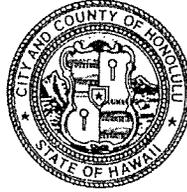


RECEIVED  
CITY CLERK  
C & C OF HONOLULU

2013 MAY -3 AM 10: 24

KIRK CALDWELL  
MAYOR



NELSON H. KOYANAGI, JR.  
DIRECTOR DESIGNATE

GARY T. KUROKAWA  
DEPUTY DIRECTOR

May 2, 2013

The Honorable Ann Kobayashi, Chair  
and Members of the Budget Committee  
Honolulu City Council  
530 King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
2013 MAY -3 A 7: 55  
CITY COUNCIL  
HONOLULU, HAWAII

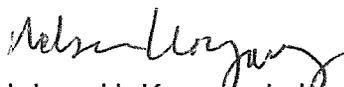
Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 13  
Personal Service Contracts

Enclosed is the information requested that provides a listing of all budgeted personal service contract positions that are projected to receive the five percent (5%) salary restoration for Fiscal Year 2014. The listing also includes for each position the department, activity, contract description, salary amount, source of funding, FTE and contract justification.

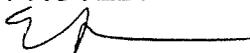
Should you have any questions, please call me at 768-3901.

Sincerely,

  
Nelson H. Koyanagi, Jr.  
Director Designate

Enclosure

APPROVED:



Ember Lee Shinn  
Managing Director

cc: Councilmember Stanley Chang  
Councilmember Ikaika Anderson  
Councilmember Carol Fukunaga  
Councilmember Breene Harimoto  
Councilmember Joey Manahan

