

POLICY

It is the policy of the District to annually plan and budget for the District's organizational structure. Proposed organizational structure changes and ensuing reclassification at other times of the year shall be in response to unanticipated changes in law or approved programs requiring substantial, immediate restructuring.

RESPONSIBILITIES

It is the responsibility of the **District Manager, Chief, and operational officers** to continuously review the organizational structure, plan for changes, and propose budgets that provide the resources necessary for the organizational structure, e.g., staff, equipment, training, protection, etc.

It is the responsibility of the **District Manager, Chief, and operational officers** to ensure that employees perform work consistent with their position's classifications.

It is the joint responsibility of the **Personnel Officer** and the **Budget Officer** to review proposed organizational structure changes from job evaluation and budgetary standpoints and to prepare recommendations for the Board.

It is the responsibility of the **Board** to approve organizational structure changes and to provide the resources necessary for the organizational structure itself.

PRACTICES

Statutory positions and relationships cannot be changed, e.g., a District President who is chosen by the Board.

The District Manager, Chief, and operational officers shall continuously review the organizational structure for suitability.

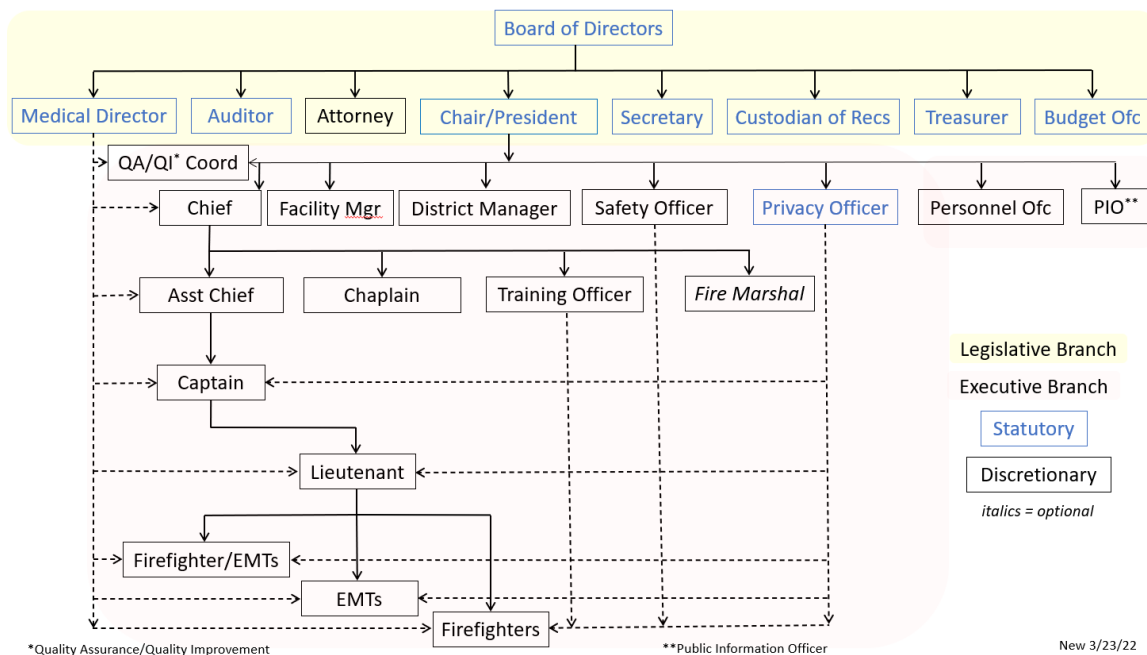
If an organizational structure change seems to be necessary, the District Manager or Chief shall prepare a plan for the proposed change which shall include any implementation and/or budgetary requirements.

Plans for a proposed organizational structure change shall be submitted to the Personnel Officer and Budget Officer for their joint review.

Plans for a proposed organizational structure change shall be reviewed to maintain or enhance effective management principles and/or efficient processes.

The Personnel Officer, District Manager, and Chief shall follow the appropriate employment definition and employment policies that result from approved plans for an organizational structure change, e.g., new position types, Personnel Action forms, job postings, etc.

ORGANIZATIONAL CHART



OPERATIONAL CHAIN OF COMMAND

The nature of the District’s operations makes it necessary to have an operational organizational structure that is designed to ensure clear lines of authority, which is accomplished using a paramilitary organizational structure.

The District’s highest ranking operational officer is the Chief, who has the ultimate responsibility for all of the District’s operations. The Chief reports to the Board of Director’s with the District President serving as the liaison with the Chief.

While the District encourages open communication across all levels of its operational organizational hierarchy, the Chain of Command must be followed in areas related to operations and other areas of operational significance.

Effective communication and uniform policy implementation are necessary for the District's operations and its service to the community. Therefore, operational personnel of the District must abide by the Chain of Command when communicating issues and problems which arise out of their employment. Absent an exception, as specified within the specific policies, the failure of any operational personnel to follow the Chain of Command may result in disciplinary action up to and including termination.

RELATED POLICIES

- Employment Definitions 118
- Policy Revisions 130
- Employment 218
- Separation 272
- Work Periods 378
- Disciplinary Process 621

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version