

# LINE ORGANIZATION

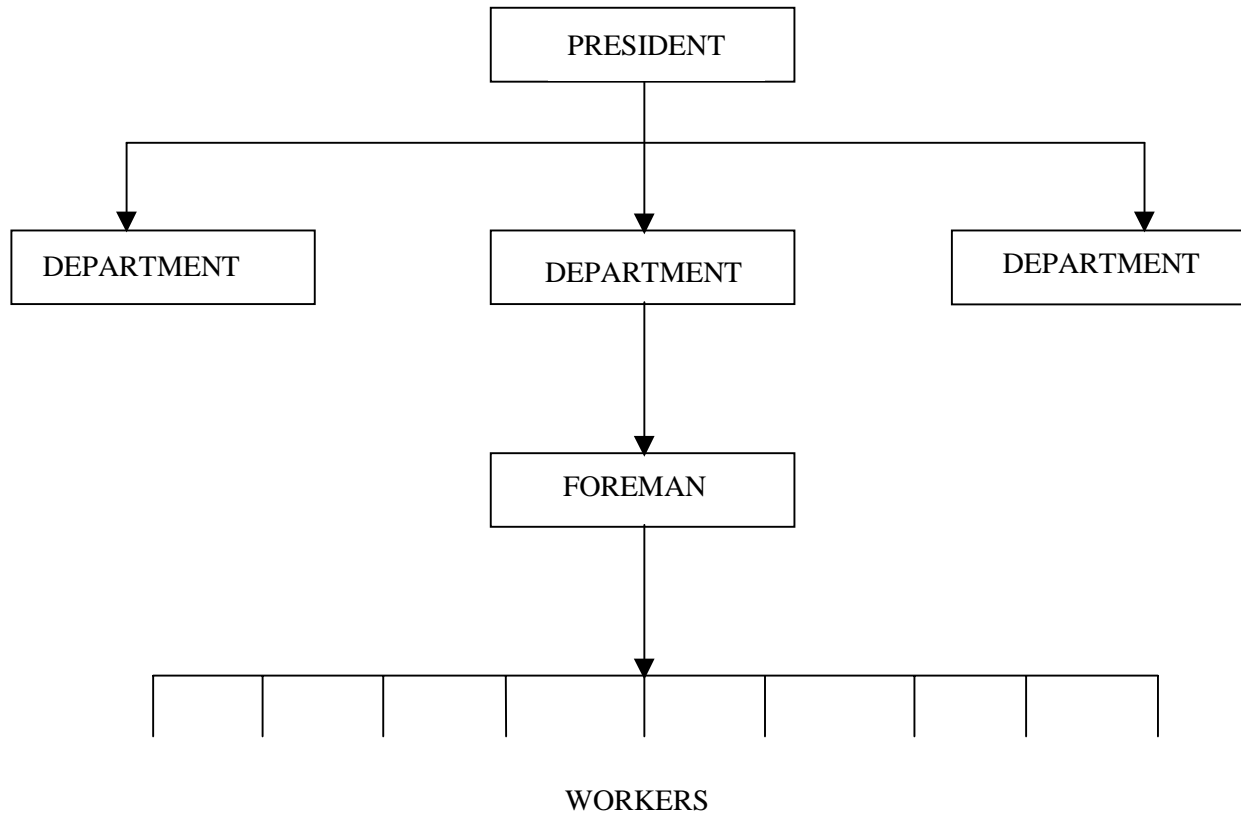