DEPT. COM. 266

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
BFS	Real Property	Sr Clerk Typist	110	13,884	0.50
		Justification: Functions as Clerk for the Board of Review (BOR). Necessary to conduct BOR hearings in Honolulu & Kapolei.			
BFS	Real Property	Drafting Technician V	110	36,516	1.00
		Justification: With the delay of the Branch's Reorganization, and a now 8 year backlog of updates to tax maps for the City's GIS system. Contract Technicians are needed to work on the backlog and provide current maps for the Assessment Branch for tax valuation.			
BFS	Real Property	Drafting Technician V	110	36,516	1.00
		Justification: With the delay of the Branch's Reorganization, and a now 8 year backlog of updates to tax maps for the City's GIS system. Contract Technicians are needed to work on the backlog and provide current maps for the Assessment Branch for tax valuation.			
BFS	Real Property	Supvg Drafting Tech	110	42,684	1.00
		Justification: With the retirement of all Journey level Technicians, this contract is needed to do the most difficult of transactions and maps.			
BFS	Liquor Commission	Special Asst To Administrator	190	60,000	1.00
		Justification: Position changed to Special Projects Coordinator which works under the general supervision of the Liquor Administrator. Position oversees the expansion of HLC licensee services and pre-adjudications; a new Liquor Commission Information System (LCIS); and HLC's reorganization plan.			
BFS	Liquor Commission	Clerk Typist	190	25,668	1.00
		Justification: This position reports to the LIQ ASO and provides clerical services at the Licensing and Registration counter. Former clerk was reassigned to another section. Tasks include data input, filing, issuing registration ID Liquor Cards, answering general information calls, and assisting with other customer service needs.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
BFS	Liquor Commission	Sr Clerk Typist	190	27,756	1.00
		Justification: Currently vacant awaiting LCIS and reorganization scope of work needs.			
BFS	Liquor Commission	Training Instructor	190	33,756	1.00
		Justification: Position title changed to Training Assistant, assigned to Liquor ASO and conducts HLC Server Training classes three times a week; provides server training outreach programs of high volume licensees; expands scope of services to licensees and their employees; assesses and tracks external and internal training classes to improve LIQ staff performance and productivity.			
BFS	Liquor Commission	Management Analyst III	190	42,132	1.00
		Justification: Position changed to Human Resources Specialist IV and reports to HLC's ASO. Position reviews and audits existing positions and operations; documents workflow and procedures, consults with DHR personnel, in preparation for HLC's Reorganization.			
BFS	Accounting and Fiscal Services	Accountant III	310	84,264	2.00
		Justification: Federally funded contracts: Contracts utilized due to the uncertainty of continued grant funding; allowing the City flexibility to release employees if federal funding declines.			
BFS	Accounting and Fiscal Services	Accountant II	390	38,988	1.00
		Justification: Federally funded contract: Contract utilized due to the uncertainty of continued grant funding; allowing the City flexibility to release employees if federal funding declines.			
BFS	Accounting and Fiscal Services	Accountant III	390	42,132	1.00
		Justification: Federally funded contract: Contract utilized due to the uncertainty of continued grant funding; allowing the City flexibility to release employees if federal funding declines.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DCS	WorkHawaii	Clerk Typist	390	25,668	1.00
		Justification: This grant funded contract position is needed to provide additional clerical support to the Administration office due to the additional grants that the division is administering.			
DCS	WorkHawaii	Comm. Svcs. Specialist III	390	42,132	1.00
		Justification: The Department received a grant award of \$1.1 million dollars for the YouthBuild Honolulu Program effective June 1, 2011 to June 30, 2014. This temporary grant funded contract position is necessary to implement the Grants scope of work and to ensure compliance with the terms of this Federal grant award. No vacant limited term position is available.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
CSD	Administration	Exec Asst II	110	105,000	1.00
		Justification: In lieu of filling the Deputy Director position, a personal services contract Executive Assistant is a cost savings to the department.			
CSD	Public Communication	Info Spclt III	110	73,044	1.00
		Justification: Provides executive TV production and grant management oversight for the Honolulu Municipal Television Unit.			
CSD	Public Communication	Informational Affairs Officer	110	82,128	1.00
		Justification: Liaison embedded with city executives in the office of the Mayor, to include Mayor, Managing Director, and Director of Customer Services. Confers on sensitive issues of particular importance, and coordinates release of information and communications to the general public, media, and targeted audiences.			
CSD	Satellite City Hall	Sr Clerk Typist	110	69,396	2.50
