	LOS ANGELES COMMUNITY COLLEGES **HUMAN RESOURCES GUIDE**	**HR H-100**
		DEPARTMENTS AND ORGANIZATIONAL HIERARCHY
ISSUE DATE: December 14, 2006		**SERVICE:** ☒ ACADEMIC ☒ CLASSIFIED ☒ UNCLASSIFIED
REPLACES:		**CHANGES:** New

I. POLICY

It is the policy of the District for each department head, manager or supervisor to be responsible and accountable for the administration, performance, and budget for their portion of the district organizational hierarchy.

II. DEFINITIONS

- *__Authorization Table__* shows the access a position has to each of the District's computer systems. In the SAP system, each module's authorization table is the key to which transactions an individual employee can view, handle and, ultimately how a transaction is routed and approved.

- *__Department__* is an organizational unit consisting of multiple positions reporting to a single person (department head), having a common purpose (usually stated in the name of the department), and having a unique budget. In our district, departments can be referred to by designations such as office, division, cluster, unit, program, or project.

- *__Department Head__* is the person/position responsible for the effective performance of the functions delegated to his or her organizational unit. The department head plans, organizes, and evaluates the work of the unit including the selection of personnel and management of the departmental budget. In our district, department heads can be referred by a variety of designations such as administrator, manager, department chair, or director. In SAP, department heads are referred to as chiefs.

- *__Employee__* is a person assigned to a specific position for a certain period of time.

- *__Jobs__* are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc. HR Guide H-400 discusses Jobs in detail.

- *__Location__* is one colleges or the district office that comprise the Los Angeles Community College District. Locations are semi-autonomous in that they manage their own instructional program, student services, facilities, and budget within guidelines established by the District. Each location has a master department (president's or senior vice chancellor's office) whose leader manages the subordinate departments at the location.

- *__Organizational Hierarchy__* is the reporting relationship of departments. Every department head is held responsible for the performance of his or her organizational unit by a superior with the ultimate authority of the district held by the Chancellor based on policies set by the Board of Trustees.

- **_Position_** is a unique a set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center. HR Guide H-700, Position Establishment and Change, discusses positions in detail.

III. **REQUIREMENTS**

A. This guide assumes a basic understanding of organizational management as defined by LACCD operational policy, accounting practices, and computer system processing. For specific information on accounting and/or computer system coding, see the appropriate documentation published by Accounting and/or Information Technology.

B. **Department** is department is the fundamental structure of each location upon which operational processes rest both organizational and in the District's computer system(s). As such, department is a grouping of positions in an organization needed to accomplish particular functions.

   1. Once positions have been grouped, a department head (manager or supervisor) is assigned the responsibility of coordinating and making the final decisions for the group.

   2. A department is created when decision is made to group the individual positions under the authority of a designated department head.

   3. A decision to change which positions are assigned to which departments is called a reorganization.

   4. When department heads of subordinate departments report to and are held accountable for their performance by managers of superior departments, the structure is called an organizational hierarchy.

C. When a location decides to initiate a new department, to reorganize existing departments, or assigns a new department head, the organizational hierarchy structure must be updated to reflect the new structure. The process for doing so is as follows:

   1. **Identify the Type of Organizational Update Required**

      a. Change of an organization or organizational hierarchy made be required if:

         - A change in organization personnel that affects the identity of an individual's assigned to a departmental responsibility occurs.

         - New reporting requirements requiring a change in an organizational reporting code.

         - Responsibilities for budgetary responsibilities are changed.

         - A new program or department is created.

      b. **Initiate the Request for Update**

         Department heads may request modification of the organization under their supervision by sending request to their Vice-President (Division Chief at the District Office) who approves and forwards the request to the location "SPOC" for input into the districts computer system. Requests for changes in the organization of regular classified staff must be sent to the Personnel Commission staff for input into the districts computer system.

2. **Processing a Organizational Update**

   a. Before a person may be assigned to a position, the position must be reviewed in terms of the following criteria.

