

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</u>	<u>WEIGHTS</u>
Criminal Cases	8.59
Law 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.

## CLERKS OF THE CIRCUIT COURT

### WORKLOAD DEFINITIONS

- REVISED 3/27/13 -

1. **CRIMINAL CASES:** Criminal cases commenced as reported on the monthly caseload reports. If the caseload reports are properly prepared, each count in the indictment is a separate case and each reinstatement is a separate case. Some of the work included is setting up the file and docket; summoning the grand jury and grand jury witnesses; issuing capiases; determination of indigence; receiving all papers filed; attending all hearings; processing all orders; summoning trial jurors and witnesses; securing exhibits; payment to jurors and witnesses; allowing the public and press access to case papers; keeping track of court reporter cost and recordings; keeping track of court-appointed attorney cost; computing fines and costs; collecting fines, costs and restitution; debt set-off processing; communicating with prisoner, DMV, Department of Corrections and Probation and Parole office; preparing record for appeal to higher court; filming and indexing orders and maintained files.
2. **Civil Actions:** An action seeking monetary damages or asking for equitable relief. Senate Bill 1118, effective 1-1-06, eliminated the distinction of cases as "Law" or "Chancery", instead referring to these types of cases as civil actions.
3. **WILLS/ESTATES INITIATED:** A file opened for a decedent, a trust or a person under a disability, counted only at the time the file is initiated and not re-counted at the time of subsequent transactions. This should include affidavits of intestate transfer. A single case may involve the probate of will, the qualification of an executor, recording a bond, recording list of heirs, certificates of qualification, recording final accounting, and perhaps many interim accounting, perhaps qualification of administrator, c.t.a., d.b.n., recording affidavit of probate notice, show cause orders and court hearings on delinquent fiduciaries; and writing clerk's order associated with any of the above. At the other extreme, a case MAY BE NOTHING MORE THAN THE RECORDING AND FILING OF AN AFFIDAVIT OF INTESTATE TRANSFER.
4. **JUDGMENTS/ADMIN LENDS/NOTICES:** All court judgments' and administrative liens and notices required to be recorded in the judgment lien docket. Only original judgments' are counted. The work involved includes receiving the judgment with fee at the counter or through judgment worth fee at the counter or throughout the mail, and logging it in; filming or typing the judgment in the docket book according to local practice; maintaining an up-to-date index, assisting the public in determining what is on their record; and recording assignments and releases.
5. **DEEDS RECORDED:** Each separate instrument recorded in the land records. When more than one instrument is included in a single document recorded, they can be counted separately. The work involved includes computing the fees and taxes and collection payment; logging into the instrument; filming and indexing; maintains the land records for use by the public, and providing transfer.
6. **FINANCING STATEMENTS:** Only original filings are counted. Continuation and termination statements are considered part of the same case.
- 8-11 **FICTITIOUS NAME, MARRIAGE LICENSE, NOTARY QUALIFIED, GAME LICENSES:** Count each activity that occurs, except for game licenses count only those licenses issued for which the clerk receives the \$.50 fee. In some clerks' offices these transactions are almost insignificant in the total office workload. However, each is another measure of how busy an office is, and some offices may do inordinate amounts of some types of transactions and should get credit for this work.
12. **CONCEALED HANDGUN PERMITS:** Each application filed, whether approved or not and including any transfer from another jurisdiction. The court reported should be consistent with the number reported on the monthly caseload statistics reports.

**RESTITUTIONS:** The number of checks written for Restitution within the calendar year.

Circuit Court Clerk's  
FY19 Staffing Standards - After Reallocation of Positions

RANK	FIPS	Locality Name	MAX PROV VS CENSUS	Total Full Time FTE	Budget Reduction FTE	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	Unfunded Positions
1	139	PAGE	23,665	5	-0.27	4.73	13,871	MID	3.00	3.96	6.96	2.23	47.10%	0	0
2	790	STAUNTON	24,761	5	-0.18	4.82	12,860	MID	3.00	3.67	6.67	1.85	38.41%	2	0
3	015	AUGUSTA	75,013	9	-0.98	8.02	28,214	MID	3.00	8.06	11.06	3.04	37.86%	4	0
4	185	TAZEWELL	42,574	12	-0.93	11.07	42,749	MID	3.00	12.21	15.21	4.14	37.41%	4	1
5	171	SHENANDOAH	42,525	7	-0.69	6.31	19,673	MID	3.00	5.62	8.62	2.31	36.70%	3	0
6	077	GRAYSON	18,908	4	-0.31	3.69	8,790	SMALL	2.50	2.51	5.01	1.32	35.81%	1	0
7	165	ROCKINGHAM	135,355	15	-1.00	14.00	55,964	MID	3.00	15.99	18.99	4.99	35.61%	4	0
8	027	BUCHANAN	22,004	7	-0.78	6.22	18,733	MID	3.00	5.35	8.35	2.14	34.37%	2	0
9	069	FREDERICK	85,820	10	-0.79	9.21	32,789	MID	3.00	9.37	12.37	3.16	34.29%	4	1
10	191	WASHINGTON	53,789	8	-0.52	7.48	24,604	MID	3.00	7.03	10.03	2.55	34.08%	8	0
11	800	SUFFOLK	92,533	12	-0.70	11.30	42,165	MID	3.00	12.05	15.05	3.75	33.17%	4	0
12	520	BRISTOL	17,160	6	-0.30	5.70	16,015	MID	3.00	4.58	7.58	1.88	32.91%	1	0
13	127	NEW KENT	21,709	4	-0.32	3.68	8,309	SMALL	2.50	2.37	4.87	1.19	32.38%	1	0
14	085	HANOVER	106,375	12	-0.93	11.07	40,492	MID	3.00	11.57	14.57	3.50	31.59%	5	0
15	137	ORANGE	34,521	6	-0.70	5.30	13,865	MID	3.00	3.96	6.96	1.66	31.34%	1	0
16	179	STAFFORD	145,699	19	-1.36	17.64	63,492	LARGE	5.00	18.14	23.14	5.50	31.17%	1	0
17	187	WARREN	39,239	7	-0.79	6.21	17,911	MID	3.00	5.12	8.12	1.91	30.72%	3	0
18	131	NORTHAMPTON	12,000	4	-0.15	3.85	8,846	SMALL	2.50	2.53	5.03	1.18	30.53%	2	0
19	530	BUENA VISTA	6,424	3	-0.34	2.66	3,371	SMALL	2.50	0.96	3.46	0.80	30.16%	0	0
20	135	NOTTOWAY	15,845	4	-0.79	3.21	5,866	SMALL	2.50	1.68	4.18	0.97	30.09%	1	1
21	049	CUMBERLAND	9,861	3	-0.34	2.66	3,335	SMALL	2.50	0.95	3.45	0.79	29.77%	1	0
22	013	ARLINGTON	253,343	22	-2.43	19.57	71,186	LARGE	5.00	20.34	25.34	5.77	29.48%	3	1
23	141	PATRICK	17,930	5	-0.43	4.57	11,755	SMALL	2.50	3.36	5.86	1.29	28.20%	2	1
24	037	CHARLOTTE	12,231	3	-0.14	2.86	4,031	SMALL	2.50	1.15	3.65	0.79	27.55%	1	0
25	057	ESSEX	10,813	3	0.00	3.00	4,632	SMALL	2.50	1.32	3.82	0.82	27.45%	0	0
26	115	MATHEWS	8,651	3	-0.37	2.63	2,936	SMALL	2.50	0.84	3.34	0.71	26.97%	2	0
27	067	FRANKLIN	56,427	9	-0.95	8.05	25,217	MID	3.00	7.20	10.20	2.16	26.83%	1	1
28	630	FREDERICKSBURG	27,645	9	-0.75	8.25	25,981	MID	3.00	7.42	10.42	2.18	26.41%	4	0
29	570	COLONIAL HEIGHTS	17,320	6	-0.31	5.69	14,633	MID	3.00	4.18	7.18	1.49	26.11%	1	0
30	167	RUSSELL	27,309	9	-0.62	8.38	26,478	MID	3.00	7.57	10.57	2.18	26.06%	1	0
31	095	JAMES	90,126	12	-1.18	10.82	37,066	MID	3.00	10.59	13.59	2.77	25.61%	3	1
32	111	LUNENBURG	12,386	4	-0.10	3.90	8,361	SMALL	2.50	2.39	4.89	0.99	25.25%	0	0
33	670	HOPEWELL	22,817	5	-0.61	4.39	10,469	SMALL	2.50	2.99	5.49	1.11	25.22%	0	0
34	125	NELSON	14,858	4	-0.13	3.87	8,181	SMALL	2.50	2.34	4.84	0.97	24.99%	2	0
35	073	GLOUCESTER	37,169	6	-0.17	5.83	14,894	MID	3.00	4.26	7.26	1.43	24.46%	1	0
36	195	WISE	43,015	11	-1.07	9.93	32,717	MID	3.00	9.35	12.35	2.42	24.40%	3	0
37	121	MONTGOMERY	98,776	10	-0.47	9.53	30,976	MID	3.00	8.85	11.85	2.32	24.37%	2	0
38	047	CULPEPER	50,272	7	-0.78	6.22	16,300	MID	3.00	4.66	7.66	1.44	23.20%	2	0
39	750	RADFORD	17,208	4	-0.11	3.89	8,010	SMALL	2.50	2.29	4.79	0.90	23.02%	1	0
40	550	CHESAPEAKE	242,655	32	-2.72	29.28	107,747	LARGE	5.00	30.78	35.78	6.50	22.22%	6	1
41	820	WAYNESBORO	21,955	5	-0.57	4.43	10,154	SMALL	2.50	2.90	5.40	0.98	22.04%	0	0
42	117	MECKLENBURG	31,264	8	-0.38	7.62	21,870	MID	3.00	6.25	9.25	1.63	21.37%	1	0
43	009	AMHERST	31,982	6	-0.43	5.57	13,108	MID	3.00	3.75	6.75	1.18	21.14%	3	0
44	051	DICKENSON	14,682	4	-0.05	3.95	7,986	SMALL	2.50	2.28	4.78	0.83	21.02%	1	0
45	035	CARROLL	32,721	8	-1.31	6.69	17,720	MID	3.00	5.06	8.06	1.37	20.52%	3	1
46	775	SALEM	25,679	5	-0.30	4.70	11,082	SMALL	2.50	3.17	5.67	0.96	20.44%	1	0
47	079	GREENE	19,985	4	-0.49	3.51	5,986	SMALL	2.50	1.71	4.21	0.70	19.87%	1	0
48	193	WESTMORELAND	17,760	4	0.00	4.00	7,998	SMALL	2.50	2.29	4.79	0.79	19.63%	4	0
49	109	LOUISA	35,035	7	-0.72	6.28	15,772	MID	3.00	4.51	7.51	1.23	19.53%	1	1
50	023	BOTETOURT	33,350	6	-0.28	5.72	13,407	MID	3.00	3.83	6.83	1.12	19.51%	3	0

