



PROPOSED SUPERVISORY SPAN OF CONTROL REPORT

In accordance with the requirements of ORS 291.227, presents this report to the Joint Ways and Means Committee regarding the agency's Proposed Maximum Supervisory Ratio (MSR) for the 20 - 20 biennium.

Supervisory Ratio for the 20 - 20 biennium

The agency's actual supervisory ratio as of:		is	1:	
	(Date)			(Enter ratio from last published DAS CHRO Supervisory Ratio)

The agency actual supervisory ratio is calculated using the following calculation:						
	=		+		-	1
(Total supervisors)		(Employees in a supervisory role)		(Vacancies that if filled would perform in supervisory role)		(Agency Head)
	=		+			
(Total non-supervisors)		(Employees in a non-supervisory role)		(Vacancies that if filled would perform a non-supervisory role)		

The Agency has a current actual supervisory ratio of:						
1	:		=		/	
		(Actual Span of Control)		(Total non-supervisors)		(Total Supervisors)

When determining an agency maximum supervisory ratio, all agencies begin with a baseline supervisory ratio of 1:11 and based upon some or all of the following factors, may adjust the ratio up or down to fit the needs of the agency.

← Narrow Span		Wide Span →	
High	RISK TO PUBLIC/EMPLOYEE SAFETY	Low	
Dispersed	GEOGRAPHIC LOCATION(s) OF SUBORDINATES	Assembled	
Complex	COMPLEXITY OF DUTIES/MISSION	Not complex	
Low	BEST PRACTICES/INDUSTRY STANDARDS	High	
Small	AGENCY SIZE/HOURS OF OPERATION	Large	
Many	NON AGENCY STAFF/TEMPORARY EMPLOYEES	Few	
High	FINANCIAL RESPONSIBILITY	Low	
← More Supervisors		Fewer Supervisors →	



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Please answer the following questions:

1. Is safety of the public or of state employees a factor to be considered in determining the agency maximum supervisory ratio? ☐ Yes ☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

2. Is geographical location of the agency's employees a factor to be considered in determining the agency maximum supervisory ratio? ☐ Yes ☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

3. Is the complexity of the agency's duties a factor to be considered in determining the agency maximum supervisory ratio? ☐ Yes ☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

4. Are there industry best practices and standards that should be a factor when determining the agency maximum supervisory ratio? ☐ Yes ☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.



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5. Is size and hours of operation of the agency a factor to be considered in determining the agency maximum supervisory ☐ Yes
☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

6. Are there unique personnel needs of the agency, including the agency's use of volunteers or seasonal or temporary employees, or exercise of supervisory authority by agency supervisory employees over personnel who are not agency employees a factor to be considered in determining the agency maximum supervisory ratio? ☐ Yes
☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

7. Is the financial scope and responsibility of the agency a factor to be considered in determining the agency maximum supervisory ratio? ☐ Yes
☐ No

Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward from 1:11.

Based upon the described factors above the agency proposes a maximum supervisory ratio of 1:

Unions requiring notification:

Date unions notified:

Submitted by: Date:

Signature: Date:

Signature: Date:

Signature: Date:

Signature: Date: