

1. Supervisor Employment and Performance (Rating Official)

Anticipate position vacancies annually to ensure vacancies are appropriately focused and filled timely. Selects or recommends selection of candidates for vacancies, promotions, details and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Ensure employee's success by providing the required tools within the first 30 days of employment to help them perform successfully during their probationary/trial period.

Engage in a minimum of three discussions during the appraisal cycle; plan, progress review, and appraisal. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Initiates action to correct performance or conduct problems; prepares documentation to support action taken. Identifies employee developmental needs and provides or arranges for training; formal and informal. Hears and resolves employee complaints, and refers serious unresolved complaints to higher level management. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources.

2. Supervisor EEO/EO, Whistleblower, and Notifications (Rating Official)

Annually advises and provides counsel to employees regarding policies, procedures, and directives of management. Remain informed on EEO/EO principles. Ensure federal laws and regulations governing workplace behavior are adhered to. Support and communicate the NGB EEO/EO, Diversity, and Anti-Harassment Policies. Notify employees of avenues of redress and encourage them to report instances of discrimination. Upon notification of an alleged discriminatory incident contact an EEO official immediately, but generally not later than within 2 business days. Take appropriate corrective action if sexual harassment or Discriminatory/ unlawful treatment is observed or reported. Ensures all subordinates complete required EEO training prior to the end of the fiscal year.

Must respond constructively to employees who make protected disclosures under the whistleblower protection act and takes action to resolve disclosures within 72 hours. Fosters an environment where employees feel comfortable making disclosures. Completes yearly training concerning whistleblower protections, no fear act, and other training required by organization. Ensures employees are referred annually to publically displayed posters in a work area on whistleblower protections, prohibited personnel practices, USERRA, Federal Minimum Wage and FLSA, e-Verify, and other information required by the organization. Ensures bargaining unit employees are notified annually of their Weingarten rights.

3. Supervisor Employment and Performance Critical Element (HLR)

Annually prioritize projected position vacancies in organization to ensure vacancies are appropriately focused and filled to accomplish organizational mission. Ensures equitable application of organizational performance management goals. Establishes performance expectations of organization to supervisors within 30 days of entering the appraisal cycle. Provides feedback on strengths and weaknesses to supervisors annually. Holds supervisors responsible for satisfactory completion of performance management duties; plan, progress reviews, and appraisals. Reviews and approves unacceptable performance appraisals. Encourages action to commend special acts and excellent performance or conduct by the use of awards. Encourages supervisors to take action for poor performance or conduct by the use of PIPs, non-disciplinary actions, and adverse actions.

4. Supervisor EEO/EO, Whistleblower, and Notifications (HLR)

Must respond constructively to employees who make protected disclosures under the whistleblower protection act, takes action to resolve disclosures, and fosters an environment where employees feel comfortable making disclosures. Completes yearly training concerning whistleblower protections, no fear act, and other training required by organization.

Remain informed on EEO/EO principles, and ensure federal laws and regulations governing workplace behavior are adhered to. Support and communicate the NGB EEO, Diversity, and Anti-Harassment Policies. Notify supervisors of avenues of redress and encourage them to report instances of discrimination. Upon notification of an alleged discriminatory incident contact an EEO official immediately, but generally not later than within 2 business days. Take appropriate corrective action if sexual harassment or Discriminatory/ unlawful treatment is observed or reported. Ensures all subordinates complete required EEO/EO training prior to the end of the fiscal year. Ensures supervisors are notified annually of organizational policies and prohibited personnel practices.