

From: Danny Varat  
To: 'dbroome@aging.sc.gov' <dbroome@aging.sc.gov>  
Date: 3/1/2017 8:31:42 AM  
Subject: FW: Attached Image  
Attachments: 2701\_001.pdf

---

---

From: Burton, Kenneth [mailto:krburton@aging.sc.gov]  
Sent: Tuesday, February 07, 2017 1:53 PM  
To: Danny Varat  
Subject: FW: Attached Image

Danny,

We used Steven Lake's assistance to hire Jessica. He still had the post from the last process. I would recommend deleting the agency hiring range and leave it at the state salary range of \$39,960 to \$73,935. I would suspect that the actually hiring will be between \$67,398 to \$68,000, which is very similar to Jessica's salary. This will be a very demanding job if the person fulfills all of the duties properly.

It is critical to have a person with sound SCEIS experience to prevent audit finding, inaccurate filings, and data not properly up-date in a timely manner.

Steven recommended to have the position posted until filled. This will allow the agency to begin interviewing immediately and continue to interview until the position is filled. Last time, I was not aware of the process and left it posted for 5 business days. The only verbiage I would change is on page 2 second paragraph "Monitors and acts as backup to the payroll process" to "Monitors the payroll process for accuracy. I would recommend adding a requirement to review human resource policies on an annual basis and up-date accordingly to ensure compliance.

Jessica Lovelace and Mr. Morris did ask if I knew someone. There is one person that I would recommend that have all of the require skills and knowledge that is currently at E-TV. She was at Comptroller General Office previously. She handled all of my paperwork at Comptroller General Office in a timely and smooth process even when I moved to the Governor's Office. She was very reliable and very knowledgeable for all aspect of Human Resource and Benefits using South Carolina Enterprise Information System (SCEIS). However, you make have people with the same skills that would be a great asset to the Lieutenant Governor's Office.

I will assist anyway that I can.

Thanks,

Ken Burton  
Finance Manager  
Lieutenant Governor's Office  
1301 Gervais Street, Suite 350  
Columbia, South Carolina 29201  
Phone: 803-734-9917  
Fax: 803-734-9887  
[krburton@aging.sc.gov](mailto:krburton@aging.sc.gov)