

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Register | | | A = Antragsteller | | | Gemeindeversammlung | | | | | | | | | | | | Gemeinderat | | | | | | | | | | | | Kommission / Ausschuss | | | | | | | | | | | | Gemeindepräsident | | | | | | | | | | | | Ressortvorstand | | | | | | | | | | | | Gemeindeleitung | | | | | | | | | | | | Gemeindeschreiber | | | | | | | | | | | | AL Allg. Verwaltung | | | | | | | | | | | | Leiter Bibliothek | | | | | | | | | | | | Leiter Ortsmuseum | | | | | | | | | | | | Leiter Einwohnerkontrolle | | | | | | | | | | | | Gemeindeschreiber Stv. | | | | | | | | | | | | Feuerwehrkommando | | | | | | | | | | | | Gesundheitssekretariat | | | | | | | | | | | | AL Gesellschaft | | | | | | | | | | | | Sozialarbeiter/Sozialarbeiterin | | | | | | | | | | | | Schulsozialarbeitende | | | | | | | | | | | | Sachbearb. Abt. Gesellschaft | | | | | | | | | | | | Leiter Jugendarbeit | | | | | | | | | | | | Mitarbeiter Jugendtreff | | | | | | | | | | | | AL Bauabteilung | | | | | | | | | | | | Mitarbeiter Bausekretariat | | | | | | | | | | | | AL Liegenschaften | | | | | | | | | | | | Teamleiter Liegenschaften | | | | | | | | | | | | Sachb. Admin. Liegenschaften | | | | | | | | | | | | Schulhauswarte | | | | | | | | | | | | Badmeister | | | | | | | | | | | | Leitung Forstbetrieb ** | | | | | | | | | | | | AL Finanzabteilung | | | | | | | | | | | | Rechnungsführer | | | | | | | | | | | | Steuersekretär | | | | | | | | | | | | AL Werke | | | | | | | | | | | | Sachb. Administration Werke | | | | | | | | | | | | Leiter Werkhof | | | | | | | | | | | | Brunnenmeister | | | | | | | | | | | | Strassenmeister | | | | | | | | | | | | Gemeindearbeiter | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Präsidium | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Formelles | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gemeindeordnung (Urne) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Personalverordnung (Urne) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entschädigungsverordnung Behörden (Urne) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausführungsbestimmungen zur PVO | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kompetenzdelegation | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benutzungsreglement für die Lautsprecheranlage | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Einbürgerungsverfahren (Richtlinien) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Einreichungsplan (Anhang zur VO Art. 39) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entschädigungsansätze | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Funktionendiagramm | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Information und Kommunikation (Leitlinie) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Krisenmanagement (Handbuch) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kulturkommission (Reglement/Pflichtenheft) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Leitbild | | Festsetzen | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mitteilungsblatt (Richtlinien) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Organisations- u. Geschäftsreglement | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Visumsreglement / Visumsliste | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Friedhof- und Bestattungswesen (VO) | | Erläss / Ändern | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Finanzielles | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 10'000 | | 10'000 | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | 50'000 | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 | | 25'000 | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | 5'000 | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 2'000 | | 2'000 | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 (wiederkehrend) | | 25'000 (wiederkehrend) | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Subventionskontrolle | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Personelles | | | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Personal | | Bedarfsplanung | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Stellenplan | | Bewilligen | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Stellenbeschrieb/Pflichtenheft | | Ausarbeiten (bei unterstellten Mitarbeitenden) | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | vakante Stellen | | Ausschreiben | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | E | | | A | | | F | | | M | | | I | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------------|--|--|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | |
| | Anstellung/Einstufung Gemeindeschreiber | | | | | E | | A | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Abteilungsleiter (im Rahmen des Stellenplanes) | | | | | E | | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Gruppenleiter (im Rahmen des Stellenplanes) | | | | | I | | | I | | E | A | | | | | | | | A | | | | | A | | A | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Mitarbeiter (im Rahmen des Stellenplanes) | | | | | I | | | | | E | A | A | | | | | | | A | | | | | A | | A | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Aushilfen mit befristeter Anstellung (im Rahmen des Stellenplanes) | | | | | I | | | | | I | E | E | E | | | | | | E | | | | E | | | | E | | E | E | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Kaufmann/Kauffrau) | | | | | I | | | | | E | M | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Forstwart) | | | | | I | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Betriebspraktiker) | | | | | I | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Mitarbeitende | | Einführung | | | | | | | | U | U | U | | | | | | | U | | | | U | U | U | U | U | | | | | | | | | | | | | | | | | | | | |
| | Personalakten | | Führen, Verwalten | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle Gemeindeschreiber | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle Abteilungsleiter | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle unterstellte Mitarbeitende | | | | | | | | | | U | | | | | | | | | U | | | | | U | U | U | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Gemeindeschreiber | | | | | M | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Abteilungsleiter | | | | | | | | M | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Gruppenleiter | | | | | | | | | | M | E | | | | | | | | E | | | | | E | E | | E | E | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Mitarbeiter | | | | | | | | | | M | E | E | E | | | | | | E | | | | E | E | | E | E | | | | | | | | | | | | | | | | | | | | |
| | Jährliches Weiterbildungsprogramm (gesamten Personal) | | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | |
| | Kursbesuche, Fachtagungen, Supervision im Rahmen des Weiterbildungsprogrammes | | | | | | | | | | E | | | | | | | | | E | | | | | E | E | | | | | | | | | | | | | | | | | | | | | | |
| | Bewilligung unbezahlte Urlaube | | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | |
| | Bewilligung von Ausnahmen (Arbeitszeit, Ferien, Urlaub, Kündigungsfrist) gegenüber Reglement | | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Zeitkompensation | | | | | | | | | | E | E | E | | | | | | | E | | | E | E | E | E | | | | | | | | | | | | | | | | | | | | | | |
| | Angeordnete Überzeiten | | Anordnen / Kontrolle | | | I | | | | | E | F | | | | | | | | F | | | | F | F | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Überstundenabgeltung | | | | | E | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnung Gemeindeschreiber | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnungen Abteilungsleiter | | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnungen übriges Personal | | | | | | | | | | E | E | E | | | | | | | E | | | | | E | | | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitssicherheitsbeauftragter | | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Stufenerhöhung (im Rahmen Budget) | | | | | I | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Stufenerhöhung (Abteilungsleiter) | | | | | E | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kündigung durch Arbeitnehmer | | | | | I | | | | | I | | | | | | | | | I | | | | I | I | | | | | | | | | | | | | | | | | | | | | | | |
| | Entlassung durch Arbeitgeberin | | | | | E | | | | | A | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitszeugnis ausstellen | | | | | | | | | | U | M | A | A | | | | | | M | | | A | M | M | A | | A | A | M | M | | | | | | | | | | | | | | | | | |
| | Austrittsgespräch/Verabschiedung | | | | | | | | | | I | U | | | | | | | | U | | | | | U | U | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--------------------------------|--|--|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheidung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | | |
| 1.4 | Wahlen und Abstimmungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Urneneröffnungszeiten | | E | | A | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Gemeindewahlen, Gemeindeversammlungen | | E | | A | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Stimm- und Wahlmaterial / Unterlagen | | | | | | | | F | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Wahlen und Abstimmungen | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Wahlbüro | | | | E | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5 | Gemeindeversammlungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Termine | | E | | A | | | | F | I | | | | | | I | | | | | I | | I | | | | | | I | I | | | | | | I | | | | | | | | | | | |
| | | Traktanden | | E | | | A | | | I | | | | | | | I | | | | | I | | I | | | | | | I | I | | | | | | I | | | | | | | | | | | |
| | | Ablauf | | E | | A | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Einladungsbroschüre | | E | | A | M | | | F | M | | | | | | M | | | | | M | | M | | | | | M | M | | | | | | | M | | | | | | | | | | | |
| | | Organisation, Publizieren | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6 | Gemeinderat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Führung des Gemeinderates | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Geschäfts- und Terminkontrolle GR | | | | U | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Gemeinderatssitzung | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | (Projekt)-Kommissionen | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Gratulationen (Alter) | | | | U | | | | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Repräsentationen | | U | | U | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.7 | Bürgerrecht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bürgerrechtskommission | | gemäss Reglement und Pflichtenheft Ausschuss | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Wahl der Mitglieder | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Einbürgerungsbeschluss | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Einbürgerungsgebühren | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.8 | Öffentlichkeitsarbeit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Verhandlungsberichte | | | | I | | | | F | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Pressemitteilungen mit grösserer Tragweite | | E | | | A | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Weitere Pressemitteilungen | | | | I | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Kontakt mit Parteien/Vereinen | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Corporate Design / Konzept Website | | E | | A | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Website bearbeiten | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Beflaggung | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9 | Datenschutz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Datenschutz gesetzlicher | | I | | | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | |
|---------------------|---|----------------|---|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | |
| | Listenauskünfte für amtliche Zwecke | | Auskünfte, Datensperre, Datenschutz | | | | | | | | | | | | | | | | | | | | | | |
| | Informationszugangsgesuch | | Erteilen/Verweigern | | | | | | | | | | | | | | | | | | | | | | |
| 1.10 | Zusammenarbeit | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontakte zu kant. Behörden | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontakte zu Nachbargemeinden | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zusammenarbeitsverträge Gemeinden | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.11 | Verbände | | | | | | | | | | | | | | | | | | | | | | | | |
| | Delegierte ernennen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bei-/Austritt Verein | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bei-/Austritt Berufsverbände | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.12 | Gemeindeverwaltung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Schliessplan | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mobiliar | | | | | | | | | | | | | | | | | | | | | | | | |
| | Protokollführung und Registratur | | zur Archivierung | | | | | | | | | | | | | | | | | | | | | | |
| | Telefondienst | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.13 | Archiv | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verantwortlichkeit | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nachführung | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.14 | Bibliothek | | | | | | | | | | | | | | | | | | | | | | | | |
| | strategische Ausrichtung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benützungsordnung | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Öffnungszeiten festlegen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Aufsicht über Bibliothek, Tagesgeschäft | | | | | | | | | | | | | | | | | | | | | | | | |
| | Beschaffung, Pflege Medien | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benützungsgebühren | | Rechnung stellen, beziehen | | | | | | | | | | | | | | | | | | | | | | |
| | Organisation von Anlässen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jahresbericht erstellen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Öffentlichkeitsarbeit | | Berichte Mitteilungsblatt, Homepage | | | | | | | | | | | | | | | | | | | | | | |
| 1.15 | Kulturkommission | | gemäss Reglement und Pflichtenheft Kulturkommission | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.16 | Ortsmuseum | | gemäss Reglement und Pflichtenheft Kulturkommission | | | | | | | | | | | | | | | | | | | | | | |
| 1.17 | Führung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Führungssitzungen Abteilungsweise | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|----------------|--|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | |
| | Anpassungen Funktionendiagramm | | | E | | A | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anpassungen Funktionendiagramm | | | | | | | | E | A | | | | | | | A | | | | | | A | | A | | | | | | | | | | | | | | | | | | | | |
| | GR - Ressorts - Kommissionen - Verwaltung | | | | | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Eingehende Geschäfte und Zuteilung | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | interne Arbeitsabläufe | | | | | | | | E | M | | | | | | | M | | | | | | M | | M | | | | | | | | | | | | | | | | | | | | |
| | Gemeindestrukturen | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.18 | Internes Kontrollsystem (QMS - IKS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundsätze QMS - IKS | | | E | | A | | | F | M | | | | | | | M | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | |
| | QMS - IKS Verantwortlicher Gemeinderat | | | I | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | QMS - IKS Verantwortlicher Verwaltung | | | | | | | | E | M | | | | | | | M | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | AHV-Zweigstelle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Vorschriften, Kontrollberichte | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mutationen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Abrechnungspflichtige | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Rentenbezüger | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ergänzungsleistungsbezüger | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Schule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gemäss eigener Organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Finanzen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gebührenreglement (Verwaltungsgebühren) | | | E | | A | | | F | M | | | | | | | M | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitsvergebungen (Reglement) | | | E | | A | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenreglement | | | E | | A | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Visumsreglement | | | E | | A | | | F | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Visumsliste | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Vereinsunterstützung (Reglement) | | | E | | A | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung und Budget | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung gesamt | | | I | E | | A | | | M | | | | | | | M | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | |
