

**SUPERVISOR LEVEL CAREER PROGRESSION GUIDELINES**

	<b>Education / Experience</b>	<b>Leadership Role</b>	<b>Technical Involvement</b>	<b>Typical Responsibilities &amp; Impact</b>
<b>Supervisor Band D</b>	BS degree preferred with ≥5 years job related experience; or ≥7 years equivalent experience	Serves as a team builder/leader. Generally accomplishes tasks through direct supervision of nonexempt and/or entry level exempt or hourly employees. Provides direction to subordinates using established policies and precedents. Recommends modifications to processes and operating policies. Administers and executes labor agreements, policies and procedures that typically affect individual subordinate employees. Assignments are received in task and objective oriented terms. Work is reviewed for adequacy in meeting objectives.	Monitors daily operations of a group or team and actively assists, or provides direction to, subordinates as required. Provides discipline-specific technical authority. Fosters a constructive and motivating work environment based on teaming. Monitors cost and schedule performance and reports issues to upper management. Coaches employees. May support operational tasks of across organizational units.	Assigns work and conducts performance appraisals. Ensures that tasks are safely completed on schedule and within budget and meet quality objectives by following established procedures, rules and plans. Responsible for employee development. Ensures proper administration or resolution of employee complaints and grievances. Erroneous decisions or recommendation or failure to achieve results might cause delays in program schedules and result in the allocation of more resources. Liaison normally involves specific phases of product development. Frequent contacts with internal personnel and external customer representatives at equivalent management levels concerning operations or scheduling of specific phases of product development. Ensures proper time accounting of subordinates.
<b>Senior Supervisor Band E</b>	BS degree preferred with ≥8 years job related experience; or ≥10 years equivalent experience	Serves as a team builder/leader and/or technical expert in a specific discipline. Recommends modifications to processes and operating policies. Administers and executes labor agreements, policies and procedures that typically affect individual subordinate employees. Assignments are received in task and objective oriented terms. Provides direction to subordinates based on general policies and management guidance. Work is reviewed for adequacy in meeting objectives. Accomplishes results through lower level subordinate supervisors or through nonexempt and/or exempt, or hourly employees. Often leads a centralized functional activity and is recognized as an expert in the function.	Monitors daily operations of a group or team and actively assists, or provides direction to, subordinates as required. Applies broad knowledge of ship design and construction processes. Actively involved in daily operations to meet schedules or to resolve complex problems within a group. Uses Earned Value Management techniques to ensure the ability to meet cost and schedule. Coaches and mentors employees and supervisors. Supports operational tasks across organizational units.	Assigns work and conducts performance appraisals. Ensures that projects are safely completed on schedule and within budget and meet quality objectives by following established procedures, rules and plans. Ensures proper administration or resolution of employee complaints and grievances. Erroneous decisions or recommendation or failure to achieve results might cause delays in program schedules and result in the allocation of more resources. Liaison normally involves specific phases of a project or operation. Frequent contacts with internal personnel and external customer representatives at equivalent management levels concerning operations or scheduling of specific phases of projects or contracts.

Note: All functions associated with junior classifications are assumed for senior positions described in this guideline.

**SUPERVISOR LEVEL CAREER PROGRESSION GUIDELINES**

	<b>Education / Experience</b>	<b>Leadership Role</b>	<b>Technical Involvement</b>	<b>Typical Responsibilities &amp; Impact</b>
<b>Section Manager Band F</b>	BS degree preferred with >12 years job related experience; or >15 years equivalent experience	Serves as leader of a business function or a functional section within the Department. Interprets and executes labor agreements, policies and procedures that typically affect subordinate organizational units. Responsible for influencing modifications to processes and operating policies. Assignments are received in objective oriented terms. Provides guidance to subordinates based on organizational goals and company policy. Work is reviewed in terms of meeting the organization's objectives and schedules. Accomplishes results through subordinate supervisors, or exempt specialist employees. Subject to approval, modifies the organizational structure of centralized functions and units. Often responsible for managing a staff function of the company.	Responsible for all tasks and projects assigned to the organizational unit. Understands the interfaces across organizational units. Acts as an advisor to subordinate supervisors or staff members to meet schedules or resolve technical or operational problems. Facilitates others to leadership roles. Directly participates in establishing and administering many centralized functional projects. Uses Earned Value Management techniques to ensure the ability to meet cost and schedule. Develops and administers budgets, schedules, and performance standards.	Responsible for the execution of plans and employee relations within the organizational unit. Hiring of new employees. Exerts influence in the development of overall objectives and long-range goals of the organization. Exercises authority to ensure safety & health and the proper administration or resolution of employee complaints and grievances. Erroneous decisions or recommendations would normally result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources, and funds; and jeopardize future business activity. Frequent contacts with equivalent level managers and customer representatives concerning projects, operational decisions, scheduling requirements, or contractual clarifications. Conducts briefings and technical meetings for internal and external representatives.
<b>Manager Band G</b>	BS degree preferred with >15 years job related experience; or >20 years equivalent experience	Serves as operational leader of a business function or a functional section within the Department. Establishes or approves operating policies and process improvements that affect subordinate organizational units. Interprets, executes, and recommends modifications to labor agreements and organizational policies. Work is performed without appreciable direction. Determines organizational objectives, and interprets company policies. Completed work is reviewed, from a relatively long-term perspective, for desired results. Establishes organizational policies in a major segment of the company. Interprets, executes, and recommends modifications to company-wide policies. Generally accomplishes results through lower management	Responsible for the direction and successful operation of activities of major significance to the organization. Technical expert with extensive knowledge in their functional area. Able to cross organizational units. Develops and clearly articulates vision and direction. Delegates most daily operational activities. Responsible for succession planning. May serve as cost account manager. Employs management control systems and procedures to achieve desired outcomes. Uses Earned Value Management techniques to ensure the ability to meet cost and schedule. Ensures that overall budgets, schedules, and performance standards are realistically set and attained.	Responsible for manpower planning, resource management and employee relations associated with a major business function. Hiring of new employees. Exerts significant influence in the development and communication of overall objectives and long-range goals of the organization. Ensures the safe and effective use of employee skills and abilities. Sets priorities and solves problems. Erroneous decisions or recommendations would normally result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources, and funds; and jeopardize future business activity. Represents the organizational unit as prime internal and external contact on contracts or operations. Conducts briefings and technical

Note: All functions associated with junior classifications are assumed for senior positions described in this guideline.

**SUPERVISOR LEVEL CAREER PROGRESSION GUIDELINES**

		levels. Determines and establishes organizational structures and supervisory relationships, subject to top management approval.		meetings for top management and customer representatives. Interacts with equivalent level managers concerning matters of significance to the company.
--	--	---	--	---

Note: All functions associated with junior classifications are assumed for senior positions described in this guideline.