

HONOLULU EMERGENCY SERVICES DEPARTMENT  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR

MARK K. RIGG  
DIRECTOR

IAN T.T. SANTEE  
DEPUTY DIRECTOR

May 6, 2014

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C & C OF HONOLULU  
2014 MAY 14 PM 12:21

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

Dear Chair Martin and Councilmembers:

Section 2-17.2 (a) of the Revised Ordinances of Honolulu relating to the execution of the Executive Operating Budget authorizes the Mayor to establish, fill and allot funds for additional temporary positions that are not included in the Executive Operating Budget Ordinance, upon prior notification to the City Council. In accordance with the provisions of this ordinance, notification is hereby submitted for one (1) Sr. Clerk Typist position for the Honolulu Emergency Services Department, Health Services Branch. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One (1) full-time Sr. Clerk Typist for a maximum of 12 months as allowed under Section 6-1103(h) of the Revised Charter of the City and County of Honolulu.

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

July 1, 2014 through June 30, 2015

Possible extensions/renewals as required and allowable under City Charter.

3. Cost of the Temporary Position:

\$28,872 (\$2406/mo x 12 months)

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4. Source of Budgetary Savings, Which Will Accrue to Finance the Temporary Position:

The contract will be funded from the Medical Services general fund, savings from this account will cover the cost.

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

This contract position will, under the guidance of the Physical Examination Records Supervisor and others will perform clerical duties relating to medical pre-examinations for employment and for existing employees.

Sincerely,



Mark K. Rigg  
Director

APPROVED:



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Ember Lee Shinn  
Managing Director

cc: BFS – Budgetary Administration Division