Circuit Court Clerk's  
FY19 Staffing Standards - After Reallocation of Positions

RANK	FIPS	Locality Name	MAX PROV VS CENSUS	Total Full Time FTE	Budget Reduction FTE	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	Unfunded Positions
51	029	BUCKINGHAM	16,957	4	-0.49	3.51	5,909	SMALL	2.50	1.69	4.19	0.68	19.24%	2	0
52	041	CHESTERFIELD	340,020	34	-2.90	31.10	111,939	LARGE	5.00	31.98	36.98	5.88	18.92%	12	0
53	590	DANVILLE	41,358	12	-1.21	10.79	34,279	MID	3.00	9.79	12.79	2.01	18.62%	6	0
54	169	SCOTT	22,377	8	-0.79	7.21	19,370	MID	3.00	5.53	8.53	1.32	18.37%	2	1
55	199	YORK	81,201	11	-1.03	9.97	30,771	MID	3.00	8.79	11.79	1.82	18.23%	4	0
56	003	ALBEMARLE	107,697	10	-1.11	8.89	26,206	MID	3.00	7.49	10.49	1.60	17.97%	2	0
57	011	APPOMATTOX	15,536	4	-0.43	3.57	5,962	SMALL	2.50	1.70	4.20	0.63	17.74%	2	0
58	159	RICHMOND	9,094	3	0.00	3.00	3,609	SMALL	2.50	1.03	3.53	0.53	17.70%	2	0
59	107	LOUDOUN	396,068	30	-1.57	28.43	99,432	LARGE	5.00	28.41	33.41	4.98	17.52%	19	0
60	089	HENRY	51,975	10	-1.15	8.85	25,805	MID	3.00	7.37	10.37	1.52	17.14%	4	0
61	163	ROCKBRIDGE	29,880	7	-0.66	6.34	15,418	MID	3.00	4.41	7.41	1.06	16.74%	2	1
62	036	CHARLES	7,151	3	-0.24	2.76	2,511	SMALL	2.50	0.72	3.22	0.46	16.62%	2	0
63	157	RAPPAHANNOCK	7,288	3	-0.33	2.67	2,091	SMALL	2.50	0.60	3.10	0.43	16.18%	1	0
64	071	GILES	17,053	5	-0.58	4.42	9,198	SMALL	2.50	2.63	5.13	0.71	16.10%	3	0
65	005	ALLEGHANY	21,255	6	-0.04	5.96	13,717	MID	3.00	3.92	6.92	0.96	16.04%	1	0
66	033	CAROLINE	29,990	6	-0.23	5.77	12,923	MID	3.00	3.69	6.69	0.92	15.99%	1	0
67	097	KING AND QUEEN	6,935	3	-0.14	2.86	2,825	SMALL	2.50	0.81	3.31	0.45	15.64%	1	0
68	031	CAMPBELL	55,503	8	-0.86	7.14	18,129	MID	3.00	5.18	8.18	1.04	14.56%	4	0
69	017	BATH	4,556	3	-0.32	2.68	1,981	SMALL	2.50	0.57	3.07	0.39	14.45%	4	0
70	197	WYTHE	28,723	8	-0.79	7.21	18,116	MID	3.00	5.18	8.18	0.97	13.40%	1	1
71	063	FLOYD	15,550	4	-0.35	3.65	5,739	SMALL	2.50	1.64	4.14	0.49	13.36%	1	0
72	021	BLAND	6,511	3	-0.28	2.72	2,015	SMALL	2.50	0.58	3.08	0.36	13.09%	1	0
73	099	KING GEORGE	25,381	5	-0.46	4.54	9,184	SMALL	2.50	2.62	5.12	0.59	12.90%	5	0
