

Help! I Need Somebody!

How to assess and document your staffing needs.



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Agenda

- Thing to Consider
- Risky Business
- How to Quantify
- Risk Assessments
- Staffing for Projected Growth
- Defending the Staffing Assessment





Things to Consider for your Staffing Assessment

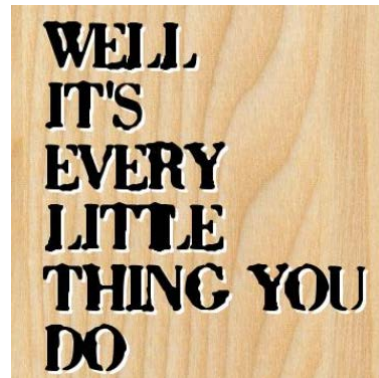
- ✓ Working 9 to 5
 - Consider the number of hours available each
 - day,
 - week,
 - month, and
 - year.
 - Take into account Personal Time Off:
 - the average sick time,
 - vacation time, and
 - bank holidays.
 - Adequate time to execute all duties.





Things to Consider for your Staffing Assessment

- ✓ Every Little Thing You Do
 - Make a list of everything you do or are *expected* to do
 - Then detail how often you do it
 - Then estimate the amount of time it takes you to do it
 - Ensure that no conflict of interest exists



**WELL
IT'S
EVERY
LITTLE
THING YOU
DO**



Calculating Time

Please list all activities performed either daily, weekly, monthly, etc., and approximate time required to complete without interruptions.

	ACTIVITY	UNIT	FREQUENCY						APPROXIMATE TIME (IN MINUTES)			Minutes	
			Daily	Wkly	Mthly	Qtrly	Semi Annual	Annual	Minutes Per Unit	Total times per year	Total	Per Day	
1	Review Daily Reports in Core system	job	45 min							45	234	10530	47.43243
2	Review and File CTR Report	job		1.5 hrs						90	52	4680	21.08108
3	Review Written Procedures and update as needed	job			2hrs					120	12	1440	6.486486
4												0	0
5												0	0

	ACTIVITY	UNIT	FREQUENCY						APPROXIMATE TIME (IN MINUTES)			Minutes	
			Daily	Wkly	Mthly	Qtrly	Semi Annual	Annual	Minutes Per Unit	Total times per year	Total	Per Day	
51	Log BSA Training attended by staff	job					1 hr			60	2	120	0.54054
52	Prepare BSA Report to the Board	job			8 hrs					480	12	5760	25.9459
53	Misc Duites / Tasks	job	2 hrs							120	234	28080	126.486
54	Meetings for ACAMS	duty			1 hr					60	12	720	3.24324
55	Attend BSA Management Meeting	meeting				1 hr				60	4	240	1.08108

22.9542	Total hrs per day (a)
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Number of Hours Available

- ▶ 40 hours x 52 weeks = 2080
- ▶ 52 weeks a year x 5 business days = 260
- ▶ 260 - 3 weeks of vacation (15 days) = 245
- ▶ 245 - Banking holidays (11 days) = 234
- ▶ 234 - Sick time (12 days) = 222

Please list all activities performed either daily, weekly, monthly, etc., and approximate time required to complete without interruptions.

	ACTIVITY	UNIT	FREQUENCY					APPROXIMATE TIME (IN MINUTES)			
			Daily	Wkly	Mthly	Qtrly	Semi Annual	Annual	Minutes Per Unit	Total times per year	Total
54	Meetings for ACAMS	duty			1 hr				60	12	720
55	Attend BSA Management Meeting	meeting				1 hr			60	4	240

Minutes
Per Day
3.243243
1.081081

Total hours for one full time employee	2080
Average vacation leave	-120
Average sick leave	-96
Holidays	-88
Net Available Work Hours per employee (NAWH)	1776
(a) Hrs per day, times days worked (222)	5095.833333
NAWH	1776
Total number of employees	2.86927553

22.9542 Total hrs per day (a)

(The total hrs per day)
X
(the days worked)
NAWH



Risky Business

- ▶ Consider the risk and complexity of Customers, CTRs and SARs
- ▶ May need to allow more time for complex customers or relationships
- ▶ May need to allow more time for international activity reviews
- ▶ Staff for the complexity of your customers and products





How to Quantify

- ▶ Use your data
 - Number of alerts
 - Types of alerts
 - Number and types of reports you review
 - Number of CTRs filed per month
 - Number of SARs filed per month
 - Number of research no file cases per month
 - Number and type of high risk accounts; i.e. MSBs or MRBs
 - Number of branches/locations
 - Where are your locations?

- ▶ Use your Risk Assessment



Risk Assessments



- ▶ Your risk assessment should be driving your Program - including your staffing.
- ▶ The higher your risk level, the more complex the activities, the more time for each task.
- ▶ Use Inherent Risk levels!!
- ▶ If you are not adequately staffed - may adversely affect your risk assessment.





Staffing for Projected Growth

- ▶ Analyze trends in your alerts, cases, CTRs and SARs
- ▶ Analyze trends in new accounts opened
- ▶ If you have or will be acquiring a branch/bank:
 - Approximately how many additional accounts will that bring in?
 - Approximately how many additional high risk accounts will that bring in?



WELL
begun
is
half
DONE

Defending Your Staffing Assessment

- ▶ Qualitative and quantifiable data
- ▶ BSA Committee/ Executive Management Buy In
- ▶ Present it to your Board
- ▶ Reflect the results in your risk assessment



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THANK YOU QUESTIONS?

In addition to the ACAMS Chapter Webpage
you can also find us on LinkedIn at

http://www.linkedin.com/groups?gid=2202988&trk=myg_ugrp_ovr

Follow us on Twitter @ACAMSOCAL

Feel free to send any suggestions or comments to:

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