



EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

August 3, 2005

EXECUTIVE MEMORANDUM

MEMO NO. 05-02

TO: All Department Heads

SUBJECT: Supplemental Instructions for Executive Memorandum No. 05-01, "FY 06 Budget Execution Policies and Instructions"

Effective immediately, Item 14b.1 and 14b.4 (Manpower Control) in Attachment A of Executive Memorandum No. 05-01 (FY 06 Budget Execution Policies and Instructions) dated June 7, 2005, and certain procedures are amended and revised as follows:

Filling of Positions Vacancies (Attachment A, Item 14b.1, Workforce Control, Establishing and Filling of Position Vacancies):

- **Revised Policy**

Delete Item 14b.1, Category 4 (extension of all exempt positions and all exempt appointments pursuant to Section 76-16(b)(2), (12) and (15), HRS), from the list of positions that require my prior approval through the Department of Budget and Finance (B&F). The item is being deleted from direct routing to B&F, as the extension of exempt positions pursuant to Sections 76-16(b)(2), (12) and (15), HRS, requires prior approval of the Department of Human Resources Development (DHRD) before submission to me through B&F. (Note: The category of positions is referenced in Item 14b.4.)

Filling of Positions Vacancies (Attachment A, Item 14b.4, Workforce Control, Establishing and Filling of Position Vacancies):

- **Revised Policy**

DHRD has provided the departments with delegated authority to review and approve civil service exemptions for positions established under Section 76-16(b)(3), (10) and (17), HRS. Accordingly, **Item 14b.4** is revised as follows:

“Proposed actions to establish or extend positions that are exempt from civil service pursuant to Section 76-16(b) (2), (12), and (15), HRS, unless previously delegated to the departments, shall require the prior review and approval of DHRD before submission to me through B&F for approval to fill or extend exempt positions beyond their not-to-exceed (NTE) dates.”

- Revised Procedures for Approval (Attachment A, Item 14b.5)

All position requests requiring my approval for filling shall be submitted in the revised formats. In lieu of the current **Form B**, departments must submit either **Form B-1** or **B-2**. **Form B-1** (a form which should not exceed one page) serves as a streamlined format to facilitate the filling of **authorized** vacant positions, while departments seeking the establishment, filling or extension of **unauthorized** positions should submit **Form B-2**. An “**unauthorized position**” is a position that is **not** included in Executive Budget Details for FB 2005-07 as amended by legislative worksheets for Act 178, SLH 2005.

Federal Funds (Attachment A, Item 9a)

- Revised Procedures for Approval (Attachment A, Item 9a)

Departments are required to prepare and submit **Form E-3** (federal fund approval notice), which B&F will finalize and transmit to the Legislature. To comply with the five-day reporting period, departments should submit a draft hardcopy with its request and e-mail an electronic file of **Form E-3** to the B&F analyst assigned to your department.

Other provisions, guidelines and policies of Executive Memorandum No. 05-01 remain in effect. Further, departments are reminded of the applicability of other pertinent provisions of law and other Executive Memoranda and Administrative Directives still in effect. Your cooperation in complying with these instructions is appreciated.

LINDA LINGLE

Attachments

REQUEST FOR POSITION ACTION

A. Originating Department: _____ **B&F No.:** _____

1. TYPE OF ACTION REQUESTED:
 A. Creation of New Position
 B. Fill Vacant Position
 C. Extend Position
 D. Other:

2. PROGRAM AFFECTED (Program ID/Org Code of position; Division/Branch/Section (as applicable); and location):

 Requested Position Action does not exceed appropriated FTE of program

3. TYPE OF POSITION
 A. Permanent D. Temporary – Length and Period:
 B. Full Time E. Part-Time – FTE:
 C. Civil Service F. Exempt from Civil Service – Legal Authority:

4. MEANS OF FINANCING:
 SPECIFIC NON-GENERAL FUND:

5. POSITION NO., TITLE, PAY RANGE AND INCUMBENT:

6. DATE OF VACANCY AND REASON FOR VACANCY:

7. JUSTIFICATION FOR ACTION REQUESTED (Attach additional sheet if more space required):

B. Department Review of Request

_____ Division Head Signature Date	_____ ASO Signature Date
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_____ Date

Department Head Signature

C. Department of Budget and Finance

BPPM Review: Approval Disapproval Defer BC Initial: _____ Division Head Initial: _____

RECOMMENDATION: APPROVED DISAPPROVED

Remarks:

 _____ Date _____ Director of Finance

D. Office of the Governor

APPROVED DISAPPROVED OTHER – SEE REMARKS BELOW

Remarks:

 _____ Date _____ Governor

(Date)

TO: The Honorable Linda Lingle
Governor of Hawaii

THRU: The Honorable Georgina K. Kawamura, Director
Department of Budget and Finance

FROM:

SUBJECT: Request to Establish and Fill (or Extend) Unauthorized Position

Approval is requested to establish and fill (or extend) the following unauthorized position:

1. Position Title:
2. Description of functions and responsibilities:
 - Note if position is unique; i.e., only position in the organization that performs the particular function.
3. Program ID/title; Division/Branch/Section (as applicable); location:
4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):
5. Nature of appointment:
 - a. Projected appointment date:
 - b. Civil service/exempt:
 - c. Duration position needs to be filled:
 - d. Part or full-time (40 hrs. per week) (If part-time, indicate number of hours to work per week.):
 - e. If exempt, attach a copy of Department of Human Resources Development or delegated approval:

6. Justification for establishing and filling (or extending) the position:

(Provide specific, complete justification, including alternatives investigated; specific adverse impacts of delay in hiring; specific adverse, irreparable impact to services to the public, etc.)

7. Attach organization chart reflecting where the requested position will be placed.

8. Department review of request:

a. Reviewed and approved by division or attached agency administrator:

Name Telephone Date

Signature

b. Reviewed and approved by department administrative services officer:

Name Telephone Date

Signature

c. Reviewed and approved by department head:

Signature Telephone Date

RECOMMEND:

APPROVAL DISAPPROVAL DEFER

DIRECTOR OF FINANCE

DATE

APPROVED

DISAPPROVED

DEFER

LINDA LINGLE
Governor, State of Hawaii

DATE