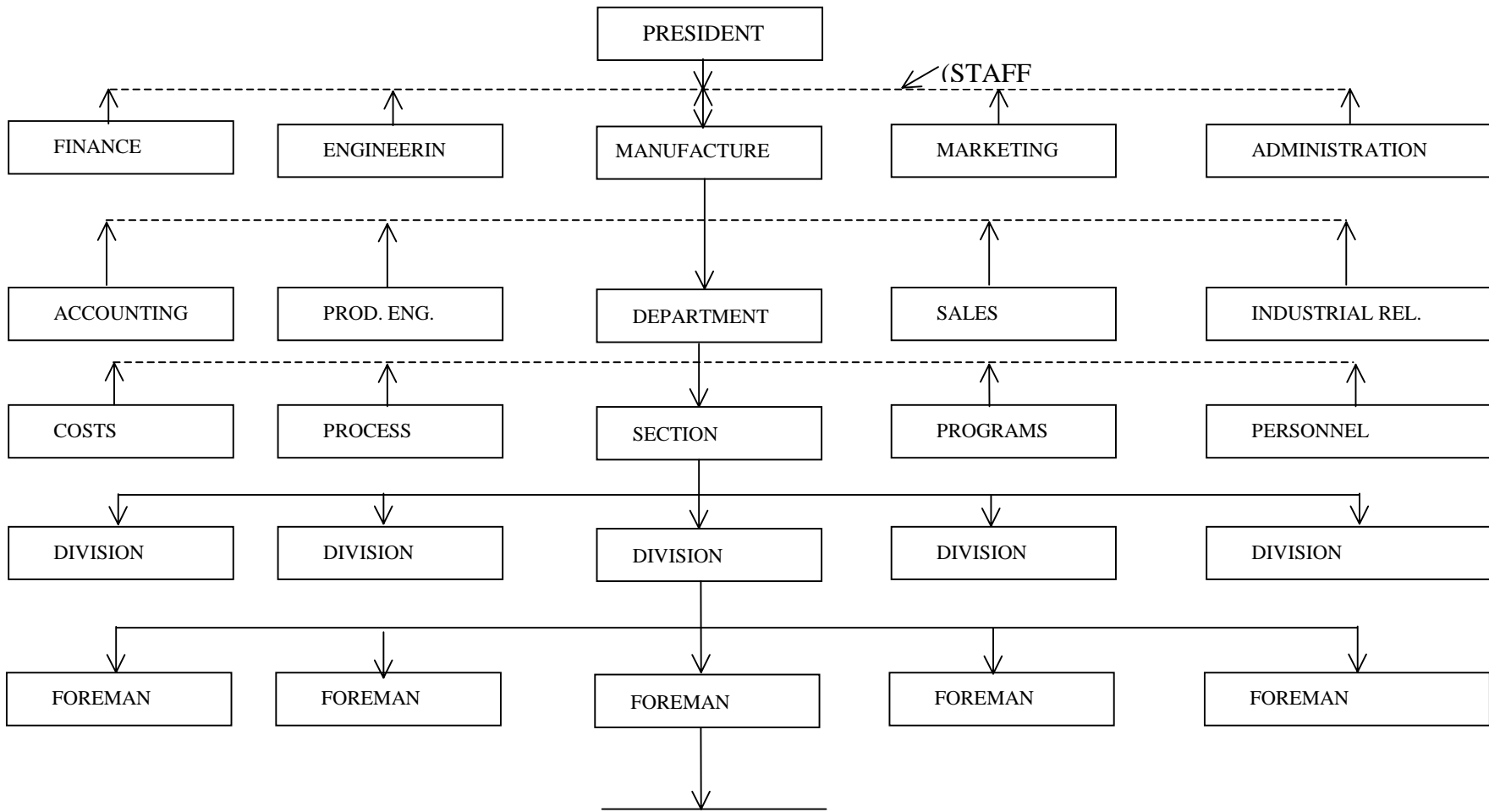