| | Budgetrichtlinien, Finanzplankonzept | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Budget / Jahresrechnung gesamt | | | E | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|--|--|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | Aufgaben | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | | | | | | |
| 3.5 | Kommission Grundsteuern | gemäss Reglement und Pflichtenheft Ausschuss | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.6 | Versicherungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Portfolio | Bewirtschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Versicherungsverträge | Prüfung, Verhandlung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Versicherungsverträge; abschliessen | Abschliessen gemäss Ausgabenkompetenz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Liegenschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Liegenschaftenkonzept | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benützungsreglement für öffentliche Anlagen | Erläss / Ändern | | E | | | | | | | | | | | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Schwimmbad (Reglement und Gebühren) | Erläss / Ändern | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tarifblatt Benutzung öffentl. Anlagen | Erläss / Ändern | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fernwärmeversorgung Reglement | Erläss / Ändern | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fernwärmeversorgung Gebührenreglement | Erläss / Ändern | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 1'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 (wiederkehrend) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 | Liegenschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zielsetzungen Ressort im Rahmen der übergeordneten Ziele | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplanung Neubau / Erweiterung | Festlegen | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplanung Werterhaltung | Erstellen und Nachführen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bedarfsplanung Räume und Anlagen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Energiebuchhaltung | Führen, Überprüfen, Massnahmen einleiten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Pachtverträge | Abschluss, Auflösung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mietverträge | Abschluss, Auflösung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Miet- und Pachtzinsen | Anpassung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baurechtsvertrag | Abschluss | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baurechtzinsen (gem. Baurechtsvertrag) | Anpassung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------------|--|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 25'000 (wiederkehrend) | | | I | | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | |
| 5.3 | Gemeindestrassen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplan Werterhaltung | | Erstellen und nachführen | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassen- und Wegnetz (ohne Waldstrassen) | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gehwege (Anstösser!) | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenbeleuchtung | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassen- und Wegnetz, Brücken (ohne Waldstr.) | | Unterhalt, Reparaturen | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenbeleuchtung | | Unterhalt, Reparaturen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Planwerke GIS | | Nachführen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fahrzeuge/Geräte/Einrichtungen | | Ersatzbeschaffung, Unterhalt, Reparaturen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Durchleitungsrechte im Strassenbereich | | Bewilligung erteilen | | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenaufbrüche | | Bewilligung erteilen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenaufbrüche | | Kontrolle und Ausmass | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenaufbrüche | | Rechnungsstellung, Regress | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Privatstrassen und -wege | | Übernahme durch Gemeinde | | | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benutzung öffentlichen Grundes | | Bewilligung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benutzung öffentlichen Grundes | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenreinigung | | Festlegen, Rhythmus | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenreinigung | | Organisieren | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenschächte | | Reinigung organisieren | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Winterdienst | | Organisieren, durchführen | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Winterdienst | | Schneepfähle setzen, abräumen, unterhalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zurückschneiden von Bäumen/Sträuchern | | Veröffentlichen, auffordern | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zurückschneiden von Bäumen/Sträuchern | | Ersatzvornahme | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Plakatierung | | Durchführen | | | | | E | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mehrwerts-/Grundeigentümerbeiträge | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gehwegbeiträge | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Durchleitungsrechte im Strassenbereich | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassenrechnung (für Staatsbeiträge) | | Erstellen und einreichen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.4 | Wasserversorgung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Generelles Wasserversorgungsprojekt | | GWP Erlassen/Aktualisieren | | | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplan Neubau/Erweiterung | | Festlegen | | | | E | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplan Werterhaltung | | Erstellen und Nachführen | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundwasser- und Quellfassung | | Schutzzone einrichten | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | |
|---------------------|--|----------------|--|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | |
| | Pflegeversorgung (Ambulante und Stationäre) | | Koordination Pflegeplätze | | | | | | | | | | | | | | | | | | | | | | |
| | Abrechnung | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.10 | Kindertagesstätte | | | | | | | | | | | | | | | | | | | | | | | | |
| | Betriebsbewilligung | | Ausstellen, Überwachen | | | | | | | | | | | | | | | | | | | | | | |
| | Kostenkontrolle | | Elternbeiträge ausrichten | | | | | | | | | | | | | | | | | | | | | | |
| | Aufsicht über Kinderkrippe | | Auftragvergabe an Dritte | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Sicherheit | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Polizeiverordnung | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Gemeindesicherheit (Pflichtenheft) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Nachtparkierreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Ordnungsbussenreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Videoüberwachung (Reglement) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | VO über Nummerierung der Wohnhäuser und Anbringen von Strassentafeln | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 1'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 500 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 (wiederkehrend) | | I | | | | | | | | | | | | | | | | | | | | | | |
| 7.3 | Einwohnerkontrolle | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bevölkerungsstatistik | | | | | | | | | | | | | | | | | | | | | | | | |
| | Volkszählung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Führen der Einwohner- und Fremdenkontrolle | | | | | | | | | | | | | | | | | | | | | | | | |
| | Identitätskarten | | | | | | | | | | | | | | | | | | | | | | | | |
| | Stimmregisters | | Führen | | | | | | | | | | | | | | | | | | | | | | |
| | Objektregister | | Nachführen | | | | | | | | | | | | | | | | | | | | | | |
| | Initiativen/Referenden | | Kontrolle Unterschriften | | | | | | | | | | | | | | | | | | | | | | |
| | Fundbüro | | Aufbewahren, Verwertung nicht abgeholter Gegenstände | | | | | | | | | | | | | | | | | | | | | | |
| | Handlungsfähigkeitszeugnisse | | Ausstellen | | | | | | | | | | | | | | | | | | | | | | |
| | Waffenerwerbsschein | | Ausstellen | | | | | | | | | | | | | | | | | | | | | | |
| | Waffenerwerbsschein | | Verweigern | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|----------------|---|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|----------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|---|---|---|---|---|
| Register | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerekontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | |
| | Katastrophenorganisation | | Handbuch Krisenmanagement | | | E | | | A | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Schiessanlage unterhalten | | | | | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | |
| 7.8 | Verkehrssicherheit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verkehrskonzept | | | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | | | |
| | Planung von Massnahmen (ohne bauliche) | | | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | | | |
| | Verkehrszählung, Geschwindigkeitskontrollen | | Anordnen und durchführen | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | |
| | Bauliche Massnahmen | | Planung | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | |
| | Bauliche Massnahmen | | Umsetzung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | |
| | Dauernde Verkehrsbeschränkungen | | bei KAPO beantragen | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | |
| | Vorübergehende Verkehrsbeschränkungen | | Verfügen | | | | | | | E | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | |
| | Strassensignalisation und Bodenmarkierungen | | Ausführen und unterhalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| | Gewerbehinweisschilder | | Bewilligung und Erstellen | | | | | | | E | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| | Verkehrsspiegel für private Ausfahrten | | Bewilligung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| | bfu-Sicherheitsdelegierter | | Bestimmen | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nachtparkierung | | Kontrolle/Gebühreneinzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| 7.9 | Öffentlicher Verkehr | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fahrplangestaltung | | Mitsprache beim ZVV | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Planung von Bauten | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U |
| | Bushaltestellen | | Vollzug Bau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Baulicher Unterhalt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Reinigung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.10 | Jugendarbeit | | gemäss Reglement und Pflichtenheft Kommission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Vermietung des Jugendtreffs ausserhalb der Betriebszeiten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Bau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bau- und Zonenordnung (Urne) | | Erlass / Ändern | | | E | A | | | A | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baugebührenverordnung | | Erlass / Ändern | | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gebührenverordnung der Feuerpolizei | | Erlass / Ändern | | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Umwelt- und Energiekommission (Reglement) | | Erlass / Ändern | | | | E | | | A | F | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 5'000 | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 50'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 25'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------------|--|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|---|---|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuersekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 5'000 | | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 500 | | | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 25'000 (wiederkehrend) | | | | I | | | | E | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | | | |
| 8.3 | Baukommission | | gemäss Reglement und Pflichtenheft Kommission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.4 | Ortsplanung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kantonale Richtplanungen | | Stellungnahme / Rechtsmittel ergreifen | | | E | | A | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | | | |
| | Bau- und Zonenordnung | | Überarbeitung initiieren | | | E | | A | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | |
| | Bau- und Zonenordnung | | Überarbeiten | | | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | | | |
| | Bau- und Zonenordnung | | Erlassen | | E | A | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanung | | Quartierplankommission | | | E | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanung | | Ausarbeiten | | | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | M | | | | | | |
| | Quartierplanung | | Erlassen | | | E | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanung | | Kommunikation | | | I | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanung | | Akontozahlungen einholen, Abrechnung Administrativkosten erstellen | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanerschliessung | | Planung auslösen | | | E | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Quartierplanerschliessung | | Erschliessungsplanung | | | E | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F |
| | Quartierplanerschliessung | | Erschliessungsprogramm | | | I | | E | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | |
| | Quartierplanerschliessung | | Infrastrukturbauten erstellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | |
| | Quartierplanerschliessung | | Akontozahlungen einholen, Abrechnung erstellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| 8.5 | Baupolizei | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Beratung im Baubewilligungsverfahren | | | | | | | | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungsverfahren | | Stand des Prozesses in EDV nachtragen | | | | | | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungsverfahren | | Koordination | | | | | | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Formelle Prüfung eines Baugesuches | | Eingangsbestätigung zustellen | | | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | |
| | Vorprüfung | | Bericht erstellen und versenden, Profilkontrolle | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | |
| | Vorprüfung | | Publikation | | | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | |
| | Kantonale Leitstelle | | Akten weiterleiten, überwachen | | | | | | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Baurechtsentscheid | | Ausarbeiten | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | |
| | Nebengesuche Energie/Lärmschutz BBV I | | Behandeln | | | | | | | | | | | | | | | | | | | | | | U | M | | | | | | | | | | | | | | | | | | | |
| | Nebengesuch | | Brandschutz behandeln | | | | | | | | | | | | | | | | | | | | | | U | M | | | | | | | | | | | | | | | | | | | |
| | Nebengesuch | | Schutzraumbau bzw. -befreiung behandeln | | | | | | | | | | | | | | | | | | | | | | | U | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungskompetenz | | Reklamegesuche | | | | | | | | | | | | | | | | | | | | | | E | U | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungskompetenz | | Meldeverfahren | | | | | | | | | | | | | | | | | | | | | | E | U | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | | | 1. Stufe | | | | 2. Stufe | | | | | | | | | | | | | | | |
