

COMPENSATION BOARD CRITERIA FOR
ALLOCATING NEW POSITIONS IN CIRCUIT
COURT CLERKS' OFFICES
- REVISED 9/20/06 -

The workload elements included in these staffing standards were recommended by the Virginia Court Clerks' Association and approved by the Compensation Board and may not reflect all duties performed by the Clerk of the Circuit Court. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Clerks of the Circuit Court perform additional duties at their discretion or provide other services not required by law. The number of Compensation Board funded positions due in a specific Clerk of the Circuit Court's office are based upon duties required by law to be performed by the Clerk of the Circuit Court, or duties which nearly all Clerks of the Circuit Court perform.

1. The position (or positions) must be requested by the Clerk of the Circuit Court as part of the Compensation Board annual budget request process.
2. The position requested must perform only statutorily prescribed duties of the Clerk of the Circuit Court.
3. The Clerk's office must have an automated financial system and case management system on-line.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed in conjunction with the VCCA to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

STAFFING METHODOLOGY

Calendar year transaction data for each workload element is supplied by each of the Clerks' offices during the budget request process each year. To determine the hours worked, a three-year average of transactions is multiplied by the following weights developed in conjunction with the VCCA, which represent the median time per transaction reported to perform each type of workload transaction:

<u>Workload Elements</u>	<u>Weights</u>
Criminal Cases	8.59
Law Cases	2.31
Chancery Cases	2.31
Wills & Estates	1.62
Deeds	0.61
Judgments	0.44
Financing Statements	0.35
Marriage Licenses	0.66
Game Licenses	0.20
Fictitious Names	0.38
Notary Qualified	0.39
Concealed Handgun Purchases	0.64
Restitution	0.46

After determining the total weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Need} = \text{Fixed Staff} + (\text{Total weighted workload} / \text{Variable workload factor})$$

Office Size based on Weighted Workload Hours			Fixed Staff	Variable Wkld Factor
Small	0	11,999	2.50	3,500
Mid	12,000	59,999	3.00	
Large	60,000	229,999	5.00	
Super	230,000	+	7.00	

