

ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR



CHARLES W. TOTTO
EXECUTIVE DIRECTOR & LEGAL COUNSEL

August 14, 2014

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C & C OF HONOLULU

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

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu provides that positions authorized with the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled, and have funds allotted to them. In accordance with this provision, a Legal Clerk I position in the Ethics Commission, Department of the Corporation Counsel, will be filled temporarily with a personal services contract. Additional information on the position is as follows:

1. Type of Temporary Position Required:

Legal Clerk I

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:

August 2014 to November 2014, with possible extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of Temporary Position:

\$7,218.00

This calculation was based upon the duration for the employment, the base salary of \$7,218.00, and no fringe benefit rate.

4. Source of Budgetary Savings which will Accrue to Finance the Temporary Position:

The salary for this position will be funded by GN funds that have been budgeted in the FY14-15 Operating Budget.

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

The Ethics Commission currently has a request pending at the Department of Human Resources to create and fill this position as indicated in the FY14-15 budget. This position will be used primarily to assist with legal clerical work. The position is needed because it is not possible for the current staff of the Ethics Commission to meet its workload.

Sincerely,



Charles W. Tutto
Executive Director and Legal Counsel

cc: BFS Budget Administration Division
Office of the Mayor

APPROVED:



Ember Lee Shinn
Managing Director