


**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

TO <i>Wells</i>	DATE <i>3-21-08</i>
--------------------	------------------------

<b>DIRECTOR'S USE ONLY</b>	<b>ACTION REQUESTED</b>
1. LOC NUMBER  <i>000487</i>	<input type="checkbox"/> Prepare reply for the Director's signature  DATE DUE _____
2. DATE SIGNED BY DIRECTOR  <i>Closed 3/31/08, letter attached.</i> 	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>4-2-08</i>  <input type="checkbox"/> FOIA DATE DUE _____  <input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

VINCENT A. SHEHEEN  
SENATORIAL DISTRICT NO. 27

HOME ADDRESS:  
P.O. DRAWER 10  
CAMDEN, SOUTH CAROLINA 29202  
TELEPHONE:  
CHESTERFIELD  
(843) 334-6811  
KERSHAW & LANCASTER  
(803) 432-4391

OFFICE ADDRESS:  
P. O. BOX 142  
COLUMBIA, SOUTH CAROLINA 29202  
TELEPHONE (803) 212-6124  
FAX (803) 212-6299  
EMAIL: VS@SCSENATE.ORG



COMMITTEES:  
CORRECTIONS & PENOLOGY  
FISH, GAME & FORESTRY  
GENERAL  
JUDICIARY

**RECEIVED**

MAR 21 2008

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

March 20, 2008

Robert M. Kerr, Director  
Department of Health and Human Services  
1801 Main Street  
P.O. Box 8206  
Columbia, SC 29202-8206

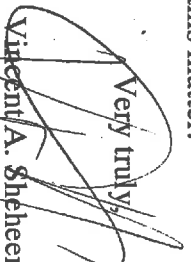
RE: Mr. Ivan "Frank" Guinn  
Program Coordinator I  
Program Coordinator II

Dear Mr. Kerr,

Please allow this letter to serve as my recommendation for Mr. Ivan "Frank" Guinn. I have known Mr. Guinn for over twenty years, and our families have been close for even longer. Mr. Guinn has a wealth of experience in insurance, management, and small business. I believe he could put these skill to good use with the State of South Carolina.

I would greatly appreciate you taking my recommendation into consideration, and I hope that you will take the opportunity to interview Mr. Guinn to see first hand his abilities.

Thanks for your consideration in this matter.

Very truly,  
  
Vincent A. Sheheen  
State Senator  
District # 27

Enclosure

## IVAN F. GUINN, JR. (FRANK)

### WORK EXPERIENCE

---

August 2007 – Present

State Farm Insurance-Nash Agency

Camden, S.C.

*Licensed Staff*

- To market, sell and cross-sell Life, Accident and Health as well as Property and Casualty Insurance Policies
- To maintain current policies
- To assist customers with any and all their insurance needs including policy servicing and claim handling

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MAR 21 2008

Department of Health & Human Services  
Office of Health & Human Services  
OFFICE OF THE DIRECTOR

August 2005 – July 2007

United Insurance Co. of America

Columbia, S.C.

*Licensed Staff*

- Successfully managed a debit business that contained approximately 300 customers and covered 4 counties

1996 – 2006

Carolina Cafe

*Owner/Operator*

- Managed the Café successfully

January 1972 – September 2004

E.I. DuPont

*1<sup>st</sup> Line Manager*

- Maintained work schedule for team
- Administered benefits and pay practices
- Trained and evaluated associates progress from “new hire” through seasoned operators
- Participated in interview process for prospective employees

1979- 1981

E.I. DuPont

*Projects Manager*

- Led six person special projects team in various improvements:
- Employee work streams, redefining and redistributing work assignments, including waste elimination (both time and material)
- Reviewed and assessed detailed job procedures resulting in reduction and relocation of training resources



Log 0487

State of South Carolina  
Department of Health and Human Services

Mark Sanford  
Governor

Emma Forkner  
Director

March 31, 2008

The Honorable Vincent A. Sheheen  
South Carolina State Senate  
506 Gressette Building  
Columbia, South Carolina 29202

Dear Senator Sheheen:

Thank you for recommending Mr. Ivan "Frank" Guinn for the Program Coordinator positions with the South Carolina Department of Health and Human Services (SCDHHS). By the time we received your letter, the interview process was complete and other candidates were selected for the positions.