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

Circuit Court Clerk's FY10 Staffing Standards

RANK	FIPS	LOCALITY NAME	PROV 2008 POP	ADJUSTED FTE TOTAL	TOTAL WEIGHTED WORKLOAD	OFFICE SIZE	FIXED STAFF NEED	VARIABLE STAFF NEED	TOTAL STAFF NEED	ADD'L FTE NEED	PERCENT OF NEED	REQUEST NEW
1	195	Wise/Norton	45,279	7.99	35,759	MID	3.00	10.22	13.22	5.23	65.42%	3
2	630	Fredericksburg	22,544	6.36	22,906	MID	3.00	6.54	9.54	3.18	50.07%	3
3	173	Smyth	31,868	5.82	19,234	MID	3.00	5.50	8.50	2.68	45.97%	0
4	043	Clarke	14,534	2.70	5,029	SMALL	2.50	1.44	3.94	1.24	45.81%	0
5	179	Stafford	123,690	16.70	67,550	LARGE	5.00	19.30	24.30	7.60	45.51%	0
6	185	Tazewell	44,216	10.38	41,330	MID	3.00	11.81	14.81	4.43	42.66%	5
7	119	Middlesex	10,277	2.61	4,165	SMALL	2.50	1.19	3.69	1.08	41.38%	1
8	053	Dinwiddie	26,843	4.15	11,565	SMALL	2.50	3.30	5.80	1.65	39.86%	5
9	570	Colonial Heights	17,693	4.73	12,395	MID	3.00	3.54	6.54	1.81	38.30%	2
10	025	Brunswick	18,413	3.55	8,355	SMALL	2.50	2.39	4.89	1.34	37.67%	0
11	147	Prince Edward	21,505	5.00	13,583	MID	3.00	3.88	6.88	1.88	37.62%	1
12	091	Highland	2,282	2.00	826	SMALL	2.50	0.24	2.74	0.74	36.80%	1
13	800	Suffolk	81,907	11.37	43,085	MID	3.00	12.31	15.31	3.94	34.65%	4
14	077	Grayson/Galax	19,363	3.69	8,532	SMALL	2.50	2.44	4.94	1.25	33.81%	2
15	191	Washington	53,223	6.53	19,978	MID	3.00	5.71	8.71	2.18	33.35%	3
16	111	Lunenburg	13,158	2.93	4,915	SMALL	2.50	1.40	3.90	0.97	33.25%	1
17	067	Franklin	52,841	8.10	27,139	MID	3.00	7.75	10.75	2.65	32.77%	1
18	035	Carroll/Galax	33,611	6.41	19,233	MID	3.00	5.50	8.50	2.09	32.53%	4
19	193	Westmoreland	17,205	4.00	9,645	SMALL	2.50	2.76	5.26	1.26	31.39%	4
20	095	James City/Williamsburg	75,591	10.89	39,563	MID	3.00	11.30	14.30	3.41	31.35%	2
21	165	Rockingham/Harrisonburg	120,467	14.08	54,227	MID	3.00	15.49	18.49	4.41	31.35%	4
22	550	Chesapeake	216,622	29.28	117,051	LARGE	5.00	33.44	38.44	9.16	31.29%	9
23	037	Charlotte	12,453	2.89	4,511	SMALL	2.50	1.29	3.79	0.90	31.10%	1
24	117	Mecklenburg	32,186	6.62	19,859	MID	3.00	5.67	8.67	2.05	31.03%	2
25	069	Frederick	73,887	9.21	31,690	MID	3.00	9.05	12.05	2.84	30.88%	0
26	169	Scott	24,130	5.21	13,310	MID	3.00	3.80	6.80	1.59	30.57%	1
28	015	Augusta	71,586	8.08	25,979	MID	3.00	7.42	10.42	2.34	28.99%	2
27	135	Nottoway	15,512	3.21	5,741	SMALL	2.50	1.64	4.14	0.93	28.98%	1
29	073	Gloucester	36,109	5.87	15,980	MID	3.00	4.57	7.57	1.70	28.89%	3
30	167	Russell	28,988	5.41	13,630	MID	3.00	3.89	6.89	1.48	27.44%	1
31	149	Prince George	37,723	4.53	11,437	SMALL	2.50	3.27	5.77	1.24	27.32%	1
32	093	Isle of Wight	34,374	5.35	13,329	MID	3.00	3.81	6.81	1.46	27.26%	2
33	127	New Kent	17,440	3.71	7,738	SMALL	2.50	2.21	4.71	1.00	26.98%	1
34	115	Mathews	9,418	2.65	2,985	SMALL	2.50	0.85	3.35	0.70	26.52%	1
35	049	Cumberland	9,820	2.68	3,086	SMALL	2.50	0.88	3.38	0.70	26.18%	1
36	057	Essex	10,732	3.00	4,477	SMALL	2.50	1.28	3.78	0.78	25.97%	0
37	099	King George	23,029	4.57	11,396	SMALL	2.50	3.26	5.76	1.19	25.95%	1
38	019	Bedford/Bedford City	72,629	8.68	27,713	MID	3.00	7.92	10.92	2.24	25.78%	2
39	023	Botetourt	32,956	5.76	14,761	MID	3.00	4.22	7.22	1.46	25.30%	3
40	670	Hopewell	23,263	4.42	10,619	SMALL	2.50	3.03	5.53	1.11	25.20%	1
41	187	Warren	36,101	6.21	16,562	MID	3.00	4.73	7.73	1.52	24.51%	1

