



ADMINISTRATIVE DIRECTIVE

ORGANIZATION REVIEW/REORGANIZATION	NUMBER 3.05-4	PAGE 1 of 3
	EFFECTIVE DATE March 1, 2016	

I. PURPOSE

To set forth the minimum requirements for Department Directors when requesting an organization review and/or reorganization.

II. POLICY

- A. Department Directors will be accountable for adhering to their approved budgets and for achieving operational goals. This includes the proper assignment of duties that are within the classification specifications for positions within the department budget.
- B. Department Directors have discretion to reevaluate, reorganize and reassign resources as deemed necessary for the efficient delivery of services to the community. This discretion is limited as described in Section C below.
- C. Department Directors or their subordinates shall not change any organizational structure approved by Mayor and Council during the annual budget process without receiving prior approval from the City Manager.

II. DEFINITIONS

- A. **Budget Unit**: A discrete unit identified in the annual budget. A budget unit will include general description of duties, description and number of employees, and budgeted expenditures.
- B. **Classification Review**: A process conducted to evaluate and gather the information necessary to describe and classify a position into the correct grouping of positions within the classification system (for more information see AD 2.01-5).
- C. **Organization Review**: A process conducted that reviews organizational structures for their efficiency.
- D. **Promotion**: The reassignment of an employee from a position in one classification to a position in another classification that is assigned a higher salary range by ordinance.
- E. **Reclassification**: The approved assignment of a position from one classification to a new or existing classification that is based on a change in assigned duties or responsibilities to meet organizational needs.
- F. **Reorganization**: An approved change in the structure, duties, and reporting relationships within a department or budget unit.



ADMINISTRATIVE DIRECTIVE

ORGANIZATION REVIEW/REORGANIZATION	NUMBER	PAGE
	3.05-4	2 of 3
	EFFECTIVE DATE March 1, 2016	

IV. PROCEDURE FOR REORGANIZATION

- A.** A reorganization is initiated to improve efficiencies, realign to customers' needs, or maximize use of resources. Reorganization can include changes to structure, duties, and reporting relationships within an organization.
- B.** The reorganization begins with an organization review conducted during the annual budget development process or to meet budgetary or efficiency needs as follow:
1. Department Directors' written requests for organization reviews are submitted to the Chief Financial Officer/Assistant City Manager for approval and referral to the Finance Department. The request shall be completed by the Department Director and submitted at least two weeks prior to the date the initial budget package is due to the Finance Department.
 2. The request for an organization review shall include the following:
 - a. A written explanation of the need for the organization review,
 - b. Current organization charts and organization charts with proposed changes,
 - c. Detailed description(s) of the proposed change(s) in duties and assignments of each affected position, including:
 - (1) New duties which may affect position classification,
 - (2) Other equipment needed for new assignments,
 - (3) Remodeling/moving needs, and
 - d. Projected costs of organization changes.
 3. Organization reviews are conducted by the Finance Department.
 4. Recommendations of the Finance Department are submitted to the City Manager's Office for review and approval.
 5. The Finance Department will notify Department Directors of results of their requests.
- C.** Examples of items resulting from reorganization:
1. Moving positions from one division to another,
 2. Requesting additional positions for related functions,
 3. Eliminating positions associated with obsolete or changing functions,
 4. Requesting Classification Review,
 5. Redefining duties required for positions,



ADMINISTRATIVE DIRECTIVE

ORGANIZATION REVIEW/REORGANIZATION	NUMBER	PAGE
	3.05-4	3 of 3
	EFFECTIVE DATE March 1, 2016	

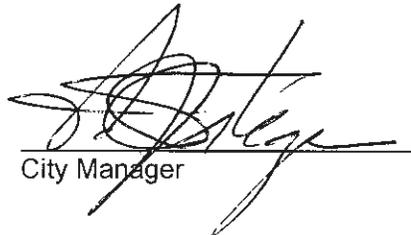
- 6. Creating a new division/removing a division/adding or removing functions within divisions,
 - 7. Redesigning reporting relationships,
 - 8. Redefining functions in relation to customers' needs, and
 - 9. Consolidation of Departments
- D. Organization changes are implemented through amendments to the Compensation Plan, Classification Plan and/or the Tucson Code.
- E. New Functions/Programs: The creation of new functions or programs of a Department can create entirely new duties and tasks of a position. In these cases, a new classification may be created in accordance with A.D. 2.01-5, Classification Review.
- F. Modification of Existing Functions/Programs: As functions or programs of a Department are modified to meet the needs of the community or the organization, duties and tasks of existing positions may change resulting in a reclassification in accordance with A.D. 2.01-5, Classification Review.

Appendices None

References Administrative Directive 2.01-1, Compensation Administration – General Policies
Administrative Directive 2.01-1A Pay Rate Placement
Administrative Directive 2.01-5, Classification Review

Review Responsibility and Frequency The Finance Director shall review and revise this directive as appropriate. Last review date: April 10, 2009.

Authorized



City Manager

10/3/16

Date

Michael Ortega