



Proposed Organizational Structure

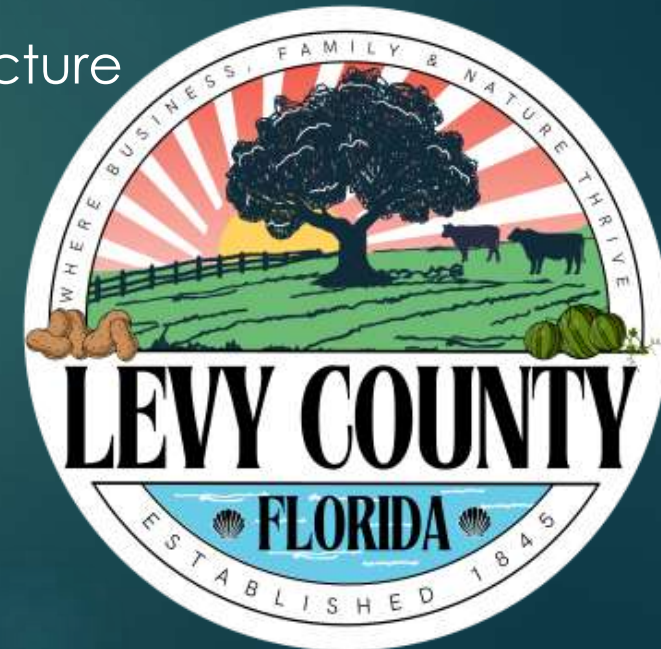
January 21, 2025

MARY-ELLEN HARPER
COUNTY MANAGER

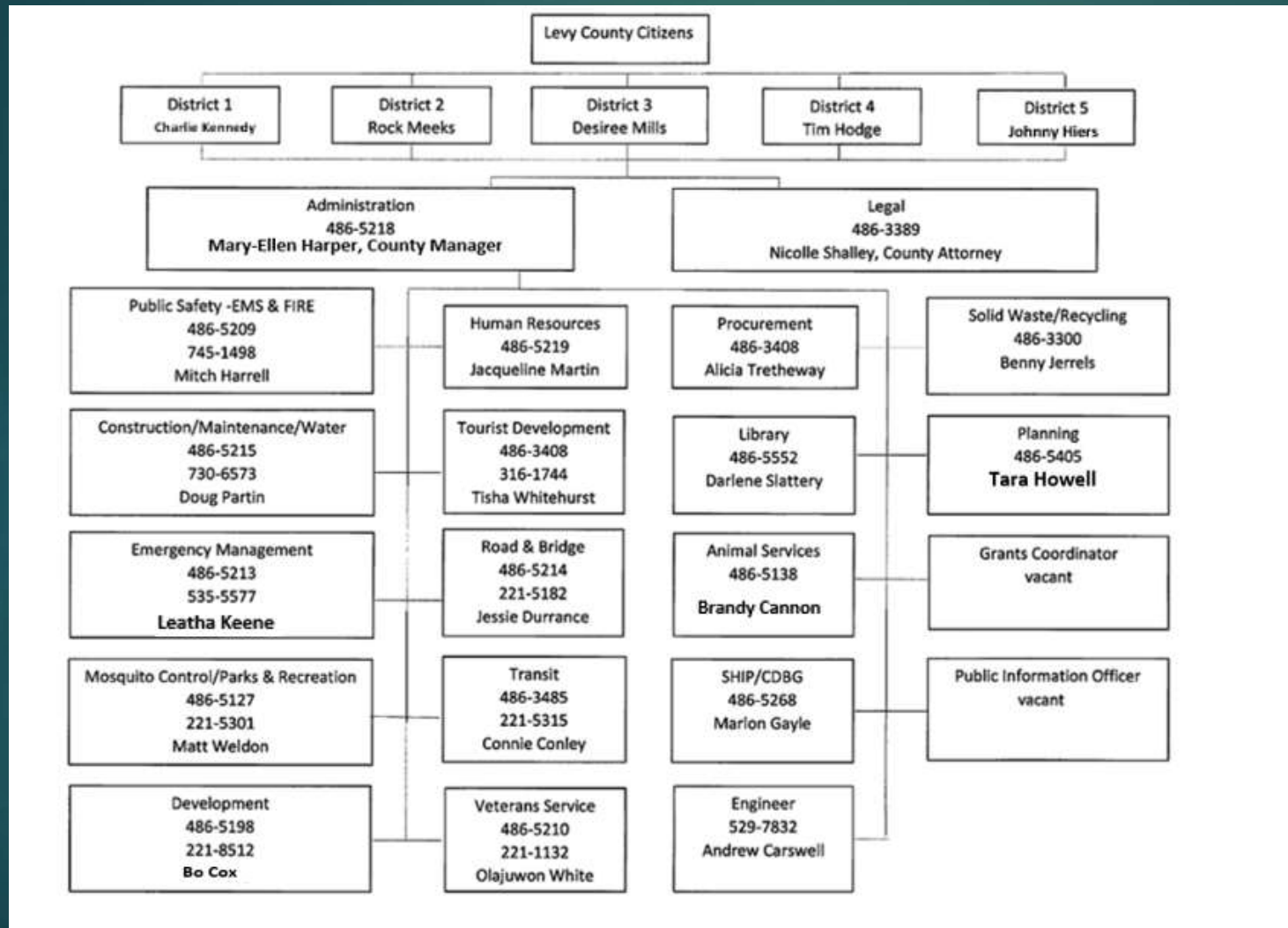


Current Organizational Structure

- ▶ An organizational structure identifies how work should flow through the organization.
- ▶ The chain of command refers to the line of authority within that organizational structure.
- ▶ When appropriately deployed, an effective organizational structure combined with a well-defined chain of command establishes accountability, lines of authority, and decision-making power.



