

## **FREQUENTLY ASKED QUESTIONS ABOUT THE SUPERVISORY POSITION EVALUATION GUIDE (SPEG)**

1. **Question:** Why is work performed by a contractor workforce considered in evaluating a supervisory position?

**Answer:** A supervisor is responsible for ensuring the work of the unit is accomplished, regardless of who performs the work. Therefore, contractor work directed by the supervisor should be considered when evaluating the supervisory position.

*Note: Work performed by a contractor workforce may not be considered in determining if a position meets the criteria for coverage by this guide.*

2. **Question:** How is work performed by contractors credited under Method A and Method B?

**Answer:** Method A is based on the grade level of the highest non-supervisory work directed by the supervisor. To apply this method, work performed by a contract workforce must be converted to equivalent Federal grades using appropriate classification standards and guides. It may be helpful to review the contract and meet with the supervisor and contractors to gather information needed to evaluate the level of the contractor work.

Method B considers four factors common to supervisory work. Contractor work directed by a supervisor may be considered in each factor on which it has an impact. For example, work performed by contractors may contribute to the scope and effect of the program for which a supervisor is responsible and would then be credited under Factor 1. The direction of a contractor workforce is least likely to impact Factor 2 – Supervisory and Managerial Authority Exercised.

3. **Question:** What format should be used to write supervisory position descriptions (PDs)?

**Answer:** There is no prescribed format; however, PDs or attached supplemental documents should provide the information needed to evaluate the position using both Method A and Method B. We recommend attaching a list of the subordinate positions and their full performance levels to the PD, which should include information to support the factor levels credited under Method B.

4. **Question:** When using Method A to grade supervisory positions, why is it assumed each position supervised is performing grade-controlling work 50% or more of the time?

**Answer:** Grade level determinations using Method A are defined, in large part, by the technical and administrative demands of the level and complexity of work supervised. Therefore, the grade level used for Method A assumes there is a sufficient amount of work

supervised at the grade level credited to impact the complexity of the supervisory work performed.

5. **Question:** Why are supervisors over one-grade interval GS-9 positions graded at the GS-11 level under Method A?

**Answer:** Technician positions in one-grade interval occupations at the GS-09 level perform substantive technical work directly furthering the purpose for which the work unit is established. For this purpose this work is assumed to be equivalent in difficulty and complexity to that of two-grade interval occupations. Therefore, supervision of such work warrants the same treatment as supervision of two-grade interval work.

6. **Question:** When are multiple levels of supervision appropriate?

**Answer:** When the supervisor's organizational workload is so large and the work is so complicated that two or more subordinate supervisors, team leaders, or comparable personnel are necessary to effectively carry out the mission of the organizational unit over which the supervisor is responsible.

7. **Question:** What is the difference between the types of work (e.g., professional, administrative, technical) referenced in Factor 1 – Scope and Effect?

**Answer:** Information about the characteristics and differences between this work is provided in Section III(c), Work Covered by the General Schedule, in the Introduction to the Position Classification Standards. The website location for this guidance is <http://www.opm.gov/fedclass/gsintr.pdf>.