

ORGANIZATIONAL CHART CONSTRUCTION

- Charts should be constructed using the box and line format
- Charts should be fit to 8.5 X 11 paper, either in portrait or landscape orientation.
- Lines of authority show supervisory relationships
- There should be a box for each position, unless you have multiple positions in the same job classification (see examples below).
- Each box should show:
 - HRIS position number preceded with P#, e.g., P#12345.
 - HRIS employee number preceded with E#, e.g., E#67890.
 - Official classification code and pay grade as shown in the Classification and Pay Plan, e.g., A1360/AM.
 - Official Job Classification title for both classified and unclassified jobs as shown in the Classification and Pay Plan published by Civil Service, e.g., Program Coordinator, Dir, Water Resource Services, etc.
 - Incumbent's name in bold type.
 - Duty or working title, if applicable, in bold type.
 - Blank lines should separate the employee name and working title from the other information as shown in example, if the box contains only one position and employee.

EXAMPLE 1

P#12345	E#67890	C4772/CC
Utilities Maint. Worker Trainee		
Alexander J. Vandenberg		
Lift Station Maint. Wkr Trainee		

EXAMPLE 2

P#12345	E#67890	C4772/CC
UTILITIES MAINT WKR TRAINEE		
Alexander J. Vandenberg		
Lift Station Maint. Wkr Trainee		
P#34567		E#89012
Johnny V. Preston		
P#45678		E#34567
Juan Rivera		

- If several positions are in the same job classification, the org chart could be constructed with boxes as shown in example 2, by just adding the employee's position number and employee number. This saves space and less information has to be entered. Bold the employee's name or enter "Vacant" if the position is vacant.
- A dotted or dashed line should be used to show coordinating or advisory relationships.
- Large organizations should have several pages of charts that show one or two subdivisions so that the chart is legible.
 - One chart should show the first and second levels of organization at the management level.
 - Subsequent charts should show each major division with all positions. This could require several charts if the major division has several large sections.