



STATE OF NEW YORK  
**EXECUTIVE DEPARTMENT**  
DIVISION OF THE BUDGET  
STATE CAPITOL  
ALBANY, NEW YORK 12224  
[WWW.BUDGET.STATE.NY.US](http://WWW.BUDGET.STATE.NY.US)

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GOVERNOR

CAROLE E. STONE  
DIRECTOR

<b>BUDGET BULLETIN</b>	<b>B-1165</b>	<b>February 11, 2003</b>
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**TO: All State Departments and Agency Heads**

**FROM: Carole E. Stone** *CS*

**SUBJECT: 2003-04 Workforce Management**

To minimize any disruptions to the workforce, the Governor has charged the Task Force on State Workforce Management and Employee Deployment with the coordination of necessary workforce changes required by the proposed 2003-04 Budget. It remains the Governor's objective to avoid involuntary employee separations to the maximum extent possible.

We have already encouraged extensive use of the retirement incentive and will continue to make incentive offerings in the current year. Additionally, steps will be taken to manage the proposed workforce reductions to ensure that potential State agency hiring opportunities are being made available to those qualified employees impacted by workforce reductions.

### **Immediate Actions**

1. A statewide retirement incentive window will be opened for the targeted retirement incentive pursuant to Part A Chapter 69 of the Laws of 2002. The open period will commence on February 12, 2003 and end on March 31, 2003. This final retirement incentive open period will be available to all agencies interested in offering the targeted incentive, including those that have already offered the program this year. The Executive Budget does not recommend continuation of the retirement incentive in 2003-04.

By now, you should be sufficiently familiar with the proposed 2003-04 Executive Budget workforce assumptions to determine whether an incentive offering is appropriate for your agency. To participate in this final incentive open period, interested agencies must still submit a retirement incentive program plan and a list of eligible participants (see attachments A and C of Budget Bulletin B-1164) to the Task Force for approval.

2. The Statewide hiring freeze described in Budget Bulletin B-1163, released October 23, 2001, shall remain in effect indefinitely. Effective immediately, all exemptions and all unrestricted hiring freeze waivers are hereby revoked, except for public security positions. Formal commitments to appoint employees to positions, where an approved waiver or exemption was previously secured, may be honored if extenuating circumstances warrant such action. Such situations may be brought to the attention of your budget examiner.

3. Agencies may continue to request "restricted" hiring freeze waivers for critical job vacancies. "Restricted" hiring freeze waivers permit the hiring or transfer of employees currently employed in State government. All hiring requests will continue to be reviewed by the Division of the Budget. Employee transfers which can mitigate layoffs consistent with the provisions of Civil Service Law Section 78 will be encouraged in the months ahead.

Agency requests for approvals of "unrestricted" hiring, which involves hiring of individuals outside of State government, are strongly discouraged. Such requests may be considered only if the agency convincingly demonstrates that the hiring is extremely critical and that a very diligent effort has been made to hire through the "restricted" process first, or that the position is sufficiently unique or critical to agency management capacity that an unrestricted hire is justified.

4. Agencies that anticipate any restricted (internal) hiring between now and October 1, 2003 should fill out the attached form (workforce fill form) to identify the potential workforce fill activity. Any agency hiring activity should:
  - Conform to the "critical need" criteria contained in Budget Bulletin B-1163;
  - Be consistent with workforce levels and funding proposed in the 2003-04 Executive Budget;
  - Reflect only the highest priority fill requests for your agency;
  - Be limited to the selection of employees already on the State payroll.
5. Agencies that anticipate potential position reductions that could result in employee layoffs between now and October 1, 2003 should fill out the attached form (workforce reduction form) to identify potential workforce reduction activity. Agencies should identify specific job titles and the number of positions in such titles. Do not include position reductions anticipated to be achieved through attrition or associated with the elimination of funded vacancies.

**The attached workforce forms should be submitted to your budget examiner and the following Task Force representatives by Friday, February 21, 2003.**

Governors' Office of Employee Relations	John Currier (474-0464)
Department of Civil Service	William Doyle (457-5781)
Division of the Budget	John Burke (473-0580)

**Vacancy Control**

Hiring requests will be reviewed by the Budget Division and Task Force with the specific intent of addressing critical hiring needs by placing existing state employees through the transfer process. If a request to fill a vacancy is approved by the Division of the Budget, the agency will be expected to appoint a transferee if a transfer list exists for that position. The Department of Civil Service will use information from the agency workforce "fill" forms to identify "matches" with positions that may be targeted for abolition. These matches may create opportunities to transfer employees between agencies and avoid potential layoffs.

This process will require a concerted effort on the part of agencies and the Task Force. However, such an effort is necessary to minimize workforce disruption, to ensure that involuntary separations are avoided to the extent possible and to achieve budgetary savings required for 2003-04.

If the circumstances outlined in either of the sections numbered 4 or 5 above apply to your agency, you should complete the workforce forms expeditiously. If you need any assistance, your budget examiner, staff at GOER and at Civil Service are prepared to work with you. Attached is a model plan format, developed by the Task Force to assist you.

We greatly appreciate your cooperation and assistance as we work to accomplish this important workforce management effort.

Questions regarding this Bulletin should be directed to your budget examiner.

Attachments

**Note: This is the only distribution of this bulletin. Please supply copies to all interested officials and employees in your agency or authority at all appropriate locations.**

### AGENCY WORKFORCE FILL PLAN Reporting Form for Restricted Fill Activity

<p><b>Forward completed forms to:</b></p> <p><b>Task Force on State Workforce Management and Employee Deployment:</b></p> <p>C/O John Currier, Executive Deputy Director, Governor's Office of Employee Relations Agency Building 2, 2 ESP, Suite 1201, Albany, NY 12223-1250</p> <p>Dan Wall, Executive Deputy Commissioner Department of Civil Service, State Campus Building 1, Albany, NY 12239</p> <p>John E. Burke, Chief Budget Examiner Division of the Budget, Room 117 State Capitol, Albany, NY 12224</p>	<p><b>Send copies to:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>William Doyle, Director Staffing Services Department of Civil Service State Campus Building 1 Albany, NY 12239</p> </td> <td style="width: 40%; vertical-align: top;"> <p>Examination Unit Division of the Budget State Capitol Albany, NY 12224</p> </td> </tr> </table>	<p>William Doyle, Director Staffing Services Department of Civil Service State Campus Building 1 Albany, NY 12239</p>	<p>Examination Unit Division of the Budget State Capitol Albany, NY 12224</p>
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AGENCY: \_\_\_\_\_ DOB EXAM UNIT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 AGENCY CODE: \_\_\_\_\_  
 AGENCY CONTACT: \_\_\_\_\_ TASK FORCE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DATE SUBMITTED: \_\_\_\_\_

Title Code	Title	Bargaining Unit	Salary Grade or N/S Equivalent	Location (County/County Code)	No. Of Vacancies To Be Filled	Effective Date

**Note:** Plan submission reflects preliminary assessment and does not replace hiring freeze waiver approval process pursuant to Budget Bulletin B-1163.





