



JUSTIFYING STAFFING METRICS FOR YOUR PROGRAM

ARE YOU STRUGGLING TO FIND STAFF?



OR ARE YOU STRUGGLING TO KEEP STAFF?



WHAT TO DO?



APPROVED PRETREATMENT PROGRAM

- CONTROL NEW OR INCREASED CONTRIBUTIONS OF POLLUTANTS;
- REQUIRE COMPLIANCE WITH DISCHARGE STANDARDS;
- ISSUE PERMITS;
- ENFORCE ALL PRETREATMENT STANDARDS AND REQUIREMENTS;
- CARRY OUT INSPECTIONS, SURVEILLANCE, AND MONITORING;
- IDENTIFY AND LOCATE INDUSTRIAL USERS; AND
- RECEIVE AND ANALYZE INDUSTRY SELF MONITORING REPORTS.

YOU MUST HAVE ENOUGH STAFFING!

- YOU MUST HAVE ENOUGH STAFF TO FULLY IMPLEMENT YOUR PROGRAM;
 - IF YOU DON'T THEN YOU COULD BE FOUND IN VIOLATION BY YOUR APPROVAL AUTHORITY
- HOW DO YOU JUSTIFY STAFFING MATRIXES?
 - EXPLAINING NEEDS TO THE CITY COUNCIL OR BOARD OF DIRECTORS

HOW TO JUSTIFY YOUR POSITION

- WHAT MATRICES DO YOU USE?
 - LOOK AT COMPARABLE PROGRAMS
 - MAKE SURE THE PROGRAMS ARE AS SIMILAR TO YOURS AS POSSIBLE.
 - FOR EXAMPLE, DO NOT COMPARE METRO TO PUEBLO
 - DO THEY OPERATE ANY SECTOR CONTROL PROGRAMS?
 - HOW MANY INDUSTRIES DO THEY MONITOR?
 - WHAT IS THEIR STAFFING PER INDUSTRIAL USER?
 - DOES THE REGULAR STAFF PERFORM ENFORCEMENT OR IS THERE A DIFFERENT DEPARTMENT GROUP THAT DOES THIS?

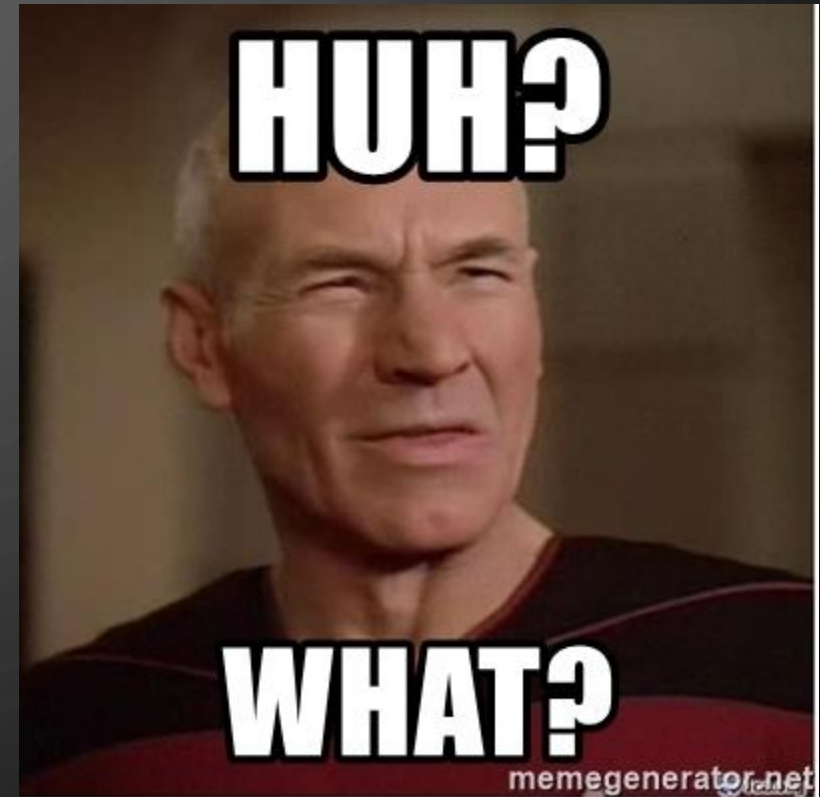
DEPARTMENT NEEDS

- YOU NEED ENOUGH STAFF TO:
 - PERFORM INDUSTRIAL WASTE SURVEY
 - ISSUE PERMITS
 - COLLECT SAMPLES
 - PERFORM INSPECTIONS
 - OPERATE ANY SECTOR CONTROL PROGRAMS
 - PERFORM ENFORCEMENT
 - ALL OTHER ADMINISTRATIVE DUTIES AS NECESSARY



WHAT IF...

- YOU DO OTHER DUTIES AROUND THE FACILITY ALSO?
 - SOME PEOPLE ARE ALSO THE SAFETY PERSONNEL
 - SOME OF US ARE OVER THE POTW LABORATORY
 - ETC., ETC., ETC.



