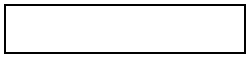
ORGANIZATION CHART GUIDELINES

Definition
An organization chart is a graphic portrayal of the agency's formal hierarchical system of authority and supervision. It provides a clear picture of responsibilities and reporting relationships within the agency.

Importance
Organization charts are used to analyze position supervisory and reporting relationships, which are crucial in determining:

- A position's level within a class series.
- Whether a position meets the criteria for reclassification.
- Whether the requested classification affects other positions.

Policy and Procedures
The organization charts submitted with a Classification Action Request HRC-302 form must be updated prior to submittal to the Arizona Department of Administration Human Resources Division Classification and Compensation Section (C/C). Current, complete, and accurate organization charts are crucial and will reduce the processing time of your request.

1. Organization charts are required for all actions that are submitted using an HRC-302 form. If requesting a reclassification, two (2) organization charts – current and proposed – must be submitted.
2. Organization charts are not required for C/C Express action requests.
3. Organization charts must be consistent with reporting relationships as explained in the attached PDQ. At a minimum, charts must include the following:
    - The official job code title of each position.
    - The official job code of each position.
    - The official salary schedule and grade of each position.
    - The 12-digit position number for each position.
    - The chain of command.
        - Two levels of supervision above the position being reviewed or established.
        - The subordinates of the position, if applicable.
4. Organization chart symbols:
    1. A box,  , indicates a position in the work unit.
    2. A solid line, _____, indicates direct supervision.
    3. A dashed line, _ _ _ _ _ _ _ _ _ , indicates indirect supervision.

See examples of organization charts on the following pages. A checklist is provided on page five to assist agency personnel in providing complete organization charts for requested classification actions.

SAMPLE CURRENT ORG CHART

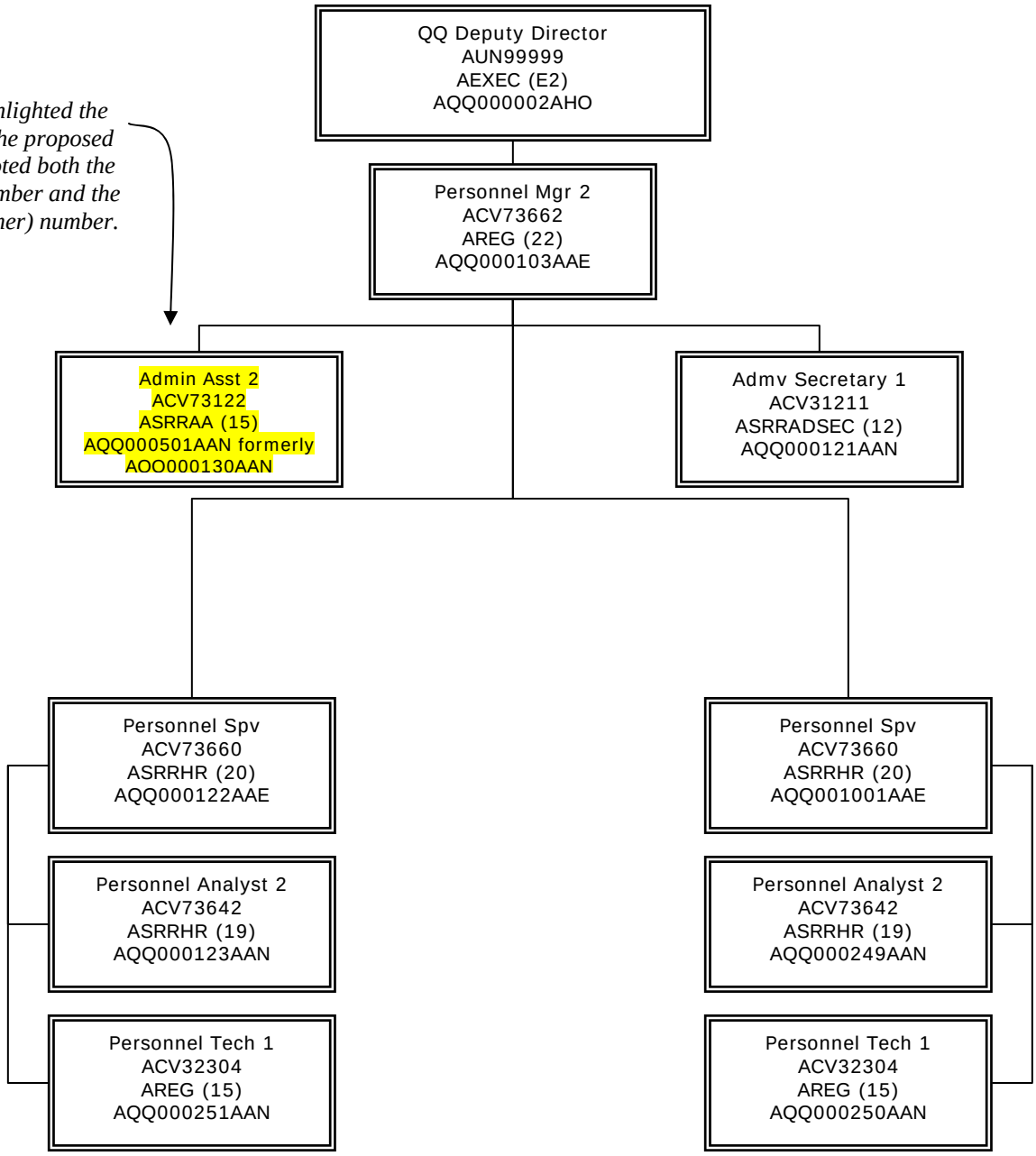
Any Agency (QQ)
Administration Division
Human Resources Section
Current 11/03/XX

Agency requested reclassification and highlighted the position in the current chart.

