

CHAPTER 40  
TABLE OF ORGANIZATION OF COUNTY DEPARTMENTS

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40.01 TABLE OF ORGANIZATION. A table of organization listing each authorized position of employment in each County Department will be maintained by the Human Resources Department. The table of organization will list each Department, each job title within each Department, and for each job title and Department either the number of full-time and part-time positions authorized or the number of full-time equivalent positions authorized. Limited-term employees, casual employees, seasonal employees, the Coroner and Deputy Coroners, and Board, Committee, and Commission members need not be included in the table of organization.

40.02 BUDGETS. As part of the County budgeting process, each Department shall submit to the County Administrator a copy of its table of organization and a list of positions included in the proposed budget for the Department. The list of positions included in the budget shall include the position titles, the amounts budgeted for each position, and either the number of full-time and part-time positions or the number of full-time equivalent positions for each job title included in the proposed budget.

40.03 APPROVAL FOR CHANGES TO TABLE. The table of organization established by the County Code of Ordinances immediately prior to the effective date of this Ordinance shall constitute the initial table of organization under this Ordinance. Changes may thereafter be made to the table of organization at any time only with the approval of the liaison committee (or committees) for the affected Department (or Departments) and the approval of the Human Resources Committee.

40.04 BUDGET REQUIREMENT FOR CHANGES. No change will be made to the table of organization which would cause the Department to exceed its budgeted personnel expense, unless either: (a) the effective date of the change is in a year for which the budget has not yet been adopted, or (b) sufficient additional appropriations to cover the additional expense are made by the Finance Committee or the County Board prior to the effective date of the change. If the available personnel expense budget for a proposed change depends on vacancies in other budgeted positions, then the liaison and Human Resources Committees shall consider whether such positions should be removed from the table of organization.

40.05 POSITION CONTROL. No person may be hired for a regular County position and placed on the County payroll unless such action is consistent with the table of organization as maintained pursuant to Chapter 40.01 of this Code of Ordinances. The Human Resources Committee may authorize employees or classes of employees to be placed on inactive status, in which event such employees will not be counted toward the authorized staffing level.