

ORGANIZATIONAL TABLE

Please complete as indicated. You will need to save this document to your computer's hard drive and then attach it under the Supplemental Documentation tab of the online Position Description. The completed table will show the organizational relationships of this position on three levels: supervision, supervised and co-workers in the immediate area. You may attach other versions of the organization table if available.

1. The supervisor's immediate supervisor: (name, title & pay grade)

2. The immediate supervisor of this position: (name, title & pay grade)

3. This position: (name, title & pay grade)

4. Other positions/employees reporting directly to the same supervisor in #2
(name, title & pay grade)

(Continue on Added Page if Necessary)

5. Positions reporting directly to this position. Indent five spaces immediately following each of these positions and list subordinate positions at other levels below. (Show only the number of student positions that are supervised.)
(name, title & pay grade)

(Continue on Added Page if Necessary)

PLEASE ATTACH THIS TABLE TO THE STAFF POSITION DESCRIPTION.