Circuit Court Clerk's FY10 Staffing Standards

41	187	Warren	36,101	6.21	TOTAL 16,562	MID	FIXED 3.00	4.73	TOTAL 7.73	1.52	24.51%	1
42	530	Buena Vista	6,515	2.68	2,906	SMALL	2.50	0.83	3.33	0.65	24.26%	0
43	520	Bristol	17,438	5.70	14,288	MID	3.00	4.08	7.08	1.38	24.25%	5
44	047	Culpeper	47,517	6.26	16,687	MID	3.00	4.77	7.77	1.51	24.08%	3
45	157	Rappahannock	6,925	2.69	2,910	SMALL	2.50	0.83	3.33	0.64	23.84%	0
46	131	Northampton	13,254	3.88	8,062	SMALL	2.50	2.30	4.80	0.92	23.80%	2
47	011	Appomattox	14,414	3.57	6,704	SMALL	2.50	1.92	4.42	0.85	23.68%	0
48	087	Henrico	291,767	33.28	126,057	LARGE	5.00	36.02	41.02	7.74	23.25%	7
49	775	Salem	24,749	4.74	11,670	SMALL	2.50	3.33	5.83	1.09	23.09%	1
50	085	Hanover	97,785	11.15	37,456	MID	3.00	10.70	13.70	2.55	22.89%	6
51	199	York/Poquoson	76,317	10.04	32,439	MID	3.00	9.27	12.27	2.23	22.19%	7
52	159	Richmond	9,774	3.00	4,075	SMALL	2.50	1.16	3.66	0.66	22.14%	1
53	137	Orange	33,105	5.34	12,317	MID	3.00	3.52	6.52	1.18	22.08%	1
54	121	Montgomery	90,517	9.55	30,290	MID	3.00	8.65	11.65	2.10	22.03%	3
55	540	Charlottesville	39,638	6.45	17,008	MID	3.00	4.86	7.86	1.41	21.85%	1
56	141	Patrick	19,211	4.60	10,855	SMALL	2.50	3.10	5.60	1.00	21.77%	1
57	103	Lancaster	11,754	3.56	6,420	SMALL	2.50	1.83	4.33	0.77	21.75%	0
58	750	Radford	15,584	3.92	7,950	SMALL	2.50	2.27	4.77	0.85	21.72%	1
59	109	Louisa	32,231	6.28	16,173	MID	3.00	4.62	7.62	1.34	21.35%	1
60	155	Pulaski	34,391	7.66	22,012	MID	3.00	6.29	9.29	1.63	21.27%	2
61	036	Charles City	6,908	2.78	3,028	SMALL	2.50	0.87	3.37	0.59	21.05%	1
62	021	Bland	7,051	2.74	2,855	SMALL	2.50	0.82	3.32	0.58	21.01%	1
63	097	King and Queen	6,935	2.88	3,429	SMALL	2.50	0.98	3.48	0.60	20.82%	0
64	003	Albemarle	93,668	8.95	27,162	MID	3.00	7.76	10.76	1.81	20.23%	4
65	790	Staunton	23,097	4.86	11,602	SMALL	2.50	3.31	5.81	0.95	19.65%	1
66	171	Shenandoah	41,252	6.35	16,086	MID	3.00	4.60	7.60	1.25	19.62%	0
67	840	Winchester	26,209	8.00	22,980	MID	3.00	6.57	9.57	1.57	19.57%	4
68	079	Greene	17,881	3.54	6,061	SMALL	2.50	1.73	4.23	0.69	19.54%	0
69	009	Amherst	32,341	5.61	12,911	MID	3.00	3.69	6.69	1.08	19.23%	0
70	197	Wythe	27,927	7.21	19,581	MID	3.00	5.59	8.59	1.38	19.20%	2
71	175	Southampton/Franklin	27,554	6.21	15,254	MID	3.00	4.36	7.36	1.15	18.49%	1
72	017	Bath	4,719	2.70	2,425	SMALL	2.50	0.69	3.19	0.49	18.25%	0
73	810	Virginia Beach	431,451	55.10	209,754	LARGE	5.00	59.93	64.93	9.83	17.84%	2
74	730	Petersburg	30,489	8.44	24,164	MID	3.00	6.90	9.90	1.46	17.35%	1
75	041	Chesterfield	303,538	31.27	110,393	LARGE	5.00	31.54	36.54	5.27	16.86%	21
76	033	Caroline	27,838	5.81	13,126	MID	3.00	3.75	6.75	0.94	16.18%	0
77	089	Henry	53,869	8.91	25,227	MID	3.00	7.21	10.21	1.30	14.56%	2
78	690	Martinsville	14,393	6.21	14,391	MID	3.00	4.11	7.11	0.90	14.52%	2
79	820	Waynesboro	20,614	4.46	9,029	SMALL	2.50	2.58	5.08	0.62	13.89%	0
80	031	Campbell	52,595	7.19	18,114	MID	3.00	5.18	8.18	0.99	13.71%	1
81	045	Craig	5,242	2.71	2,027	SMALL	2.50	0.58	3.08	0.37	13.62%	0
82	063	Floyd	15,094	3.68	5,861	SMALL	2.50	1.67	4.17	0.49	13.44%	0
83	051	Dickenson	16,441	3.98	7,051	SMALL	2.50	2.01	4.51	0.53	13.43%	3
84	500	Danielsville	45,450	40.00	20,000	MID	3.00	3.00	40.00	4.00	10.00%	7