|---------------------|--|--|--|--|---|---|---|----------|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|---|---|---|---|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungskompetenz | Anzeigeverfahren | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungskompetenz | Ordentliches Verfahren | | | E | | A | | | | | | | | | | | | | | | | | | | | |
| | Baubewilligungskompetenz zur Erteilung von Ausnahmebewilligungen | | | | E | | A | | | | | | | | | | | | | | | | | | | | |
| | Baufreigabe | Erteilen | | | | | | | | | | | | | | | | | | | | | | U | M | | |
| | Baufreigabe, Ausnahmebewilligung | Erteilen | | | | | | E | | | | | | | | | | | | | | | | A | M | | |
| | Einmessen Schnurgerüst | Aufforderung | | | | | | | | | | | | | | | | | | | | | | | U | | |
| | Kontrolle Baufortschritt | Baukontrollen durchführen | | | | | | | | | | | | | | | | | | | | | | | U | M | |
| | Ausführungskontrolle Energie/Lärmschutz | Mutationen nachführen | | | | | | | | | | | | | | | | | | | | | | | U | M | |
| | Baurichtlinie Luft | Baukontrollen durchführen | | | | | | | | | | | | | | | | | | | | | | | U | M | |
| | Baustellensicherung | Überprüfen | | | | | | | | | | | | | | | | | | | | | | | U | M | |
| | Schutzraum | Kontrollen, Abnahme (=Kontrollorgan) | | | | | | | | | | | | | | | | | | | | | | | F | M | |
| | Baueinstellungsverfügung, sofort (vorsorglich) | | | | | | | E | | | | | | | | | | | | | | | | | A | M | |
| | Baueinstellungsverfügung, definitiv | | | | | E | | | | | | | | | | | | | | | | | | | A | M | |
| | Wiederherstellen des rechtmässigen Zustandes | | | | | E | | | | | | | | | | | | | | | | | | | A | M | |
| | Anordnung von Ersatzvorhaben | | | | | E | | | | | | | | | | | | | | | | | | | A | M | |
| | Strafanzeige wegen Zuwiderhandlung | Strafanzeigen einreichen | | | E | | | A | | | | | | | | | | | | | | | | | U | M | |
| | Beschwerdeverfahren | | | | E | | | | | | | | | | | | | | | | | | | | A | M | |
| | Rechnungsstellung Gebühren (inkl. Fremdleistungen) | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| | Publikation/Medienmitteilung betr. Baubewilligungen | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| 8.6 | Feuerpolizei | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lagerung wassergefährdender Flüssigkeiten | Gesuch behandeln | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Lagerung wassergefährdender Flüssigkeiten | Gesuch bewilligen | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Feuerungsanlagen | Gesuch behandeln | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Feuerungsanlagen | Gesuch bewilligen | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Öltank, Ölfeuerungsanlagen | Abnehmen | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Öltank, Ölfeuerungsanlagen, Ölfeuerungskontrollen | Kontrolle durchführen, Mutationen nachführen | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Feuerpolizei | Periodische Gebäudekontrollen | | | | | | | | | | | | | | | | | | | | | | | | U | M |
| | Feuerpolizei | Allfällige Mängel weiterbehandeln | | | | | | | | | | | | | | | | | | | | | | | | U | M |
| | Feuerpolizei | Kontrollkartei, Kontrollbuch führen | | | | | | | | | | | | | | | | | | | | | | | | U | M |
| 8.7 | Aufzugskontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Aufzugsanlagen | Gesuch behandeln | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Aufzugsanlagen | Bewilligung erteilen | | | | | | I | | | | | | | | | | | | | | | | | | F | M |
| | Aufzugsanlagen | Abnehmen | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Aufzugsanlagen | Nachkontrollen durchführen | | | | | | | | | | | | | | | | | | | | | | | | F | M |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|--|-------------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|--|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|
| Register | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Präsidiales | 6. Soziales | | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Schule | | | 7. Sicherheit | | | | | | | | | | | | | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Finanzen | | | 8. Bau | | | | | | | | | | | | | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Liegenschaften | | | 9. Forst | | | | | | | | | | | | | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Werke | | | 10. Informatik | | | | | | | | | | | | | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | Aufgaben | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | |
| | Aufzugsanlagen | Kontrolle und Mutationen nachführen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.8 | Vermessungswesen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundbucheintragen, Näherbaurechte | Veranlassen von Grundbucheintragen zu Gunsten Gemeinde | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundstückmutation | Bewilligen wenn Folge von Auflage Baubewilligung | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundstückmutation | Bewilligen im Anzeigeverfahren | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Marchsteine, Grenzpunkte | Beschaffen und Verwalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Marchsteine, Grenzpunkte | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.9 | Umwelt- und Enziekkommission | gemäss Reglement- und Pflichtenheft Kommission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.10 | Energiestadt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Energiepolitisches Programm | Erstellen | | E | M | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplan | Erstellen und Überarbeiten | | E | M | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Controlling, Re-Audit | Durchführen | | I | I | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bevölkerungsinformation | | | | U | | F | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.11 | Verschiedene Aufgaben | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gebäudeversicherung | Versicherungsdeckung Bauzeitversicherung überprüfen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.12 | Statistiken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wohnbaustatistik (GWR) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Erhebung über die Bautätigkeit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baugesuchs-Benchmarking | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Forst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strategische Ausrichtung | | | E | | | A | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jungwaldpflege | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Holzernte | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forststrassen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forstliche Verbauungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forstliche Nebennutzungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forstliche Nebenbetriebe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forstinvestitionen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Forstwirtschaft allgemeines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gemeinwirtschaftliche Forstleistungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Subventionsgesuche | Einreichen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Abteilung Forst | | | E | | | A | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | Stand: 12. Oktober 2020 | 1. Stufe | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|--|--|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|---|--|---|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | Aufgaben | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | 5'000 | | | | | F | | I | | | | | | | | | | | | | | | | | | | | | | M | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | 50'000 | | | | | | | F | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | 25'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E/I | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | 25'000 (wiederkehrend) | | I | | | | | E | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | |
| 10 | Informatik | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | Informatik | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ziele und Strategie | | | E | | A | | | M | M | | | | | | | M | | | | | | M | | M | | | | | | | | | | | | | | | F | | M | | | | | |
| | Informations- und Datenschutz | | | I | | | | | M | | | | | | | | M | | | | | | M | | M | | | | | | | | | | | | | | | F | | M | | | | | |
| 10.2 | Server- und Netzwerkadministration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Usermanager | Eröffnen und löschen Account | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Datenablagestruktur | Ordner eröffnen, Berechtigungen erteilen | | | | | | | | M | | | | | | | M | | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | | |
| | Meldungen Ereignis-Anzeigen / Firewall | Überwachen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Datensicherung | tägliches Back-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verwaltung Zutrittschutz | Erteilen der Passwörter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dateipflege | Löschen nicht mehr benötigter Daten | | | | | | | | M | | | | | | | M | | | | | | M | | M | | | | | | | | | | | | | | | | | | | | | | |
| 10.3 | Support | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Hilfestellung bei Problemen | First-Level-Support | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zuzug von Fachpersonal | im Rahmen Ausgabenkompetenz | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verträge (Support, Hard- und Software) | im Rahmen Ausgabenkompetenz | | | | | | | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dokumentenvorlagen | Erstellen | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.4 | Projekte | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | EDV-Anlage (Hardware) | EDV-Anlage (im Rahmen Ausgabenkompetenz) | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Software | Erneuerung, Ablösung (im Rahmen Ausgabenkompetenz) | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Änderungshistorie

12.04-10.05-2013: Auflagezeugnis: Dieses Reglement wurde vom 12. April 2013 bis am 10. Mai 2013 bei der Gemeindeverwaltung öffentlich aufgelegt und im Landboten sowie im Amtsblatt des Kantons Zürich vom 12. April 2013 publiziert. Innerhalb der gesetzlichen Frist sind keine Einsprachen eingegangen.

22.08.2018: Anpassungen aufgrund GR-Beschluss Nr. 136. Bildung Forst als eigene Abteilung

06.03.2019: Anpassungen aufgrund GR-Beschluss Nr. 52. Erlass Geschäftsreglement Kommission Soziales

29.05.2019: Anpassung aufgrund Aufhebung Gemeindeleitung, GR-Beschluss Nr. 125

06.07.2020: Anpassung aufgrund Übernahme Schulsozialarbeit, GR-Beschluss Nr. 156