		Justification: Lunch coverage required to handle the satellite's busiest times due to the high volume of customers visiting satellites during their lunch breaks.			
CSD	Motor Vehicle, Licensing and Permits	Planner III	110	57,708	1.00
		Justification: Articles 8 and 11, Chapter 29, ROH, requires the planning, coordinating and administering of the general newsstand and Waikiki Special District dispensing rack program. The two half-time positions administer this program in accordance with the ROH and Chapter 66, Rules of the Department of Customer Services. Rather than hiring two permanent positions for these programs, this appropriation continues the funding of the current two contract positions which are more cost effective and provide adequate oversight. These contract positions have been approved since 1997 and served as the City's representatives for the development and implementation of Article 15 (subsequently redesignated as Article 11), Chapter 29, ROH that was implemented in 1998.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
CSD	Motor Vehicle, Licensing and Permits	Driver License Exmnr I	110	84,396	2.50
	Justification:	<p>The Driver License Branch does not have sufficient driver license examiners at City Square, Kapolei, Wahiawa, Waianae and Koolau stations to meet the peak demand for road tests during the summer, Thanksgiving, Christmas, and spring school breaks. During the last seven fiscal years, the 6 contract examiners that were hired eliminated the complaints from the public who previously waited from 2:00 a.m. to obtain a road test slot. The contract examiners consists of retired examiners and retired Honolulu Police Department officers. Contract examiners for peak periods is an efficient use of limited resources since the existing driver license examiner staff is adequate for providing reasonable service during non-peak periods and therefore additional full-time positions are not necessary.</p> <p>6 contract DL Examiners, SR 15A: 120 weeks = 2.5 FTE</p> <p>July 1, 2013 through August 16, 2013: 6 x 7 weeks = 42 weeks                      September 30, 2013 through October 7, 2013: 6 x 1 week = 6 weeks                      November 18, 2013 through November 22, 2013: 6 x 1 week = 6 weeks                      December 11, 2013 through January 7, 2014: 6 x 4 weeks = 24 weeks                      March 17, 2014 through March 24, 2014: 6 x 1 weeks = 6 weeks                      May 19, 2014 through June 30, 2014: 6 x 6 weeks = 36 weeks</p> <p>120 weeks = 2.5 FTE x \$33,756/yr = \$84,390</p>			
CSD	Public Communication	TV Production Technician	380	7,800	0.25
	Justification:	<p>Specialized and on-call intermittent staff for TV production of city services for broadcast on Channel 54, documenting working seminars for departments, assistance with training videos, development and editing of PSAs, and TV and video editing and production services for expanded coverage of city features viewed on Channel 54. Funded by Olelo Grant.</p>			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
CSD	Public Communication	Audio-VIs Prod Spclt I	380	15,012	0.25
	Justification:	Specialized and on-call intermittent staff to assist with and provide support for TV production of city services for broadcast on Channel 54, documenting working seminars for departments, assistance with training videos, development and editing of PSAs, and TV and video editing and production services for expanded coverage of city features viewed on Channel 54. Funded by Olelo Grant.			
CSD	Public Communication	Audio-VIs Prod Spclt II	380	16,236	0.25
	Justification:	Specialized and on-call intermittent staff to assist with and provide support for TV production of city services for broadcast on Channel 54, documenting working seminars for departments, assistance with training videos, development and editing of PSAs, and TV and video editing and production services for expanded coverage of city features viewed on Channel 54. Funded by Olelo Grant.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
ESD	Emergency Medical Services	Mob Emrgncy Care Spclt I	110	152,712	6.00
	Justification:	These positions are critical as they fill in for regular full-time personnel who are on vacation or take other leave such as sick, work injuries, FMLA or other unexpected leaves; currently we have at any one time 10-15 regular full-time MECS I out on leave.			
ESD	Health Services	Clerk Typist	110	2,820	0.11
	Justification:	One part time clerk typist for 12 weeks to assist with applicant's medical clearances for DPR Summer Fun Program			
ESD	Ocean Safety	Water Safety Officer I	110	658,248	19.50
	Justification:	Contract employees utilized to fill positions on Oahu beaches when regular full-time employees are not able to work their regularly scheduled shift.			
ESD	Ocean Safety	Water Safety Officer I	230	135,024	4.00
	Justification:	Contract employees utilized to fill positions at Hanauma Bay when regular full-time employees are not able to work their regularly scheduled shift.			
ESD	Ocean Safety	Water Safety Officer I	380	67,512	2.00
	Justification:	Contract employees utilized to fill positions at Kaena Point when regular full-time employees are not able to work their regularly scheduled shift.			

