# 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 | | | | 100 | | |
| Modifications & Revisions | | | | 320 | | |
| Closure/Post Closure Activities | | | | 160 | | |
| Site Evaluation and Investigation | | | | 40 | | |
| 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 | | |