ORGANIZATIONAL CHARTS

**1.0 PURPOSE AND SCOPE**

Organizational charts are used to depict the internal organizational relationships in and between departments. The structures of the charts indicate levels of authority and responsibility at PCB Piezotronics, Inc. and the Larson Davis Division (LD).

**2.0 AFFECTED DEPARTMENT**

All departments affected.

**3.0 REFERENCE DOCUMENTS**

D0001.1004 Job Description

**4.0 RESPONSIBILITIES & AUTHORITY**

The Director of LD Operations/General Manager is responsible for ensuring compliance to this procedure.

**5.0 DEFINITIONS**

GM - General Manager

HR - Human Resource

LD - PCB Piezotronics, Inc / Larson Davis Division

**6.0 SAFETY PRECAUTIONS**

Not Applicable

**7.0 EQUIPMENT & MATERIALS**

Access to the program containing the organizational charts

1. **INSTRUCTIONS**

Each department within the company has an organizational structure listing the current positions by name and job title.

HR maintains a current job description for all positions within the company.

When new positions are created, HR assists the hiring manager in writing a job description for the new position. The job description is written prior to hiring for that position and entering that position into the organizational chart.

HR uses the Talent Management (Success Factors) software to update the organizational chart.

**9.0 INSPECTION**

Not applicable

**10.0 RECORDS**

The Organizational Chart is maintained and revised by HR and updated routinely so that all employees have access to the chart through their personal login to the software.

1. **DISTRIBUTION**

Access to the Organizational Chart is through personal login to Talent Management (Success Factors)

**12.0 REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 572 | C | 7/17/03 | CD | Updated procedure to current process. |
| 1024 | D | 7/23/07 | HKB | Updated to PCB Piezotronics, Inc / Larson Davis Division procedure |
| 1108 | E | 5/16/08 | DAR | Update |
| 1384 | F | 4/24/12 | DAR | Updates to location of Org Chart and other minor changes. |
| 1561 | G | 5/8/15 | DAR | Update date reference and location reference. |
| 1929 | H | 11/6/19 | DAR | Update how the Org Chart is now accessed and maintained through Talent Management (Success Factors) software |
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