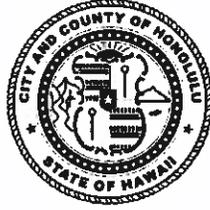


DEPARTMENT OF INFORMATION TECHNOLOGY
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 5TH FLOOR • HONOLULU, HAWAII 96813
PHONE: (808) 768-7684 • FAX: (808) 768-7807 • WEB: www.honolulu.gov

KIRK CALDWELL
MAYOR



MARK D. WONG
DIRECTOR AND CIO
KEITH G. H. HO
DEPUTY DIRECTOR

January 6, 2020

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

Dear Chair Anderson 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) temporary, part-time Student Aide III position in the Department of Information Technology (DIT), ERP and CSR Division. Additional required information on the position is as follows:

1. Type of Temporary Position Required:

One (1) temporary, part-time Student Aide III position as allowed under Section 6-1103(e) of the Revised Charter of the City and County of Honolulu.

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

January 8, 2020 through May 31, 2020, with extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position:

\$3,780.00 = (\$14.00/hour X 12 hours/week X 21 weeks) + (Minimum Wage Differential of \$1.00/hour X 12 hours/week X 21 weeks)

This calculation is based upon the duration for this employment.
Grade: SR-18, Step C: \$3,780.00/month for four months.

2020 JAN 9 PM 2:14 CITY CLERK

The Honorable Ikaika Anderson
Chair and Presiding Officer
and Members
January 6, 2020
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4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

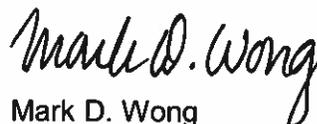
This position will be funded through a vacant funded DPSA I contract position in ERP.

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

The Po'okela Fellows is a program whose purpose is to provide college students with valuable work experience. The student employed through this program will receive on-the-job training to provide practical experience in his or her specific field of study. The student will assist the ERP Project Team in writing or modifying existing computer programs and assists in the installation, maintenance, and troubleshooting of various computer hardware and software segments. The Student Aide will also assist with writing procedures, instructions, and guidelines for the users on the use of computer hardware and software.

Should you have any questions regarding this letter, please feel free to contact me at 768-7601, Mr. David Au at 768-7643 or Mr. Stewart Hamasu at 768-7624.

Sincerely,



Mark D. Wong
Director and CIO

Attachments

cc: BFS – Budgetary Administration
Office of the Mayor

APPROVED:



Roy K. Amemiya, Jr.
Managing Director

Student Aide III:

Under the general supervision of a Senior Systems Analyst, the Student Aide will assist in writing or modifying existing computer programs and assist in the installation, maintenance, and troubleshooting of various computer hardware and software segments. The Student Aide will also assist with writing procedures, instructions, and guidelines for the users on the use of computer hardware and software. The Student Aide takes training courses and receives on-the-job training to improve his/her skills as a programmer.

**Request for Personal Services Contract - CS-C1
Request # 2019-961**

Requestor Information

Date: 12/27/2019
Requestor: HAMASU, STEWART T
Department: INFORMATION TECHNOLOGY
Phone: 768-7624
Unit: ADMINISTRATIVE SUPPORT

AGENCY

CS-C1 Request Number 15,210

Full Time Part Time 12 1
hours per week FTE Total # of Positions

Length of Contract:
01/08/2020 05/31/2020 for 4 24 145
From To months days Total Days

14.00 per month hour
Rate of Pay

Name of Employee	Title Description	Org Unit	Reports To	# Of Pos
Mac Rommel Bautista	Student Aide III	AAB1	IS204	1

(Attach completed employment application, if available.)

1. Describe the duties and responsibilities to be performed. Attach a position description.

Po'okela Fellows Internship Program - January-July 2020
 Enterprise Resource Planning (ERP) system consists of Human Resource, Budgeting and Financial Systems. The interns will work in a project team of 3 to 4 members. They will do SQL queries, write Business intelligence reports, create/update Linux shell scripts and Windows batch scripts, create interface programs between various systems within ERP, maintain applications written in Adobe Experience Manager (AEM). The interns will also work with end users to gather requirements and feedback to continue improving systems, resolve issues, create documentation and provide advice and technical training.
 1 of 2 CS-C1s for January-June 2020
 January 8, 2020 to May 31, 2020
 June 5, 2020 to June 30, 2020

2. Determine contract/employee FLSA status.

Completed and signed Determination of Employee FLSA Status form attached

3. Identify the reason(s) why recruitment through normal civil service recruitment is not practicable.

Provide supporting explanation and/or justification below.

- No civil service position is available Regular staff unable to handle backlog
 Although positions are available, no approval to fill Other (provide reason below)
 Position in process of being filled (provide PSN information below)

Under the general supervision of a Senior Systems Analyst, the Student Aide will assist in writing or modifying existing computer programs and assist in the installation, maintenance, and troubleshooting of various computer hardware and software segments. The Student Aide will also assist with writing procedures, instructions, and guidelines for the users on the use of computer hardware and software. The Student Aide takes training courses and receives on-the-job training to improve his/her skills as a programmer.

Request for Personal Services Contract - CS-C1

Request # 2019-961

CERTIFICATION:

- It is hereby certified that the above is for personal services of a temporary nature filled by a student. (Sec. 6- 1103(e))
- It is hereby certified that the above is for personal services that are special or unique, is essential to the public interest, and that personnel to perform such service cannot be obtained through normal civil service recruitment procedures, and such service may not exceed one year. (Sec. 6-1103(f))
- It is hereby certified that the above personal services of a temporary nature needed in the public interest where the need for the same does not exceed one year, and that recruitment through normal Civil Service Recruitment Procedure is not practicable. (Sec. 6-1103(g))
- It is hereby certified that the above personal services performed on a fee, contract, or piecework basis by persons who may lawfully perform their duties concurrently with their private business or profession or other private employment, if any, and whose duties require only a portion of their time, where it is impracticable to ascertain or anticipate the portion of time devoted to the service of the City. (Sec. 6-1103(h))
- Positions or personal services in demonstration programs and joint participation and special projects which serve the community; provided that such exemptions are required by federal law or rules and regulations and then in accordance with procedures established by ordinance. (Sec. 6-1103(j))

Approval Recommended.