Chart #II - 3.1

**LINE AND STAFF ORGANIZATION**



**FUNCTIONAL ORGANIZATION**

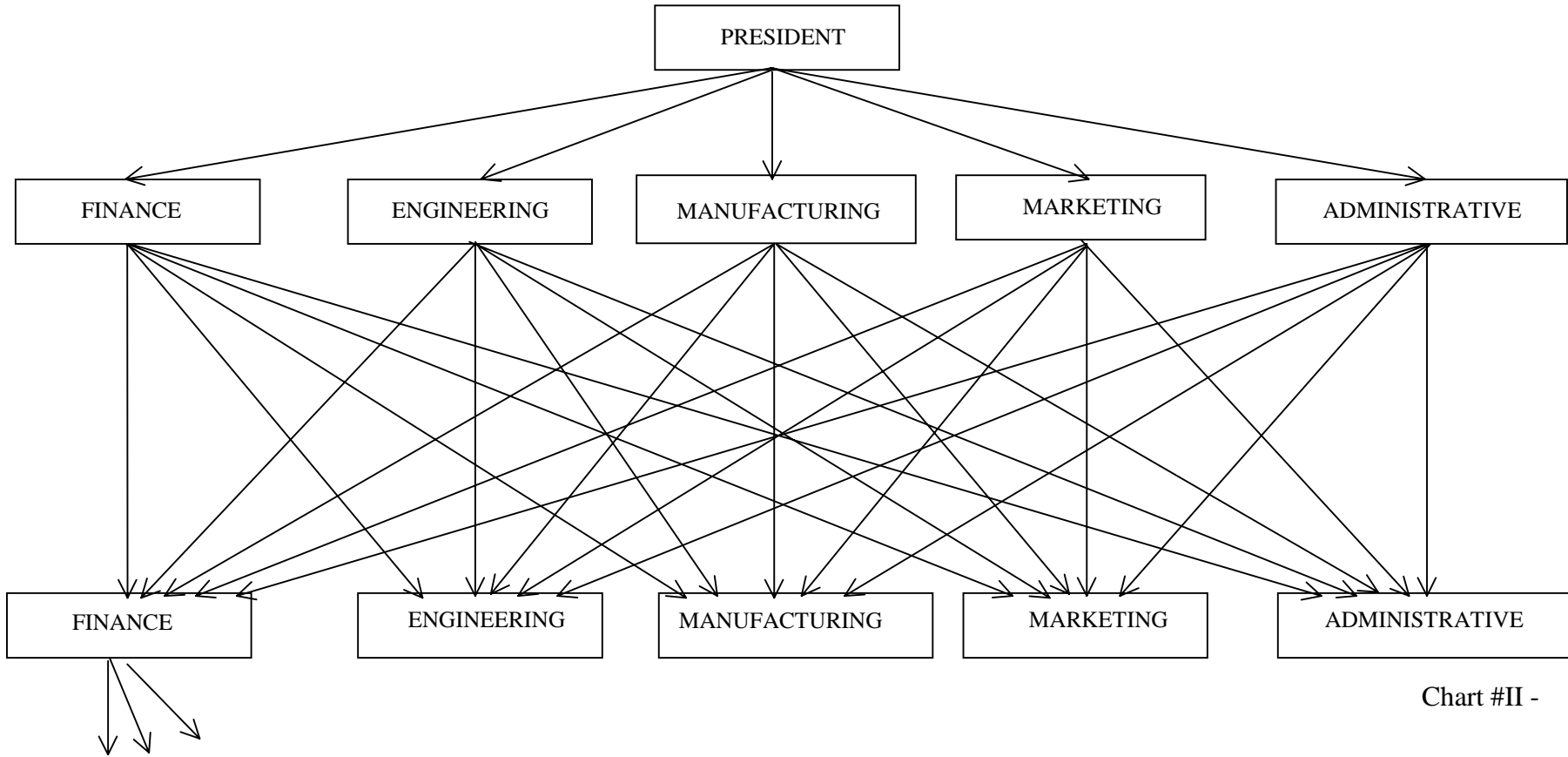


Chart #II -

## **ENGINEERING**

1. Research
  - a. Fundamental
  - b. Practical
2. Development
  - a. Product Development
  - b. Product Design
  - c. Standardization
3. Production
  - a. Operating Standards
  - b. Process
  - c. Manufacturing Layout
  - d. Inspection
  - e. Machine and Tool Design
  - f. Time and Motion Study
  - g. Safety
4. Sales Engineering
  - a. New Products
  - b. Product Adaptation
  - c. Application

Data Sheet #II - 4.1



## **MANUFACTURING**

1. Production Planning and Scheduling
2. Production Orders
3. Production Expediting
4. Production Records and Reports
5. Materials
  - a. Receiving
  - b. Storing
  - c. Distribution
  - d. Inventory and Control
  - e. Scrap recovering and disposition
6. Manufacturing Operations
7. Inspection
  - a. Purchased Materials
  - b. Process
  - c. Final
8. Quality Control
9. Purchasing
10. Plant Construction and Maintenance
11. Machine and Tool Construction and Maintenance
12. Power – steam, gas, air, heat, etc.
13. Storing and Packing Finished Products
14. Shipping – Materials and Finished Product
15. Storing and Inventory – Tools, Fixtures, Machines, etc.
16. Installation and Relocation of Equipment, etc.
17. Plant Protection and Fire Protection.

Data Sheet #II - 4.3

## **MARKETING**

1. Market Surveys
2. Sales
3. Customer Service
4. Product Distribution
5. Advertising
6. Sales Forecasts

Data Sheet #II - 4.4

## **INDUSTRIAL RELATIONS**

1. Labor Relations
  - a. Labor Contracts
  - b. Labor Negotiations
2. Personnel Relations
  - a. Employment
  - b. Placement
    - (1) Promotion
    - (2) Demotion
    - (3) Transfer
  - c. Training
  - d. Employees Service
    - (1) Health
    - (2) Welfare
    - (3) Recreation
  - e. Safety
    - (1) Workmens Compensation
    - (2) Safety Inspection
    - (3) Sanitary Inspection
    - (4) Safety Education
  - f. Job Rating
    - (1) Analysis
    - (2) Specifications
    - (3) Wage Rates

Data Sheet #II - 4.5

## **SECRETARY**

1. Secretarial Duties
2. Legal

## **Treasurer**

1. Stocks and Bonds
  - a. Records
  - b. Issuance
  - c. Transfer
2. Stockholders Meetings
3. Negotiations of loans (Capital)

