Supervisor Mapping Decision Tree
Using the Supervisory Title Codes in Career Tracks

HEERA:
To Qualify for the Supervisory designation, the baseline requirement is supervision of at least 2 Career employees totaling 2.0 FTE or more.

AND must perform at least 3 of the 6 listed supervisory functions:

1. Hiring
2. Performance Evaluations
3. Reclassification/Promotion
4. Discipline/Discharge
5. Complaint/Grievance Resolution
6. Work Assignments

Use of the Supervisory Title Code in Career Tracks differs from the current practice at UCSB. For Professional positions, supervision must constitute the majority of time to be classified into a Supervisory Title Code.

Supervisor Mapping Decision Tree

Does this position supervise 2.0 FTE or greater, as defined by HEERA?

No

This position should not be mapped to a Supervisory Title Code.

Yes

Does this position perform at least 3 of the 6 Supervisory functions listed under HEERA?

No

This position should not be mapped to a Supervisory Title Code.

Yes

Is the work performed by this position primarily:

Operational or Technical (Bargaining Unit Work)

No

This position should be mapped to a Supervisory Title Code.

Yes

Does the Job Description designate the majority of time spent on supervisory duties?

No

This position should be mapped to a Professional Title Code.

Yes

Professional (Non-Bargaining Unit Work)

Operational/Technical positions should be mapped to a Supervisory title code when HEERA criteria are met, regardless of the time spent on supervision.

Positions mapped to a Professional title code can still have full supervisory responsibilities, and can be identified by including “Supervisor” in the working title.