

# 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)

**Dept. of Administrative Services  
Division of Marching Services  
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SAMPLE ORG CHART**