Please encourage Mr. Guinn to continue to apply for posted positions for here at the Department by visiting our job-posting site at [www.jobs.sc.gov](http://www.jobs.sc.gov). Should Mr. Guinn identify a position for which he qualifies and is interested in applying, he can notify Michele Johnson, Human Resources Specialist, via e-mail at [johnsonm@scdhs.gov](mailto:johnsonm@scdhs.gov) or by telephone at (803) 898-4134. She will be happy to assist him with the Department's recruitment and selection process.

Should you have any questions, please feel free to contact me at (803) 898- 2504. Again, thank you for your recommendation.

Sincerely,

A handwritten signature in blue ink, reading "Emma Forkner", is positioned below the "Sincerely," text.

Emma Forkner  
Director

EF/wc

CC: Mr. Ivan "Frank" Guinn

Mr. William Wells, Deputy Director, Finance and Administration  
Ms. Tonya Chambers, Human Resources Director



State of South Carolina  
Department of Health and Human Services

Log #487 ✓

Mark Sanford  
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Director

EF/wc

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Mr. William Wells, Deputy Director, Finance and Administration  
Ms. Tonya Chambers, Human Resources Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

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OFFICE OF HUMAN RESOURCES

1008 HWS St. BUN:03

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SENATORIAL DISTRICT NO. 27

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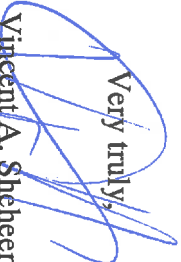
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Vincent A. Sheheen  
State Senator  
District # 27

Enclosure

1591 CHICORA TRAIL • CAMDEN, SOUTH CAROLINA 29020 • PHONE (803) 713-1005 HOME  
(803) 243-3221 CELL

# IVAN F. GUINN, JR. (FRANK)

## WORK EXPERIENCE

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Camden, S.C.

*Licensed Staff*

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Office of the Director

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E.I. DuPont

*Projects Manager*

- Led six person special projects team in various improvements:
- Employee work streams, redefining and redistributing work assignments, including waste elimination (both time and material)
- Reviewed and assessed detailed job procedures resulting in reduction and relocation of training resources



1981 - 1989

E.I. DuPont

*Engineering Manager-Mechanical/Electrical*

- Provided 24 hour leadership to thirty Craftsmen in maintaining and installing machinery in a 300mm lb/year nylon production facility

1989 - 1990

E.I. DuPont

*Projects Manager-Mechanization/Computerization*

- Formed a team to formulate, design, and implement new work systems in a five hundred person mfg. Area
- Developed and lead the training of all personnel
- Supervised the development of a computer support technician group which insured proper training and 24 hour support of the manufacturing facility

1990 - 1992

E.I. DuPont

*Training Manager*

- Responsible for the interviewing, training and monitoring process of contract personnel that were assigned to all areas of the site

1992 - 2003

E.I. DuPont

*Quality Assurance and Trade Support Manager*

- Responsibilities included personal Customer Service to carpet manufacturing facilities from Mobile, Alabama to Wilmington, Delaware
- Made monthly reports to management with metrics as it relates to the performance of products to the trade
- Arranged and hosted customer visits at the Camden site
- Coordinated bi-annual Architect and Design seminars that included participants from all across the United States
- Developed and led internal product quality improvement initiatives

EDUCATION

1970

Camden High School

Camden, SC

*High School Diploma*

- Enrolled and completed two semesters at the University of South Carolina
- Various training courses in management, quality and personnel training
- Proficient with usage of PC
- Trained in Six Sigma Methodology

PERSONAL DATA

Born October 22, 1952 in Camden, South Carolina.

Married to Ginger Guinn with one son (31) and one daughter (33).