      1. *Position establishment and funding.*

         ▪ If there is no position, it is necessary to create the position as described in HR Guide H-700, Position Establishment and Change.

         ▪ If the desired position is not funded, a budget transfer must be initiated.

         ▪ Locations have the authority to create or change positions with the exception of Regular Classified positions which are done by the Personnel Commission staff.

      2. *Department to which the position is assigned.*

   b. Before a position may be created, the department to which the position is assigned must exist.

      1. New subordinate departments, or changes in departmental hierarchy, are authorized by top management for their respective areas of responsibility: The Chancellor, Presidents, Vice-Presidents, District Office Vice-Chancellors and Directors at each location. However, regular classified positions cannot be moved from one department to another without the approval of the Personnel Commission staff.

      2. Each location's "SPOC" will assign positions to departments or post adjustments in the district's computer system for his or her location except for regular classified positions.

   c. As part of the process for creating a new department, it is necessary to:

      1. Work with the location's budget office staff to establish a unique fund/funds center code for the department so that funding of the positions in the department is distinguished from that of other departments and that coding occurring with District accounting guidelines.

      2. Establish a special "department head" position.

         ▪ Operationally, department head positions may be referred to as an administrator, manager, director, supervisor, department chair, etc.

         ▪ In the District's computer system, this same position is referred to a "chief" or "hat."

         ▪ Regardless of the terminology used, a department head has special responsibilities with respect to their ability to authorize personnel actions as specified in HR Guide P-000, General Policy on Personnel Actions, and for financial transactions for all positions and budget items within their department or any subordinate department.

3. **Department Coding**

   a. Each department has a four (4) character "department code" which is intended to be a common mnemonic identifier allowing reports to be generated based on common department designations. For example, the "President's Office" at each college is designated with the first letter of the college name followed by "PRO" meaning president's office. The president's office at Trade-Tech is "TPRO". In a similar fashion the Vice-President's areas are TACA (Academic Affairs), TADM (Administration), and TSTS (Student Services). Each college's designation for this department the same except for the first letter.

   b. By convention, department codes use the first letter of each word in a three or more word department title to form an acronym. If a department title is two words, the acronym is the first two letters of the first word followed by the first letter of the second word. If a department title is one word, the acronym is the first three letters of the title. Certain departments within the district are designated as instructional. In those cases, the department code is always the college letter followed by an "A", followed by a two digit number. The number is the same number used in the schedule of classes as the designation for the same department   Only departments designated in this fashion can offer credit classes.

   c. As a part of the process of creating a new department, it is necessary to establish the organizational hierarchy for the department. Specifically, each department must be designated subordinate to some other department. In operational terms, the organizational hierarchy determines approval routing. When an individual department head authorizes a personnel action or a financial transaction, such authorization is routed to the organizationally superior department head for final approval.

