

From: Soura, Christian  
To: Stirling, Bryan <BryanStirling@gov.sc.gov>  
Date: 10/19/2012 2:54:01 PM  
Subject: FW: Job Descriptions

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Off the top of my head...not a job description in the conventional bureaucratic sense, but more of a list of roles I seem to play here:

- Probably my most important responsibility (certainly, as deliverables go) is writing the Executive Budget. It's essentially a never-ending cycle, but in broad strokes:
  - July: Draft instructions to agencies for the upcoming year, create templates to accompany them (these are customized for each agency – Josh handles most of the mechanics)
  - August: Distribute instructions to agencies, after obtaining input from House and Senate staffers, plus the Office of State Budget
  - September: Start developing themes and initiatives for the upcoming year; analyze agency requests as they start to trickle in
  - October: Agency budget meetings...prepare notes and outline for upcoming budget
  - November: Budget meetings with the Governor...receive BEA's revenue estimate...prepare first full draft of balance sheet
  - December: Complete budget production – appropriations act, provisos, narrative, themes, "budget book," etc.
  - January: Continue press rollout of Executive Budget; session begins – track House subcommittee action on the budget; triage press inquiries/legislative affairs issues
  - Feb-June: More triage work as the budget moves through the process; prepare amendments and supporting arguments/handouts/talking points
  - June: Monitor final budget negotiations and amendments to lay groundwork and prepare analysis to support veto exercise
  - July: Prepare veto message and supporting materials
- Josh handles much more of the bill tracking than I do, so he'll cover that in his write-up. My role there is to ask (and sometimes answer) a lot of questions about bills that are in the later stages of the legislative process, to help determine whether we can/should try to amend something, and then later, to (in association with much of the rest of the office) participate in a collective staff decision as to how the Governor should act on a ratified bill. There's not always a staff consensus, naturally. I commonly play devil's advocate, though.
- It's tougher to define, but I also have a role in "initiatives," which wildly varies, depending on what the specific issue is. At one end of the spectrum, I burned probably 1,500 hours working on the Department of Administration, whether it was drafting bills/amendments, preparing summaries or organization charts, meeting with anyone who was willing to meet with us, etc. The ethics panel would be somewhere in the middle...I wasn't involved in picking folks for it, but spent quite a bit of time talking with Swati about subjects that should be in-scope, or specific reforms we and/or the new panel can/should push for, some of which was reflected in the final Executive Order. Then you have things at the other end of the spectrum like Voter ID, in which I've played absolutely no role whatsoever.
- I appear to own much of the content generation for correspondence now, too. Bit ambiguous as to how that happened, but I can explain the evolution of that whenever. I don't write any of those letters from scratch, but edit a number of them. Often, the initial drafts require a fair amount of work.

Those are the high points. I also meet with anyone who asks to meet with me. It might be a lobbyist on some issue or an advocate or whoever. I don't generally go looking for these meetings, but I'll hear anyone out, though. Josh gets a fair number of similar meetings. He and Hal both do a fair number of constituent calls, too. I don't really wind up with those...the ones I handle are generally issue-driven meetings.

CLS

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From: Walls, Courtney  
Sent: Friday, October 19, 2012 10:04 AM  
Subject: Job Descriptions

Hey Y'all!

Just a friendly reminder get your job descriptions into Bryan. Let me know if there are any questions.

Thanks so much,  
Courtney