

## Management Service Designation Checklist

Position Number(s)

Classification Title and Number

Employee's Name(s) (or vacant)

Instructions: review the position description to determine into which service type the position falls. Upon completion of the review, mark the appropriate service type.

Designation:

CONFIDENTIAL

MANAGERIAL

SUPERVISORY

CLASSIFIED

If the position fails to meet any of the categories below, the position must be coded as CLASSIFIED.

<b>Confidential Designation</b>	<b>Managerial Designation</b>	<b>Supervisory Designation</b>
<p>A position meets the requirement of the confidential designation when:</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">The person in the position makes decisions in the collective bargaining process</li> <li style="text-align: center; margin-bottom: 10px;"><b>OR</b></li> <li style="margin-bottom: 10px;">The person in this position is required to assist a decision maker(s) in the collective bargaining process in areas such as:</li> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Research bargaining concepts</li> <li style="margin-bottom: 5px;">Develop bargaining concepts</li> <li style="margin-bottom: 5px;">Compiles bargaining concepts</li> <li style="margin-bottom: 5px;">Prepares materials for bargaining concepts</li> <li style="margin-bottom: 5px;">Computes costs to agency's bargaining concepts</li> <li style="margin-bottom: 5px;">Makes recommendations regarding bargaining concepts</li> <li style="margin-bottom: 5px;">Takes notes during collective bargaining</li> <li style="margin-bottom: 5px;">Takes minutes and/or types minutes from collective bargaining</li> </ul> </ul> <p><b>Note:</b> There are no confidential employees in an agency where the employees are not represented by a union.</p>	<p>A position meets the requirement of the managerial designation when the person in the position has the authority to:</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">Determine the service or product to be produced by the agency, such as:                             <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Policy</li> <li style="margin-bottom: 5px;">Implement or discontinue programs</li> <li style="margin-bottom: 5px;">Institute or change fees</li> </ul> </li> <li style="text-align: center; margin-bottom: 10px;"><b>OR</b></li> <li style="margin-bottom: 10px;">Determine the terms upon which the service or product to be offered</li> <li style="text-align: center; margin-bottom: 10px;"><b>OR</b></li> <li style="margin-bottom: 10px;">Determine who the service or product will serve.</li> <li style="text-align: center; margin-bottom: 10px;"><b>OR</b></li> <li style="margin-bottom: 10px;">Is a non-supervisory Human Resource employee who advises and makes recommendations to management and supervisory staff or an Appointing Authority</li> </ul>	<p>A position meets the requirement of the supervisory designation when:</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">The person in the position has the authority to do <b>ONE OR MORE</b> of the following in the interest of the employer:                             <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action,</li> </ul> </li> <li style="text-align: center; margin-bottom: 10px;"><b>AND</b></li> <li style="margin-bottom: 10px;">The exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.</li> </ul> <p><b>Note:</b> A nurse, charge nurse or similar nursing position may not be deemed to be supervisory unless that position has traditionally been classified as supervisory.</p>

If the position does not meet any of the criteria for the Confidential, Managerial or Supervisory designations, but you wish the position to remain in one of these categories, you must provide justification below: