**SUPERVISORY DESCRIPTIONS**

Most USA members fall into the first two categories. If you fall into the “administrative” then you definitely need to ask for an upgrade.

**Functional**

May provide functional or technical supervision over other employees in same or closely related classification, where scope of supervisory responsibility is limited to occasional direction, guidance, explanation, etc. May assume relief responsibility for small units at infrequent intervals.

**Direct**

Provides direct supervision over functional unit or section where supervisory responsibility includes scheduling and/or assignment of personnel; however, supervisory responsibility is not normally a significant portion of assigned duties. Also included in this category are people who may relieve or act as substitutes for an absent department head or program director.

**Administrative**

Principal duty is the direct supervision over a functional unit, section, program or small department. Responsibilities include selection, orientation and training of personnel; initiation of “personnel action” recommendations; workface planning and development; and fiscal accountability for establishing and controlling operating budgets.