5000 HWB SR BHIS: 03

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Class	Post	Benefits	Reports	CandidateTrack	Tests	Requisitions	List
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Welcome, Arlette Weaver

[Applicant Master Record](#)**Applicant: Guinn, Ivan <2275334>**[Edit Master P](#)

First Name	Ivan	Person ID	2275334
Initial	f	Primary Phone	(803) 713-1005
Last Name	Guinn	Alternate Phone	(803) 243-3221
Address 1	1591 chicora trail	Email Address	Westwind05@bellsouth.net
Address 2		Notification Type	Paper
City	camden	Driver's License?	Yes
State	South Carolina	Driver's License State	South Carolina
Zip Code	29020	Driver's License #	4559420
Country	US	Driver's License Class	D
Legal Right to Work?	Yes	Date Entered	12/07/07
Barred From Applying	No	Last Modified	03/12/08
Work Types	Full Time	Modified By	Guinn, Ivan
Shifts	Day	Month and Day of Birth	10/22
Former Last Name		Current Employee	No
Conviction	No	Nepotism	No
Current Department		Disability	Yes
Discharge	No	Ethnicity	White / Non-Hispanic
Gender	Male		
Employee ID	250-96-2018		

**Additional Fields**

Question

Answer

**Applied For:**

Job #	Job Title	Received	Notices	Disposition	Application
120562	Program Coordinator II	01/15/08 3:20 PM	N/A	Failed - Does not meet minimum qualifications	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Change</a>
112281	Program Coordinator I	01/16/08 3:09 PM	N/A	Referred - Rejected (Application Considered, Not Selected)	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Change</a>

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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**Eligible Lists:**

Exam #	Exam Title	List Name	Eligible Date	Expire Date	Disposition
02574	Program Coordinator I	Default List	01/25/08		Referred - Rejected (Application Considered, Not Selected)

**Referrals:**

Req. #	Req. Title	Job	Exam Plan	Date Referred	Disposition
02574	Program Coordinator I	112281 Program Coordinator I	02574 - Program Coordinator I	01/25/08	Referred - Rejected

**Notes:** [Add New](#)

Note Title	Note	Date	Action
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STATE OF SOUTH CAROLINA  
**Department of Health and  
Human Services**

1801 Main Street, Suite 1100  
Columbia, SC 29201

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Program Coordinator II**

*An Equal Opportunity Employer*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 01/11/08

**CLOSING DATE:** 01/17/08 05:00 PM

**JOB TITLE:** Program Coordinator II

**CLASS CODE:** AH40

**POSITION NUMBER:** 120562

**SLOT NUMBER:** 0089

**STATE SALARY RANGE:**

\$36,476.00 - \$67,486.00 Annually

**AGENCY HIRING RANGE - MIN:** \$36,476.00

**AGENCY HIRING RANGE - MAX:** \$51,981.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

All information in the work experience section must be complete. A resume may be attached, but not substituted for completing this section. Applicants must apply online.

**JOB RESPONSIBILITIES:**

Develop working knowledge of major programs and agency initiatives in order to design, develop, and implement effective training program for agency staff and external customers who are affected by Medicaid policies and programs. Prepare training programs that are packaged in such a way that numerous agency staff can be informed and prepared to represent the agency on issues of concern. Develop provider manual supplement related to Managed Care

programming. Updated as needed. Serve as liaison with provider outreach contractor. Represent the agency at professional meetings and community events and deliver needed information in order to increase and improve communication between this agency and those affected by Medicaid policy.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree with at least three years experience in public speaking and training design.

**PREFERRED QUALIFICATIONS:**

Must possess public speaking skills and have a working knowledge of the variety of educational media formats that can be used to design training events as well as "train the trainer" programs. Must have excellent organizational skills, be able to research and extract important facts related to program delivery and have a basic knowledge of the Medicaid program. Must be able to make independent decisions and communicate effectively.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

1801 Main Street, Suite 1100  
Columbia, SC 29201

Job #120562  
PROGRAM COORDINATOR II  
MJ

**Program Coordinator II Supplemental Questionnaire**

- \* 1. What is your date of birth to include the year? (This information is gathered for the purposes of criminal record checks only and will not be forwarded to the hiring authority. The SCDHHS is an equal employment opportunity employer.)

- \* 2. Do you have a bachelor's degree and a minimum of three years of management experience in a training and development environment?