**Budget Communication No. 13**

**Personal Services Contracts**

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DES	Honolulu Zoo	Cashier-Clerk	360	29,928	2.85
		Justification: The Zoo has only one Sr Clerk, AD208, to cover an admissions function that operates on a 7 days-a-week, 364 days-a-year schedule. There is currently one part-time Cashier-Clerk (AD211) that is required to help cover the days off, vacation leaves, sick leaves, furlough days, authorized lunch break periods, and personal emergencies of the Senior Clerk. In addition, this Cashier-Clerk works as the second cashier in the admissions booth within the funding parameters of the part-time position. There are two other part-time (17 hr/wk) positions that are vacant (AD209T and AD210T). The zoo is filling the void with 5 on-call intermittent contract workers until approval to fill is received. In the past, the Zoo had difficulty filling AD210T and AD209 and found that using on-call Cashier-Clerk contract workers enabled the Zoo to provide staffing coverage for a 7 days-a-week, 364-days-a-year operation. The zoo requests continuing to hire 5 contract workers intermittently. This is a budgeted personal services contract.			
DES	Golf Courses	Golf Course Grnds Keeper	350	13,668	0.40
		Justification: This contract position will be used to maintain the acquired area on Kapahulu bike path grounds, irrigation, and landscaping. Contract position will also assist grounds keepers to maintain the golf course when necessary.			
DES	Golf Courses	Golf Course Marshal	350	-	0.49
		Justification: This position patrols the golf course property on foot and motorized vehicle and monitors and controls the pace of play. Enforces rules and regulations, golf etiquette, safety practices, picks up loose litter. Identifies and removes unauthorized individuals. This contract will provide the interim coverage while we are in the process of filling vacant Golf Cart Attendant Position AD417T. Contract will be terminated upon filling of position.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Golf Courses	Cust Service Rep II	350	-	0.49
		Justification: Responsible for registering and collecting fees from golfers, preparing bank deposits, and printing daily reports. Also provides information to over-the-counter and phone inquiries regarding course activities, fees, automated tee time reservation system, qualifications for golf ID cards, golf rules and etiquette. Monitors and expedites speed of play on the golf course. The Kahuku Golf Course is open seven days a week (12 hrs/day) and there are over 200 rounds of golf played daily. This contract will provide the interim coverage while we are in the process of filling vacant Customer Service Representative II Position AD459. In the past this position has proved to be difficult to fill as a permanent part-time position due to the location of the course. We have been more successful in hiring 2 part-time employees on contract. Also this contract is being requested to provide temporary staffing since it is uncertain whether the lease will be continued on a long-term basis.			
DES	Golf Courses	Cust Service Rep II	350	-	0.49
		Justification: Responsible for registering and collecting green fees from golfers, preparing bank deposits, and printing daily reports. Also, provides information to over-the-counter and phone inquiries regarding course activities, fees, automated tee time reservation system, qualifications for golf ID cards, golf rules and etiquette. Monitors and expedites speed of play on the golf course. The Kahuku Golf Course is open seven days a week (12 hrs/day) and there are over 200 rounds of golf played daily. This contract will provide the interim coverage while we are in the process of filling vacant Customer Service Representative II Position AD459. In the past this position has proved to be difficult to fill as a permanent part-time position due to the location of the course. We have been more successful in hiring 2 part-time employees on contract. Also this contract is being requested to provide temporary staffing since it is uncertain whether the lease will be continued on a long-term basis.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Auditoriums	Utility Custodian	360	113,976	3.43
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Utility Laborer	360	164,148	4.94
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Events Services Manager	360	45,924	1.09
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Events Coordinator	360	20,664	0.53
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Auditoriums	Events Service Technician II	360	69,852	1.89
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Events Service Technician I	360	52,248	1.47
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Events Service Worker	360	41,940	1.18
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Stage Mask Technician	360	16,392	0.48
		Justification: The Stage Masking Technician repairs and mends upholstered chairs, cushions, stage drapes and backdrops and sews miscellaneous items. This contract position maintains an inventory of uniform items for Ushers, including the distribution of new and replacement items, and repairs/mends uniforms as-needed. The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Auditoriums	Assistant Cashier	360	71,352	2.78
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Chief Usher	360	38,856	1.40
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Gate Captain	360	50,052	1.95
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Floor Supervisor	360	49,032	2.07
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Auditoriums	Ticket Taker	360	54,660	2.40
