

**COUNTY OF MONTEREY
AUDITOR-CONTROLLERS OFFICE
INTERNAL AUDIT DIVISION
RECORDING FEE STUDY FOR RECORDER-COUNTY CLERK
FOR THE FISCAL YEAR 2009-2010**

Fee Study for the Recorder Office Budget Unit 291
12-28-09

Personnel Item Management	Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average limo to support function	Average Cost to Support Function
Accounting Technician (1)	\$ 50,508.00	12%	\$ 17,677.60	1,680.00	\$ 68,185.60	40%	\$ 27,274.32
Office Assistant II (2)	\$ 70,680.00	17%	\$ 24,738.00	3,360.00	\$ 95,418.00	10%	\$ 9,541.80
Office Assistant III (6)	\$ 212,668.00	51%	\$ 74,500.80	10,080.00	\$ 287,171.80	100%	\$ 287,171.80
Photocopyist (2)	\$ 82,382.00	20%	\$ 28,637.20	3,360.00	\$ 111,229.20	100%	\$ 111,229.20
	\$ 416,448.00	100%	\$ 145,756.60	18,480.00	\$ 562,204.60	63%	\$ 435,417.12

Average Hours to Support Function	672
	336
	10,080
	3,360
	14,448

Total Allocated Cost

\$ 435,417.12

Management	Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average limo to support function	Average Cost to Support Function
County Clerk-Recorder	\$ 182,724.00	43%	\$ 63,953.40	1,680.00	\$ 246,677.40	25%	\$ 61,669.35
Assistant County Clerk-Recorder	\$ 81,538.00	19%	\$ 28,677.60	1,680.00	\$ 110,613.60	60%	\$ 66,388.16
Management Analyst	\$ 67,002.00	16%	\$ 23,481.20	1,680.00	\$ 90,483.20	60%	\$ 54,295.92
Recorder Services Supervisor	\$ 46,464.00	11%	\$ 16,262.40	1,680.00	\$ 62,726.40	80%	\$ 50,181.12
Sr. Legal Process Clerk	\$ 48,098.00	11%	\$ 16,812.60	1,680.00	\$ 64,910.60	20%	\$ 12,982.12
	\$ 426,192.00	100%	\$ 149,187.20	8,400.00	\$ 575,379.20	49%	\$ 245,484.27

Total hours

Total minutes

\$ 245,484.27

\$ 412,691.10

\$ 282,470.40

\$ 1,376,382.89

\$ 10.39

13.28

\$ 1.24

Cost per minute

Total Management Cost

Total Services & Supplies

Total A-B7

Grand Total

Case Load Volume

Unit Cost

Days	Hours	Total Hours
Govt holidays	11	88
Vacation	10	120
Sick days	12	60
Break time	14	112
Totals		400
Total budget work hours		2080
Net production hours		1680

11 minutes to complete job
8 minutes to complete job
5 minutes to complete job

Average

9.00

\$ 13.59
\$ 9.89
\$ 6.18
\$ 9.89