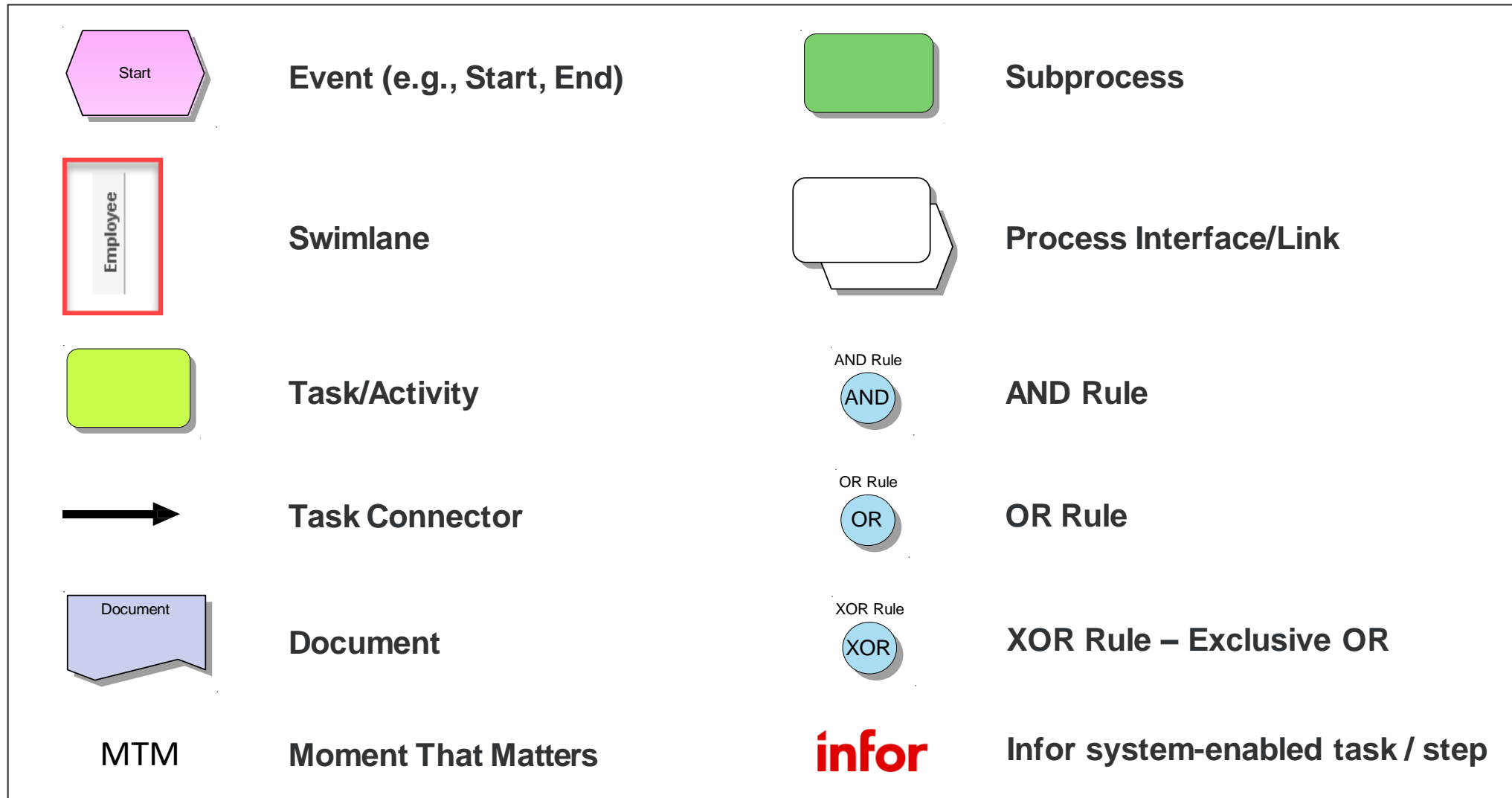


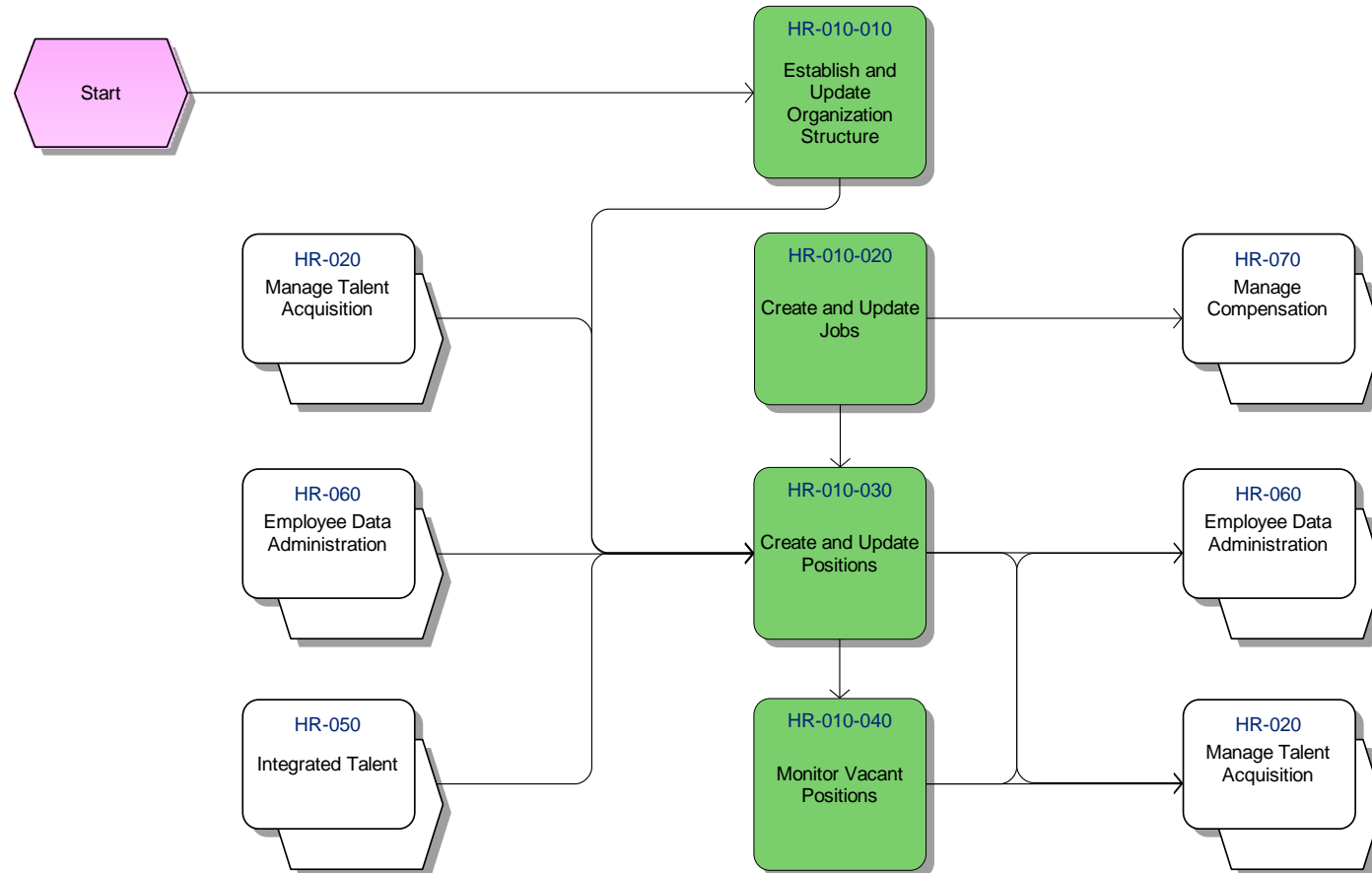
HR-010 Organizational Relationships

HR-010	<u>Organizational Relationships</u>	<p>The Organizational Relationships process includes the activities required for the creation and maintenance of the key foundational elements that make up the organizational structure.</p> <ul style="list-style-type: none">• Establish and maintain the organizational structure• Identify those jobs to be performed within the organization and the positions to be created to perform the jobs• Review positions on a periodic basis to ensure validity and consistency and identify any excess positions• Identify positions to be delimited or consolidated
HR-010-010	<u>Establish and Update Organization Structure</u>	<p>Activities required to implement org structure changes, which would be policy or business driven, in the HR system specifically related to organizational unit objects and organizational unit relationships.</p> <ul style="list-style-type: none">• Org structure changes could include opening, closing, or restructuring a facility, etc.• They can also be the creation or update of attributes associated with organizational units (addresses, name changes, etc.).• Elements of the Org Structure may be owned by Finance and would have to be coordinated to be updated/changed/added, such as Department.
