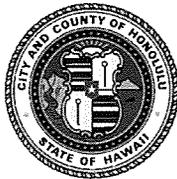


DEPARTMENT OF INFORMATION TECHNOLOGY  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 5TH FLOOR  
HONOLULU, HAWAII 96813  
Phone: (808) 768-7684 # Fax: (808) 768-7807 # Internet: www.honolulu.gov

KIRK CALDWELL  
MAYOR



KEITH G. H. HO  
ACTING DIRECTOR

March 1, 2013

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

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C & C OF HONOLULU  
2013 MAR 15 PM 2:16

Dear Chair Martin and Councilmembers:

Subject: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to budget execution authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for one (1) full-time Information Technology Support Technician II position for the Department of Information Technology (DIT), Operations Division. Additional required information on the position is as follows:

1. Type of Temporary Position Required:

One (1) Information Technology Support Technician II.

As allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

March 1, 2013 through June 30, 2013, with extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position: \$10,689.40

This calculation is based upon the duration for this employment (March 1, 2013 through June 30, 2013), SR-15, Step A: \$2,813/month with a 5% salary reduction.

The Honorable Ernest Y. Martin, Chair and Members  
Honolulu City Council  
March 1, 2013  
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4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

This position will be funded through the use of vacant position funds within our Operations Division's operating budget.

5. Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Position:

The Information Technology Support Technician II position is necessary to provide support centralized support for approximately 4,000 computers. Without these positions, the City information technology users can expect delays in service, delays in problem resolution, loss of staff productivity and loss of dollars. Being unable to answer the volume of incoming calls, DIT will be adversely affected from users calling direct to other DIT personnel.

This position would be temporary until we can complete the hiring process for a full-time civil service position.

Should you have any questions regarding this letter, please feel free to contact me at 768-7603.

Sincerely,



Keith G. H. Ho  
Acting Director

cc: BFS - Budgetary Administration  
Office of the Mayor

APPROVED:



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Ember Lee Shinn  
Managing Director Designate