Current Organizational Structure



Phase I: Creation of Division Directors

- ▶ The span of control is the number of subordinates under a supervisor's direct control.
- ▶ In the current BoCC Organizational Structure, the County Manager has a span of control of one Manager to 19 Department Directors.

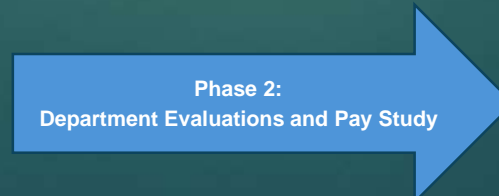
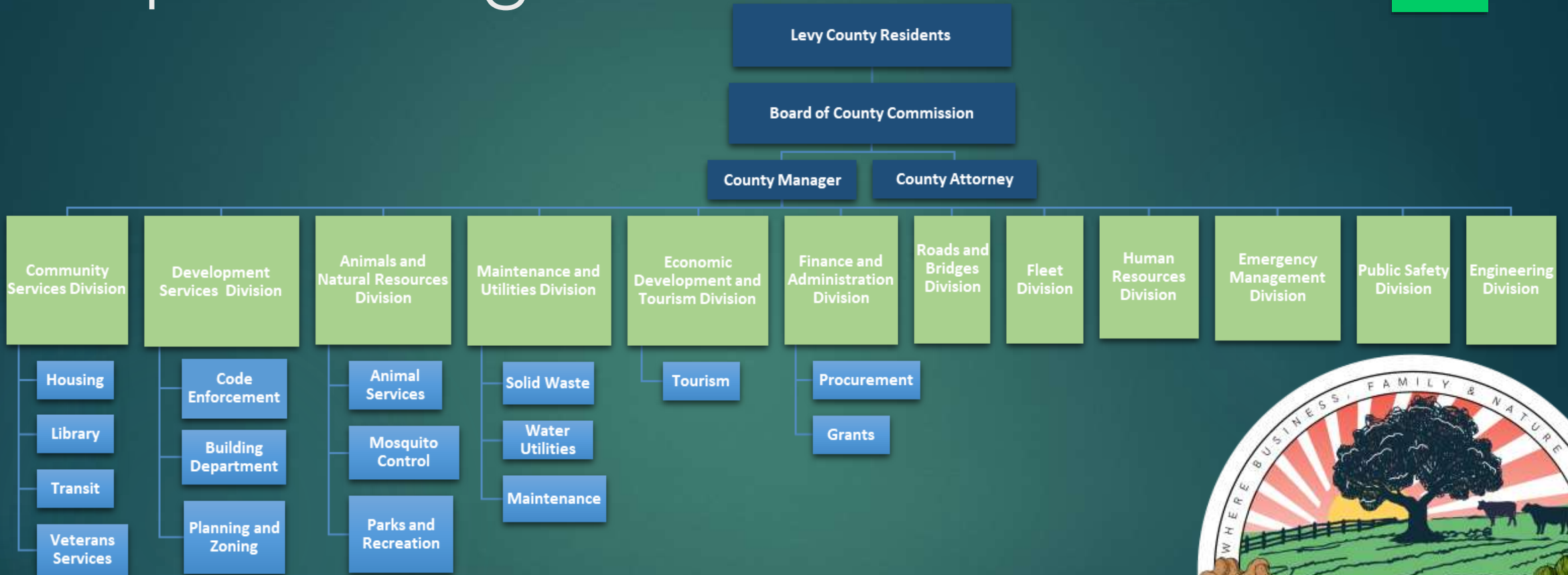


Proposed Organizational Structure

- ▶ Reduces the County Manager's Span of Control from 19 Department Directors to 12 Division Directors.
- ▶ Organizes Departments into Divisions. Each Division Manager has a span of control of four or fewer Departments, allowing for improved communication, increased efficiency due to inter-departmental collaboration, and better accountability within all departments.
- ▶ Creates a Fleet Division with a more forward-facing county-wide role in acquiring, managing, and repairing all county vehicles. At present, Fleet is a sub-department of the Roads and Bridges Department.
- ▶ Creates a Code Enforcement Department within the Development Division. At present, Code Enforcement exists as a sub-department of the Building Department.



Proposed Organizational Structure



Funding Phase I

- ▶ The current budget includes an appropriation of \$74,000 for a Public Information Officer.
- ▶ As the position is vacant, this funding can be reallocated to fund the proposed pay scale for the new organizational chart.



Selection of Division Directors

- ▶ If the BoCC approves this proposed organizational chart, Human Resources will invite all current employees to submit a letter of interest for all Division Director Positions except Emergency Management, Roads and Bridges, Human Resources, Engineering, and Public Safety.
 - ▶ These Divisions are not being modified, so there is no competitive process, and the current Department Heads will become the Division Heads to maintain consistency within the organizational chart.
- ▶ Division Director Positions are an added responsibility to the employee's current job. As the county will not increase the number of employees, these opportunities will be opened only to current Levy County Employees.
- ▶ The County Manager will work with Human Resources to select the Division Directors. The anticipated start date for Division Directors is February 8, 2025.



Phase II: Department Evaluations and Pay Study

Once the Division Directors are in place, the County Manager and Human Resources will work with each Division Director to:

- ▶ Identify any changes that should be made within each Department, including potentially adding, removing, or reclassifying positions.
- ▶ Conduct a pay study for all Department-level positions.



Questions?

