

EEO DATA FORM
(TO BE COMPLETED FOR APPLICATS SELECTED FOR INTERVIEW)

POSITION APPLIED FOR: Internal Program Manager I/Regional Supervisor APPLICANT SELECTED: Blondean Funderburk

JOB CATEGORY: _____ ANTICIPATED HIRE DATE: 11/17/11

OPENING DATE: September 22, 2011 _____ CLOSING DATE: September 26, 2011 _____

AREA OF UNDERUTILIZATION: _____

APPLICANT NAME	*RACE	SEX M/F	MET TRAINING AND EXPERIENCE (Y/N)	**DIPOSITION	COMMENTS
1 Medlin, Jennifer A.	B	F	Y	A	
2 Mercer, Brian K.	W	M	Y	A	
3 Owens, Nikisha M.	B	F	Y	A	
4 Washington, Allexan J.	B	M	Y	A	
5 White, Michelle A.	W	F	Y	A	
6 Williams-Hammond, Stacie	B	F	Y	A	
7 Wilson, Deborah A.	B	F	Y	A	
8 Funderburk, Blondean	B	F	Y	B	

***Race:**

W - White (Not Hispanic)

B - Black (Not Hispanic)

S - Hispanic (Regardless of Race)

A - American Indian and Alaskan Native

O - Asian & Pacific Islander

****Disposition Code:**

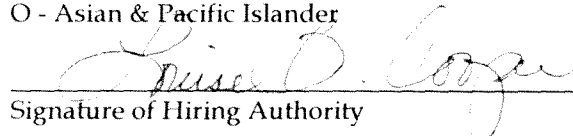
A. Interviewed; Not Hired

B. Interviewed; Hired

C. Job Offered but Rejected

D. Did Not Come for Interview

E. Other


Signature of Hiring Authority

11/3/11
Date

OEPP-P-7 (9/2007)

Name Blondeau Tunderbark Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

Date Assigned to Current Position 2-1-04

Performance Review From 2-17-10 To 8-16-10

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Ella Rose Thurn Date 2-17-10

Reviewed by Louise Cooper Date 2-17-10

Employee [Signature] Date 2/17/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer Ella Rose Thurn Date 8/25/10

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee [Signature] Date 8/25/10

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

- 30 % 1. **Job Duty:** Assists with hiring, training and supervising County Coordinators and other GAL Program staff within the assigned judicial circuit. Coordinates program design and implementation throughout the circuit in accord with state policy and procedure guidelines. Assists State Guardian ad Litem Office with ensuring compliance by all Guardian ad Litem personnel to state statute and program best practices that impact child welfare in abuse and neglect cases in the assigned judicial circuit. E

Success Criteria: Along with the Regional Supervisor hires and actively supervises circuit staff. Visits each county office a minimum of quarterly and reviews the county COMET data submission monthly. Evaluates staff on time and submits EPMS reports to state office. Keeps updated best practices on hand and can direct circuit staff to current program policy. Follows statutory guidelines, program best practices and monitors circuit staff compliance to both.

- 25 % 2. **Job Duty:** Ensures that sufficient volunteers are recruited, trained and supported to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit. Participates in the County Plans development for the circuit for adherence to statutory requirements and court orders. Participates in state office staff meetings and other professional training as required. E

Success Criteria: Assigns 100% of cases to volunteer guardians ad litem and has no more than a 2 case per staff average. Trains effective volunteers, using and modeling adults learning principles. and demonstrates a knowledge of child advocacy best practices. Meets county plan retention goal within 10% of set goal. Attends 75% of state staff meetings and 75% regional meetings as called. Attends training opportunities in sufficient numbers to acquire the necessary 12 hours of in-service hours.

- 15 % 3. **Job Duty:** Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, and is proficient in using the database. Produces reports as needed to monitor progress on County Plan goals within the circuit and for timely submission to the state Guardian ad Litem office. S

Success Criteria: The COMET database accurately reflects the statistics of the circuit. County data is regularly submitted by the 10th of the next month and in proper format to state office. Circuit Coordinator reviews the county plan quarterly against COMET data for circuit program improvement.

JOB DUTIES

Performance Level

- 10 %
4. **Job Duty:** Develops and implements public relations efforts in coordination with the Public Relations Supervisor and Team and the County Coordinator(s) in the assigned judicial circuit to recruit volunteer advocates and provide community education about child abuse and neglect.
-

E

Success Criteria: Submits completed PR plan before every training. Submits completed form number 208 after each training to the Data/Grant Coordinator.

- 10 %
5. **Job Duty:** Establishes and maintains positive working relationships with the Department of Social Services, Family Court and the Bench, and other child serving agencies within the judicial circuit.
-

S

Success Criteria: Attends staffings and meetings on program cases. Staff and/or volunteers participate in child welfare initiatives in the circuit. The Circuit GAL Program actively participates in collaborative case management efforts and conflict resolution with circuit agencies. The Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

Performance
Level

% 1. Objective:

Success Criteria:

% 2. Objective:

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Performance Level

4% 1. Characteristic: Judgment

E

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

2% 2. Characteristic: Initiative

E

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

E

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

2%

4. Characteristic: Promoting Equal Opportunity

Definition: Promoting agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social economic equal opportunity goals.

—E—

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Ms. Funderburk is an excellent circuit coordinator. She supervises, directs, and leads the county coordinator in her circuit. This year she has begun on site audits of the Chester and Fairfield case files which promote better case management in those two counties. She is a strong support for the staff in her circuit.

Ms. Funderburk makes quarterly and yearly plans and goals for her county. She is open to try new ideas for retention, pre-service training, and continuing education for the volunteers. She is innovative, and above all, professional.

Despite the mandate to take all of the abuse and neglect cases, she remains committed to her volunteers and to the children in her case load. She is a fine employee.

APPRAISAL RESULTS

_____ Successful
2.75 _____ Exceptional
_____ Unacceptable

Name Blondean Funderburk Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

Date Assigned to Current Position 2/1/04

Performance Review From 8/17/10 To 8/16/11

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Elle Reese-Hinson Date 8/25/10

Reviewed by _____ Date _____

Employee Blondean Funderburk Date 8/25/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

1. **Job Duty:** Assists with hiring, training and supervising County Coordinators and other GAL Program staff within the assigned judicial circuit. Coordinates program design and implementation throughout the circuit in accord with state policy and procedure guidelines. Assists State Guardian ad Litem Office with ensuring compliance by all Guardian ad Litem personnel to state statute and program best practices that impact child welfare in abuse and neglect cases in the assigned judicial circuit.
- 30 %

Success Criteria: Along with the Regional Supervisor hires and actively supervises circuit staff. Visits each county office a minimum of quarterly and reviews the county COMET data submission monthly. Evaluates staff on time and submits EPMS reports to state office. Keeps updated best practices on hand and can direct circuit staff to current program policy. Follows statutory guidelines, program best practices and monitors circuit staff compliance to both.

