

A.4 REORGANIZATIONS

Agency reorganizations that impact the salary level of a position or positions will require approval of the Office of Budget Analysis (OBA) within the Department of Budget and Management (DBM).

✦ Such approval must be obtained prior to a review of the appropriateness of the requested salary level(s) by the Office of Personnel Services and Benefits (OPSB).

An agency reorganization is defined as a change in the organizational structure of an existing unit, section, program or division within an agency or department or State principal service operation, which creates new supervisory, managerial, or executive positions or results in the realignment of existing supervisory, managerial, or executive positions. Typically, these reorganizations create new reporting relationships for supervisors, managers, or executives and prompt a request to upgrade existing positions or create new and higher-level classifications.

Prior to implementation of an agency reorganization, the proposal should be forwarded to the OBA budget analyst for review of funding and organizational design. The proposal should include at a minimum:

- 1.) The existing organization chart for the unit, division, program, or section affected.
- 2.) The proposed new organization chart for the unit, division, program or section affected.
- 3.) A justification for the proposal to include:
 - a. How the proposed change of organization or reporting relationships will benefit the agency; and
 - b. How the proposed change of organization or reporting relationships will promote efficient operations for the agency.
- 4.) Estimates of the additional costs (or savings) of the proposed change of organization or reporting relationships for both:
 - a. The balance of the current fiscal year; and
 - b. The next fiscal year.
- 5.) Designation of where the funds for any additional costs will come from by fiscal year.

Once approved by OBA, the agency may submit any reclassification requests associated with the reorganization to the Classification and Salary Division (CAS) within DBM's OPSB. Reclassification requests associated with reorganization that are submitted to CAS without the required OBA approval will be returned to the agency.

If an agency needs to reorganize quickly in response to an emergency or critical situation affecting health and public safety, the agency or department may temporarily reorganize staff operations pending OBA approval for a period not to exceed three months. Employees impacted by this temporary reorganization may be considered for acting capacity pay for up to three months.

If the reorganization is approved, the agency should reflect the reorganizational realignment for all three fiscal years (FY 2017 Actual, FY 2018 Working Appropriation and FY 2019 Request) in both the salary and budget data. If the reorganization requires a budget amendment, contact your OBA budget analyst for guidance.