

DOP Classification Guidance

Position Description Required Attachment: Organizational Chart

An organizational chart is required to be attached to all position descriptions.

Organizational charts must meet the following requirements:

1. **Organizational charts must reflect the current state**, at time of submission to Classification. Future planned changes should be noted in the comments section in OPD (e.g., plans to add positions under the supervision of the subject position; however, those positions should not yet be included in the organizational chart, nor listed in Section 5 of the PD).
 - a. NOTE: The only exception is when positions are being submitted for contemporaneous review by Classification. This information must be noted in the comments section in OPD.
 - b. On occasion, because positions interrelate or duties shift between positions, updated PDs will be required for other positions in the organizational unit concurrent with the requested allocation.
2. Include 1) the subject position and their direct reports, as well as any subordinates of the direct reports; and 2) the subject position's supervisor along with all subordinate positions of the subject position's supervisor.
3. For each position, at a minimum, the following information must be included: 1) **Job class title** (for the subject position, the current or requested class title should be used – no working titles); **Position Control Number (PCN)**; **Position location**.
4. All job class titles for flexible, coupled, or multi-class positions must be listed (e.g., if the position is being allocated to a flexibly staffed Retirement and Benefits Technician, the title of the position should be Retirement and Benefits Technician 1 (Flex 1/2).
5. The designation line must show the correct relationship between positions. A solid line signifies a supervisory correlation in accordance with 8 AAC 97.990(5), whereas a dashed line signifies a lead correlation between the positions.

Exception - Minor Position Control Updates do not require a new organizational chart:

- Non-permanent positions that have not had a location or supervisor change
- Home Unit & Vacant Position Location Changes that do result in changes to the organizational chart on file with the PD of record

Questions? Contact your [Classification Services Liaison](#)

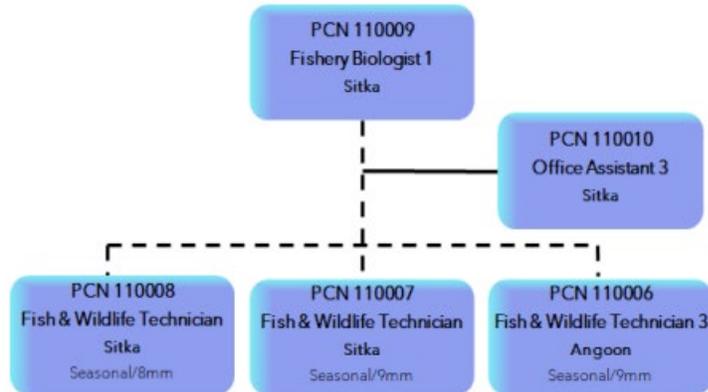
Refer to Classification Guidance: Supervisor and Lead Authority for additional information

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Example 1:

The Fishery Biologist 1 supervises one Office Assistant 3 and leads three Fish and Wildlife Technicians.



Example 2:

The Division Director supervises the Deputy Director, Administrative Officer 2, and Division Operations Manager. The Administrative Officer 2 supervises an Office Assistant 4.

