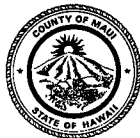


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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

October 18, 2017

Mr. David Underwood, Director
Department of Personnel Services
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Underwood:

SUBJECT: **SHORT-TERM INVESTMENTS (FISCAL YEAR 2017 (JULY 1, 2016 TO JUNE 30, 2017)) (BF-14(2))**

May I please request you provide the position description and class specification for the following positions in the Department of Finance, Treasury Program:

1. DF-0020, Treasurer
2. DF-0010, Accountant III
3. DF-0043, Accountant II
4. DF-0192, Account Clerk III

Also, indicate whether the position is currently filled, a revised position description has been proposed, and if there are any other personnel actions pending within your Department.

May I further request you provide your response no later than **Friday, October 27, 2017**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Michele Yoshimura at ext. 7663, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama".

RIKI HOKAMA, Chair
Budget and Finance Committee

bf:ltr:014(2)aps01:mmmy

cc: Mayor Alan M. Arakawa