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Usher	360	87,792	4.00
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Security Attendant I	360	22,500	0.95
		Justification: 2.0 full-time Security Attendant positions authorized for the department are funded and filled. The number of shifts required during a normal work week incurs at least one shift of overtime with 2.0 Security Attendants. Additional overtime is incurred during periods of sick leave and vacation. The requested contract positions will provide necessary on-call as-needed security coverage, safeguard facilities and equipment, and curtail OT.			
DES	Auditoriums	Cashier I	360	21,372	0.77
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DES	Auditoriums	Sr Clerk	360	11,940	0.43
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			
DES	Auditoriums	Supvg Cashier I	360	46,188	1.48
		Justification: The Auditoriums Activity is minimally staffed on a full-time basis. Part-time, on-call contract employees are scheduled as-needed to augment full-time personnel in the support of events at the Blaisdell Center and Waikiki Shell. The Blaisdell Center and Waikiki Shell would be unable to operate without staffing via personal services contracts. This is a budgeted personal services contract.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
ENV	Refuse Collection and Disposal	Scale Attendant	250	6,420	0.25
	Justification:	The City's new GW/FW/SS facility is expected to be operational by mid-2015. As such, scale house attendants will be needed by April or May, 2015. This request is for one full-time position for three months. A total of three attendants are needed to ensure full-time staffing of the scale house, which will be open seven days a week.			
ENV	Refuse Collection and Disposal	Scale Attendant	250	6,420	0.25
	Justification:	The City's new GW/FW/SS facility is expected to be operational by mid-2015. As such, scale house attendants will be needed by April or May, 2015. This request is for one full-time position for three months. A total of three attendants are needed to ensure full-time staffing of the scale house, which will be open seven days a week.			
ENV	Refuse Collection and Disposal	Scale Attendant	250	6,420	0.25
	Justification:	The City's new GW/FW/SS facility is expected to be operational by mid-2015. As such, scale house attendants will be needed by April or May, 2015. This request is for one full-time position for three months. A total of three attendants are needed to ensure full-time staffing of the scale house, which will be open seven days a week.			
ENV	Refuse Collection and Disposal	Budget Issue Recycling Specialist I	259	36,024	1.00
	Justification:	To provide support to senior staff in data collection, evaluation, and rollout of expansion programs in curbside collection, condo recycling and school recycling. Long term need is yet to be established, hence request for PSC for FY14.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DFM	Public Building and Electrical Maintenance	Project Manager II	110	55,500	1.00
	Justification:	Required for management/coordination of repair and maintenance projects by contracts program (such as re-roofing and renovations of City facilities).			
DFM	Public Building and Electrical Maintenance	Bldg Custodian I	110	66,456	2.00
	Justification:	Required to provide janitorial services at Walter Murray Gibson Bldg.			
DFM	Public Building and Electrical Maintenance	Bldg Custodian I	110	299,052	9.00
	Justification:	Required to cover services when regular employees are on leave, as well as coverage for HPD HQ cellbock on weekends (and evenings and holidays, as needed).			
DFM	Public Building and Electrical Maintenance	Utility Worker I	110	34,164	1.00
	Justification:	Required to assist with pavement maintenance (clearing debris from walkways, sidewalks, and parking lots) at Civic Center Parking Structure and HPD Headquarters.			
DFM	Public Building and Electrical Maintenance	Pkg & Security Attdnt	110	25,668	1.00
	Justification:	Required to assist with Consolidated Motorpool program by maintaining vehicles.			
DFM	Administration	Sr Clerk Typist	110	55,512	2.00
	Justification:	One positon is required to assist the Personnel section with day-to-day activities (such as typing position descriptions, inputting informatiaon into Eforms and CHRPS). The other position is needed to assist the Director/Deputy secretaries with answering phone/email inquires from the public, performing receptionist duties, and assisting other Department staff in clerical functions as needed.			
DFM	Administration	GIS Analyst V	120	67,488	1.00
	Justification:	Required to implement pavement management program and to expand work order system.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DFM	Automotive Equipment Services	Auto Materials Expediter	110	36,960	1.00
	Justification:	Required to pick up and deliver vehicle parts, supplies, and materials between AES facilities and vendors.			
DFM	Road Maintenance	Sr Clerk	120	55,512	2.00
	Justification:	Required to perform clerical duties (such as tracking Pothole Hotline, answering calls from the public and re-directing to the district Yards) and performing filing and other clerical duties since permanent position incumbent is currently performing long-term temporary assignment to another critical position.			
DFM	Road Maintenance	Road Con Eqp Optn Spvr II	120	29,796	0.50
	Justification:	Required to assist Road Maintenance Division train new and/or TA supervisors with equipment service operations, scheduling of equipment operations, and planning.			
DFM	Road Maintenance	Constr Insp	120	39,480	1.00