74	025	BRUNSWICK	16,581	5	-0.48	4.52	9,047	SMALL	2.50	2.58	5.08	0.57	12.52%	0	1
75	019	BEDFORD	77,807	9	-0.37	8.63	23,463	MID	3.00	6.70	9.70	1.07	12.42%	2	0
76	177	SPOTSYLVANIA	131,549	16	-1.25	14.75	47,391	MID	3.00	13.54	16.54	1.79	12.12%	2	0
77	540	CHARLOTTESVILLE	49,132	7	-0.59	6.41	14,395	MID	3.00	4.11	7.11	0.71	11.01%	3	0
78	173	SMYTH	30,686	7	-0.18	6.82	15,917	MID	3.00	4.55	7.55	0.73	10.67%	1	0
79	007	AMELIA	12,948	4	-0.49	3.51	4,759	SMALL	2.50	1.36	3.86	0.35	9.89%	0	0
80	045	CRAIG	5,129	3	-0.31	2.69	1,487	SMALL	2.50	0.42	2.92	0.23	8.70%	4	0
81	053	DINWIDDIE	28,500	6	-0.84	5.16	10,694	SMALL	2.50	3.06	5.56	0.40	7.66%	2	1
82	145	POWHATAN	29,166	5	-0.55	4.45	8,001	SMALL	2.50	2.29	4.79	0.34	7.65%	0	0
83	093	ISLE OF WIGHT	37,333	6	-0.69	5.31	11,232	SMALL	2.50	3.21	5.71	0.40	7.49%	1	1
84	175	SOUTHAMPTON	26,593	7	-0.84	6.16	12,572	MID	3.00	3.59	6.59	0.43	6.93%	1	1
85	103	LANCASTER	11,171	4	-0.47	3.53	4,468	SMALL	2.50	1.28	3.78	0.24	6.85%	1	0
86	840	WINCHESTER	28,005	8	-0.05	7.95	19,204	MID	3.00	5.49	8.49	0.54	6.74%	4	0
87	101	KING WILLIAM	16,627	4	-0.18	3.82	5,524	SMALL	2.50	1.58	4.08	0.26	6.70%	0	0
88	083	HALIFAX	35,215	7	-0.13	6.87	15,085	MID	3.00	4.31	7.31	0.44	6.48%	0	0
89	149	PRINCE GEORGE	37,025	6	-0.51	5.49	11,660	SMALL	2.50	3.33	5.83	0.34	6.18%	0	0
90	161	ROANOKE	93,735	12	-0.60	11.40	31,699	MID	3.00	9.06	12.06	0.66	5.76%	0	0
91	690	MARTINSVILLE	13,382	7	-0.79	6.21	12,381	MID	3.00	3.54	6.54	0.33	5.35%	1	1
92	680	LYNCHBURG	80,380	13	-1.35	11.65	32,339	MID	3.00	9.24	12.24	0.59	5.05%	0	0
93	155	PULASKI	34,467	8	-0.39	7.61	17,477	MID	3.00	4.99	7.99	0.38	5.04%	2	0
94	119	MIDDLESEX	11,004	4	-0.42	3.58	4,405	SMALL	2.50	1.26	3.76	0.18	4.90%	0	0
95	043	CLARKE	14,312	4	-0.32	3.68	4,708	SMALL	2.50	1.35	3.85	0.17	4.57%	1	0
96	183	SUSSEX	11,655	4	-0.42	3.58	4,270	SMALL	2.50	1.22	3.72	0.14	3.91%	0	0
97	081	GREENSVILLE	17,360	5	-0.57	4.43	7,315	SMALL	2.50	2.09	4.59	0.16	3.61%	2	0
98	113	MADISON	13,190	4	-0.51	3.49	3,892	SMALL	2.50	1.11	3.61	0.12	3.46%	1	0
99	181	SURRY	6,674	3	-0.09	2.91	1,748	SMALL	2.50	0.50	3.00	0.09	3.13%	4	0
100	065	FLUVANNA	26,467	5	-0.28	4.72	8,153	SMALL	2.50	2.33	4.83	0.11	2.23%	3	0

