

**Air Quality Management  
Needs Assessment**

Position Number	Responsibility	TKS Program Code	TKS Activity Code	Hours Assigned to Responsibility	Salary Cost	OEC Cost	Total Cost	Comments
8284	3.5 Enter Asbestos Notification of Demolition & Renovation Applications in DOANS			52	\$ 812.51	\$ 424.78	\$ 1,237.29	Task consumes 1 hour/week
8284	4.2 Perform laboratory activities (shipping VOCs, metals, SASS, PM2.5)			130	\$ 2,031.27	\$ 1,061.95	\$ 3,093.22	Includes 1hr/week each for SASS and toxics, and 0.5 hr/week to complete chain-of-custody
8284	6.4 Download PM2.5 & SASS Data			104	\$ 1,625.02	\$ 849.56	\$ 2,474.58	Includes 2hrs/week
8284	7.1 Support DNREC timekeeping procedures			131	\$ 2,046.90	\$ 1,070.12	\$ 3,117.02	Includes: Period submittal to Dover, filing, leave verification, reminders, TKS for position
8284	7.2 Process Travel Requests			10	\$ 156.25	\$ 81.69	\$ 237.94	Assumes 2 hours/request and 5 requests processed/year
8284	7.3 Complete Branch Status Reports			18	\$ 281.25	\$ 147.04	\$ 428.29	Monthly training status reports
8284	7.4 Attend Meetings			31	\$ 484.38	\$ 253.23	\$ 737.61	Includes attendance at staff, section, support staff, and Dept. and Division recongition ceremonies
8284	7.6 Training			37.5	\$ 585.94	\$ 306.33	\$ 892.28	
8284	7.7 Monthly Financial Reports			12	\$ 187.50	\$ 98.03	\$ 285.53	
8284	7.8 Office Support			798	\$ 12,468.89	\$ 6,518.74	\$ 18,987.63	Includes: Odering , mailings, phone , meeting prep., misc. office support; .25 hr. day e-mailing
8284	7.9 Personnel Management (mentoring/coaching/counseling)			39	\$ 609.38	\$ 318.59	\$ 927.97	Task includes: 3 hrs./wk for 26 weeks.
8284	7.10 Manage Distribtuion of Fleet			78	\$ 1,218.76	\$ 637.17	\$ 1,855.93	Task includes: 3 hrs./wk for 26 weeks.
<b>TOTAL</b>				<b>1,440.50</b>	<b>\$ 22,508.06</b>	<b>\$ 11,767.22</b>	<b>\$ 34,275.29</b>	