2. **Job Duty:** Ensures that sufficient volunteers are recruited, trained and supported to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit. Participates in the County Plans development for the circuit for adherence to statutory requirements and court orders. Participates in state office staff meetings and other professional training as required.
- 25 %

Success Criteria: Assigns 100% of cases to volunteer guardians ad litem and has no more than a 2 case per staff average. Trains effective volunteers, using and modeling adults learning principles. and demonstrates a knowledge of child advocacy best practices. Meets county plan retention goal within 10% of set goal. Attends 75% of state staff meetings and 75% regional meetings as called. Attends training opportunities in sufficient numbers to acquire the necessary 12 hours of in-service hours.

3. **Job Duty:** Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, and is proficient in using the database. Produces reports as needed to monitor progress on County Plan goals within the circuit and for timely submission to the state Guardian ad Litem office.
- 15 %

Success Criteria: The COMET database accurately reflects the statistics of the circuit. County data is regularly submitted by the 10th of the next month and in proper format to state office. Circuit Coordinator reviews the county plan quarterly against COMET data for circuit program improvement.

JOB DUTIES

Performance
Level

4. **Job Duty:** Develops and implements public relations efforts in coordination with the Public Relations Supervisor and Team and the County Coordinator(s) in the assigned judicial circuit to recruit volunteer advocates and provide community education about child abuse and neglect.

10 %

Success Criteria: Submits completed PR plan before every training. Submits completed form number 208 after each training to the Data/Grant Coordinator.

5. **Job Duty:** Establishes and maintains positive working relationships with the Department of Social Services, Family Court and the Bench, and other child serving agencies within the judicial circuit.

10 %

Success Criteria: Attends staffings and meetings on program cases. Staff and/or volunteers participate in child welfare initiatives in the circuit. The Circuit GAL Program actively participates in collaborative case management efforts and conflict resolution with circuit agencies. The Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

Performance
Level

% 1. Objective:

Success Criteria:

% 2. Objective:

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Performance Level

4% 1. Characteristic: Judgment

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

2% 2. Characteristic: Initiative

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

2%

4. Characteristic: Promoting Equal Opportunity

Definition: Promoting agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social economic equal opportunity goals.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

APPRAISAL RESULTS

_____ Successful
_____ Exceptional
_____ Unacceptable

Name Blondean Funderburk Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH35 Circuit Coordinator

Date Assigned to Current Position _____

Performance Review From 10/30/08 To 8/02/09

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Employee _____ Date _____

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer Ala Rene Hinson Date 8-4-09

Reviewed by Christie S. Logan Date 8-11-09

Reviewing Officer Comments _____

Employee Blondean Funderburk Date 8-5-09

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

- 28 %
1. **Job Duty:** Ensures that volunteers are recruited, trained and supported in order to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit, to include implementing public relations for volunteer recruitment and community awareness of child abuse.

E

Success Criteria:

Lower case rejection percentages; accurate case numbers reflected in acceptance and turn back rates; accurate active volunteer numbers; adequate numbers of volunteers for the caseload; well-trained and effective volunteers; regular volunteer monitoring forms in the case files; evidence of objectives public relations activities

- 23 %
2. **Job Duty:** Assists with hiring and supervising County Coordinators within the assigned judicial circuit and hires, trains and supervises administrative staff within the circuit office. Participates in state meetings and professional development opportunities.

E

Success Criteria:

County offices that are staffed without undue length of vacancies; staff that is adequately trained and supervised as measured by their proficiency and longevity; regular attendance and participation in staff meeting and trainings.

- 13 %
3. **Job Duty:** : Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, is proficient in using the database, and assists state office in development of county plans using the information

S

Success Criteria:

Comet information is accurate. County plan for improvement and program development is in place and goals are set for measurable gains.

- 13 %
4. **Job Duty:** Ensures circuit employee compliance with SCGAL enacting legislation, program policy and best practices standards in child welfare, and OEPP policy.

S

Success Criteria:

Program runs according to program policy and standards. Circuit Coordinator regularly meets with circuit staff to maintain quality advocacy practices.

JOB DUTIES

Performance
Level

- 13 %
5. **Job Duty: Establishes and maintains professional working relationships with the county Departments of Social Services, the Family Court Bench and administration, and other child serving agencies in the circuit.**

E

Success Criteria:

Circuit GAL program is included in the child welfare systems that affect the children we serve. Circuit GAL Program has access to collaboration and conflict resolution with circuit agencies. Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

**Performance
Level**

_____ % 1. **Objective:**

Success Criteria:

_____ % 2. **Objective:**

Success Criteria:

ACTUAL PERFORMANCE

Ms. Funderburk has conducted three pre-service trainings since August, 2008, and has trained 18 new guardians ad litem. The result of these trainings has increased her volunteer numbers to 55. She has another training scheduled to begin in September, 2009. She has increased the acceptance rate of cases.

Ms. Funderburk has held six in-service trainings since the beginning of the fiscal year. She held a Light of Hope vigil, involving community members, local politicians, other agencies, and volunteer GALs. She participated in the Forgotten Children rally in Columbia.

She is always looking for new and better ways to do her job, recruit volunteers, and interact with the community. She is professional, dependable, and an asset to our program.

Since mid-June, 2009, Ms. Funderburk has also coordinated the Fairfield and Chester GAL Programs while the county coordinator has been on FMLA. She has taken on this responsibility with diligence and aplomb. Along with the regional supervisor, she has increased the supervision of the counties in her circuit to improve the advocacy for the children as well as the support of the volunteers.

PERFORMANCE CHARACTERISTICS

Performance Level

5% 1. Characteristic: Judgment

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

_____ E

3% 2. Characteristic: Initiative

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities. E

2% 3. Characteristic: Leadership

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems. E

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Ms. Funderburk will continue the close, supportive supervision of the Chester/Fairfield GAL Program.

She will continue to hold pre-service trainings to add enough volunteers to her program to increase the acceptance rate of cases.

She will continue to foster pro-active and sustained advocacy with the Lancaster volunteers so that children will receive the best possible outcomes.

APPRAISAL RESULTS

_____ Successful
2.74
_____ Exceptional
_____ Unacceptable



State of South Carolina
Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

November 7, 2011

Blondean Funderburk
2105 Emma Circle
Lancaster, South Carolina 29720

Dear Ms. Funderburk:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Program Manager I, Band 07, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Thursday, November 17, 2011. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return your signed offer letter to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

A handwritten signature in dark ink, appearing to read "St W. H. Jr.", written over a horizontal line.

Swinton W. Hudson, Jr.
Human Resources Director

Signed _____

Date _____

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.



State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

November 7, 2011

Blondean Funderburk
2105 Emma Circle
Lancaster, South Carolina 29720

Dear Ms. Funderburk:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Program Manager I, Band 07, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Thursday, November 17, 2011. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return your signed offer letter to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

A handwritten signature in cursive script, appearing to read "St W. H. Jr.", written in dark ink.

