _____ Approve leave for a few hours or for emergencies;
- _____ Inform employees of available services and employee activities;
- _____ Resolve simple, informal complaints of employees and refer other to supervisor;
- _____ Report to supervisor on performance, progress and training needs of employees, and on behavior problems, and
- _____ Provide information to supervisor as requested concerning promotions, reassignment, recognition of outstanding performance, and personnel needs.

Under Part I of this guide, leader positions are classified one GS grade above the highest level of nonsupervisory work led.

LIST NAME, TITLE, SERIES AND GRADE LEVEL OF PEOPLE/POSITIONS LED

SUPERVISOR SIGNATURE/DATE: _____