



Ohio Department of Administrative Services

**Human Resources Division
Office of Workforce Administration**

Table of Organization Guidelines

Revised 4/24/12

Table of Organization

The Table of Organization is a tool used in gathering information pertinent to the classification function. The instrument provides a visual reference to the following:

- Organizational structure of an agency and its breakdown by division, sections & units
- Size, numbers & organization of sub-units
- Numbers & classifications of unit employees
- Ratio of employees to supervisory personnel
- Assignment of job function
- Organization of operations
- Relationship of positions to one another
- Comparative levels of responsibility

To ensure the Table of Organization reflects an accurate picture of an agency's organizational structure and satisfies the uses named above, the following guidelines may be very helpful.

1. Individual pages should be used to depict the following breakdown of an agency, in the following order:
 - a. Director's immediate staff & subordinate division heads
 - b. Division head's immediate staff & subordinate section supervisors
 - c. Section administrator's / manager's immediate office staff & subordinate units and sub-units

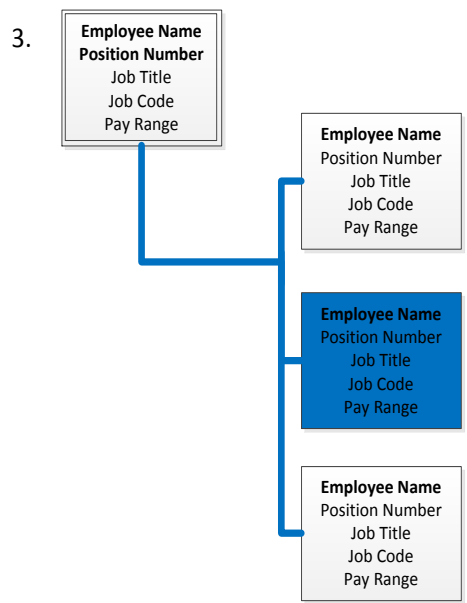
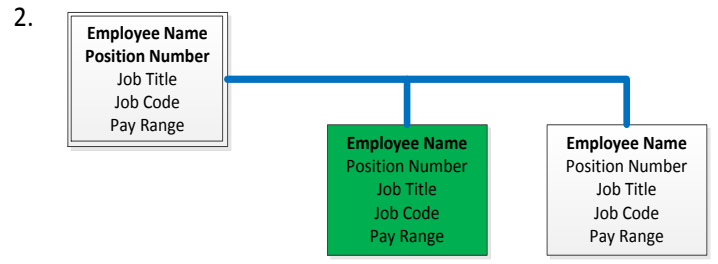
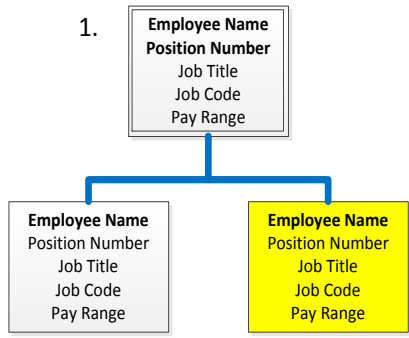
Note: By drawing the Table of Organization on separate sheets, when individual portions must be updated, the entire Table of Organization does not have to be revised, only the affected area(s).

2. The cover sheet should be signed and dated by the agency appointing authority or designee. The Table of Organization will be submitted to DAS Human Resources Division annually with the agency's Workforce Plan. The Table of Organization should be updated whenever a portion is revised and may be requested throughout the year.
3. Each page should reflect the name of the department and then the division and / or section in the lower right hand corner. Unit or sub-unit names should appear directly above the supervisory position of the unit or sub-unit. These names are to agree with those listed on the position descriptions.
4. For each position appearing on the Table of Organization, list the employee name, position number, the complete State of Ohio job title (may be abbreviated), job code and pay range. Do not list working titles.

