

Construction Permitting Staff - Time Allocations

Annual Work Hours	Hrs / Yr	% Total Hrs
Hrs/Work Day	8	
Work Days/Week	5	
Weeks/yr	52	
Total Annual Work Hours	2080	

Permitting Activities	Hrs / Yr	% Total Hrs
Direct Application Review Fee Based	887	43%
Direct Application Review Non-Fee Based	112	5%
Total Permitting Activities	999	48%

Employee Benefits (Sick, Vacation, Holidays, etc.)	Hrs / Yr	% Total Hrs
State holidays (9 fixed + 2 unscheduled)	88	4%
Vacation (14.67 hr/month)	176	8%
Sick (12 hr/month)	144	7%
Paid Breaks (0.5 hr/day)	105	5%
Total Time Off Benefits hours	513	24%

Mandatory Indirect Activities	Hrs / Yr	% Total Hrs
Weekly Status Reports/Meetings (0.5 hrs/wk)	26	1%
Time Reporting	26	1%
Staff Meetings (1.5 hr/2 wk)	39	2%
Database Maintenance	26	1%
Training	80	4%
Management and Lead Worker Duties	108	5%
Total Mandatory Indirect Activities	305	15%

Non-Mandatory Indirect Activities	Hrs / Yr	% Total Hrs
Other assistance and support	228	11%
Total Non-Mandatory Indirect Activities	228	11%

Mandatory Program Support	Hrs / Yr	% Total Hrs
Other assistance and support	35	2%
Total Mandatory Program Support	35	2%

Summary	Hrs / Yr	% Total Hrs
Total Annual Work Hours	2080	
Total Permitting Activities	-999	48%
Total Time Off Benefits hours	-513	25%
Total Mandatory Indirect Activities	-305	15%
Total Non-Mandatory Indirect Activities	-228	11%
Mandatory Program Support	-35	2%
Summary Total	0	52%

