

### Title V Permitting Staff - Time Allocations

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

Permitting Activities	Hrs / Yr	% Total Hrs
Direct Application Review Fee Based	496	24%
Direct Application Review Non-Fee Based	492	24%
<b>Total Permitting Activities</b>	<b>988</b>	<b>48%</b>

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%
<b>Total Time Off Benefits Hours</b>	<b>498</b>	<b>24%</b>

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%
<b>Total Mandatory Indirect Activities</b>	<b>352</b>	<b>17%</b>

Non-Mandatory Indirect Activities	Hrs / Yr	% Total Hrs
Other assistance and support	222	11%
<b>Total Non-Mandatory Indirect Activities</b>	<b>222</b>	<b>11%</b>

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

Summary	Hrs / Yr	% Total Hrs
Total Annual Work Hours	2080	
Total Permitting Activities	-988	48%
Total Time Off Benefits Hours	-498	24%
Total Mandatory Indirect Activities	-352	17%
Total Non-Mandatory Indirect Activities	-222	11%
Mandatory Program Support	-20	1%
<b>Summary Total</b>	<b>0</b>	<b>100%</b>