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101	087	HENRICO	324,395	36	-2.91	33.09	100,091	LARGE	5.00	28.60	33.60	0.51	1.53%	2	1
102	650	HAMPTON	136,743	20	-2.06	17.94	52,433	MID	3.00	14.98	17.98	0.04	0.20%	1	0
103	143	PITTSYLVANIA	62,166	10	-0.90	9.10	21,321	MID	3.00	6.09	9.09	(0.01)	-0.07%	1	0
104	810	VIRGINIA BEACH	454,448	54	-5.18	48.82	152,569	LARGE	5.00	43.59	48.59	(0.23)	-0.48%	2	2
105	153	PRINCE WILLIAM	513,915	43	-3.06	39.94	120,698	LARGE	5.00	34.49	39.49	(0.45)	-1.14%	5	0
106	075	GOOCHLAND	22,705	5	-0.57	4.43	6,506	SMALL	2.50	1.86	4.36	(0.07)	-1.51%	3	0
107	730	PETERSBURG	31,705	9	-0.61	8.39	18,392	MID	3.00	5.25	8.25	(0.13)	-1.60%	1	0
108	510	ALEXANDRIA	160,719	17	-2.55	14.45	38,779	MID	3.00	11.08	14.08	(0.37)	-2.56%	2	0
109	105	LEE	24,363	8	-0.37	7.63	15,368	MID	3.00	4.39	7.39	(0.24)	-3.13%	1	0
110	061	FAUQUIER	69,098	10	-0.67	9.33	20,891	MID	3.00	5.97	8.97	(0.36)	-3.90%	4	0
111	147	PRINCE EDWARD	23,223	6	0.00	6.00	11,035	SMALL	2.50	3.15	5.65	(0.35)	-5.79%	1	0
112	740	PORTSMOUTH	95,440	22	-2.11	19.89	54,957	MID	3.00	15.70	18.70	(1.19)	-5.98%	1	0
113	710	NORFOLK	246,256	50	-4.90	45.10	129,996	LARGE	5.00	37.14	42.14	(2.96)	-6.57%	0	1
114	091	HIGHLAND	2,284	3	0.00	3.00	864	SMALL	2.50	0.25	2.75	(0.25)	-8.44%	4	0
115	059	FAIRFAX	1,167,254	83	-7.70	75.30	223,447	LARGE	5.00	63.84	68.84	(6.46)	-8.58%	2	0
116	001	ACCOMACK	33,041	6	-0.18	5.82	8,392	SMALL	2.50	2.40	4.90	(0.92)	-15.86%	4	0
117	133	NORTHUMBERLAND	12,053	5	-0.12	4.88	5,390	SMALL	2.50	1.54	4.04	(0.84)	-17.15%	0	0
			117	1,133	-95	1,038.46	2,870,111			820.03	1165.53	127.08			22

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.

47 offices due 1 or more fte  
3 offices in excess by 1 or more fte