

XXX County/City- FY XX/XX, TTA Sample

The purpose of the time-task analysis (TTA) is to demonstrate that the LEA has adequate staff to carry out all the duties of the solid waste permitting and inspection program. The specific documentation required is listed in 14 CCR 18073. A sample time-task-analysis is presented here.

TASK	NUMBER OF UNITS	FREQUENCY PER YEAR	HOURS PER TASK	TOTAL HOURS PER YEAR		
INSPECTIONS						
Operating Facilities						
Active Solid Waste Landfills	2	12	4	96		
MRF	1	12	2	24		
Limited Volume TS	3	4	2	24		
Non-Operating Facilities						
Closed Solid Waste Disposal Sites	2	1	2	4		
Closed Solid Waste Disposal Sites	2	4	2	16		
Abandoned Disposal Sites	3	4	2	24		
ENFORCEMENT						
Warnings						
Notices				25		
Meetings				10		
Hearings						
Legal proceedings						
Documentation				20		
PERMIT						
Reviews						
Modifications & Revisions				320		
Closure/Post Closure Activities				160		
Site Evaluation and Investigation						
Documentation				10		
CORRECTIVE ACTIONS						
Review and approval of site investigations		1	10	10		
Assessments						
Characterizations						
Remediation alternatives						
Corrective Measures		1	20	20		

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TASK	NUMBER OF UNITS	FREQUENCY PER YEAR	HOURS PER DUTY	TOTAL HOURS PER YEAR		
TRAINING						
Meetings, seminars, workshops, courses, literature reviews		4	8	32		
MANAGEMENT						
Operations		52	2	104		
Scheduling		12	2	24		
Supervision						
SUPPORT STAFF						
Clerical		52	4	208		
Administration		52	1	52		
Technical						
OTHER						
Total Hours				1323		