

PROPOSED SUPERVISORY SPAN OF CONTROL REPORT

In accordance with the requirements of ORS 291.227, presents this report to the Joint Ways and Means Committee regarding the agency's Proposed Maximum Supervisory Ratio (MSR) for the 20								
Supervisory Ratio for the 20 – 20 biennium								
The agency's actual supervisory ratio as of:	is 1:							
	(Date) (Enter ratio from last published DAS CHRO Supervisory Ratio)							
The agency actual supervisory ratio is calculated using the following calculation:								
=	+ 1							
(Total supervisors) (Employees in a supervisory role)	(Vacancies that if filled would perform (Agency Head) in supervisory role)							
=	+							
(Total non-supervisors) (Employees in a non-supervisory role	(Vacancies that if filled would perform a non- supervisory role)							
The Agency has a current actual supervisory ratio of:								
1 : =								
(Actual Span of Control) (Total no	on-supervisors) (Total Supervisors)							

When determining an agency maximum supervisory ratio, all agencies begin with a baseline supervisory ratio of 1:11 and based upon some or all of the following factors, may adjust the ratio up or down to fit the needs of the agency.

< N	larrow Span Wide S	Span
High	RISK TO PUBLIC/EMPLOYEE SAFETY	Low
Dispersed	GEOGRAPHIC LOCATION(s) OF SUBORDINATES	Assembled
Complex	COMPLEXITY OF DUTIES/MISSION	Not complex
Low	BEST PRACTICES/INDUSTRY STANDARDS	High
Small	AGENCY SIZE/HOURS OF OPERATION	Large
Many	NON AGENCY STAFF/TEMPORARY EMPLOYEES	Few
High	FINANCIAL RESPONSIBILITY	Low
→ Mo	ore Supervisors Fewer Sup	ervisors —



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Please answer the following questions:

	Is safety of the public or of state employees a factor to be considered in determining the agency maximum supervisory ratio?	□Yes □No
	Explain how and why this factor impacts the agency maximum supervisory ratio upward or of from 1:11.	
	Is geographical location of the agency's employees a factor to be considered in determining the agency maximum supervisory ratio?	□Yes □No
	Explain how and why this factor impacts the agency maximum supervisory ratio upward or of from 1:11.	downward
	Is the complexity of the agency's duties a factor to be considered in determining the agency maximum supervisory ratio?	□Yes □No
		□No
	determining the agency maximum supervisory ratio? Explain how and why this factor impacts the agency maximum supervisory ratio upward or	□No
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	determining the agency maximum supervisory ratio? Explain how and why this factor impacts the agency maximum supervisory ratio upward or of from 1:11. Are there industry best practices and standards that should be a factor when	□No downward □Yes □No
	Are there industry best practices and standards that should be a factor when determining the agency maximum supervisory ratio upward or of the standards that should be a factor when determining the agency maximum supervisory ratio? Explain how and why this factor impacts the agency maximum supervisory ratio upward or of the standards that should be a factor when determining the agency maximum supervisory ratio?	□No downward □Yes □No
	Are there industry best practices and standards that should be a factor when determining the agency maximum supervisory ratio upward or of the standards that should be a factor when determining the agency maximum supervisory ratio? Explain how and why this factor impacts the agency maximum supervisory ratio upward or of the standards that should be a factor when determining the agency maximum supervisory ratio?	□No downward □Yes □No



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5.	is size and hours of operation of the agency a factor to be	considered in	⊔Yes	
	determining the agency maximum supervisory		□No	
	Explain how and why this factor impacts the agency maximum supervisory ratio upward or downward			
	from 1:11.			
6.	Are there unique personnel needs of the agency, including	the agency's use of	□Yes	
•	volunteers or seasonal or temporary employees, or exercis		□No	
	authority by agency supervisory employees over personne			
	employees a factor to be considered in determining the ag	_ ,		
		ency maximum		
	supervisory ratio?		downward	
	Explain how and why this factor impacts the agency maximum su	pervisory ratio upward or	aownwara	
	from 1:11.			
7.	Is the financial scope and responsibility of the agency a fa	ctor to be considered	□Yes	
	in determining the agency maximum supervisory ratio?		□No	
	Explain how and why this factor impacts the agency maximum su	pervisorv ratio upward or	downward	
	from 1:11.			
Base	ed upon the described factors above the agenc	v proposes a max	imum	
		, proposes a max		
supe	ervisory ratio of 1:			
	s requiring notification:			
Date ι	unions notified:			
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