Swinton W. Hudson, Jr.
Human Resources Director

Signed

A handwritten signature in cursive script, appearing to read "Steven Funderburk", written in dark ink.

Date

11/9/11

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.

OFFICE OF EXECUTIVE POLICE & PROGRAMS

Internal Application Form



Name: Blondean Funderburk Work Phone: 803-734-4160

Social Security Number: [REDACTED]

Current Title: Program Manager /Regional Supervisor I Current Division: Guardian ad Litem Program

Office/Division of Position Applied for: Columbia/Program Manager/ Regional Supervisor I

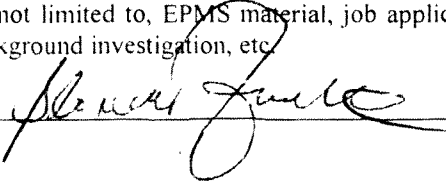
Title of Position Applied for: Program Manager/ Regional Supervisor I

If the information on your state application form has changed since the last time you completed it, please file an updated form along with Internal Application. Below, please present a brief statement of interest and qualifications for the position you are applying for. Note, if offered this position, you must present verification of educational background.

I have been employed with the Guardian ad Litem Program for the past seven years. I am interested in the

Program Manager/ Regional Supervisor's position. Since October 2, 2011, my responsibilities includes
administering policies and procedures, supervising, training and providing guidance for 21 employees
in 10 counties. I am attention to detail and have strong analytical skills.

By my signature, I hereby authorize the supervisor to view job-related material within my permanent file to include, but not limited to, EPMS material, job application, training records, disciplinary/commendations material, background investigation, etc.

Signature:  Date: 01/23/11

OEPP-P-9 (02/00)

Personnel Transaction Document | Office of the Governor

Position Data: Position No. 60008132 Class Code AH45 ☒ exempt ☐ non-exempt ☒ travel required

Classification Title Program Coordinator II Location (Div, Dept, or Office) Guardian ad Litem/Columbia Band 7

Budget Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other
D170G00010	3525	12	100	20		80

Previous Position Data: Position No. 60007476 7270 Class Code AH40 ☒ exempt ☐ non-exempt ☒ travel required

(if applicable): Classification Title Program Coordinator II Location (Div, Dept, or Office) Guardian ad Litem/Columbia Band 7

Budget Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other
D170G00010	3502	12	100	20		100

Transaction: ☒ Hire Action ☐ Salary Change ☐ Update Position Description ☐ LWOP ☐ Request to post Vacancy ☐ Funding Level Change ☐ Separation ☐ Create New Position ☐ Request to Reclassify Position ☐ EPMS Rating ☐ FMLA Other:

Remarks/Justification: (300 char. max.) Moving current employee to FTE from Time Limited

Division Director Travis B. Coogan Date 11/3/11
Deputy Chief of Staff for Administration _____ Date _____

Reset Form

Effective Date: 11/17/2011

Employee Data:

Employee Name (Last, First, MI)

Personnel Number

Funderburk, Blondean

10005086

Hire Action Type and Status

Type:

- ☒ New Hire ☐ Internal Reassignment
☐ Commercial Temp ☐ Promotion
☐ Demotion ☐ Dual Employment
☐ Other: ☐ Transfer From:

Status:

- ☒ Permanent ☒ Full-Time
☐ *Temporary ☐ Part-Time
☐ Temp-Grant
☐ Time-Limited
 *hrs./wk: 37.5 #wks: 52

Salary Data

Reason:

- ☐ Performance ☐ Additional job duties/
responsibilities
☐ Promotion ☐ Additional skills/
knowledge
☐ Reclassification
☐ Merit Increase ☐ Other

Salary:

Current Salary:
 New Salary:
☒ Minimum ☐ Above Minimum
 Percent/Amount Change 0 / 0

Employee Performance Management System

EPMS Type:

- ☐ Probationary Other:
☐ Trial
☐ Annual
☐ Leave Without Pay ☐ FMLA

Performance:

- ☐ Exceptional
☐ Successful
☐ Unacceptable

Score:

Beginning Date/Time /
 Ending Date/Time /

Total Number or Hours/Mins:

*Include additional information under remarks
 (Attach FMLA Form)

Separation Reason:

- ☐ Resignation ☐ TERI
☐ Dismissal ☐ Transfer to other Agency
☐ Retirement ☐ Termination of Temporary Employment
☐ Death Other:

Leave:

- ☐ Transfer to (Agency):
☒ Pay out: Annual Leave

Director of Human Resources
 Director of Administration
 Date
 Date

SCEIS
 Payroll
 Personnel Computer
 Personnel Liaison
 Offer Letter
 Exit

Blondean Funderburk

1126 Fowler Road, Lancaster, S.C. 29720, (803) [REDACTED], email: BlondeanF@ [REDACTED]

Professional Profile

Experienced Program Manager with a record of success in administration, supervising, training, recruiting, and coaching. Creative problem solver with ability to drive revenue growth, resolve conflict, improve morale and consistently exceed goals.

Experience:

Cass Elias McCarter Guardian ad Litem Program – Columbia, South Carolina 2010- Present

Program Manager /Regional Supervisor

Supervise Region III Circuit and County Coordinators to ensure support of program goals and to maintain organizational efficiency and effectiveness. Facilitate routine quality assurance measures to ensure consistency in state-wide implementation of GAL program. Analyze statistical data to determine trends and problem areas and makes recommendations to the Program Director for procedural changes to improve the overall GAL process.

- Certificate of Completion Grant Writing, 2011
- Certificate of Completion Storytelling in the Board Room, 2011

Lancaster County Guardian ad Litem Program – Lancaster, South Carolina 2004- Present

Program Coordinator

Develop, plan, coordinate, recruit, and train a pool of community volunteers to represent abused children in Family Court. Responsible for, public relations, program administration, grant writing, fundraising, and board development. Evaluate the program regularly to ensure the Circuit is in compliance with best practices and the state and national guidelines. Establish and maintain positive working relationships with child serving agencies to promote and improve the service delivery of the program.

- National Court Appointed Special Advocate Certificate of Compliance, February 2007
- National Court Appointed Special Advocate Policy and Procedure Committee Member, 2007
- Train the Trainer Spring, 2005
- Prevent Child Abuse and Neglect Fall, 2005
- "Identifying and Understanding the Effects of Sexual Abuse" Fall, 2005
- National Court Appointed Special Advocate Leadership Institute Graduate, 2004
- Promoted to Regional Supervisor, October 2010

Southside Adult and Family Literacy Project– Lancaster, South Carolina 2002 - 2005

Program Manager

Assisted the Project Director with the start up of the adult literacy program. Ensured effectiveness, compliance and equity within the program. Maintained all financial records including auditing and preparing monthly financial statements.

