

ORGANIZATION CHARTS (ORG CHARTS)

REFERENCES	SECTIONS
Responsible Control Program http://www.dgs.ca.gov/ohr/AboutUs.aspx	Office of Human Resources (OHR), Personnel Operations Unit
Department of General Services Administrative Order http://inside.dgs.ca.gov/ad/ao.aspx	04-06
Classification and Pay (C&P) Guide	320.3.2

Organization Charts (Org Charts)

Definition Org charts provide an overview of reporting relationships between positions and levels of supervision and responsibilities within the department. The person in charge is at the top, with subordinates below and individuals on the same horizontal level as peers.

Positions are approved and classified based on the work assigned (allocation) **and** reporting relationship. Organizational changes may influence several positions; therefore, **staffing changes, realignments, or reorganizations must be reviewed and approved by DGS OHR before they occur.**

Policy It is DGS policy for each division/branch/section/office to submit organization (org) charts to the Office of Human Resources (OHR), Classification and Pay Unit (C & P) on the following basis:

- By the 10th of each month;
- When proposing changes to organizational structures, generally when submitting a Request for Personnel Action (RPA) and
- Annually (by January 10) with executive-level management or designee signature.

The org chart shall be in accordance with the guidelines provided in this section.

When to update and submit a chart DGS, Boards, and Commissions must submit electronic copies of org charts to OHR C & P **monthly by the 10th**. A hard copy with executive-level management or designee signature is also due annually by **January 10**. Charts are also required when the following changes occur (typically via the RPA process):

	Current chart	Proposed chart
Filling a vacant position	X	
Filling a new position	X	X
Reclassing positions	X	X
Transferring employees and/or positions to another unit/location	X	X
Reorganizing offices/units	X	X

Continued on next page
 106.1

Organization Charts (Org Charts)

Format

Submit DGS org charts utilizing VISIO 2003 software. (The Office of Information Technology (OTR) can assist offices with computer upgrades if necessary.)

Small organizations may fit entirely on a single page; however, DGS Divisions should prepare one comprehensive chart reflecting major units, top managerial/supervisory positions, and the total budgeted position count for the Division. Attach additional charts detailing sections and units, **labeled by section/unit name and sub totals of the authorized budgeted positions for each section.** Do not include intermittents or seasonals in the count.

Please follow the formatting requirements below:

- Use 8 ½ x 11 white paper in landscape layout
- Post the office/branch/section/unit name and date (month and year) in the upper left corner
- Note the executive-level management or designee signature block in the lower right hand corner
- No color, shading, shadows, or italics
- Use Arial for all text
- Depict all positions, including vacancies and “loaned” positions to or from another division or department; however, **omit** references to Industrial Disability Leave (IDL), Worker’s Compensation (WC), or Limited Examination Appointment Process (LEAP)
- Use “RA” only for retired annuitants in coded positions
- Use solid and straight connectors to depict reporting relationships and dotted lines for consultant positions or reporting relationships outside the unit
- Use dotted connectors and boxes to reflect positions on loan in the receiving program and solid connectors and boxes for the same position in the loaning department/program.

Position Box Format

First Line-Employee’s name or “Vacant”.

Second-Civil service title, not working title, in caps, may be abbreviated but format the entire chart consistently

Third-Full position number

Fourth-Tenure and time base (if less than permanent-full time)

Continued on next page
106.2

Organization Charts (Org Charts)

Contacts If you have additional questions regarding organization charts please contact your OHR C & P Analyst.

Attachment An org chart sample is available at
http://www.documents.dgs.ca.gov/ohr/pom/Sample_org_chart.vsd