Circuit Court Clerk's FY10 Staffing Standards

OFFICE	FTE	LOCATION	2009 SALARY	2009 RATE	TOTAL FTE	SMALL FTE	FIXED FTE	2009 SALARY	TOTAL FTE	SMALL FTE	PERCENTAGE	STAFF
84	590	Danville	45,152	10.85	32,392	MID	3.00	9.25	12.25	1.40	12.95%	7
85	101	King William	15,765	3.85	6,467	SMALL	2.50	1.85	4.35	0.50	12.93%	1
86	105	Lee	25,312	7.63	19,635	MID	3.00	5.61	8.61	0.98	12.84%	1
87	081	Greensville/Emporia	18,077	4.43	8,706	SMALL	2.50	2.49	4.99	0.56	12.58%	0
88	007	Amelia	13,003	3.54	5,147	SMALL	2.50	1.47	3.97	0.43	12.16%	0
89	710	Norfolk	235,092	45.84	161,415	LARGE	5.00	46.12	51.12	5.28	11.52%	2
90	161	Roanoke	91,197	11.40	33,978	MID	3.00	9.71	12.71	1.31	11.47%	0
91	113	Madison	13,832	3.52	4,949	SMALL	2.50	1.41	3.91	0.39	11.19%	0
92	027	Buchanan	24,312	6.26	13,830	MID	3.00	3.95	6.95	0.69	11.05%	2
93	125	Nelson	15,575	3.90	6,370	SMALL	2.50	1.82	4.32	0.42	10.77%	2
94	139	Page	23,966	4.77	9,540	SMALL	2.50	2.73	5.23	0.46	9.55%	1
95	153	Prince William/Man/Man Pk	429,187	39.94	134,580	LARGE	5.00	38.45	43.45	3.51	8.79%	4
96	183	Sussex	12,058	3.58	4,845	SMALL	2.50	1.38	3.88	0.30	8.50%	0
97	029	Buckingham	16,547	3.54	4,646	SMALL	2.50	1.33	3.83	0.29	8.12%	0
98	177	Spotsylvania	120,615	14.85	45,526	MID	3.00	13.01	16.01	1.16	7.79%	4
99	145	Powhatan	27,550	4.48	8,138	SMALL	2.50	2.33	4.83	0.35	7.70%	0
100	071	Giles	16,518	4.45	8,018	SMALL	2.50	2.29	4.79	0.34	7.66%	8
101	181	Surry	7,106	2.93	2,284	SMALL	2.50	0.65	3.15	0.22	7.60%	4
102	740	Portsmouth	97,599	22.99	69,044	LARGE	5.00	19.73	24.73	1.74	7.55%	0
103	163	Rockbridge/Lexington	29,070	5.41	11,523	SMALL	2.50	3.29	5.79	0.38	7.07%	1
104	075	Goochland	20,903	4.46	7,917	SMALL	2.50	2.26	4.76	0.30	6.77%	3
105	083	Halifax	35,952	6.91	15,179	MID	3.00	4.34	7.34	0.43	6.18%	0
106	065	Fluvanna	26,389	4.76	8,791	SMALL	2.50	2.51	5.01	0.25	5.29%	0
107	650	Hampton	144,204	19.06	59,381	MID	3.00	16.97	19.97	0.91	4.75%	3
108	680	Lynchburg	70,734	11.70	31,357	MID	3.00	8.96	11.96	0.26	2.21%	2
109	133	Northumberland	13,232	4.91	8,701	SMALL	2.50	2.49	4.99	0.08	1.55%	0
110	061	Fauquier	66,801	9.40	22,656	MID	3.00	6.47	9.47	0.07	0.78%	2
111	107	Loudoun	287,688	28.58	81,701	LARGE	5.00	23.34	28.34	-0.24	-0.83%	16
112	143	Pittsylvania	62,253	9.16	21,163	MID	3.00	6.05	9.05	-0.11	-1.24%	1
113	005	Alleghany/Covington	22,716	6.00	11,301	SMALL	2.50	3.23	5.73	-0.27	-4.52%	1
114	059	Fairfax/Fairfax City	1,041,304	90.29	265,748	SUPER	7.00	75.93	82.93	-7.36	-8.15%	2
115	510	Alexandria	137,947	18.45	46,694	MID	3.00	13.34	16.34	-2.11	-11.43%	2
116	001	Accomack	38,968	6.14	10,114	SMALL	2.50	2.89	5.39	-0.75	-12.22%	0
117	013	Arlington/Falls Church	218,221	23.56	55,486	MID	3.00	15.85	18.85	-4.71	-19.98%	3
		117		1,052.81	3,046,880		346.50	870.54	1,217.04	164.23		240
<p>Amendments: The August 24, 2005 amendments recommended by the Virginia Court Clerk Association (VCCA) and approved by the Compensation Board included new weights and consideration of the effect of FY04 budget reductions to salaries by reducing the current F.T.E. positions by the FY06 un-restored salary reduction in each office based upon the average staff salary statewide, as of July 1, 2005. In addition, the Compensation Board approved removing consideration of part-time FTE in the calculation of current staff.</p>												