- Successfully managed a \$330,000 foundation grant
- Certificate in Outcomes and Measures for Family Literacy Programs Spring, 2004

Malibu's Learning World-Lancaster, South Carolina 1999-2002

Human Resource Manager

Responsible for coordinating the startup of the day care, marketing, implementing policies and procedures and human resources. Initiated written job descriptions, employee orientation and performance review guidelines. Developed and designed child care curriculums.

- Increased sales from 0 to \$140,000 in just two years
- Reduced Staff turnover by 20%
- Successfully completed the Society of Human Resource Management Spring, 2001

South Carolina Commission for the Blind -Rock Hill South Carolina 1997 - 2004

Human Service Coordinator

Designed and implemented specialized rehabilitation programs and services for consumers in a multi-county district. Responsible for training, coaching, counseling, case management and public awareness. Ensured all documents and terms were explained to consumers.

- Counselor of the Year, 2003
- Successfully managed over 100 cases annually

EDUCATION:

Bachelor of Science- North Carolina Agricultural and Technical State University, Greensboro, North - 1990

New Hire Justification

Applicant's Name: Blondean Funderburk

Please complete the following questions:

- 1.) What qualities does this applicant have that make him/her capable to perform this job?

Ms. Funderburk is successfully doing the duties of the Regional Supervisor at this time. She is thoughtful in her decisions for personnel issues, supportive to her region's staff members and innovative in her approach to county supervision and support.

- 2.) What kind of educational background does this applicant have that impresses you most for this position?

She has Bachelor's degree and many hours of continuing education on adult training techniques, case management and volunteer and staff mentoring.

- 3.) Why do you feel this applicant is best suited for the position?

She is currently in the position and very successful. This is a move from time-limited to FTE status.

- 4.) Provide the names of all Governor's Office employees participating in the interview process for this position (*one name per line*):

Louise Cooper

Sally Mintz

Cherie Walker

Mary Jo Shull

- 5.) Number of Applicants interviewed: 8

List the names of your 2nd and 3rd choice: Allexan Washington
Would re-interview

You must complete this form and return it to the Human Resources Office with your completed P-1 indicating your selection.

(Revised 8/10)

EEO DATA FORM
(TO BE COMPLETED FOR APPLICANTS SELECTED FOR INTERVIEW)

POSITION APPLIED FOR: Attorney III APPLICANT SELECTED: Virginia Ravenel
 JOB CATEGORY: FTE - Full-time ANTICIPATED HIRE DATE: February 11, 2008
 OPENING DATE: 11-1-2007 CLOSING DATE: 1-16-2008

AREA OF UNDERUTILIZATION: _____

	APPLICANT NAME	*RACE	SEX		MET TRAINING AND		**DISPOSITION	COMMENTS
			M/F	EXPERIENCE (Y/N)				
1	Heesley, Kyliene	W	F	N			A	not enough experience in Family Court & Child Welfare
2	Jackson, Donna	W	F	Y			A	
3	Ravenel, Virginia	W	F	Y			B	
4	Archer, Mark	W	M	Y			A	
5	Walker, Holly	W	F	Y			A	
6	Roberts, Maudrie	W	M	Y			A	
7								
8								
9								
10								
11								
12								
13								

*Race:

W - White (Not Hispanic)
 B - Black (Not Hispanic)
 S - Hispanic (Regardless of Race)
 A - American Indian and Alaskan Native
 O - Asian & Pacific Islander

**Disposition Code:

A. Interviewed; Not Hired
 B. Interviewed; Hired
 C. Job Offered but Rejected
 D. Did Not Come for Interview
 E. Other

Shirley S. Cooper 1-18-2008
 Signature of Hiring Authority Date



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

February 8, 2008

Virginia Ravenel
2406 Duncan Street
Columbia, South Carolina 29205

Dear Ms. Ravenel:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Attorney III, Band 07, is a classified position and your annual salary will be \$ [REDACTED] with an effective date of Monday, February 11, 2008. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Pope", written over a horizontal line.

Edward B. Pope
Human Resources Director

Signed _____

Date _____

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.

Should you accept the aforementioned position, please read the following carefully:

Please complete the enclosed Personal Data form and return it, along with your signed offer letter, to the Human Resource Office, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, South Carolina, 29201.

You are expected to report to work at 8:30 a.m. on Monday, February 11, 2008 at 1205 Pendleton Street, Columbia, South Carolina. In order to ensure you receive your paycheck on time, it is imperative, on your first day of employment, that you bring documents supporting evidence of your employment eligibility (social security card, driver's license, passport, etc.) in order to complete your payroll forms (W-4, I-9). These forms will be provided to you by your office liaison. Also, you must bring your original college transcript if it is required for your position.

The following is information regarding your benefits:

On the first day of employment you will receive a benefits package that will include detailed information about the State benefit programs. You will have the opportunity to view our benefits presentation on-line from your desktop at www.oepp.sc.gov/hr. Once you have viewed the online presentation, please call Terri McDonald at (803) 734-0442 to set up an appointment to review your choices for Medical/Dental Insurance, Flexible Spending Accounts, Life Insurance, Retirement, and other options. You will have 31 days from your date of hire to make your elections.

The following is information regarding your orientation:

Your orientation session has been scheduled for 10:00 a.m. on Tuesday, February 19, 2008. Orientation will take place in the Edgar Brown Building, 1205 Pendleton Street, Suite 467, Columbia, South Carolina. During orientation, we will review policies and procedures and other benefits. Parking will be available on the corner of Pendleton and Assembly Streets, in spaces 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, and 2132. Please park in either one of these spaces to avoid being ticketed.

If you should have any questions concerning this offer, please call Terri McDonald at (803) 734-0442.

We look forward to your joining our team in the Governor's Office.



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

February 8, 2008

Virginia Ravenel
2406 Duncan Street
Columbia, South Carolina 29205

Dear Ms. Ravenel:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Attorney III, Band 07, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Monday, February 11, 2008. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ed Pope", written over a horizontal line.

Edward B. Pope
Human Resources Director

Signed

A handwritten signature in dark ink, appearing to read "Terri McDonald", written over a horizontal line.

Date

2-11-08

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.



HENRY McMASTER
ATTORNEY GENERAL

January 30, 2008

PERSONAL
AND
CONFIDENTIAL

Sent via ordinary mail and facsimile to:

Mr. Edward B. Pope
Director-Human Resources
Office of the Governor
1205 Pendleton St.
Edgar Brown Building
Columbia, SC 29201

RE: Personnel Request

Dear Mr. Pope:

Pursuant to your letter of January 28, 2008, this is to approve your request to employ Ms. Virginia C. Ravenel as an Attorney III in the Governor's Guardian Ad Litem Program, at an annual salary of \$ [REDACTED]

If you have any questions or concerns, please do not hesitate to contact me.

