

GCCCD

District Services

QUICK REFERENCE Organization Charts

Objective

The Employment Services Department (ES) maintains the official organization charts for GCCCD.

A. Organization Chart Structure

- Positions are sorted into categories:

Active status: Positions that are currently in use or expected to be in use in the future will be reflected on organization charts.

- FL: Filled positions
- VB: Vacant positions which are budgeted
- VN: Vacant positions which are not budgeted

Inactive status: I Positions which have been removed from the active list by reclassifications or using funding to create another position. Inactive positions may not be reflected on the organization charts, but will remain in the database position inventory.

B. Organization Chart Formats

- Charts will show reporting structure by departments. Within each department the positions will be listed as follows:

(Salary Range) Position Title

Employee Name or Vacant, Position Number, FTE if <1.0, Interim/Acting if applicable

- The chart reference number and updated date will be noted on the lower right corner of chart.

C. Procedures For Updates to Organization Charts

- Organization charts will be updated after each governing board meeting by ES.
 - All new hires, retirements, resignations, position changes, etc. will be reflected. Reduced loads will not be reflected on organization charts.
 - Managers serving in interim or acting positions will be listed on the organization charts after the temporary assignment is approved by the Board. At completion of assignment, organization chart will be modified.
 - Employees assisting in out-of class or acting/interim assignments will remain assigned to their original position on the organization charts.
- Other changes not requiring board approval will be processed after the completely approved modification is forwarded to ES. Such as:
 - Change in Division/Department or Employee title with no change in duties or pay level
 - Transferring a position with no change in duties or pay level
 - Change in organization chart presentation
- ES will make the appropriate changes on the organization charts, highlight changes, note date and send to District Business & Administrative Services (BAS) for budget impact review and posting to the intranet. ES will also maintain a log of all changes, including the organization chart number, date and reason for change. BAS AVC will coordinate with site business office on budget adjustment and forward for posting. Once posted, BAS will e-mail the department manager, cc ES, Site Business Office and President/Vice Chancellor, attaching the update.