

This guide provides clarification on several phrases within the Standard Job Descriptions (SJDs).

- Supervision of others and the SJD has a Supervisor, Manager, or Above title
- Resolving personnel issues
- Levels of supervision received
- Supporting budgeting with a unit/department

## Supervision of Others and the SJD has Supervisor, Manager, or Above Title

Below are criteria to support determination of whether a role supervises others and an SJD with Supervisor, Manager, or above titling is appropriate.

<b>Defining Supervision (in general)</b>	
The Role Expectations are <b>All</b> the Following:	The Role's Expectations are to:
<ul style="list-style-type: none"> <li>✓ Create and provide clear expectations</li> <li>✓ Provide structured onboarding and training</li> <li>✓ Provide informal and formal feedback for performance management</li> <li>✓ Conduct annual performance reviews for student employees who have employment beyond 1 year</li> <li>✓ Actively work to develop as a leader/manager</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assign and direct employee's day to day work/tasks</li> <li>✓ Schedule employees</li> </ul>
The individual within the role is held accountable through performance management for meeting expectations listed above.	
This role supervises others.	This role does not supervise others.
<b>An SJD which includes supervision and has Supervisor, Manager, or above in the title <i>may</i> be appropriate.</b>	An SJD which includes supervision and has Supervisor, Manager, or above titling is <b>not</b> appropriate.

### When Only Student Employees Report to the Role:

When only student employees report to a role, **all** the following criteria needs to be met to choose an SJD which has Supervisor or Manager titling:

- ✓ The role does all the other responsibilities listed within the SJD.
- ✓ The supervision expectations of the role meet the definition of supervision (above table).
- ✓ When the work is not within an office setting, the student employees provide the front-line work and the students are the only or primary employment model for the unit.

- Examples include but are not limited to: University Centers; Information Technology Workstation and EndPoint Technologies; Dining and Summer Conferences.
- ✓ When work is within an office setting, the student employees work at a para-professional level (**beyond** administrative and clerical functions such as filing, data entry, desk and phone reception, etc.).

### Additional Context:

- Many departments have student employees.
  - Managing students is important and rather than creating a “headcount” measure which would be a consistent expectation for all departments to determine when a role falls into a supervising SJD, UWSP HR chose to define supervision instead. This creates some guidelines to support leadership in determining titles and treats people as people versus a number.
- Most employers do not consider the management of students as being a supervisor or manager due to the flexibility typically given with scheduling, performance management, etc.



The reference of supervising others is currently not consistent within the SJDs. This is due to the many individuals which worked to create and review the initial draft SJDs. UWSP HR requested a review within UWS for consistency of verbiage.

## Resolving Personnel Issues

An SJD which refers to resolving routine personnel issues is referring to the individual supervising others. It is not meant to be interpreted as following up on or addressing people-related administrative processes.

## Defining Levels of Supervision Received

This section defines the levels of how an individual is supervised. These definitions are standard within UWS.

- **Close (direct)** – Work is checked often and reviewed for accuracy and adequacy often accepted after changes/edits/input. Executes day-to-day activities as directed by supervisor, or by specific procedures, schedules, and/or detailed directions.
- **Moderate** – Work this is routine is generally accepted without change; unique responsibilities often require changes/edits/input before acceptance. Tasks are guided by specific procedures and detailed directions. Work is reviewed for accuracy and overall adequacy.
- **General**- Executes routine and unique job responsibilities that are guided by defined outcomes and established standards. Routine responsibilities are completed

independently and without supervisor review or approval. Unique responsibilities require specific context and/or explanation of outcome expectations but may require review and approval at the discretion of the supervisor.

- **Limited** –Plans and arranges own work, refers only unusual cases to supervisors or others. Work product is likely accepted with no change whether unique or routine. Established policies/laws/guidelines govern what would be acceptable, and those under limited direction need no assistance in understanding the depth and breadth of work impacts, including project assignments.

## Supporting Budgeting within a Unit/Department

The terms “monitor” and “manage” budgets is *sometimes* used interchangeably within the SJDs. For examples, many Director SJDs state “monitor” and others state “manage.”

- Sometimes within SJD levels, groupings, or Job Subfamilies there is a progression of responsibilities. Thus, the position with a higher level of authority typically refers to managing the unit’s budget and/or the budget responsibilities are distinguished with additional verbiage, such as create, develop, and/or approve [the budget].
- If there is only one SJD within the Subfamily which references managing a budget, all the below must apply for the SJD to be applicable:
  - ✓ The role does all the other responsibilities listed within the SJD.
  - ✓ There is no other verbiage for other positions within the Job Subfamily.
  - ✓ The role does support budget functions.
  - ✓ There is not an administrative person in the unit who also supports the budget.

### When the SJD doesn’t Reference Budgetary Responsibilities:

- An SJD may not encompass all a role’s current duties.
- For situations in which the best SJD chosen doesn’t reference budgeting but the role is responsible for supporting budgeting in some way, clarification/confirmation of the responsibility should be made during the employee-manager conversation.
- If the position becomes vacant, be sure to include the appropriate level of budgeting-related knowledge or skills within the qualifications of the posting.