

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

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January 3, 2018

The Honorable Ron Menor
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

2018 JAN -3 AM 8:55
CITY AND COUNTY OF HONOLULU
OFFICE OF THE CLERK

Dear Chair Menor 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 a Community Services Specialist IV position for the Department of Community Services' Disability Employment Initiative grant for the State Department of Labor and Industrial Relations. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

Community Services Specialist IV

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:

January 1, 2018 to June 30, 2018, with possible extensions/renewals as required and allowable under the Revised City Charter.

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3. Cost of the Temporary Position:

\$37,927.00

This calculation is based upon the duration of the employment and a fringe benefit rate of 46.46%.

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

Budgetary savings are not applicable. This position will be 33% funded by City general funds (January 1, 2018 to February 28, 2018) and 67% funded by the State of Hawaii Department of Labor and Industrial Relations (DLIR) funds (March 1, 2018 to June 30, 2018).

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

The Disability Employment Initiative is a new grant. This temporary position is necessary to start providing services to youth with disabilities while the Department of Community Services continues to work with DLIR to execute the grant agreement.

Please call me at 768-7760, should you have any questions regarding this matter.

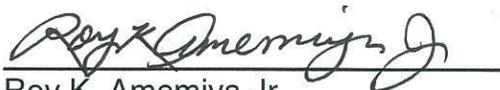
Sincerely,



Pamela A. Witty-Oakland
Director

cc: BFS Budget Administration Division

APPROVED:



Roy K. Amemiya Jr.
Managing Director