

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

June 25, 1991

CIVIL SERVICE BULLETIN 10.6A

TO: Commissioners/Agency Heads, Directors of Administrative Services and Personnel Officers

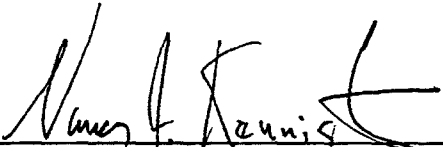
SUBJECT: Managerial and Supervisory Performance Standards

This is to clarify and supplement Civil Service Bulletin 10.6 which added the following task statement to all supervisory and managerial class specifications:

"Implement, administer and comply with human resource laws, policies, procedures and practices including: AA/EEO, recruitment, employment, position classification, performance appraisals, training, discipline, contract administration, communication systems and employee safety."

Individual task statements do not have to be identical to the above statement. Bulletin 10.6 requires that supervisors and managers be informed of their responsibilities in these areas through task statements and performance standards, and that their performance in these areas be rated in the performance appraisal process. Both supervisory task statements and performance standards may vary according to the scope and degree of responsibility assigned.

The purpose of this requirement is to ensure that the various responsibilities in the above task statement are communicated to and understood by supervisors and managers and included in the rating process.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES