

# Position Classification Flysheet for Work Unit Supervising Series, GS-0313

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## SERIES DEFINITION

This series includes all classes of positions the duties of which are to supervise one or more work units when the work of the unit(s) is properly classified in one-grade interval series. Positions classified in this series have as their paramount qualification requirement supervisory knowledges and abilities and do not require prior experience, or skill in a specialized subject matter or functional area.

(This Series Coverage Standard supersedes the series definition for the Stenographic or Typing Unit Supervising Series, GS-0313, dated September 1979.)

## SERIES COVERAGE

All positions classified in this series exercise administrative and technical supervision over one or more work units whose work is properly classified in one-grade interval series. The work unit supervised must include at least three positions directly engaged in performing the work for which the unit was established. To be classified in this series, the duties, responsibilities, and authority of the supervisory position must meet the requirements of the [General Schedule Supervisory Guide](#).

Incumbents of positions classified in this series exercise full technical as well as administrative supervision over the work. These positions are responsible for planning, organizing, and scheduling the work of the unit, assigning and reviewing the work of the subordinate employees, and exercising supervisory responsibility for personnel management functions. Supervisory positions are classified in this series when these functions can be performed without possession of the competitive skills required of or prior experience in the work supervised.

Various kinds of work units may lend themselves to the establishment of positions in this series. For some positions the work of the unit(s) supervised may be of the type that can be readily learned. Other positions may supervise work units when performance of the supervisory duties does not require possession of a competitive level skill which is required of the subordinate employees. For example, the supervisory position over a unit of clerk-typists should be classified to this series if the supervisor is not required to be a qualified typist (i.e., types at a speed required by qualification standards).

Obviously, not all supervisors of one-grade interval work should be classified to this series. It is likely that most supervisory positions will require for entry the possession of the technical subject-matter knowledges or competitive level skills of the work supervised, and that these positions will be classified to a special or general series. However, the use of the Work Unit Supervising Series, GS-313, when appropriate, provides management officials with greater flexibility in position management and design, in organizational structuring, and in determining what specialized experience, knowledges, and skills are essential requirements of the supervisory position.

NOTE: The establishment of a position in the GS-313 series does not preclude the consideration or selection of a candidate who has had prior experience in or who possesses the specialized skill required of the work of the unit.

## EXCLUSIONS

Excluded from this series are:

1. Positions the duties of which are to supervise a unit of clerk-typists, clerk-stenographers, or data transcribers when performance of the supervisory duties requires typing, stenographic, or data transcribing ability at the level required by competitive standards. Such positions are to be classified to the appropriate specialized series.
2. Supervisory positions combined with responsibilities that constitute the role of secretary as defined in the [Secretary Series, GS-0318](#).
3. Positions responsible for the supervision of a work unit when performance of the supervisory duties requires prior specialized experience and training in the nonsupervisory work of the unit. Such positions are classified in the appropriate general or specialized series and authorized titles for supervisory positions in those series are to be used.
4. Supervisory positions which also perform nonsupervisory duties that require experience and training in a specialized area of work. Such positions are titled supervisory and are classified to whichever series represents the specialized qualification requirements for the position even if the grade of the position is based on supervision, (e.g., [Management Clerical and Assistant Series, GS-0344](#), [Editorial Assistance Series, GS-1087](#), [Miscellaneous Clerk and Assistant Series, GS-0303](#)).
5. Supervisory positions which involve supervision over a work unit in which the work of the supervisor requires prior specialized knowledges, skills, and experience not classifiable to a general or specific subject matter series. Such positions are classified in the [Miscellaneous Clerk and Assistant Series, GS-0303](#).

## OCCUPATIONAL INFORMATION

There are many work situations which may be efficiently and effectively supervised by a supervisor who does not meet upon appointment to the position the specialized experience, knowledge, or skills required of the subordinate positions. The paramount requirement of these supervisory positions is the possession of the knowledges and skills necessary to direct the work of the unit and to motivate the employees. Generally, in work units of this type, the supervisor is heavily involved in work planning and scheduling, dealing with personnel management problems and responsibilities, and managing a variety of employee and administratively oriented functions so that the work processes of the unit can be carried out successfully.

When it is determined that performance of the supervisory duties does not require prior experience, knowledge, or skill in a specialized type of work, the supervisory position is classified in the Work Unit Supervising Series, GS-313. While positions in this series do not require the degree of technically oriented knowledges, skills, and abilities required of supervisory positions classified in more specialized series, such as Payroll Supervisor, GS-0544, Supervisory Supply Clerk, GS-2005, or Supervisory Physical Science Technician, GS-1311, they nevertheless required the attainment of a degree of familiarity with the work of the unit sufficient to exercise a broad range of supervisory responsibilities. Performance of supervisory duties classified in the Work Unit Supervising Series, GS-0313, requires the incumbent to achieve a knowledge of the rules, regulations, procedures, processes, and equipment capabilities involved in the nonsupervisory work. This may be gained through outside training or through serving on the job.

Typical examples of work processes which may be appropriate for supervision by positions in this series are discussed in the paragraphs below:

Work units such as typing, stenographic, data transcription, and word processing units in which the nonsupervisory work performed requires a competitive level skill may be suitable in some organizational structures for supervision by a position in this series. These units are normally composed of fully qualified typists, stenographers, or data transcribers who meet minimum competitive requirements for the particular skill. If classified in the Work Unit Supervising Series, GS-0313, the supervisory position does not require the incumbent to meet the competitive skill requirements of the subordinate positions. Incumbents of supervisory positions of this type, however, must acquire upon entry into the position a knowledge of the work processes of the unit and a familiarity with the capabilities of the equipment used in order to exercise technical supervision over the work of the subordinate employees.

Other kinds of work processes which may also be appropriate for supervision by a position in this series are those which are typically straightforward, uncomplicated, and repetitive. Work of this type generally provides a service or support function or is highly procedural rather than technical. This kind of work frequently draws primarily on supervisory skills in planning and scheduling work, following up on production, and attending to personnel management and administrative matters. In these situations the

supervisor is fully responsible for the quality and quantity of work produced. Therefore, the work supervised must be such that it can be learned readily.

Additionally, positions such as those which supervise employees who operate various types of office machines may also be appropriate for classification in this series when the supervisory position does not require prior experience in machine operation. In work units of this type, the primary function of the unit is machine operation and not the application of specialized knowledges of a particular subject-matter area. For example, the operation of bookkeeping machines is the primary function of employees whose positions are classified in the Bookkeeping Machine Operation Series, GS-0354. They are not required to apply a technical knowledge of accounting or numerical record keeping procedures except as they relate to the operation of bookkeeping machines.

Many supervisors of work units perform duties which further the work of the unit but which extend beyond supervision. These non-supervisory duties may include responsibility for personal contacts with agency personnel outside the immediate organizational structure in which the unit is located to acquaint them with the services provided by the unit and to assist them with the proper development of material to be processed by the unit. For example, in some word processing units the supervisor has extensive contact with current and potential customers to explain the services available to them or to assist them in increasing their ability to use voice recording equipment effectively. Nonsupervisory duties may also include management related tasks such as performing studies of the production accomplished by the unit, developing new methods for carrying out the work, or proposing new organizational structures. When evaluating a position of this type, consideration must be given to both the supervisory and the nonsupervisory duties assigned to the position.

## TITLES

No titles are specified for this series. In constructing titles, follow the guidance in the [Introduction to the Position Classification Standards](#). To avoid confusion, titles specified for supervisory positions in other established series should not be used.

## EVALUATION OF POSITIONS

Positions classified in this series are to be evaluated by the [General Schedule Supervisory Guide](#).