Cal Poly Pomona
Differences Between HEERA Managers and Leads

HEERA Managers

Can perform the following duties:

- Manage, direct or supervise staff employees and other managers who report to them.
- Prepare and deliver performance evaluations and be the final signature.
- Hire, re-assign, suspend, layoff, recall, discharge employees.
- Provide counseling, corrective action and discipline (as allowed in collective bargaining agreements), as needed on performance related matters.
- Prepare and deliver Letters of Counsel and/or Reprimand, as appropriate.
- Reward and recommend for professional advancement (e.g., salary programs, in-ranges, and reclassifications as appropriate).
- Be involved in the early stages of the grievance resolution process.

Leads

Under supervision, can perform the following duties:

- Provide lead work direction to staff.
- Coordinate workflow and daily operations of the program/office.
- Train and coordinate work duties to staff.
- Monitor work and provide daily feedback (related to operations).
- Provide input to the HEERA Manager on performance reviews.
- Provide recommendations to the HEERA Manager on hiring student assistants or staff.
- May serve on recruitment panels and search committees during the recruitment and interview process, as needed.
- May bring issues and concerns regarding performance and operational subjects to the HEERA Manager's attention.
- Provide on-going informal coaching, feedback, and guidance to staff.

Leads CANNOT: hire, assign, transfer, reassign, suspend, lay off, recall, discharge, discipline, manage, or supervise employees. They also cannot initiate salary actions for employees or be involved in grievance meetings (employees in the Confidential classification are the exception).

In general, per Cal Poly Pomona campus practice, leads should not have "Manager," "Supervisor," or "Director" as part of their working title. The exception would be certain Unit 6 and Unit 8 classifications that are "working supervisors." This information is contained in their classification title and/or classification standard.

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