☐ Yes ☐ No

\* Required Question



STATE OF SOUTH CAROLINA  
**Department of Health and  
 Human Services**

1801 Main Street, Suite 1100  
 Columbia, SC 29201

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Program Coordinator I**

*An Equal Opportunity Employer*

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**OPENING DATE:** 01/16/08

**CLOSING DATE:** 01/23/08 05:00 PM

**JOB TITLE:** Program Coordinator I

**CLASS CODE:** AH35

**POSITION NUMBER:** 112281

**SLOT NUMBER:** 0027

**STATE SALARY RANGE:**

\$29,975.00 - \$55,461.00 Annually

**AGENCY HIRING RANGE - MIN:** \$29,975.00

**AGENCY HIRING RANGE - MAX:** \$55,461.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

All information in the work experience section must be complete. A resume may be attached, but not substituted for completing this section. Applicants must apply online.

**JOB RESPONSIBILITIES:**

Primary liaison to Medicaid providers, Insurance carries, PBM's and internal Medicaid program staff to ensure compliance with Third Party Liability (TPL) program standards and regulations. Participates in the administration and dissemination of Medicaid TPL policies and procedures. Manages Medicaid TPL claim criteria, conducts training session presentations, prepares and evaluates TPL reporting. Consults with program areas to resolve TPL claim questions. May

participate in monitoring program impact of Medicaid Insurance Verification Services; performs audits of contractor accuracy and performance. Assists in analysis of TPL programs by researching and evaluating data for management use in the reporting of TPL activities required under Federal regulations. Develops and maintains working knowledge of Medicaid programs, policies and procedures and their coordination with the health insurance industry.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree and relevant program experience.

**PREFERRED QUALIFICATIONS:**

Considerable knowledge of Federal and State Medicaid rules and regulations, Medicare and health insurance principles and terminology. Experience in coordination of health insurance benefits and recovery methodologies used in TPL recoupment programs. Experience in recording, documenting, or resolving Medicaid transactions. Should be able to analyze, research, and direct data and referrals for appropriate action. Ability to interpret liable third party documents, to prepare clear and concise statistical reports, and to communicate effectively orally and in writing. Microsoft Word and Windows 98 experience preferred.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.jobs.sc.gov>

OR

1801 Main Street, Suite 1100  
Columbia, SC 29201

Job #112281  
PROGRAM COORDINATOR I  
MJ

**Program Coordinator I Supplemental Questionnaire**

- \* 1. What is your date of birth to include the year? (This information is gathered for the purposes of criminal record checks only and will not be forwarded to the hiring authority. The SCDHHS is an equal employment opportunity employer.)

- \* 2. Do you have a Bachelor's degree?

☐ Yes ☐ No

- \* 3. What software applications are you proficient in? Check all that apply.

☐ MS Word  
☐ Excel  
☐ Power Point  
☐ Lotus Approach  
☐ MS Publisher  
☐ MS Access  
☐ None of the above

\* Required Question




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First Name <b>Ivan</b>	Person ID <b>2275334</b>
Initial <b>f</b>	Primary Phone (803) <b>713-1005</b>
Last Name <b>Guinn</b>	Alternate Phone (803) <b>243-3221</b>
Address 1 <b>1591 chicora trail</b>	Email Address <b>Westwind05@bellsouth.net</b>
Address 2	Notification Type <b>Paper</b>
City <b>camden</b>	Driver's License? <b>Yes</b>
State <b>South Carolina</b>	Driver's License State <b>South Carolina</b>
Zip Code <b>29020</b>	Driver's License # <b>4559420</b>
Country <b>US</b>	Driver's License Class <b>D</b>
Legal Right to Work? <b>Yes</b>	Date Entered <b>12/07/07</b>
Barred From Applying <b>No</b>	Last Modified <b>03/12/08</b>
Work Types <b>Full Time</b>	Modified By <b>Guinn, Ivan</b>
Shifts <b>Day</b>	
Former Last Name	Month and Day of Birth <b>10/22</b>
Current Employee <b>No</b>	Current Department
Nepotism <b>No</b>	Discharge <b>No</b>
Disability <b>Yes</b>	Gender <b>Male</b>
Ethnicity <b>White / Non-Hispanic</b>	Employee ID <b>250-96-2018</b>
Conviction <b>No</b>	

