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COMMISSIONER

## **MEMORANDUM**

**TO:** Directors, Human Resources Management/Personnel

**FROM:** Director, Division of Classification and Compensation

**SUBJECT:** Statewide Review of Temporary Project Positions

**DATE:** October 7, 2009

Consistent with the October 5, 2009, memorandum issued by the Director of State Operations regarding temporary project jobs (attached), the Division of Classification and Compensation is undertaking a review of the appropriateness of all temporary project positions. This review will address both filled and vacant temporary project positions.

Human Resources or Personnel Offices for agencies having temporary project positions will be contacted by their Classification and Pay Analysts within the next few weeks to discuss the appropriateness and continued need for various positions, or alternative solutions to meet agency needs. In addition, pursuant to the above referenced memorandum, agencies must submit justification supporting the continuance of project positions that have been in existence for longer than 36 months to their Deputy Secretaries and the Commissioner of the Department of Civil Service by Wednesday, November 4, 2009.

As a part of this review, the Division of Classification and Compensation will earmark all vacant temporary project positions classified prior to April 1, 2009, with the exception of those having a pending or DOB approved hiring freeze waiver in place. Ensuing discussions between Classification and Pay Analysts and agencies will serve to determine whether or not such earmarks remain necessary. It is requested that agencies refrain from submitting earmark removal transactions at this time in order to provide their Classification and Pay Analysts sufficient time to complete their preliminary reviews.

In the event that there is an immediate need to address concerns associated with a temporary project position (e.g., earmark removal, extension), or if you have any questions about this memorandum, please contact the Chief Classification and Pay Analyst assigned to your agency. Agencies are also encouraged to consult with their Classification and Pay Analysts prior to the submission of any new temporary project position request. I assure you that my staff will engage you in discussions about these temporary project positions as soon as possible, and will make every effort to minimize unnecessary workload for your agencies.



Patricia A. Hite

Director, Division of Classification  
and Compensation

Attachment