

## Clerk Office Personnel Staffing Estimation Formula Instructions

This formula is designed to be a tool for administrators, managers and elected clerks to use to estimate the number of staff needed to perform the essential functions of their respective offices.

### Key Assumptions of Formula:

- This formula is designed to work for a County Clerk, District Clerk or Combination Clerk.
- The formula assumes a 40-hour work week for all employees.
- This formula calculates a miscellaneous time allowance of 13.75% per task to account for staff time between tasks, time spent performing other tasks which may not be covered by the specific job functions of the formula, and paid time off.

### Formula Instructions:

- The formula lists 14 job functions and the associated example tasks for each job function with the ability to enter up to 2 additional job functions that may be specific to the office. These are found in the blue colored cells below the job function.
  - o In addition to example tasks, each job function lists what one task is equivalent to in the blue cells under the job function. This information is necessary to complete the remainder of the formula.
- For each job function, we have provided a suggested number of hours it takes to complete one task within the job function per week per one staff member assigned to the job function. The suggested amount of time to complete each task is highlighted yellow (column '# of hours per one task per 1 staff').
  - o Those completing the formula for their office have flexibility to overwrite the suggested time per task if they have a more empirically supported amount of time to complete each task for their office.
- For each job function, the person completing the formula will need to enter the number of tasks (using the definitions provided in the blue cells under the job functions) in the corresponding green cells (column '# of task').
  - o If the job function does not apply to your office, due to it being outside the scope of your responsibilities, you should enter '0' in the number of tasks cell for that job function.
- For offices with multiple staff with discrete roles, you may enter the number of staff assigned to each job function in the corresponding green cell in the '# of current staff' column.
  - o Please note that if you do not enter a number in this cell, it will show office is 'understaffed' in the specific task, however, this should not be considered independently of the total number of staff needed to support the office.

### Interpretation

- For each job function, we will provide a calculation of the number of staff needed to perform the function based on the amount of time per task, number of tasks, miscellaneous time, and number of current staff.

- We will also provide a total number of staff needed to support the office based on the totality of the information entered the formula.
- Each of these estimations should be taken into consideration with the data entered and configuration of staff for the office.