Yours very truly,

John W. McIntosh
Chief Deputy Attorney General

JWM: ds

**STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM**

Name Virginia Ravenel Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AE30

Date Assigned to Current Position 2-11-2008

Performance Review From 2-11-2011 To 2-11-2012

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Employee [Signature] Date 12-15-11

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer [Signature] Date 12-15-2011

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee [Signature] Date 12-15-11

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

1. Job Duty:

Provides legal advice to staff, volunteers, and attorneys and researches legal matters of concern to the SC Guardian ad Litem Program. Assists with development of policies and procedures that meet the legal requirements of state enacting legislation for the Program. Provides guidance, training, consultation and interpretation of laws, policies and procedures to all staff and volunteers as relates to legal matters.

30 %

S

Success Criteria:

As a response to issues that arise, and as a matter of pro-active program development, provides research information and analysis to the Director, state staff, volunteers or contract attorneys that guide and inform advocacy activities. Writes policies and procedures and opinions on legal matters of program concern.

2. Job Duty:

Develop and implement strategic legislative and legal planning activities to ensure the Program's mission is carried out in accordance with Governor's Office mission and represents the Program in public forums in a positive and professional manner with the legislature, court administration, and other child welfare agencies and programs.

25 %

E

Success Criteria:

Interactions with other child welfare entities and the family court result in positive relationships and positive legislative actions for the SC Guardian ad Litem Program.

3. Job Duty:

Conducts and/or coordinates specialized training and initiatives for staff, volunteers and program contract attorneys.

15 %

E

Success Criteria:

Organizes training sessions and public awareness events and presents legal content at staff meetings, volunteer programs, and contract attorney trainings. Successfully conveys content to those groups.

4. Job Duty:

Assists county contract attorneys in cases that are under appeal upon request by county GAL staff or county GAL contract attorneys.

10 %

E

JOB DUTIES

**Performance
Level**

Success Criteria:

The SC Guardian ad Litem Program files an individual or companion brief to DSS in all appropriate program cases under appeal.

5. Job Duty:

10 %

Represents the SC Guardian ad Litem Program on various planning committees of other child welfare agencies/organizations as the primary contact or Director's designee, as needed.

E

Success Criteria:

Attends and successfully participates either as a designee or the primary program contact to represent the SC Guardian ad Litem Program position and perspective.

OBJECTIVES

**Performance
Level**

1. Objective:

%

Success Criteria:

2. Objective:

%

Success Criteria:

ACTUAL PERFORMANCE

Please see narrative in the Summary and Improvement section.

PERFORMANCE CHARACTERISTICS

Performance Level

5 % 1. Characteristic: Judgment

E

Definition:

Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

3 % 2. Characteristic: Initiative

E

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2 % 3. Characteristic: Leadership

E

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Ms. Ravenel has done a phenomenal job this year with her coordination of the Guardian ad Litem Program Study Committee established by Proviso 89.137. Throughout the process she has maintained a strict timeline for the work, organized meeting schedules, notified and informed committee members, invited selected speakers per the Committee members' requests, recorded all of the meeting notes and directives and drafted and redrafted the document for presentation to the House Ways and Means Committee and Senate Finance. She has done an outstanding job of capturing and designing the content of the report with Committee member agreement. The final product will be an accurate representation of the wishes of the Study Committee in a cohesive and professional document, thanks to Ms. Ravenel's expertise.

Ms. Ravenel has, throughout the year, monitored the progress of legislation which will impact child welfare and kept the Director informed of the progress of bills of concern. She is a member of the Bar Associations Child Welfare Sub-Committee, ably representing the Guardian ad Litem Program. Ms. Ravenel also is the attending member of the Children Come First Advocacy group for the GAL Program.

Her accomplishments this year include the coordination with the Children's Law Center of CLE training for the Guardian ad Litem Program contract attorneys, the update of the legal handbook for those attorneys, which she originated, and a recent presentation to the staff attorneys of the Appellate and Supreme Courts about child welfare and TPR procedures and developments in DSS child welfare appeals.

Ms. Ravenel has improved her communication this year with Regional Supervisors when county staff members directly approach her for legal assistance. The separation of case work and legal work is an artificial demarcation in guardian ad litem work and there needs to be a continuing trend towards improvement in that area of coordination.

In her collaborations with partner agencies and organizations, Ms. Ravenel is effective and professional. She represents the position of the Guardian ad Litem Program as the voice of the child consistently and effectively. Ms. Ravenel frequently speaks with legislators and their staff members and can always be counted upon to maintain a professional demeanor and use excellent judgment. She is responsive to staff and constituent calls, hard working and timely. Her writing is excellent and her analysis of legal matters is sound. In addition, Ms. Ravenel is pleasant and friendly to work with. She has become a valued team member upon whom the Guardian ad Litem Program Director and staff can count.

APPRAISAL RESULTS

_____ Successful
2.7 _____ Exceptional
_____ Unacceptable

**STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM**

Name Virginia Riene/ Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AE30

Date Assigned to Current Position 2-11-08

Performance Review From 2-11-2008 To 2-10-2009 EV

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer [Signature] Date 12/22/08

Reviewed by _____ Date _____

Employee [Signature] Date 12-22-08

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer [Signature] Date 2-18-2009

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee [Signature] Date 2-18-09

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

1. Job Duty:

Provides legal advise to staff, volunteers, and attorneys and researches legal matters of concern to the SC Guardian ad Litem Program. Assists with development of policies and procedures that meet the legal requirements of state enacting legislation for the Program. Provides guidance, training, consultation and interpretation of laws, policies and procedures to all staff and volunteers as relates to legal matters.

30 %

E

Success Criteria:

As a response to issues that arise, and as a matter of pro-active program development, provides research information and analysis to the Director, state staff, volunteers or contract attorneys that guide and inform advocacy activities. Writes policies and procedures and opinions on legal matters of program concern.

2. Job Duty:

Develop and implement strategic legislative and legal planning activities to ensure the Program's mission is carried out in accordance with Governor's Office mission and represents the Program in public forums in a positive and professional manner with the legislature, court administration, and other child welfare agencies and programs.

25 %

E

Success Criteria:

Interactions with other child welfare entities and the family court result in positive relationships and positive legislative actions for the SC Guardian ad Litem Program.

3. Job Duty:

Conduct and / or coordinate specialized training and initiatives for staff, volunteers and program contract attorneys.

15 %

E

Success Criteria:

Organizes training sessions and public awareness events and presents legal content at staff meetings, volunteer programs, and contract attorney trainings. Successfully conveys content to those groups.

4. Job Duty:

Assists county contract attorneys in cases that are under appeal upon request by county GAL staff or county GAL contract attorneys.

10 %

E

JOB DUTIES

**Performance
Level**

Success Criteria:

The SC Guardian ad Litem Program files an individual or companion brief to DSS in all appropriate program cases under appeal.

5. Job Duty:

Represents the SC Guardian ad Litem Program on various planning committees of other child welfare agencies/organizations as the primary contact or Director's designee, as needed.

10 %

Success Criteria:

Attends and successfully participates either as a designee or the primary program contact to represent the SC Guardian ad Litem Program position and perspective.

