Detailed example of organizational chart

• Provide an expanded accurate, up-to-date organization chart
  • 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, position number, and incumbent name (Vacant, if appropriate)
• Dept. of Administrative Services rules require position numbers and salary ranges for budget and reorganization reviews (e.g., BAM, E-Board packages)