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EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Laura L. Anglin

SUBJECT: Agency Hiring Reports for 2008-09

This Bulletin supplements Budget Bulletin B-1178 to establish guidelines for the development and submission of agency hiring reports.

Last month, Governor Paterson directed all agency commissioners to rethink their hiring practices so that only job openings absolutely essential to agency operations and those necessary to protect the health and safety of New Yorkers will be filled. Further, the Governor's directive stated that positions that do not fit this criterion must be left vacant.

Although hiring controls have for some time been decentralized for agencies with approved spending and personnel plans, there is a new, heightened emphasis on the monitoring and reporting of hiring activities to meet the Governor's objectives. Accordingly, beginning June 2 agencies are required to submit biweekly agency head-approved reports which identify each newly filled position in the agency during the payroll period. Based on the information collected, which will show the workforce trends that occur through the year, decisions will be made as to whether additional workforce controls are needed either in specific agencies or on a statewide basis.

On a biweekly basis, agency head-approved workforce reports generated from the NYSTEP system are required to be submitted to each agency's Division of the Budget Unit Chief and to the responsible Deputy Secretary. Upon submission, agency heads should be prepared to thoroughly discuss their reports with senior DOB and Executive Chamber staff, if necessary.

Agency Hiring Reports for 2008-09: Guidelines

A standard report on agency hiring will be available in NYSTEP no later than June 2, 2008. The report will provide information on the number, title, grade level, salary, location and appointment method for all newly filled annual-salaried classified positions (competitive, non-competitive, labor and exempt class) in your agency. Agencies should submit their initial report for payroll period 3; subsequent reports will be made available biweekly thereafter.

Within three days of the report being made available, agency heads must sign this report to certify that the positions filled are critical to agency operations and submit the report to their agency's Division of the Budget Unit Chief and to the responsible Deputy Secretary. For informational purposes, you should also submit an Agency Separation and Transfer Report (also available in NYSTEP) to accompany your hiring report, to show the vacancies that occurred in your agency during the payroll cycle.

Agencies whose positions are in the unclassified service and thus are not available in the NYSTEP system should work with their budget examination unit to develop a comparable report, including the necessary agency-head certification, to meet the requirements of this Bulletin.

Questions

Questions on this Bulletin should be directed to your agency's Budget examination unit.