   d. Each of the components described above are related. The relationships are represented in Figure H-100A below:
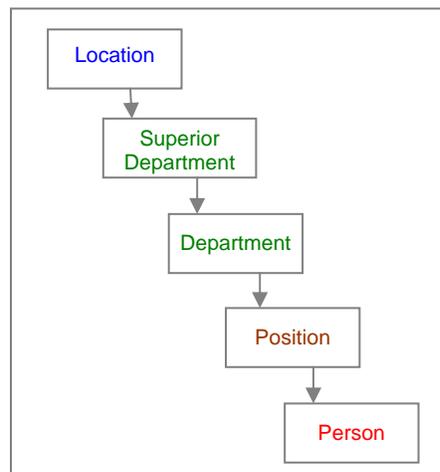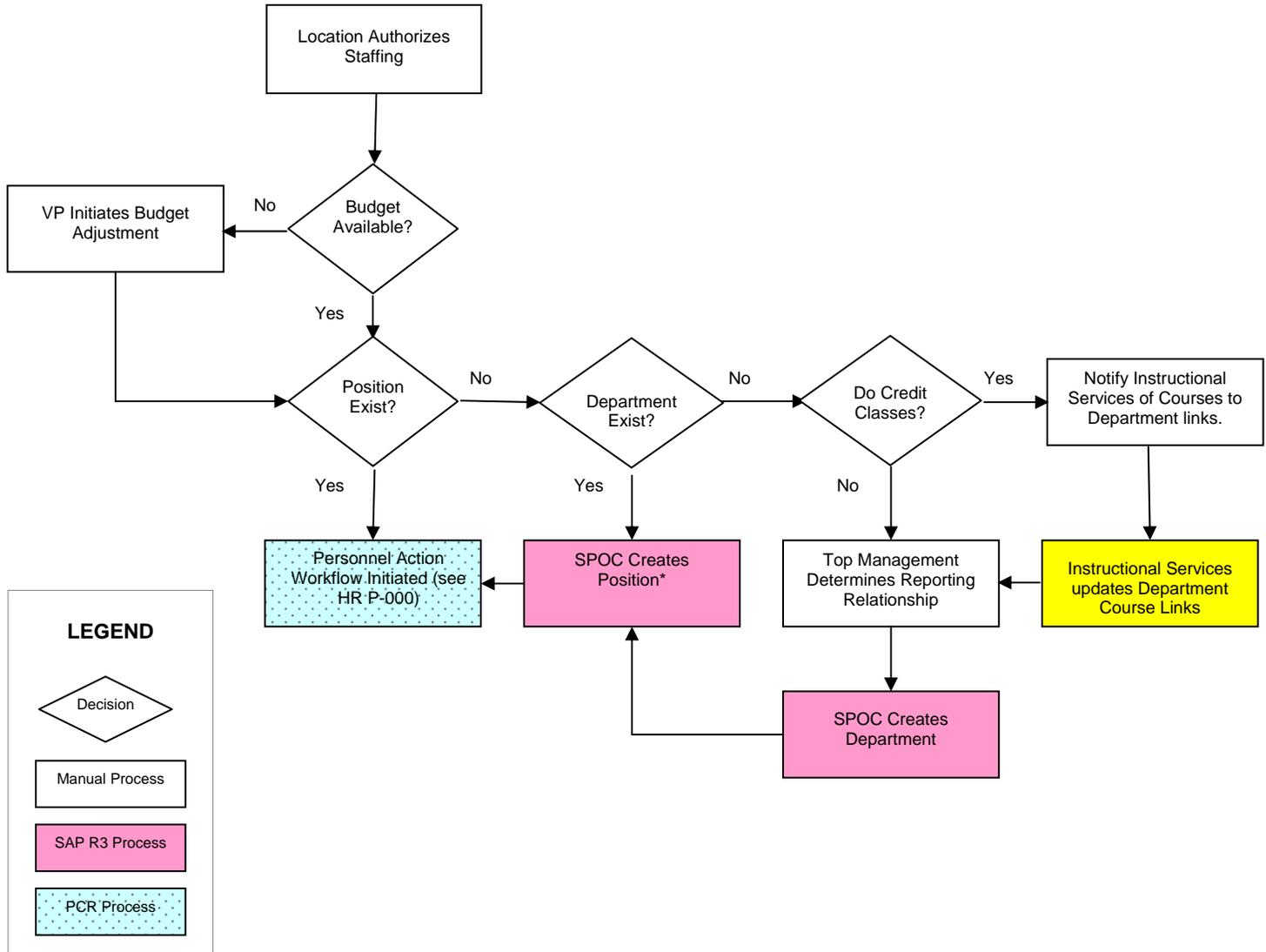
Figure H-100A Organizational Hierarchy Components

FIGURE H-100B – DEPARTMENT CREATION/MODIFICATION WORKFLOW

*Regular Classified Positions are created / modified by the Personnel Commission staff.

IV. ADDITIONAL SOURCES

LACCD COLLECTIVE BARGAINING AGREEMENTS
AFT Faculty Guild Local 1521: Article 17 Department Chairs and Departments

LACCD HUMAN RESOURCES GUIDES
HR H-400 Departments and Organizational Hierarchy
HR H-700 Position Establishment and Change
HR P-000 General Policy on Personnel Actions