

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, Fire Chief, and fire 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, Fire Chief, and fire 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, Fire Chief, and fire officers shall continuously review the organizational structure for suitability.

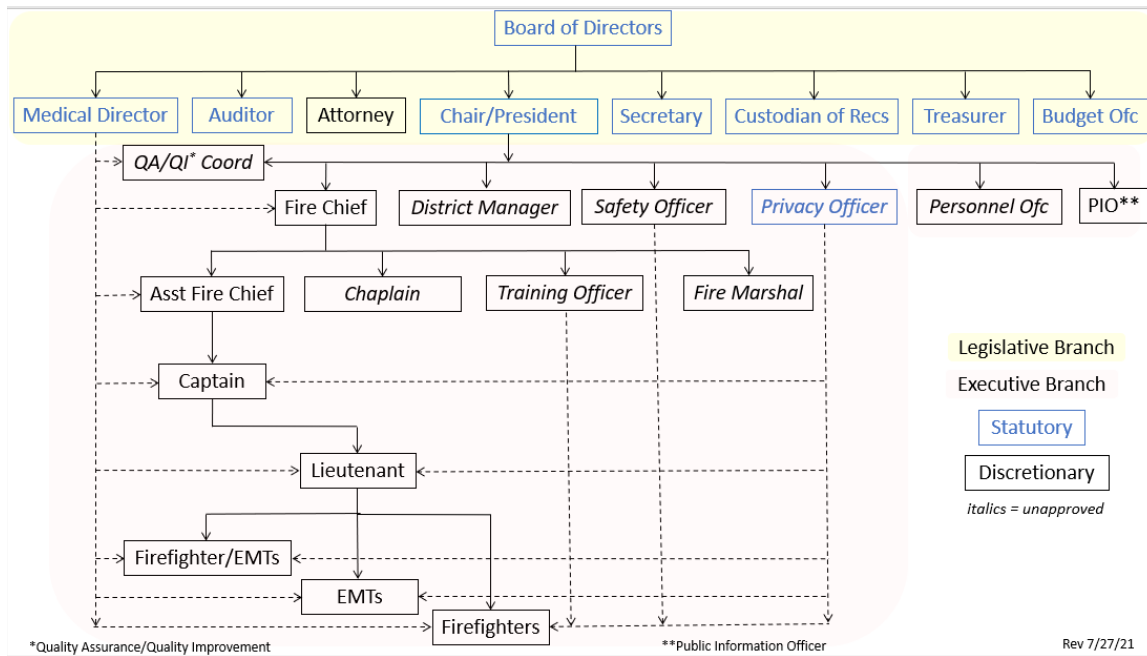
If an organizational structure change seems to be necessary, the District Manager or Fire Chief shall prepare a plan for the proposed change which shall include any implementation and/or budgetary requirements.

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 Fire 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



RELATED POLICIES

- Employment Definitions 118
- Policy Revisions 130
- Employment 218
- Work Periods 378

REVISION HISTORY

Revision Date	Author	Revision Details
July 27, 2021	Monte Olsen	Initial version