

From: Haltiwanger, Katherine
To: Soura, Christian <ChristianSoura@gov.sc.gov>
Date: 8/30/2013 10:47:29 AM
Subject: FW: Summary of Josh Baker's responsibilities

FYI

From: Anderson, Gary
Sent: Friday, August 30, 2013 10:45 AM
To: Haltiwanger, Katherine
Subject: RE: Summary of Josh Baker's responsibilities

Thank you.

We can use this to complete the position description.

Thank you.

Gary

From: Haltiwanger, Katherine
Sent: Friday, August 30, 2013 9:49 AM
To: Anderson, Gary
Subject: FW: Summary of Josh Baker's responsibilities

The following is highly responsible and technical budget analysis and administrative work that is performed with considerable autonomy:

- Support the development of the annual Executive Budget through the entire year-long cycle, beginning with the development of budget instructions and templates and continuing through the analysis of agency requests, the preparation and release of the Executive Budget, the defense before the General Assembly, and culminating in the analysis of the final Appropriations Act and the development of the Governor's vetoes.
- Liaise with the Board of Economic Advisors to monitor changes in revenue estimates and interpret the impact on the state's overall financial position; obtain official estimates of the prospective impact of the Governor's initiatives on state revenues.
- Analyze the budgetary and programmatic impact of pending legislation; evaluate legislation for reasonableness and consistency with the administration's priorities, work with the Governor's legislative affairs staff to develop amendments when appropriate.
- Review outgoing correspondence for accuracy, clarity, and consistency with the administration's positions on budgetary and programmatic matters.
- Develop budget and policy initiatives for incorporation in the annual Executive Budget or for release through other means including administrative issuance, Executive Order, or legislation.
- Manage the Governor's Office's relationships with agency fiscal officers, reviewing agencies' requests for funding, proviso changes, legislative action, or to restructure their budgets.
- Monitor federal and other external actions that are likely to have an impact on the state's finances and/or the administration's budget and policy priorities.

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