

Supervisor vs. Lead Person Responsibilities			
Task	Supervisor	Lead	Comment
Lead Persons and Supervisors may perform the following:			
Assigning Work	◆	◆	
Reviewing Work	◆	◆	Leads may review deadlines and quality
Lead Persons may provide input or assistance, but are NOT the approvers or decision makers for the following:			
Training employees	◆	◆	Leads may provide on-the-job training
Authorizing training course attendance	◆	◆	May provide input
Scheduling employees	◆	◆	May provide input
Selecting employees	◆	◆	May assist
Promoting employees	◆	◆	May provide input
Preparing Performance Appraisals	◆	◆	May provide input
Approving and Recommending MSA* or SISA**	◆	◆	May provide input
Disciplining employees	◆	◆	May provide input
Working to resolve employee grievances	◆	◆	May assist in initial attempt to resolve conflicts
Preparing recommendations related to plans, budget requests, procedures/policies within work unit	◆	◆	May provide input
Approving procedures and policies within work unit	◆	◆	May provide input
Lead Persons should <u>NOT</u> perform these tasks:			
Approving overtime Approving/denying sick leave, vacation, personal holiday... Signing timesheets	◆	These are <u>not</u> Lead Person responsibilities	
Approving budget-related documents, purchase requests, TECs, or Travel Advances	◆		
Approving Training Requests (TR-290)	◆		

*Merit Salary Adjustment **Special In-Grade Salary Adjustment (equivalent to MSA for seasonal staff)

NOTE: For questions regarding these responsibilities, contact the CDFW Human Resources Branch, Labor Relations Office.