 <p><b>JOB EVALUATION</b></p>	<p><b>Human Resource Manual</b></p>
<p><b>Preparing an Organization Chart</b></p>	<p><b>Section 404</b></p>

## **PREPARING AN ORGANIZATION CHART**

### **PURPOSE**


1. Organization charts give an overview of where a position fits in an organization. It gives the viewer a visual snapshot of the reporting relationships and the relationship of a position to other positions in the department/division.
2. Standardized organization charts provide each department with an accurate record of its organization. This also supports the evaluation process by providing required information in a common format.

### **APPLICATION**

3. These guidelines and procedures apply to all departments, boards and agencies.

### **PROVISIONS**

4. Charts sent to the Division of Job Evaluation and Organization Design in the Department of Human Resources must be originals (not photocopies), signed by the Deputy Head.
5. Charts must be on 8½ x 11 or 8½ x 14 paper.
6. Charts must be updated to reflect organizational changes (i.e., transfer of positions, addition of new positions, deletion of existing positions, changes in reporting relationships).
7. Organization charts have a separate box for all indeterminate, term, seasonal and part-time positions.
8. Organization charts do not include the following:
  - casual positions
  - acting responsibilities, or
  - positions where the person year (PY) and salary funds have not yet been allocated
  - employee name

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9. The reporting relationship indicated on the charts matches that on the related job descriptions. When reporting relationships change, the job description(s) affected is revised and the organization chart is updated to reflect the change.
10. The position title used in a box is the same as the title on the job description. It also matches the position title on the establishment report.
11. The following instructions apply to organization chart format.

Lines:

- A solid line connects boxes indicating direct line reporting relationships, e.g. between a supervisor and a supervised position.
- The line of authority always drops DOWN from the base of the supervisor's position box.
- The line of authority to a supervised position always enters the box at the top or the side.
- A broken line indicates functional reporting relationship, e.g., when functional and/or technical guidance/direction is provided, but not direct supervision.


Boxes:

- A solid line box indicates the position is indeterminate.
- A broken line box indicates the position is a seasonal, part-time, term or a trainee position.
- As a guiding principle boxes for positions within a division should be grouped by location (community).

Charts:

- Charts are numbered in sequential order, usually starting with the Directorate.
- An index of charts lists the organization's various divisions and regions with their chart numbers. The Index should be attached to the original charts submitted to the Job Evaluation and Organization Design Division of the Department of Human Resources and updated as necessary.

12. Each chart identifies the following:
  - department, board or agency
  - division, section or unit
  - headquarters or region
  - location (community)
  - chart number
  - signature block with title of the authorizing officer, and date approved

	
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13. The following are identified in each position box:

- the position title
- the position number
- the expiry date of a term position
- location, if different from chart location

See Appendix A for a sample organization chart.

14. The department prepares the organization chart to reflect organization change.
15. The Deputy Head, or authorized designate, approves the organization chart.
16. Updated organization charts are sent to the Job Evaluation and Organization Design Division of the Department of Human Resources.

#### **AUTHORITIES**

17. Government of Nunavut Organization Policy

#### **CONTACTS**

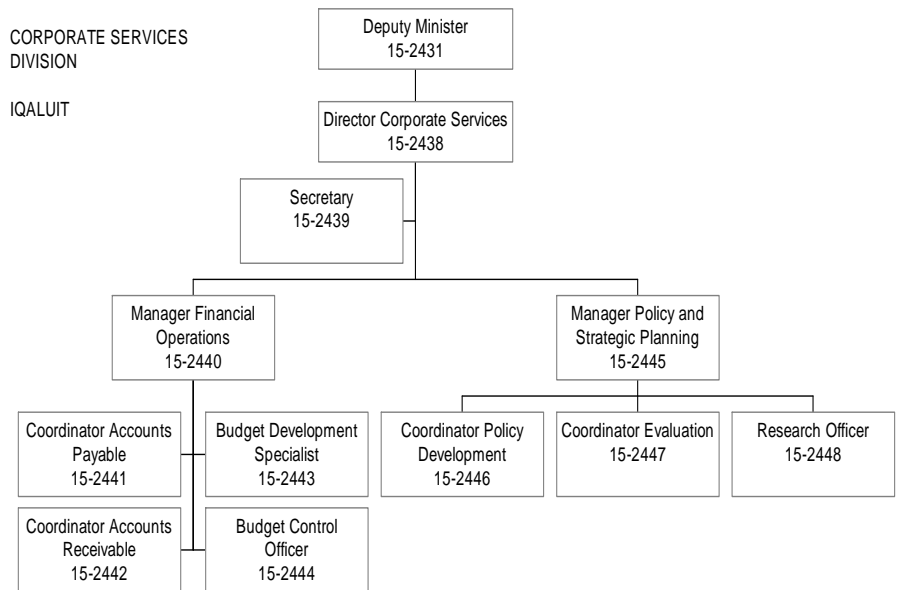
18. **Director Job Evaluation**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6227**



**APPENDIX A**

**SAMPLE ORGANIZATION CHART**

# DEPARTMENT OF PUBLIC SERVICES



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