

Supervisory Functions

1. Hire

- reviewing job applications for selections of interviewees
- interviewing applicants
- hiring
- conducting probationary evals
- making certification decision

2. Transfer

- transfer employee from one dept. to another
- transfer employee within dept. but to separate location
- transferring employee from one classification to another

3. Suspend

- writing/signing letters of suspension
- removing employee from payroll

4. Promote

- complete/sign promotional rating forms
- other evidence of promoting

5. Reward

- Entering letters of commend, etc, in employee's file
- granting discretionary bonuses

6. Direct

- approve positions descriptions -training or orient new employees on job duties
- instruct employees in performances of their job duties
- approve /reject work of employees
- grant/withhold step increases
- conduct perf evals and complete forms
- approve time records
- approve/reject vacation/sick leave

7. Discharge

- write/sign discharge letter
- remove employee from payroll

8. Assign

- assign work to employees
- assign overtime
- establish work schedules
- determine work priorities
- temporary reassignments with dept.

9. Discipline

- oral/written reprimand

10. Adjust Grievances

- hear on management's behalf at 1st/2nd step
- grant/deny grievances