HR-010-020	<u>Create and Update Jobs</u>	<p>Activities required to define the way the organization will be set up and to manage jobs.</p> <ul style="list-style-type: none">• Jobs are general classifications of tasks routinely performed together by a position.• Evaluate Jobs is an output to this sub process because any jobs that require evaluation must come back to Create and Maintain Jobs process flow after approvals for processing by HR Business.
HR-010-030	<u>Create and Update Positions</u>	<p>Activities required to define the way the organization will be set up through position management.</p> <ul style="list-style-type: none">• A position is a “seat” in the organization and is a key element that ties together the job information, location, and organizational information for an employee.• This process will outline the steps to create and/or maintain (i.e., refill, reclass) a position.
HR-010-040	<u>Monitor Vacant Positions</u>	<p>Activities required to maintain positions and to ensure that vacant positions are either being filled or inactivated.</p> <ul style="list-style-type: none">• Monitoring vacant positions is important in order to ensure that the budgeted headcount and the actual headcount align for the organization.

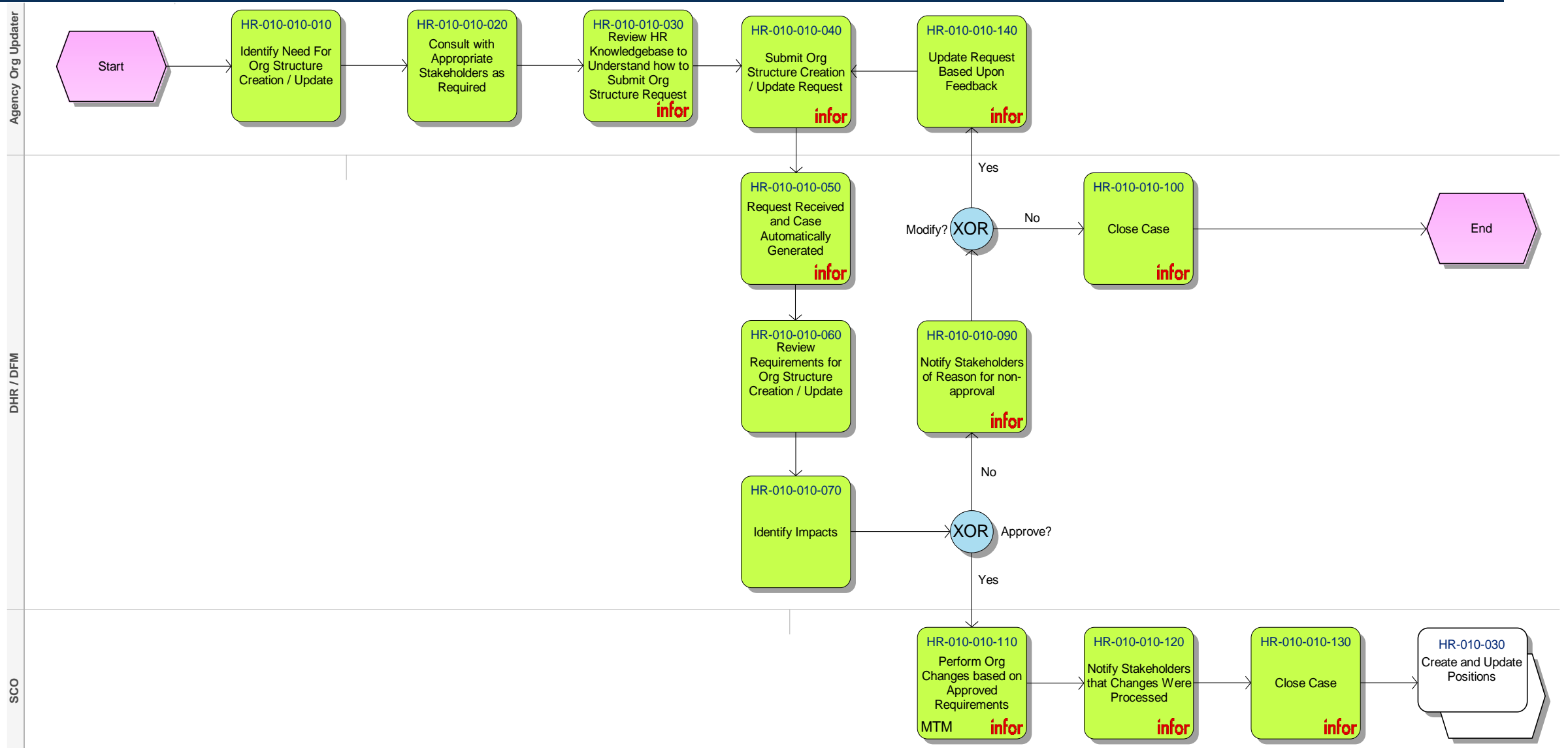
Business Process Map Legend



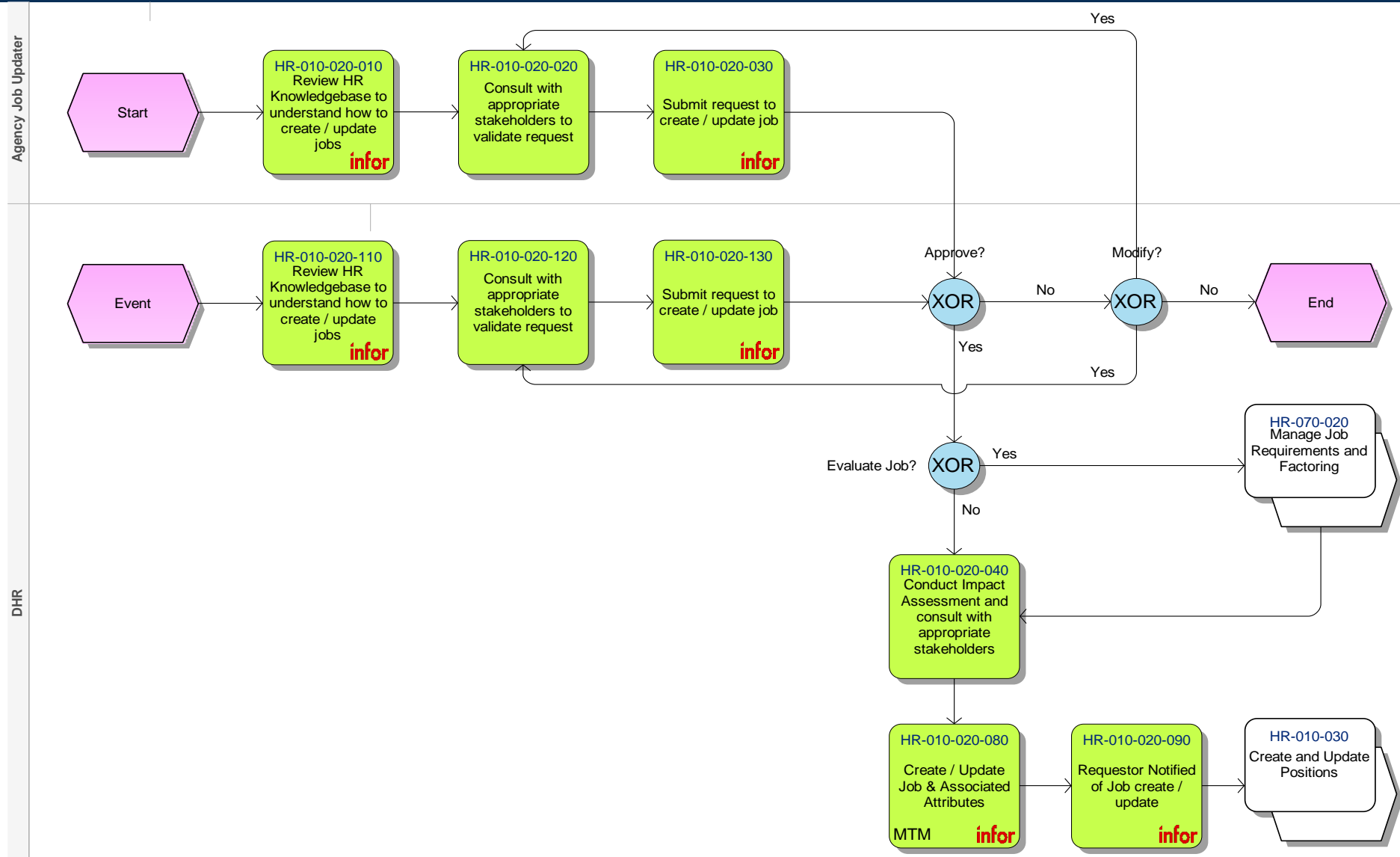
HR-010 Organizational Relationships



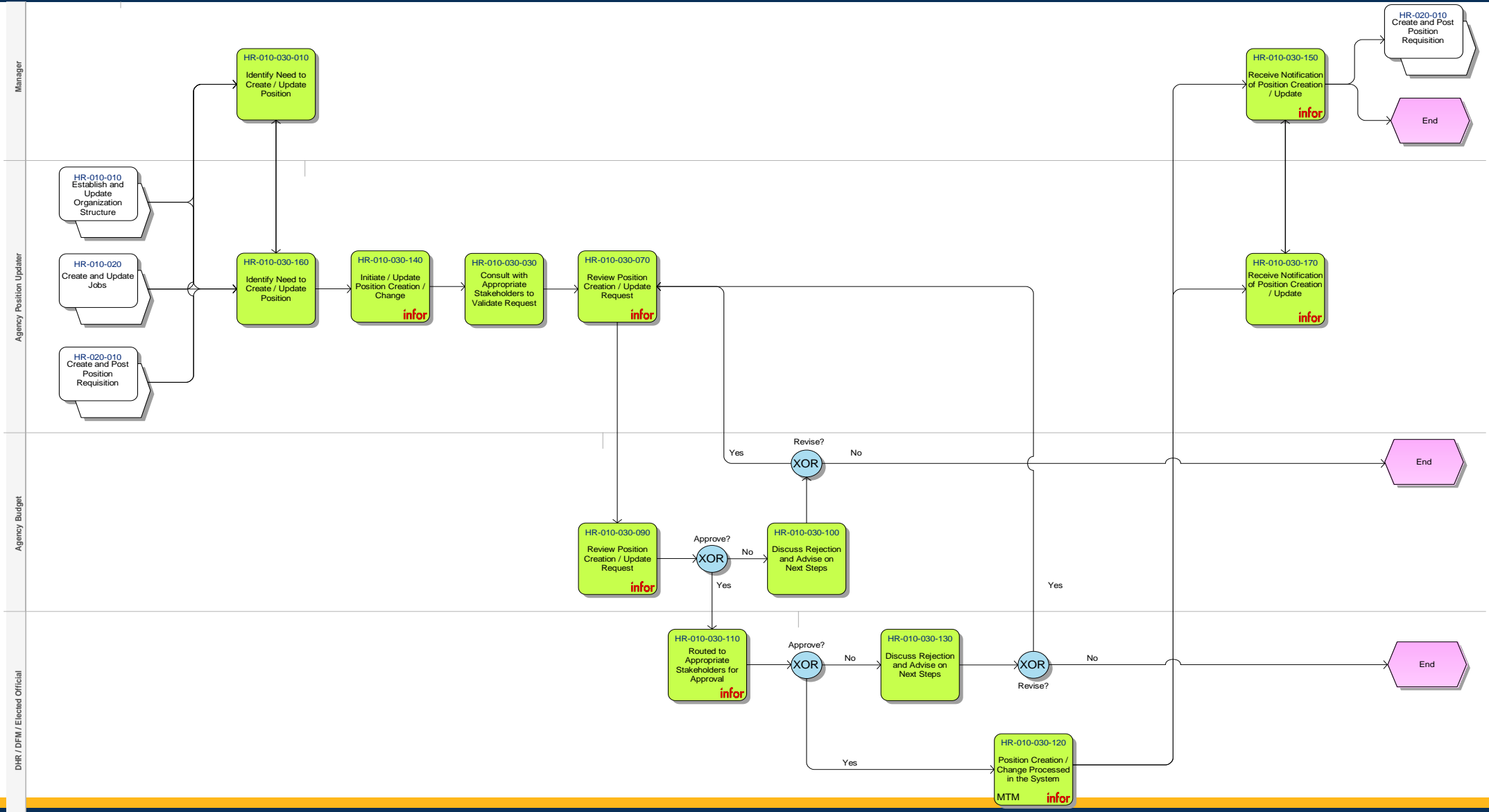
HR-010-010 Establish and Update Organization Structure



HR-010-020 Create and Update Jobs



HR-010-030 Create and Update Positions



HR-010-040 Monitor Vacant Positions

