



STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY 12224

DAVID A. PATERSON
GOVERNOR

VALERIE GREY
DIRECTOR OF STATE OPERATIONS

MEMORANDUM

TO: Heads of State Agencies and Public Authorities
FROM: Valerie Grey, Director of State Operations *VG*
SUBJECT: Temporary Project Jobs
DATE: October 5, 2009

As you are aware, temporary project jobs are authorized by section 64(3) of the Civil Service Law. They are temporary appointments to competitive jobs without examination for exceptional cases for special projects or studies. These temporary project jobs are authorized for a period not exceeding 18 months. Agencies may apply for an extension of the job beyond the original authorization when it is demonstrated the project or special study has not been completed and there is a continuing need for the project job.

Temporary project jobs play an important function in ensuring state agencies are able to fill positions on an expedited basis with someone who has special skills to render professional, scientific, technical or other expert services on a time-limited basis. However, as noted above, temporary project jobs should be used only in those exceptional cases where existing staff do not have the skills necessary to conduct the project or study.

About half of the employees serving in temporary project jobs have been in their positions for more than eighteen months. In some cases, projects take longer than eighteen months. However, it appears there are a number of employees who have been serving in temporary project jobs for significantly longer. When projects that were first envisioned as temporary become permanent core mission functions of agencies these activities should be transferred to permanent staff. In those instances when this is not the case, those jobs should not be renewed. Consequently, for any current temporary project job that has been in existence for longer than thirty-six months, the employing agency shall submit a justification for the position's continuation to its deputy secretary, with a copy to the Commissioner of Civil Service, no later than 30 days from today.

Further new temporary project jobs should be limited in the face of the State's fiscal condition and workforce reduction efforts. Agencies should make every effort to maximize the use of existing staff. Therefore, I have directed the Commissioner of Civil Service to ensure that agencies provide all the necessary supporting documentation, including detailed information regarding the project and deliverables, the timeline for completion of the project and an analysis of the special skills of the person who will render the professional, scientific or other expert services, when requesting the establishment of a project position or the extension of an existing position.

Any new temporary project job request should be submitted well in advance of the commencement of the project to allow for proper review and any requests for extensions should be submitted at least 30 days before the expiration of a position. Please copy your deputy secretary on any such requests.