**Additional Fields**

Question

Answer

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Welcome, Arlette Weaver

Application Detail

[View All Applicants](#)
[View Applicants By Step](#)
[Education Rating](#)
[Work Experience Rating](#)
[View Master Profile](#)

Application 2 of 2      « Previous Applicant | Next Applicant »

[Print View](#)

### 112281 - Program Coordinator I

#### Personal Profile -- Person ID: 2275334

<b>Name:</b>	Ivan f Guinn	<b>Address:</b>	1591 chicora trail camden, South Carolina 29020 westwind05@bellsouth.net
<b>Home Phone:</b>	(803) 713-1005	<b>Notification Preference:</b>	Paper
<b>Person ID:</b>	2275334	<b>Alternate Phone:</b>	(803) 243-3221
<b>Month and Day of Birth:</b>	10/22	<b>Former Last Name:</b>	

#### Other Personal Information

**Driver's License:** Yes, South Carolina 4559420 Class D

**Can you, after employment, submit proof of your legal right to work in the United States?** Yes

**What is your highest level of education?** Some College

#### Preferences

**Preferred Salary:** \$45,000.00 per year

**Are you willing to relocate?** No

**Types of positions you will accept:** Regular

**Types of work you will accept:** Full Time

**Types of shifts you will accept:** Day

#### Objective

Use my background,skills,and experience to work in the Administrative,Human Resource,Training and Development field

#### Education

**High School** Did you graduate: Yes  
*Camden High* Degree Received: High School Diploma  
 9/1966 - 6/1970

Camden, South Carolina

#### Work Experience

**Manager** Hours worked per week: 50  
 1/1972 - 9/2004 Monthly Salary: \$7,000.00  
 E.I.Dupont Name of Supervisor: M.Tropea - Area Manager  
 Hwy 1 S May we contact this employer? No  
 Lugoff, South Carolina 29078

#### Duties

Mfg. Mgr./Training coordinator  
 Projects Mgr.  
 Quality Assurance/Customer Support Mgr.  
 Customer Training mgr/Seminar coordinator  
 Mechanical Team Mgr

Electrical Team Mgr

**Reason for Leaving**  
Retired

**Certificates and Licenses**

Type: Life/Accident/Health/Property/Casualty Insurance  
License

Number:

Issued by: South Carolina Department Of Insurance

Date Issued: 8 /2005      Date Expires: 9 /2008

**Skills**

Office Skills

Typing:

Data Entry:

Other Skills

Customer service/employee relations/personnel rela  
Skilled - 35 years and 0 months

Office system PC skills/word/excel/powerpoint Skilled - 20  
years and 0 months

MS word/Excel/powerpoint Skilled - 10 years and 0  
months

**Additional Information**

**References**

**Resume**

**Text Resume**

Ivan F. Guinn, Jr. (Frank)  
1591 Chicora Trail Camden,S.C. 29020  
H (803)713-1005 c (803) 243-3221

Objective A position as a Traininig and Development Director  
Summary of Qualifications Excellent human resources background, including:  
employee screening; employee orientation, evaluation and placement; safety and training; and career planning.  
Experienced in developing and implementing new safety, training, and employee orientation programs.Experience and  
training in customer service in a fast paced metric driven environment.

Work Experience - 8/2007 current  
State Farm Insurance -- Chuck Nash Agency ,Camden,S.C.

- Licensed staff member responsible for servicing Life,Accident and Health as well as Property and Casualty  
customers.

08/2005 05/2007

- United Insurance Company of America
- Successfully managed a debit business that contained approximately 300 customers and covered 4 counties.
- Owned and operated Carolina Café from 1996 ->2006.

August 2005-July 2007

E.I.DuPont -  
Lugoff,S.C.

- 1st line mgr - 1974

Scheduled work,administered pay practices,trained and evaluated associates progress from "new hire" through seasoned operators.Participated in the interview process for perspective employees.

- Projects manager - 1979-1981

Led 6 person special projects team in various improvements: Employee work streams,redefining and redistributing work assignments resulting in waste elimination( both time and material).

