

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration	CODE NUMBER: AC-1-10
TITLE: Organization of County Departments and Agencies	ADOPTED: 8/29/90
	AMENDED: 08/09/05
	ORIGINATING DEPARTMENT: County Administration

PURPOSE/SCOPE:

Under FS 125.74, the County Manager is responsible for organizing the work of County departments, subject to an administrative code developed by the Administrator and adopted by the Board. This section of the Code specifies the requirements for review, approval, and implementation of changes in the organization structure of County departments and agencies under the authority of the County Manager .

The purposes of this section are (1) to provide for maximum discretion to Department/Division Directors for organizing their programs; (2) to provide for maintenance of the accuracy and integrity of the budget and account structures reflected in the approved budget; (3) to provide for the maintenance of accurate personnel records; and (4) to provide for a definitive method for accurately reflecting the current organization of all County departments and programs under the authority of the County Manager .

POLICY/PROCEDURE:

- I. Policy
 - A. Department/Division Directors are charged with organizing their operations to ensure (1) proper responsiveness to public needs and (2) appropriate levels of efficiency and effectiveness in the management and implementation of programs and services.
 - B. Formal changes in the organizational structure of departments, offices or agencies which involve the creation of divisions or programs, or the elimination or major modification of divisions or programs as reflected in a currently approved budget and chart of accounts, shall require prior review by the Human Resources Department, the Division of Budget Services, and approval by the County Manager. Any additional positions(s) must be approved by the Board of County Commissioners.

AC-1-10 (Continued)

- C. Informal or operational changes in the organizational structure of departments, offices or agencies which involve the creation of divisions or programs, or the elimination or major modification of divisions or programs as reflected in a currently approved budget and chart of accounts, may be authorized by the Department/Division Director for a temporary period of not more than ninety (90) days. Changes of a permanent nature at this level shall require approval pursuant to item I-B above and shall not be continued in force without such approval.
- D. Department/Division Directors shall notify the Department of Human Resources and the Division of Budget Services prior to making organizational changes, which affect the permanent reallocation of staff or resources between divisions or programs. The Department of Human Resources shall also be notified, and will in turn notify the Office of Equal Opportunity, of any permanent organizational change, which affects the levels of responsibility or reporting relationships of positions.

II. Procedure

- A. Each Department/Division Director shall review during the annual budget process and on an on-going basis, the organization and operation of functions under their control to ensure the most effective and efficient allocation and utilization of staff and resources. When preparing budgets, any proposed change to the previously approved departmental organization shall require approval by the County Manager. Budgets as prepared and submitted shall be consistent with the approved departmental organization.
- B. For organization changes that involve the creation, abolition, or major modification of a division or program, the department, in consultation with the Department of Human Resources, will develop a structure that best represents the needs/strengths of their organization and will prepare related organization charts, descriptive narratives, and budget adjustments. If a request for additional staffing is made, the department analyst assigned by the Division of Budget Services, will review to evaluate and verify the need. The Division of Budget Services will review the proposed reorganization for financial and budgetary implications and ensure that the revised organization is properly reflected in financial and budgetary accounts.
- C. Organizational changes other than those specified in the preceding paragraph may be made at the discretion of the Department/Division Director. Prior to implementing changes that affect the reallocation of resources between divisions or programs, the Department/Division Director shall submit required implementing budget transfers to the Division of Budget Services.