E

OBJECTIVES

Performance
Level

1. Objective:

%

Success Criteria:

% 2. Objective:

Success Criteria:

ACTUAL PERFORMANCE

Virginia has done a truly excellent job of informing the Guardian ad Litem Program on legal and legislative matters. In addition she performs every duty or task in a timely, & professional manner.

PERFORMANCE CHARACTERISTICS

Performance Level

5 % 1. Characteristic: Judgment

Definition:

Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

3 % 2. Characteristic: Initiative

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2 % 3. Characteristic: Leadership

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Virginia has researched the language of #3118 and recruited legislative support for this important bill. She was a major factor in the successful Forgotten Children Rally in November, 2008 both in logistics and content. We have an upcoming leg/staff seminar in April, 2009 with a developing manual for GAL Program Contract Attorneys that is nearly entirely her project. Excellent initiative, excellent work!

APPRAISAL RESULTS

_____ Successful
2.90 _____ Exceptional
_____ Unacceptable

EPMS Weighted Score Calculation Form

Job Duties	(a) % Weight	(b) Rating Value (3=E, 2=S, 1=U)	(c) Numerical Score (a x b)
#1	30	3	90
#2	25	3	75
#3	15	3	45
#4	10	2	20
#5	10	3	30
#6			

Objectives	(a) % Weight	(b) Rating Value (3=E, 2=S, 1=U)	(c) Numerical Score (a x b)
#1			
#2			
#3			
#4			

Performance Characteristics	(a) % Weight	(b) Rating Value (3=E, 2=S, 1=U)	(c) Numerical Score (a x b)
#1	5	3	15
#2	3	3	9
#3	2	3	6
#4			

Column TOTALS	(a) 100%	(b) N/A	(c) <u>210</u>
----------------------	----------	---------	----------------

Numerical Score (c) ÷ 100 = 2.10 (Overall Performance Score)

Overall Performance Rating: _____ (E, S, or U)

	E = Exceptional (3)	2.5 – 3.0
Weighted System/Range	S = Successful (2)	1.5 – 2.49
	U = Unacceptable (1)	1.49 and below

Personnel Transaction Document | Office of the Governor

Position
Data:

Position No. 60007262 Class Code 4A34 ☒ exempt ☐ non-exempt
☐ travel required
Classification Title Director
Location (Div, Dept, or Office) GAH Band 00

Budget
Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other
<u>D17060000</u>	<u>3525</u>	<u>2012</u>	<u>100</u>	<u>20</u>		<u>80</u>

Previous
Position
Data
(if applicable):

Position No. Class Code ☐ exempt ☐ non-exempt
☐ travel required
Classification Title
Location (Div, Dept, or Office) Band

Budget
Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other

Transaction:

☐ Hire Action ☐ Salary Change ☐ Update Position Description
☐ LWOP ☐ Request to post Vacancy ☐ Funding Level Change
☒ Separation ☐ Create New Position ☐ Request to Reclassify Position
☐ EPMS Rating ☐ FMLA Other:

Remarks/
Justification:
(300 char. max.)

Division Director

Date

Deputy Chief of Staff for Administration

Date

SCRS

Reset Form

Effective Date:

1/31/2012

Employee Data:

Employee Name (Last, First, MI)

Personnel Number

Cooper, Louise

10006364

Hire Action Type and Status

Type:

- ☐ New Hire ☐ Internal Reassignment
☐ Commercial Temp ☐ Promotion
☐ Demotion ☐ Dual Employment
☐ Other: ☐ Transfer From:

Status:

- ☐ Permanent ☐ Full-Time
☐ *Temporary ☐ Part-Time
☐ Temp-Grant
☐ Time-Limited

*hrs./wk:

#wks

Salary Data

Reason:

- ☐ Performance ☐ Additional job duties/
responsibilities
☐ Promotion ☐ Additional skills/
knowledge
☐ Reclassification
☐ Merit Increase ☐ Other

Salary:

Current Salary:

New Salary:

☐ Minimum

☐ Above Minimum

Percent/Amount Change

Employee Performance Management System

EPMS Type:

- ☐ Probationary
☐ Trial
☐ Annual

Other:

Performance:

- ☐ Exceptional
☐ Successful
☐ Unacceptable

Score:

☐ Leave Without Pay

☐ FMLA

Beginning Date/Time

Ending Date/Time

Total Number of Hours/Mins:

*Include additional information under remarks
(Attach FMLA Form)

Separation Reason:

- ☐ Resignation ☐ TERI
☐ Dismissal ☐ Transfer to other Agency
☐ Retirement ☐ Termination of Temporary Employment
☐ Death Other:

Leave:

- ☐ Transfer to (Agency):
☒ Pay out: Annual Leave

SCRS

Payroll

Personnel Computer

Personnel Liaison

Offer Letter

Exit

Director of Human Resources

Director of Administration

Date

Date

1/19/12

1/23/12



State of South Carolina
Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

January 18, 2012

Swati Patel, Chief Legal Counsel
South Carolina State House, First Floor
1205 Pendleton Street,
Columbia, South Carolina 29201

Dear Ms. Patel:

Please accept this letter as notice of my resignation as Director of the Cass Elias McCarter Guardian ad Litem Program, OEPP, effective January 31, 2012.

It has been one of the most gratifying experiences of my life to be Director of the Cass Elias McCarter Guardian ad Litem Program for the past seven years. I wish the Program continued success in its mission of advocating for abused and neglected children.

Sincerely,


Louise B. Cooper



State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

January 23, 2012

Louise B. Cooper
Director, Guardian ad Litem
Governor's Office of Executive Policy and Programs
1205 Pendleton Street
Columbia, South Carolina 29201

Dear Mrs. Cooper,

Your resignation from the position of Director of the Cass Elias McCarter Guardian ad Litem Program with the effective date of January 31, 2012, is accepted. We can appreciate the demands that this position has placed on you and appreciate the contributions you have made as director.

On behalf of the organization, I wish you all the best for your future.

Sincerely,

Katherine S. Haltiwanger

Katherine S. Haltiwanger
Deputy Chief of Staff, Operations

OFFICE OF THE GOVERNOR

PERSONNEL TRANSACTION DOCUMENT

Effective Date: 8/23/04

POSITION DATA:

Position No. <u>002762</u>	Class <u>UA34</u>	Slot <u>0006</u>	Classification Title <u>Dir GAL</u>
<input type="checkbox"/> exempt <input type="checkbox"/> non-exempt	<input type="checkbox"/> travel required	Band/Level <u>00</u>	Location (Div, Dept, or Office) <u>GAL</u>

Budget Detail

INDEX	PCA	FFY	% Time	% State	% Federal	% Other
<u>3599</u>	<u>30515</u>	<u>05</u>	<u>100</u>	<u>10</u>		<u>90</u>

PREVIOUS POSITION DATA (IF APPLICABLE):

Position No.	Class	Slot	Classification Title
Previous Incumbent		Band/Level	Location (Div, Dept, or Office)

Budget Detail

INDEX	PCA	FFY	% Time	% State	% Federal	% Other

TRANSACTION:

<input checked="" type="checkbox"/> Hire Action	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Update Position Description
<input type="checkbox"/> LWOP	<input type="checkbox"/> Request to fill Vacancy	<input type="checkbox"/> Funding Level Change
<input type="checkbox"/> Separation	<input type="checkbox"/> Create New Position	<input type="checkbox"/> Request to Reclassify Position
<input type="checkbox"/> EPMS Rating	<input type="checkbox"/> FMLA	<input type="checkbox"/> Other _____

REMARKS/JUSTIFICATION:

Signatures

Date

Supervisor: _____

Office Director: _____

Division Director: _____

Deputy Chief of Staff for Admin. W. M. G. M. 8-6-04

EMPLOYEE DATA:

Employee Name (Last, First, MI) <u>Cooper, Louise</u>	Social Security No. <u>[REDACTED]</u>
--	--

HIRE ACTION TYPE AND STATUS

Type: <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Commercial Temp <input type="checkbox"/> Demotion <input type="checkbox"/> Other	Status: <input type="checkbox"/> Permanent <input type="checkbox"/> *Temporary <input type="checkbox"/> Probationary <input type="checkbox"/> Trial *hrs./wk _____ #wks _____
<input type="checkbox"/> Internal Transfer <input type="checkbox"/> Promotion <input type="checkbox"/> Dual Employment	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp-Grant <input type="checkbox"/> Time-Limited

SALARY DATA:

Reason: <input type="checkbox"/> Performance <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Merit Increase <input type="checkbox"/> Other _____	Salary: Current Salary _____ New Salary _____ <input type="checkbox"/> Minimum <input type="checkbox"/> Above Minimum Percent/Amount Change _____
<input type="checkbox"/> Additional job duties/responsibilities <input type="checkbox"/> Additional Skills/Knowledge	

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM:

EPMS Type: <input type="checkbox"/> Probationary <input type="checkbox"/> Trial <input type="checkbox"/> Annual <input type="checkbox"/> Special	Performance: <input type="checkbox"/> Substantially Exceeds <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Below <input type="checkbox"/> Extend trial period To _____ (Date)
--	---

LEAVE WITHOUT PAY/FMLA:

Beginning Date/Time _____ / _____ Ending Date/Time _____ / _____	Total Number of Hours/Mins _____ *Place type and reason under remarks (Attach FMLA Form)
---	--

SEPARATION: ☐ PERMANENT ☐ TEMP. ☐ TEMP. GRANT ☐ TIME-LIMITED

Reason: <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal <input type="checkbox"/> Retirement <input type="checkbox"/> TERI Leave Taken in current pay period: Annual _____ Sick _____	<input type="checkbox"/> Death <input type="checkbox"/> Transfer to other Agency <input type="checkbox"/> Termination of Temporary Employment <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Never Reported to Work	Leave: <input type="checkbox"/> Transfer to (Agency) _____ <input type="checkbox"/> Pay out: (Annual Leave Balance) _____
--	---	--

Jim Sandona 8/9/04
 Human Resources Administrator
[Signature] 8-10-04
 Director of Administrative Services

Payroll [Signature]
 SABAR [Signature]
 HRIS [Signature]
 Personnel Computer [Signature]
 Detail [Signature]
 Personnel Liaison [Signature]
 Offer Letter [Signature]



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

August 11, 2004

Louise Cooper
116 St. James Street
Georgetown, South Carolina 29440

Dear Ms. Young:

It is my pleasure to confirm Governor Sanford's recent employment offer as Director of Guardian Ad Litem within the Governor's Office of Executive Policy and Programs. This is an unclassified, at-will position and your annual salary will be \$[REDACTED] with an effective date of Monday, August 23, 2004.

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 INCOSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

We would appreciate you acknowledging your understanding of this offer by completing the lower portion of this letter. Please return to Tina Sandoval, Human Resource Administrator, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, South Carolina 29201.

Congratulations on your appointment.

Sincerely,

A handwritten signature in cursive script that reads "Tina Sandoval".

Tina Sandoval, MPER, PHR
Human Resource Administrator

Signed _____

Date _____

Salutation	First	Middle	Last	Suffix	Marital Status	
Ms.	Louise	B.	Cooper		M	
Preferred Name	SS#	Race	Sex	Education	Birthday	HmPh
Louise		W	F	17	01/01/55	843-527-2693
Address	City	State	Zip			
116 St. James Street	Georgetown	SC	29440			

Ch Div	Rm #	Ph Div	WkPh	Category
Guardian Ad Litem		Children's Services	843-545-1057	

Job Status	Location	Title	Sec	Pos. #
TL	Dorchester	Recruiter/Trainer		4419

Gde	Slot	Hrs/Wk	Class Code	Class Code 7/96	Band Level	Title 7/96	Supv/Man.
	4419	37.5	14.60	AG35	05B	Training Coordinator II	

Exemption Status	<input checked="" type="radio"/> E <input type="radio"/> N	Salary		S	10	F		O	90	Transfer	
------------------	--	--------	--	---	----	---	--	---	----	----------	--

Susan's Misc.	Guardian ad Litem	CC	x	TC		P		C	
---------------	-------------------	----	---	----	--	---	--	---	--

EPMS	EPMS Review Date	Review Status	EPMS Rating	MSS	Cont. SS Date	1100	18
	10/2/01						

SCDL #	Parking Space	Misc	Leave Accrual	State Svc	Agency Hire	Agency Term
			06/22/1999		6/2/2000	8/22/2004

Leave Information

Insurance Information

Go To P-1

Go To Letters

Personnel Activity Report	
Pay Period	08/17/2004
HAM	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Hire	<input type="checkbox"/> U <input type="checkbox"/> C <input type="checkbox"/> T
Termination	<input type="checkbox"/> U <input type="checkbox"/> C <input checked="" type="checkbox"/> T
Salary Change	
<input type="checkbox"/> FMLA <input type="checkbox"/> LWOP <input type="checkbox"/> EPMS <input type="checkbox"/> Int Trans <input type="checkbox"/> Rehire <input type="checkbox"/> FLC <input type="checkbox"/> Other	



State of South Carolina
Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

August 11, 2004

Louise Cooper
116 St. James Street
Georgetown, South Carolina 29440

Dear Ms. Young: *Cooper*

It is my pleasure to confirm Governor Sanford's recent employment offer as Director of Guardian Ad Litem within the Governor's Office of Executive Policy and Programs. This is an unclassified, at-will position and your annual salary will be \$[REDACTED] with an effective date of Monday, August 23, 2004.

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 INCOSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

We would appreciate you acknowledging your understanding of this offer by completing the lower portion of this letter. Please return to Tina Sandoval, Human Resource Administrator, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, South Carolina 29201.

Congratulations on your appointment.