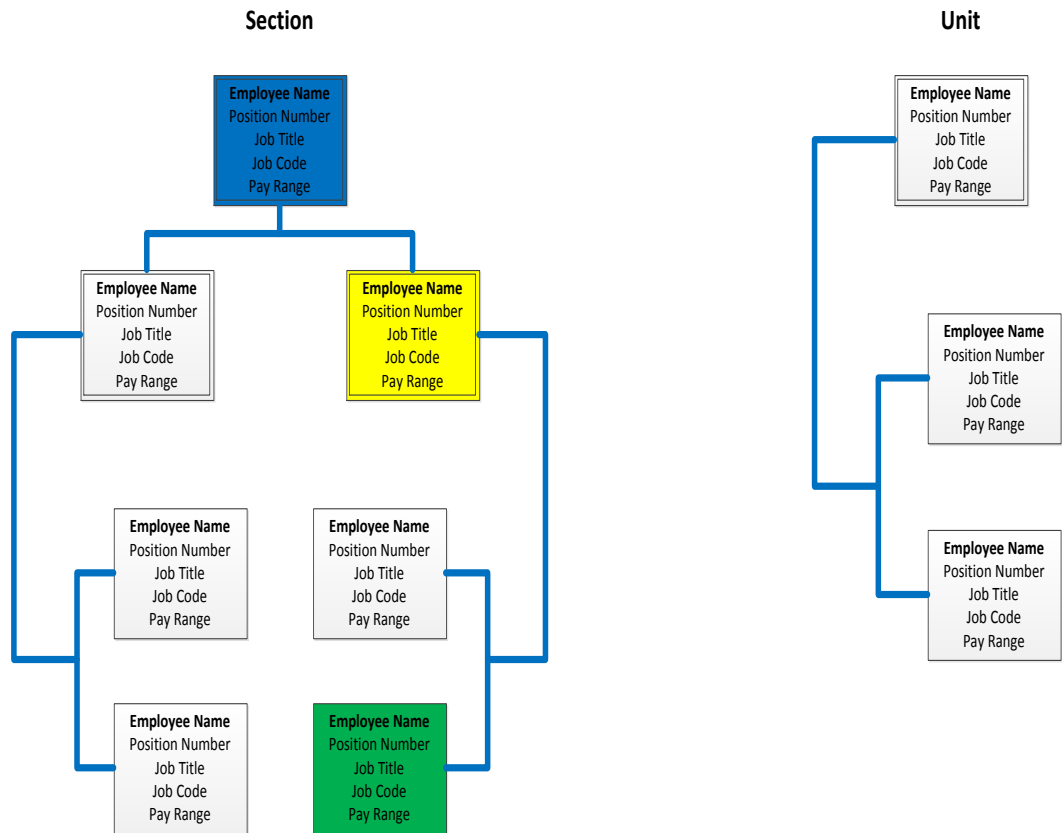
5. Use a solid line drawn vertically between the two blocks to denote supervision (i.e., supervisory person assigns & reviews work, trains, completes formal performance evaluations, authorizes leave & initiates / recommends disciplinary action). If more than one subordinate position reports to the same supervisory position, a solid master line should be drawn to connect each block to the solid master line. Use a bracket inverted downward to depict supervision of more than one unit or section. Any subordinate position drawn should be situated lower on the page than the supervisory position. The supervisor listed on the Table of Organization should coincide with the "Reports To" information in OAKS.
6. A dotted line is used to depict lead work responsibility (i.e., provides work direction & training) over subordinate positions that is exercised on a daily basis only. Do not use a dotted line to reflect lead work exercised on periodic basis (i.e., in absence of regular immediate supervisor) or on a project / rotational basis.

Also within the Table of Organization, eligibility to retire should be visually depicted (i.e., Green = eligible, Yellow = within 1 year, Blue = within 5 years).

Examples of Supervision



Examples: Direct supervision of two or more sections or units



7. The Table of Organization should reflect all active positions, including vacancies. Positions, other than division or section heads, may appear only once. Employees with identical job codes and job titles may appear in the same box.
8. The Table of Organization should be updated anytime a change in organization occurs. Below are some examples of changes that warrant a revision to a Table of Organization.
 - a. Deletion of a position(s).
 - b. Addition of position(s).
 - c. Renumbering of position(s)
 - d. Changes in supervisory personnel
 - e. Changes in assigned subordinate position(s)
 - f. Reclassification of position(s).
 - g. Reorganization
9. It is convenient to maintain your Table of Organization through the use of computer software packages (i.e., Org Chart, Visio, Power Point or Microsoft Word).
10. Your completed Table of Organization can be submitted on a CD, electronically or on paper. NOTE: You may need to select a larger size of paper when choosing to print your Table of Organization (i.e., 14x11 or 17x11).