- Engineering manager - Mechanical/Electrical- 1981-1989

Provided 24 hour leadership to 30 craftsmen in maintaining and installing machinery in a 300 mm lb/yr Nylon production facility.

- Projects manager Mechanization/computerization - 1989- 1990 Formed a team to formulate,design and implement (including operating procedures) new work systems in a 500 person mfg.area.Developed and lead the training of all personnel.

Supervised the development of a Computer Support Technician group,insured proper training and 24 hour support of the manufacturing facility.

- Training manager - 1990 - 1992

Responsible for the interviewing, training, monitoring progress of contract personnel which were assigned in all areas of the site.Developed training systems for new and modified equipment.

- Special Personnel project - 1995

- Quality Assurance / Trade Support Manager 1992-2003

Responsibilities included personal Customer Service to

Carpet manufacturing facilities from Mobile Al.,to Wilmington,Del.

Made monthly reports to management , with metrics,as to the performance of products in the trade.

Arranged and hosted customer visits Camden.

Co-ordinated bi-annual Archetech and Design seminars that included participants from all across the U.S.

Developed and led Internal Product Quality Improvement Initiatives.

Jan 1972-Sept 2004

Education HS diploma 1970 - Camden,S.C.

Enrolled in USC ,completed 2 semesters.

Various training courses in management ,quality, and personnel training.

Proficient on PC usage

Other Married 36 years to Ginger,1 son 31 ,1 daughter 33,

#### **Resume Attachment**

None

#### **Agency-wide Questions**

1. Q: Have you ever been convicted of a criminal offense? Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

A: No

2. Q: If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.

A:

3. Q: Are you currently employed by the State of South Carolina?

A: No

4. Q: If so, in which agency do you currently work?

A:

5. Q: Do you have any relatives employed with the State of South Carolina?

A: No

6. Q: If yes, please provide below the name(s), relationship, and agency.

A:

7. Q: Have you ever been terminated or forced to resign from any job?

A: No

8. Q: If yes, please explain.

A:

9. Q: Will you need reasonable accommodations to participate in the selection procedures (e.g., interview, written tests, or job demonstration)?

A: Yes

10. Q: State agencies are actively supporting the Family Independence Act by hiring welfare and food stamp recipients for certain jobs. Are you currently receiving AFDC benefits or food stamps?

A: No

11. Q: Are you legally authorized to work within the United States?

A: Yes

12. Q: Give the name, address, and phone number of two people, not relatives, who are familiar with your work.

A: Sammie Tucker  
1377 Springhill rd  
Camden, SC 29020  
(803)432-0099

Steve Kelly  
827 Pine Oak Rd  
Camden, SC 29020  
(803) 432-1251

### Supplemental Questions

1. Q: Do you have a Bachelor's degree?

A: No

2. Q: What software applications are you proficient in? Check all that apply.

A: MS Word, Excel, Power Point



STATE OF SOUTH CAROLINA  
**Department of Health and  
 Human Services**

1801 Main Street, Suite 1100  
 Columbia, SC 29201

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Program Coordinator I**

*An Equal Opportunity Employer*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 01/16/08

**CLOSING DATE:** 01/23/08 05:00 PM

**JOB TITLE:** Program Coordinator I

**CLASS CODE:** AH35

**POSITION NUMBER:** 112281

**SLOT NUMBER:** 0027

**STATE SALARY RANGE:**

\$29,975.00 - \$55,461.00 Annually

**AGENCY HIRING RANGE - MIN:** \$29,975.00

**AGENCY HIRING RANGE - MAX:** \$55,461.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

All information in the work experience section must be complete. A resume may be attached, but not substituted for completing this section. Applicants must apply online.

**JOB RESPONSIBILITIES:**

Primary liaison to Medicaid providers, Insurance carriers, PBM's and internal Medicaid program staff to ensure compliance with Third Party Liability (TPL) program standards and regulations. Participates in the administration and dissemination of Medicaid TPL policies and procedures. Manages Medicaid TPL claim criteria, conducts training session presentations, prepares and evaluates TPL reporting. Consults with program areas to resolve TPL claim questions. May

participate in monitoring program impact of Medicaid Insurance Verification Services; performs audits of contractor accuracy and performance. Assists in analysis of TPL programs by researching and evaluating data for management use in the reporting of TPL activities required under Federal regulations. Develops and maintains working knowledge of Medicaid programs, policies and procedures and their coordination with the health insurance industry.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree and relevant program experience.