	Justification:	Required to assist Division with monitoring and inspecting construction projects (such as sidewalk rehabilitation, pavement preservation, and other projects) performed by contract to ensure work performed meets specifications.			
DFM	Road Maintenance	Community Rltns Spclt I	120	21,072	0.50
	Justification:	Required to manage the Concrete Sidewalk Maintenance Program Plan (required by Corporation Counsel) and inspect/maintain sidewalks. Meets and coordinates with community volunteers (such as the Lions Club, HGEA, and other volunteer groups) to patch sidewalks with materials provided by the City.			
DFM	Road Maintenance	Data Proccsg Sys Analyst III	120	67,488	1.00
	Justification:	Required to assist with the planning and monitoring of pavement management and the pavement preservation programs for the Division.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DFM	Road Maintenance	Asst Road Maint Supt	120	31,608	0.50
		Justification: Required to assist with development of interview instruments and serve as interview panelist to fill vacancies within the Division, as well as to provide operational guidance to Honolulu District section supervisors and superintendent.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
HFD	Administration	Sr Clerk Typist	110	55,512	2.00
		Justification: The two positions are needed to provide clerical support for the procurement section and to assist the ASO with administrative responsibilities.			
HFD	Fire Commission	Secretary I	110	15,024	0.50
		Justification: One 1/2 time Secretary I position is provided for the Honolulu Fire Commission. This individual takes the minutes and provides administrative support to the commission on a part time basis.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DHR	Administration	Budget Issue Sr Clerk Typist	110	27,756	1.00
	Justification:	This backfill position will provide critical support to allow existing departmental staff who are subject matter experts (SMEs) to focus on the considerable analysis and work involved in upgrading the ERP Advantage HRM system. In addition to assessing changes in existing functionality and how these changes will impact current processes, procedures and data management, SMEs must evaluate and assess new functionality to determine whether it should be implemented, how it should be implemented and the downstream effects of implementation (i.e., impact to other City systems, processes and procedures).			
DHR	Administration	Budget Issue Personnel Clerk I	110	31,212	1.00
	Justification:	This backfill position will provide critical support to allow existing departmental staff who are subject matter experts (SMEs) to focus on the considerable analysis and work involved in upgrading the ERP Advantage HRM system. In addition to assessing changes in existing functionality and how these changes will impact current processes, procedures and data management, SMEs must evaluate and assess new functionality to determine whether it should be implemented, how it should be implemented and the downstream effects of implementation (i.e., impact to other City systems, processes and procedures).			
DHR	Administration	Budget Issue Human Resources Specialist I	110	75,012	2.00
	Justification:	This backfill position will provide critical support to allow existing departmental staff who are subject matter experts (SMEs) to focus on the considerable analysis and work involved in upgrading the ERP Advantage HRM system. In addition to assessing changes in existing functionality and how these changes will impact current processes, procedures and data management, SMEs must evaluate and assess new functionality to determine whether it should be implemented, how it should be implemented and the downstream effects of implementation (i.e., impact to other City systems, processes and procedures).			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DHR	Administration	Investigator II	110	15,000	1.25
		Justification: Investigators are hired to perform work as needed -- they work only when there is an assignment. Salary for most investigative work is reimbursed by departments with the investigative need. DHR requires a small amount of funds to cover overhead for investigators such as meetings, training and sick leave as well as to work a small number of DHR/EOO assignments.			
DHR	Employment and Personnel Services	Head Examination Monitor	110	4,812	0.12
		Justification: Merit principles embodied in civil service law, DHR rules and the City Charter require the selection of the best qualified individual for City service. As a result, the City must continue to administer examinations to identify qualified candidates and the most economical way to do this for large groups is via assembled testing. The Head Examination Monitor contract is for on-call, part-time intermittent work in overseeing civil service test administration at identified test sites. The Head Examination Monitor supervises the First Assistant and a variable number of Examination Monitors in administering assembled civil service examinations which are typically held on Saturdays. It is more economical to utilize contract hires on an "as needed" basis to administer these examinations.			
DHR	Employment and Personnel Services	First Assistant	110	4,308	0.12