COMPARISON CHALLENGES

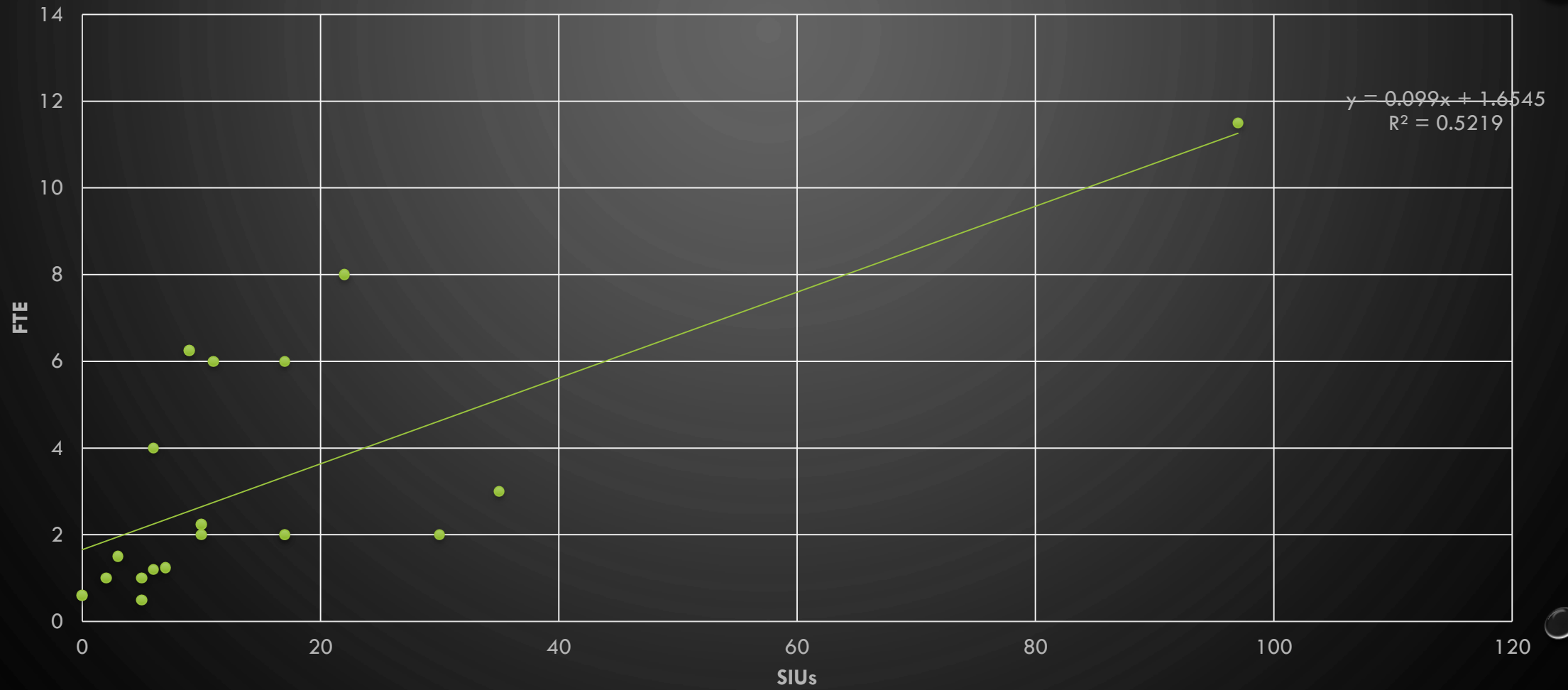
- MAKE SURE YOU COMPARE APPLES TO APPLES.
 - SOME PEOPLE COMPARE FTE'S TO THE NUMBER OF IU'S
 - BUT THIS COMPARISON DOES NOT TAKE INTO ACCOUNT THE ACTUAL TIME IT TAKES TO PERFORM THE DUTIES NECESSARY FOR YOUR PROGRAM.
 - COMPARE THE TIME NECESSARY FOR EACH ACTIVITY YOU PERFORM
 - ONE PROGRAM MAY TAKE LONGER THAN ANOTHER TO PERFORM CERTAIN TASKS

HOW TO COMPARE

- HOW MANY INSPECTORS DO YOU NEED?
 - 1 PER EVERY 30 SIUS, 1 PER EVERY 60 SIUS,
OR 1 PER EVERY 120 SIUS.
- HOW MANY SAMPLERS DO YOU NEED?
 - 1 PER EVERY 30 SIUS, 1 PER EVERY 60 SIUS,
OR 1 PER EVERY 120 SIUS.



Utah FTEs to SIUs



● Series1 — Linear (Series1)

WHAT TO DO

- FIGURE OUT HOW MUCH TIME YOU SPEND ON EACH TASK YOUR PROGRAM PERFORMS.
 - NOT ALL PROGRAMS ARE THE SAME SO YOU NEED TO FIGURE OUT WHAT YOUR PROGRAMS NEEDS ARE.
- PERFORM A TIME STUDY ON YOUR PROGRAM
 - KEEP TRACK OF THE TIME SPENT ON EVERY TASK
 - USE THE TIME STUDY TO GAUGE YOUR PROGRAM NEEDS
 - USE THE TIME STUDY TO EXPRESS YOUR STAFFING NEEDS TO THE CITY COUNCIL OR BOARD OF DIRECTORS

EXPRESSING NEEDS

- DOES THE CITY COUNCIL EVEN KNOW WHAT YOU DO?
 - EXPLAIN WHAT THE PRETREATMENT PROGRAM DOES
 - EXPLAIN WHAT THE FEDERAL STANDARDS REQUIRE
 - EXPLAIN YOUR TIME STUDY OF THE PROGRAM
 - ANSWER ANY QUESTIONS THAT THE GOVERNING BODY HAS FOR YOU

QUESTIONS?



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