**PREFERRED QUALIFICATIONS:**

Considerable knowledge of Federal and State Medicaid rules and regulations, Medicare and health insurance principles and terminology. Experience in coordination of health insurance benefits and recovery methodologies used in TPL recoupment programs. Experience in recording, documenting, or resolving Medicaid transactions. Should be able to analyze, research, and direct data and referrals for appropriate action. Ability to interpret liable third party documents, to prepare clear and concise statistical reports, and to communicate effectively orally and in writing. Microsoft Word and Windows 98 experience preferred.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.jobs.sc.gov>

Job #112281  
PROGRAM COORDINATOR I  
MJ

OR  
1801 Main Street, Suite 1100  
Columbia, SC 29201

**Program Coordinator I Supplemental Questionnaire**

- \* 1. What is your date of birth to include the year? (This information is gathered for the purposes of criminal record checks only and will not be forwarded to the hiring authority. The SCDHHS is an equal employment opportunity employer.)

- \* 2. Do you have a Bachelor's degree?

☐ Yes ☐ No

- \* 3. What software applications are you proficient in? Check all that apply.

☐ MS Word  
☐ Excel  
☐ Power Point  
☐ Lotus Approach  
☐ MS Publisher  
☐ MS Access  
☐ None of the above

\* Required Question



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Welcome, Arlette Weaver

Application Detail

[View All Applicants](#) [View Applicants By Step](#)[Education Rating](#)[Work Experience Rating](#)[View Master Profile](#)[Show Candidate Disposition](#)

Application 1 of 2

« Previous Applicant | Next Applicant »

[Print View](#)**120562 - Program Coordinator II****Personal Profile -- Person ID: 2275334**

Name:	Ivan f Guinn	Address:	1591 chicora trail camden, South Carolina 29020 westwind05@bellsouth.net
Home Phone:	(803) 713-1005	Email:	
Person ID:	2275334	Notification Preference:	Paper
Month and Day of Birth:	10/22	Alternate Phone:	(803) 243-3221
		Former Last Name:	

**Other Personal Information**

Driver's License: Yes, South Carolina 4559420 Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences**

Preferred Salary: \$45,000.00 per year

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day

**Objective**

Use my background,skills,and experience to work in the Administrative,Human Resource,Training and Development field

**Education**

**High School**

*Camden High*

9/1966 - 6/1970

Camden, South Carolina

Did you graduate: Yes

Degree Received: High School Diploma

**Work Experience**

**Manager**

1/1972 - 9/2004

Hours worked per week: 50

Monthly Salary: \$7,000.00

E.I.Dupont

Name of Supervisor: M.Tropea - Area Manager

Hwy 1 S

May we contact this employer? No

Lugoff, South Carolina 29078

**Duties**

Mfg. Mgr./Training coordinator

Projects Mgr.  
Quality Assurance/Customer Support Mgr.  
Customer Training mgr/Seminar coordinator  
Mechanical Team Mgr  
Electrical Team Mgr

#### **Reason for Leaving**

Retired

#### **Certificates and Licenses**

Type: Life/Accident/Health/Property/Casualty Insurance  
License

Number:

Issued by: South Carolina Department Of Insurance

Date Issued: 8 /2005    Date Expires: 9 /2008

#### **Skills**

Office Skills

Typing:

Data Entry:

Other Skills

Customer service/employee relations/personnel rela  
Skilled - 35 years and 0 months

Office system PC skills/word/excel/powerpoint Skilled - 20  
years and 0 months

MS word/Excel/powerpoint Skilled - 10 years and 0  
months

#### **Additional Information**

#### **References**

#### **Resume**

##### **Text Resume**

Ivan F. Guinn,Jr. (Frank)  
1591 Chicora Trail Camden,S.C. 29020  
H (803)713-1005 c (803) 243-3221

##### **Objective A position as a Program Coordinator 11**

Summary of Qualifications Excellent human resources background, including:  
employee screening; employee orientation, evaluation and placement; safety and training; and career planning.  
Experienced in developing and implementing new safety, training, and employee orientation programs.Experience and  
training in customer service in a fast paced metric driven environment.

