



Personnel and Labor Relations Classification Services Guidance

October 26, 2021

Staffing Chart Requirements – Online Position Description (OPD)

Effective immediately, the following staffing chart (aka organizational chart) guidance is provided for standardization in submitting requests in the OPD.

All permanent and non-permanent positions submitted in the OPD must have a staffing chart attached. The exceptions are as follows:

1. Non-permanent extensions, that have not had a location or supervisor change, do not require a staffing chart since the original submission will have it on file within the system.
2. Prior permission given by Classification Services due to unique circumstances.

If you have any questions, please contact your department Human Resources Business Partner (HRBP) or DOPLR Classification Services.