		Justification: Merit principles embodied in civil service law, DHR rules and the City Charter require the selection of the best qualified individual for City service. As a result, the City must continue to administer examinations to identify qualified candidates and the most economical way to do this for large groups is via assembled testing. The First Assistant contract is for on-call, part-time intermittent work in assisting the Head Monitor in supervising the administration of civil service tests at identified test sites. The First Assistant instructs the Examination Monitors in various test administration tasks involved with the specific civil service examinations which are typically held on Saturdays. It is more economical to utilize contract hires on an "as needed" basis to administer these examinations.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DHR	Employment and Personnel Services	Examination Monitor	110	4,176	0.14
	Justification:	<p>Merit principles embodied in civil service law, DHR rules and the City Charter require the selection of the best qualified individual for City service. As a result, the City must continue to administer examinations to identify qualified candidates and the most economical way to do this for large groups is via assembled testing. The Examination Monitor contract is for on-call, part-time intermittent work (typically on Saturdays) in administering civil service tests at identified test sites. It is more economical to utilize contract hires on an "as needed" basis to administer these examinations.</p>			
DHR	Labor Relations and Training	Clerk	110	54,000	3.00
	Justification:	<p>The Po'okela Fellows Program started in the Spring of 2008 with 13 students and one volunteer. Since then, there have been <b>a total of 115 student participants</b> in the program. The students have come from various college insitutions, on Oahu and during the Summer of 2008, we accepted students from mainland colleges. The Universities are: UH Manoa, UH West Oahu, HPU, Chaminade, USC, University of Washington, Wesleyan University. The City &amp; County has had 22 departments participate in the program. Some departments who have mentored interns are the following: Board of Water Supply (27), Department of Budget &amp; Fiscal Services (23), Department of Human Resources (14), Mayor's Office of Economic Development (6), Department of Parks and Recreation (5), City Council (2).</p> <p>The program currently pays students \$10/hour who work up to 19 hours per week. The return on investment is great as we are able to hire 20 or more students per year and more significantly this program has contributed to the recruitment of the next generation of employees into the City-workforce. The success of the Po'okela Fellows program is evident through its ability to retain students and also convert some to full-time regular civil service employees. There have been <b>34 students that stayed with their department on an extended contract</b>. The program has had <b>8 students eventually become civil service employees</b>, 5 students in the Department of Budget &amp; Fiscal Services, 1 in the Board of Water Supply, 1 in the City Clerk's Office, and 1 in the Department of Human Resources.</p>			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DIT	ERP-CSR	Budget Issue Info Tech Supp Tech II	110	67,512	2.00
		Justification: These positions are for the ERP upgrade project. They will be needed to do the job of the permanent experienced Technicians while they help the project with Help Desk and Training support.			
DIT	ERP-CSR	Budget Issue Data Proccsg Sys Analyst II	110	136,728	3.00
		Justification: These positions are for the ERP upgrade project. They will be needed to do the job of the permanent experienced Analyst while they help the project with Interfaces, Data Transfer and Report conversions.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
MDO	Culture and the Arts	Community Rltns Spclt III	110	60,024	1.00
	Justification:	This position is the Event/Productions Coordinator handling all applications from the public for the use of Honolulu Hale and Kapolei Hale grounds. It is the liaison between the public and the various City departments, and assures all applicants are compliant with the City's policies and procedures, i.e. 501-3 (c), liability insurance, fees, vendors etc. This position assists with audio/visual needs for the Mission Memorial auditorium, press conferences, set-up/take-down of exhibits, art inventory, maintenance of the City's 1052 art objects, and Kapolei City Lights and Electric Light Parade.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
RHB	Royal Hawaiian Band	Musician I	110	53,004	1.00
	Justification:	RHB uses different contract Musician positions on a daily basis depending on the needs of the performance and are absolutely essential to the operations of the Band. These contract positions are mainly used to temporarily replace RHB members on leave (vacation, sick, other) and/or augment the Band in concerts, parades or performances. All contract Musicians have highly specialized skills on specific musical instruments which cannot be readily duplicated.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
MED	Investigation of Deaths	Admin Svcs Offcr I	110	30,660	0.50
	Justification:	The contractual Administrative Services Officer I (ASO) position is required to review and approve administrative, personnel and budgetary matters for the department. The department does not have a permanent, full-time ASO position and because the Director and Deputy positions are currently vacant, this half-time contractual ASO position is critically needed to keep the department operational.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DPR	Urban Forestry Program	Program Aide	110	32,928	1.50
		Justification: On an as-needed basis, program aides supplement the full and part-time staff in operating the visitor center, running the fishing program, and conducting other program activities 7 days/week, 363 days/year.			
DPR	Recreation Services	Student Aide III	110	1,185,432	54.07
