

Element 1 – A) Workforce Management

TASK: Effectively exercises supervisory personnel management responsibilities by practicing/complying with applicable Federal Regulations, Occupational Health and Safety rules/practices; security requirements; fiscal/resource constraints; change management principles; and Idaho National Guard recruitment and hiring policies. Applies EEO concepts and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free from harassment, discrimination, and retaliation. Hears and resolves employee complaints or elevates as appropriate, in accordance with all applicable regulations and policies.

STANDARD: Management actions are in line with EEO objectives, Merit Systems Principles, and Prohibited Personnel Practices. Supports Whistleblower Protection Program by responding constructively to employees who make protected disclosures under 5 USC 2302(b)(8); takes responsible/appropriate actions to resolve any such disclosures; creates an environment in which employees feel comfortable making disclosures. Consistently observes and complies with applicable health, safety, and security directives for specific work center. Takes appropriate and timely action to resolve/elevate complaints and provide a work environment free from coercion, discrimination, and retaliation/reprisal.

Element 2 – B) Workforce Management

TASK: Identifies current and future position requirements, ensures recruitment is appropriately focused to attract and retain a high-caliber workforce and acts in a timely manner on all steps in the recruitment and hiring process. Periodically reviews core personnel documents to ensure accuracy and the most effective utilization of personnel resources.

STANDARD: Personnel management actions, to include completing required SF52s, are typically prompt, accurate, and well considered in terms of mission and coordinated with HRO.

Element 3 – A) Supervisory Requirements, Performance Management and Employee Development

TASK: Completes Supervisor required initial and recurring training within established timeframes.

STANDARD: The National Guard Personnel Management course is completed within 1 year of appointment as a new supervisor of federal employees and every 3 years thereafter. ATAAPS certifier training is completed within 1 year of appointment as a new supervisor/certifier of federal employees and annually thereafter.

TASK: Efficiently administers performance management program responsibilities, ensuring employee performance plans, progress reviews, and appraisals are accomplished in compliance with all applicable guidance and timeframes. Clearly communicates performance expectations throughout rating cycle, ensures employees are held accountable, makes meaningful distinctions in performance, and appropriately recognizes employee achievements.

STANDARD: Performance Plans are initiated/revised at beginning of rating cycle with timely approvals by HLRs, normally accomplished within 30 days from beginning of rating cycle. Progress review(s) are accomplished in a timely manner; a minimum of one progress review is conducted, normally at the mid-point of the rating cycle. Annual appraisals are accomplished IAW established organizational timelines, using consistent/equitable rating techniques.

Element 4 – B) Supervisory Requirements, Performance Management and Employee Development

TASK: Fosters employee engagement and a results-oriented performance culture, resulting in successful accomplishment of work. Workplace, conduct and performance issues are promptly addressed. Identifies employee developmental needs and provides/arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development.

STANDARD: Technical/administrative guidance provided to subordinates is timely, substantive, and generally promotes development of individual skills/abilities. Declining/unacceptable performance is addressed and achievements recognized in timely manner IAW established procedures.