

PD 122 Section 11 - Organization Charts

Provide an expanded accurate, up-to-date organization chart. Include:

- ◆ Clearly designate the subject position (highlighting is good)
- ◆ Identify at least two levels of supervision above the subject position.
- ◆ Identify all other positions directly reporting to the same supervisor.
- ◆ If position is supervisory, identify positions directly supervised by this position.
- ◆ Identify all positions by classification number, classification title and position number & include incumbent name.
- ◆ Dept. of Administrative Services rules require position numbers and salary ranges for budget and reorganization reviews (e.g., BAM, E-Board packages).

**EXAMPLE**

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