

Complete and Forward to:

Personnel, P&C
400 S Ft Harrison Ave
Annex, 4th Floor

"Organization" Maintenance Form

**Complete for: 1) All New Organization Requests
2) All Changes to existing Organizational Structures**

Instructions: (When multiple organizations are involved, attached marked up flow chart for best results)

Section A (Ending Only) - Enter current Abbreviated Organization Information for those ending only. (Example: Gen Svc, Name and Effective End Date)

Section B (New or Changes) - Enter "All" fields if this is a New Organization, **or** the field(s) that are changing only for current Organization information changes. (Location, Address, Parent Organization)

Section C (New or Changes) - Enter Reporting/Parent Hierarchy Organization if New or Changing. (Example: Sections roll up to Divisions, Divisions to Departments, and Departments to the Appointing Authority).

==> IMPORTANT: Enter all applicable data in the column marked Fill in Below <==

Section A - Current Ending Organization Information

Fill In Below:

Effective Date: (End Date if Ending/Closing an Organization)	
Current Abbreviated Organization: (Examples: Gen Svc, Drainage, Ft DeSoto, Highway, attach sheet for multiple)	

Section B - Proposed Organization Information

Effective Date: (New or Change Date if different from above)					
Transaction Type - New or Change:	(Check one) =====>	New	Change		
Organization Title: (Full Title)					
Organization Abbreviation: (Payroll/Reporting Abbrev 10 characters)					
Organization Type: (Appointing Authority, Department, Division, or Section)	(Check One) =====>	Appt Auth	Dept	Div	Sec
Location Code: (Example: 102, 120, 176, etc)					
Location Address: (Example: Annex Bldg 4th Floor, 400 S Ft Harrison, Clearwater, FL 33758)					

Section C - Reporting/Hierarchy Organization (Auth/Dept/Div/Sec)

Parent Organization: (Ex: Sec to Div, Div to Dept, Dept to Appt Auth Roll Up) Examples: Section ACT SV CSD has Division UTIL CUS SV as the Parent, Division DRAINAGE has Department HIGHWAY as the Parent, and Appointing Authority PERSONNEL has Pinellas County Government as the Parent.	
Organizational Flow Chart Attached * (Department/Division/Section Rollup) *Attach organizational flow chart to ensure proper departmental	(Check One) =====> Yes No

Comments: (Include multiple Division(s) and/or Section(s) that would be ending the same date or add an attached list)

Contact Person/Phone Number: (Clarification questions)

Approved by: (Dept Director or designee)

Date:

Note: Signature of the Dept Director or designated authority approval is required.