## **Miscellaneous**

1. Public Relations
2. Organization Controls

# ENGINEERING IN INDUSTRY

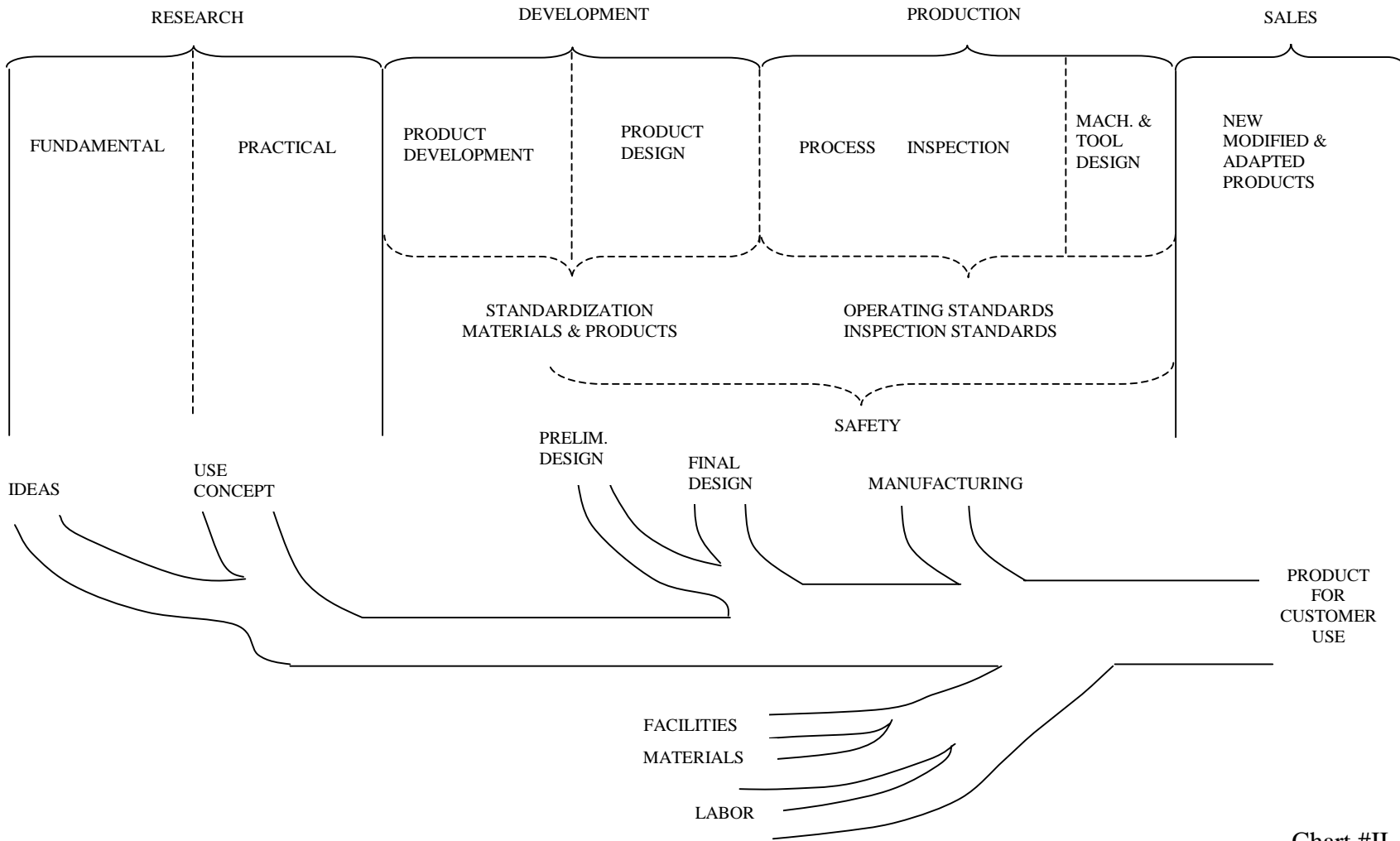


Chart #II -

## POINT METHOD OF JOB EVALUATION

Characteristics	First degree	Second degree	Third degree	Fourth degree	Fifth degree
<b>Skill:</b>					
1. Education	14	28	42	56	70
2. Experience	22	44	66	88	110
3. Initiative and ingenuity	14	28	42	56	70
<b>Effort:</b>					
4. Physical demand	10	20	30	40	50
5. Mental or visual demand	5	10	15	20	25
<b>Responsibility:</b>					
6. Equipment or process	5	10	15	20	25
7. Material or product	5	10	15	20	25
8. Safety of others	5	10	15	20	25
9. Work of others	5	-	15	-	25
<b>Job Conditions:</b>					
10. Working conditions	10	20	30	40	50
11. Unavoidable hazards	5	10	15	20	25
Total points					500

National Electrical Manufacturers Association

Data Sheet #II - 4.7