		Justification: To provide staffing for the Summer Fun Program			
DPR	Recreation Services	Student Aide II	110	701,508	37.33
		Justification: To provide staffing for the Summer Fun Program			
DPR	Recreation Services	Kitchen Manager	110	4,032	0.11
		Justification: To provide staffing for the Summer Fun Program			
DPR	Recreation Services	Recreation Aide	110	458,496	20.89
		Justification: To provide assistance in running programs in the park			
DPR	Recreation Services	Attendant Services	110	52,452	2.39
		Justification: Day to day operations to assist in monitoring the rifle range			
DPR	Recreation Services	Attendant Services	110	156,048	7.11
		Justification: Day to day operations to open and close facilities			
DPR	Recreation Services	Attendant Services	110	776,520	35.38
		Justification: Day to day operations to open and close facilities			
DPR	Recreation Services	Attendant Services	110	21,948	1.00
		Justification: Day to day operations to open and close facilities			
DPR	Recreation Services	Attendant Services	110	14,928	0.68
		Justification: Day to day operations to open and close facilities			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DPR	Recreation Services	Audio Asst	110	42,456	1.59
		Justification: To provide assistance with City owned PA systems at Kapiolani Park			
DPR	Recreation Services	Program Aide (Swimming)	110	643,476	24.10
		Justification: Provide lifeguards to properly staff pools during the summer			
DPR	Recreation Services	Rifle Range Attendant	110	63,816	2.39
		Justification: Provide staff to observe and control range activities			
DPR	Recreation Services	Program Aide (Swimming)	110	591,672	22.16
		Justification: Provide lifeguards to properly staff pools			
DPR	Recreation Services	Program Aide (Swimming)	110	178,896	6.70
		Justification: Provide lifeguards to properly staff pools for Summer Fun activities			
DPR	Recreation Services	Recreation Asst II	110	38,640	1.34
		Justification: Inclusion Aides for Therapeutic Recreation			
DPR	Recreation Services	Recreation Asst III	110	4,992	0.16
		Justification: Summer Fun Camp Leader			
DPR	Recreation Services	Recreation Director II	110	9,744	0.25
		Justification: To provide a manager for pool			
DPR	Recreation Services	Recreation Director II	110	87,720	2.25
		Justification: Summer Fun Directors for sites without Directors			
DPR	Recreation Services	Recreation Aide	230	87,792	4.00
		Justification: To provide part timers to fill gaps when FT missing in monitoring Hanauma Bay			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DPR	Grounds Maintenance	Park Caretaker II	110	71,088	2.00
	Justification:	To provide staff to assist permanent staff to maintain campgrounds, this position should be converted to regular			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
DPP	Planning	Planner I	110	36,024	1.00
		Justification: This request is for two half-time Planning interns (1.00 FTE). This gives the department the opportunity to hire students working on their Masters Degree in Urban Planning. The department is able to get assistance and also the opportunity to evaluate potential candidates for civil service positions after they graduate with their degree. The students also have the opportunity to experience how we work and hopefully consider a career in civil service with our department.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
HPD	Investigative Bureau	Traf Tech I	120	440,604	40.00
		Justification: The Traffic Technician I positions are mandated by Hawaii Revised Statutes. The positions are school traffic monitors that assist children in crossing streets to and from school in a safe manner by controlling and directing morning and afternoon motor vehicle and pedestrian traffic adjacent to school grounds.			
HPD	Patrol	Metro Police Officer I	110	1,225,164	23.00
		Justification: The Metropolitan Police Officer I positions are needed as central receiving officers in the Central and Regional Districts. These central receiving officers process arrestees and replace full-time officers from desk duties; thus, allowing the full-time officers to remain on patrol. The central receiving officers are retired police officers and no special training is required since they are already experienced and have been trained in their police careers.			
HPD	Administrative Bureau	Sr Account Clerk	110	31,212	1.00
		Justification: The Senior Account Clerk assists with the management of federal funds. The contract cost is reimbursed from the Hawaii High Intensity Drug Trafficking Area (HIDTA) program.			

Budget Communication No. 13

Personal Services Contracts

DEPT	ACTIVITY	DESCRIPTION	FUND	SALARY	FTE
PAT	Administration	Legal Intern	110	43,752	1.00
		Justification: These contractual law school summer legal interns will assist our deputy prosecuting attorneys with research and other legal matters.			
PAT	Administration	Planner III	110	59,304	1.00
		Justification: The contractual Planner III will coordinate the Department's reorganization, including the Family Justice Center's staffing.			
PAT	Administration	Planner IV	110	64,116	1.00
		Justification: The contractual Planner IV will coordinate security issues, employee safety, security training, and building management.			

**Budget Communication No. 13**

**Personal Services Contracts**

<b>DEPT</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>SALARY</b>	<b>FTE</b>
DTS	Public Transit	Student Aide III	180	36,480	2.00
	Justification:	These Student Aide personal services contract positions fulfill contractual obligations under the UPASS MOA (Resolution 12-146, CD1; Committee Report 235) and are projected to receive the 5% salary restoration for FY 2014.			