Work Experience - 8/2007 current  
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- Licensed staff member responsible for servicing Life,Accident and Health as well as Property and Casualty  
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08/2005 05/2007

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- Successfully managed a debit business that contained approximately 300 customers and covered 4 counties.
- Owned and operated Carolina Café from 1996 ->2006.

August 2005-July 2007

E.I.DuPont -  
Lugoff,S.C.

- 1st line mgr - 1974

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Jan 1972-Sept 2004

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Enrolled in USC ,completed 2 semesters.

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Proficient on PC usage

Other Married 36 years to Ginger,1 son **31** ,1 daughter 33,

#### **Resume Attachment**

None

#### **Agency-wide Questions**

**1. Q:** Have you ever been convicted of a criminal offense? Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

A: No

**2. Q:** If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.

A:

3. Q: Are you currently employed by the State of South Carolina?  
A: No
4. Q: If so, in which agency do you currently work?  
A:
5. Q: Do you have any relatives employed with the State of South Carolina?  
A: No
6. Q: If yes, please provide below the name(s), relationship, and agency.  
A:
7. Q: Have you ever been terminated or forced to resign from any job?  
A: No
8. Q: If yes, please explain.  
A:
9. Q: Will you need reasonable accommodations to participate in the selection procedures (e.g., interview, written tests, or job demonstration)?  
A: Yes
10. Q: State agencies are actively supporting the Family Independence Act by hiring welfare and food stamp recipients for certain jobs. Are you currently receiving AFDC benefits or food stamps?  
A: No
11. Q: Are you legally authorized to work within the United States?  
A: Yes
12. Q: Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
A: Sammie Tucker  
1377 Springhill rd  
Camden,SC 29020  
(803)432-0099
- Steve Kelly  
827 Pine Oak Rd  
Camden,SC 29020  
(803) 432-1251

### Supplemental Questions

1. Q: Do you have a bachelor's degree and a minimum of three years of management experience in a training and development environment?  
A: No



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**Department of Health and  
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**INVITES APPLICATIONS FOR THE POSITION OF:  
 Program Coordinator II**

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**OPENING DATE:** 01/11/08

**CLOSING DATE:** 01/17/08 05:00 PM

**JOB TITLE:** Program Coordinator II

**CLASS CODE:** AH40

**POSITION NUMBER:** 120562

**SLOT NUMBER:** 0089

**STATE SALARY RANGE:**  
 \$36,476.00 - \$67,486.00 Annually

**AGENCY HIRING RANGE - MIN:** \$36,476.00  
**AGENCY HIRING RANGE - MAX:** \$51,981.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

All information in the work experience section must be complete. A resume may be attached, but not substituted for completing this section. Applicants must apply online.

**JOB RESPONSIBILITIES:**

Develop working knowledge of major programs and agency initiatives in order to design, develop, and implement effective training program for agency staff and external customers who are affected by Medicaid policies and programs. Prepare training programs that are packaged in such a way that numerous agency staff can be informed and prepared to represent the agency on issues of concern. Develop provider manual supplement related to Managed Care

programming. Updated as needed. Serve as liaison with provider outreach contractor. Represent the agency at professional meetings and community events and deliver needed information in order to increase and improve communication between this agency and those affected by Medicaid policy.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree with at least three years experience in public speaking and training design.

**PREFERRED QUALIFICATIONS:**

Must possess public speaking skills and have a working knowledge of the variety of educational media formats that can be used to design training events as well as "train the trainer" programs. Must have excellent organizational skills, be able to research and extract important facts related to program delivery and have a basic knowledge of the Medicaid program. Must be able to make independent decisions and communicate effectively.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.jobs.sc.gov>

Job #120562  
PROGRAM COORDINATOR II  
MJ

OR  
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**Program Coordinator II Supplemental Questionnaire**

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- \* 2. Do you have a bachelor's degree and a minimum of three years of management experience in a training and development environment?

☐ Yes ☐ No

\* Required Question