

Title V 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	281	13%
Direct Application Review Non-Fee Based	223	11%
Total Permitting Activities	504	24%

Employee Benefits (Sick, Vacation, Holidays, etc.)	Hrs / Yr	% Total Hrs
State holidays (9 fixed + 2 unscheduled)	88	4%
Vacation (13.33 hr/month)	160	8%
Sick (12 hr/month)	144	7%
Paid Breaks (0.5 hr/day)	106	5%
Total Time Off Benefits Hours	498	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	52	3%
Training	80	4%
Management and Lead Worker Duties	129	6%
Total Mandatory Indirect Activities	352	17%

Non-Mandatory Indirect Activities	Hrs / Yr	% Total Hrs
Other assistance and support	706	34%
Total Non-Mandatory Indirect Activities	706	34%

Mandatory Program Support	Hrs / Yr	% Total Hrs
Other assistance and support	20	1%
Total Mandatory Program Activities	20	1%

Summary	Hrs / Yr	% Total Hrs
Total Annual Work Hours	2080	
Total Permitting Activities	-504	24%
Total Time Off Benefits Hours	-498	24%
Total Mandatory Indirect Activities	-352	17%
Total Non-Mandatory Indirect Activities	-706	34%
Mandatory Program Support	-20	1%
Summary Total	0	100%