Denial Recommended.

NOEL T ONO

Director of Human Resources

12/31/2019

Date

BFS

Recommendation:

110

Fund

DIT

Dept

0706

Unit

LDPR

Comments:

Funds Available. BO

Request for Personal Services Contract - CS-C1
Request # 2019-961

Comments:

MINER, VALERIE T L	* MINER, VALERIE T L (PERSONNEL CLK 1 in DHR) approved and CLOSED this request on Jan 3 2020 9:21AM	
VALBUENA, MANUEL T	* VALBUENA, MANUEL T (DEP DIR BFS in BFS) APPROVED and sent this request to *DHR - C&P Mailbox on Jan 3 2020 9:01AM	
OYE, SHELLI Y	* OYE, SHELLI Y (BUD PRG ADMN in BFS) APPROVED and sent this request to VALBUENA, MANUEL T on Jan 3 2020 8:47AM	
NISHIMURA, KELLI J. S.	* NISHIMURA, KELLI J. S. (BUD PRG SPCLT 2 in BFS) APPROVED and sent this request to OYE, SHELLI Y on Jan 3 2020 8:14AM CC: KANNO, DENNIS R A	Approval recommended.
NGUYEN, JILL E A	* NGUYEN, JILL E A (BUD ANALYST 5 in BFS) APPROVED and sent this request to NISHIMURA, KELLI J. S. on Jan 3 2020 7:37AM CC: KANNO, DENNIS R A; MAGARIN, GLORIA R	Recommend approval for Student Aid (Po'okela Intern) in ERP. Salary savings available will be used to fund this unbudgeted contract in FY20.
OYE, SHELLI Y	* OYE, SHELLI Y (BUD PRG ADMN in BFS) REVIEWED and sent this request to NGUYEN, JILL E A on Jan 2 2020 5:23PM CC: NISHIMURA, KELLI J. S.	
SANTAMARIA, ROWENA F	* SANTAMARIA, ROWENA F (FISCAL OFFCR 1 in BFS) APPROVED and sent this request to *BFS Budget Div Mailbox on Jan 2 2020 1:39PM	
OKIMOTO, BRYCE T	* OKIMOTO, BRYCE T (ACCOUNTANT 5 in BFS) APPROVED and sent this request to SANTAMARIA, ROWENA F on Jan 2 2020 9:37AM	
WAGO, KAREN N	* WAGO, KAREN N (PRE-AUD CLK 2 in BFS) REVIEWED and sent this request to OKIMOTO, BRYCE T on Jan 2 2020 8:41AM	
ONO, NOEL T	* ONO, NOEL T (AST DIR HR in DHR) APPROVED and sent this request to *BFS - Fiscal Mailbox on Dec 31 2019 12:42PM CC: KUBO, CAROLEE C	
LEE, WENDY KW	* LEE, WENDY KW (HUMAN RES SP 5 in DHR) REVIEWED and sent this request to ONO, NOEL T on Dec 30 2019 1:46PM	Approve and send to bfs fiscal, budget director. BFS director return to dhr-c&p mailbox to close.
FONG, PAMELA T	* FONG, PAMELA T (HUMAN RES SP 5 in DHR) REVIEWED and sent this request to *DHR - Recruitment Mailbox on Dec 27 2019 3:54PM	
TOM, LILA T	* TOM, LILA T (HUMAN RES ADMN in DHR) REVIEWED and sent this request to FONG, PAMELA T on Dec 27 2019 3:35PM	
BEGA, NICOL L	* BEGA, NICOL L (PERSONNEL ASST in DHR) REVIEWED and sent this request to TOM, LILA T on Dec 27 2019 3:16PM	

Request for Personal Services Contract - CS-C1

Request # 2019-961

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to *DHR - C&P Mailbox on Dec 27 2019 2:49PM

WONG, MARK D * WONG, MARK D (DIR INFO TECH in DIT) APPROVED and sent this request to HAMASU, STEWART T on Dec 27 2019 2:48PM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to WONG, MARK D on Dec 27 2019 2:34PM CC: ONO, MYRA S

AU, DAVID M K * AU, DAVID M K (DP PROG MGR in DIT) APPROVED and sent this request to HAMASU, STEWART T on Dec 27 2019 1:10PM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to AU, DAVID M K on Dec 27 2019 11:56AM

AU, DAVID M K * AU, DAVID M K (DP PROG MGR in DIT) APPROVED and sent this request to HAMASU, STEWART T on Dec 27 2019 10:09AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to AU, DAVID M K on Dec 27 2019 9:47AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) RECALLED this request on Dec 27 2019 9:47AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to AU, DAVID M K on Dec 27 2019 9:45AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) RECALLED this request on Dec 27 2019 9:45AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to AU, DAVID M K on Dec 27 2019 9:38AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) RECALLED this request on Dec 27 2019 9:33AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) APPROVED and sent this request to AU, DAVID M K on Dec 27 2019 9:14AM

HAMASU, STEWART T * HAMASU, STEWART T (ADMIN SPCLT 3 in DIT) INITIATED this request to HAMASU, STEWART T on Dec 27 2019 7:58AM