SAMPLE PROPOSED ORG CHART

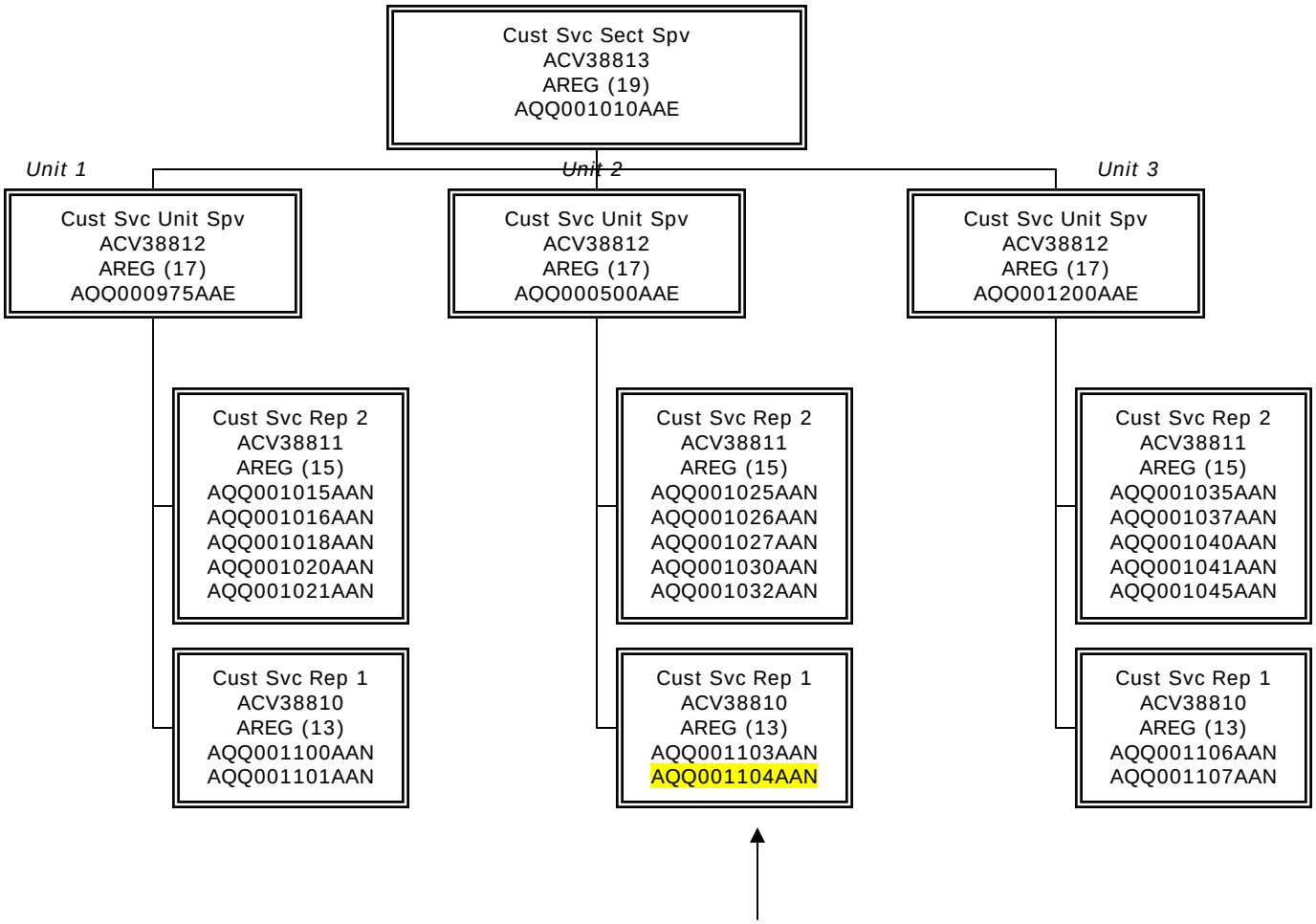
Any Agency (QQ)
Administration Division
Human Resources Section
Proposed 11/03/XX

Agency highlighted the position in the proposed chart and noted both the proposed number and the current (former) number.



MULTIPLE POSITIONS IN SAME JOB CODE REPORTING TO SAME SUPERVISOR
SAMPLE ORG CHART

Any Agency (QQ)
Licensing Division
11/03/XX



If multiple positions reporting to a supervisor are in the same job code title, job code, salary schedule, and grade, it is acceptable to place them in one box as illustrated above. Highlight the subject position with bold print or a highlighter.

ORGANIZATION CHART CHECKLIST

Each item on this list **MUST** be checked **YES** prior to submitting the Classification Action Request packet.

YES

1. ☐ Is the “official” job code title of ***EACH*** position indicated?

2. ☐ Is the “official” job code of ***EACH*** position indicated?

3. ☐ Is the “official” salary schedule and grade of ***EACH*** position indicated?

4. ☐ Is the position number of ***EACH*** position indicated?
   - ☐ If establishing a new position, you may indicate that position by using the word “new”.

5. ☐ Is the chain of command indicated?
   - ☐ Are a minimum of two levels of supervision identified for the position being reviewed or established?
   - ☐ If applicable, are the subordinates identified for the position?

6. ☐ Does the organization chart support the Position Description Questionnaire (PDQ) supervisory information?

7. ☐ Is/are the organization chart(s) dated?

8. ☐ Does the organization chart title clearly identify the agency and work area?

9. ☐ Is/are the affected position(s) **HIGHLIGHTED**?