Sincerely,

Tina Sandoval

Tina Sandoval, MPER, PHR
Human Resource Administrator

Signed

Louise B. Cooper

Date

8-12-04

EEO DATA FORM

(TO BE COMPLETED FOR APPLICANTS SELECTED FOR INTERVIEW)

POSITION APPLIED FOR: Circuit Coordinator APPLICANT SELECTED: Crystal R. Noble
 JOB CATEGORY: E5 ANTICIPATED HIRE DATE: 10/17/11

OPENING DATE: 8/31/11 CLOSING DATE: 9/6/11

AREA OF UNDERUTILIZATION: WF

APPLICANT NAME	*RACE	SEX	M/F	MET TRAINING AND EXPERIENCE (Y/N)	**DISPOSITION	COMMENTS
1 Barnes, Aretha	B	F		Y	A	
2 Bibbs, James	B	M		Y	A	
3. Burgess, Joan E	W	F		Y	A	
4 Fleming, Akisha	B	F		Y	A	
5 Hanna, Sharon B	W	F		Y	D	
6 Noble, Crystal R	B	F		Y	A B	
7 Payne, Stephanie	B	F		Y	A	
8 Ross, Raweewan A	B	F		Y	A	
9 Shock, Frank	W	M		Y	E	
10 Elliott, Titus J	B	M		Y	E	Applicant scheduled another interview for the same day.
11 Young, Kim	W	F		Y	D	Withdrew because of problems with childcare
12						
13						

*Race:

W - White (Not Hispanic)

B - Black (Not Hispanic)

S - Hispanic (Regardless of Race)

A - American Indian and Alaskan Native

O - Asian & Pacific Islander

**Disposition Code:

A. Interviewed; Not Hired

B. Interviewed; Hired

C. Job Offered but Rejected

D. Did Not Come for Interview

E. Other

Signature of Hiring Authority

Date:

OEPP-P-7 (9/2007)

Personnel Transaction Document | Office of the Governor

Position Data:

Position No .

60007488

Class Code

AH40

☒ exempt ☐ non-exempt

☒ travel required

Classification Title

Circuit Coordinator/Program Coord II

Location (Div, Dept, or Office)

Guardian ad Litem/Greenwood/Abbeville

Band

06

Budget Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other
D17G00010	3525	12	100	20		80

Previous Position Data

Position No .

Class Code

☐ exempt ☐ non-exempt

☐ travel required

(if applicable):

Classification Title

Location (Div, Dept, or Office)

same as above

Band

Budget Detail:

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other

Transaction:

☒ Hire Action

☐ Salary Change

☐ Update Position Description

☐ LWOP

☐ Request to post Vacancy

☐ Funding Level Change

☐ Separation

☐ Create New Position

☐ Request to Reclassify Position

☐ EPMS Rating

☐ FMLA

Other:

Remarks/ Justification:

(300 char. max.)

Reset Form

Effective Date: 11-2-2011 10-16-2011

Employee Data:

Employee Name (Last, First, MI)

Noble, Crystal

Personnel Number

10020111

Hire Action Type and Status

Type:

- ☒ New Hire ☐ Internal Reassignment
☐ Commercial Temp ☐ Promotion
☐ Demotion ☐ Dual Employment
☐ Other: ☐ Transfer From:

Status:

- ☒ Permanent ☒ Full-Time
☐ *Temporary ☐ Part-Time
☐ Temp-Grant
☐ Time-Limited

*hrs./wk: 37.5

#wks: 52

Salary Data

Reason:

- ☐ Performance ☐ Additional job duties/
responsibilities
☐ Promotion ☐ Additional skills/
knowledge
☐ Reclassification ☐ Other
☐ Merit Increase

Salary:

Current Salary: \$

New Salary:

☐ Minimum

☒ Above Minimum

Percent/Amount Change 3% /

Employee Performance Management System

EPMS Type:

- ☐ Probationary
☐ Trial
☐ Annual

Other:

Performance:

- ☐ Exceptional
☐ Successful
☐ Unacceptable

Score:

☐ Leave Without Pay ☐ FMLA

Beginning Date/Time

Ending Date/Time

Total Number or Hours/Mins:

*Include additional information under remarks
(Attach FMLA Form)

Separation Reason:

- ☐ Resignation ☐ TERI
☐ Dismissal ☐ Transfer to other Agency
☐ Retirement ☐ Termination of Temporary Employment
☐ Death Other:

Leave:

- ☐ Transfer to (Agency):
☐ Pay out: Annual Leave

SCEIS

Payroll

Personnel Computer

Personnel Liaison

Offer Letter

Exit

Director of Human Resources

Director of Administration

Date

Date

OFFICE OF THE GOVERNOR

Request Approval to Hire Above the Minimum

HR OFFICE USE ONLY:

Name of Applicant: Crystal Nobel
Social Security Number: _____
Applicant's Current Salary: N/A
Proposed Hire Date: 10-16-2011
Proposed Salary: \$ _____

Position Title: Program Coordinator II/ Circuit Coordinator
Class Code: AH40
Pay Band: 6B
Position Number: 60007488

(Band Range) **Minimum:** \$36,467
 Midpoint: \$51,981
 Maximum: \$67,486

Percent Above Minimum: ☐ %

Minimum training and experience required for this position:

A bachelor's degree and two (2) years related program or management experience, or a Master's or JD degree and one year management experience.

JUSTIFICATION (Be specific and thorough in your response)

List the applicant's related training, education and/or experience that exceed the minimum requirements:

Ms. Nobel has a Master's degree in Youth Development Leadership. She has worked with troubled youths through DJJ for 8 years. She is familiar with family court and has supervision experience. Currently her position with DJJ includes training adults on policy and conducting statistical analysis on statewide issues.

Describe why the proposed salary is necessary to hire applicant and how inequity will not be caused (i.e., market, difficulty in recruiting/retaining, specialized/technical field, little time needed to train, etc.):

The CEM Guardian ad Litem Program beginning salary for Circuit Coordinators is \$ _____. The complexity of the position and the additional supervisory duties required of Circuit Coordinators accounts for the difference between Circuit and County Coordinators.

Signature of Requester

Date

____ Approved _____ Disapproved

Director of Human Resources

Date

Agency Average Salary: _____
Internal Title Average: _____
State Class Average: _____

New Hire Justification

Applicant's Name: Crystal Noble

Please complete the following questions:

- 1.) What qualities does this applicant have that make him/her capable to perform this job?

Ms. Noble has over three years of training, supervisor, case management and legal experience. She is well verse in research and development, project management and administrative skills.

- 2.) What kind of educational background does this applicant have that impresses you most for this position?

Ms. Noble has a Masters in Youth Development Leadership from Clemson University. She also has eight years of experience with the South Carolina Department of Juvenile Justice as a Probation Officer, Supervisor and Detention Manager. Ms. Noble is Certified in Frontline Leadership and Training of Trainers.

- 3.) Why do you feel this applicant is best suited for the position?

Ms. Noble has experience volunteering, working with youth and is knowledgeable about the legal system. Her references confirmed that she is professional, a team player, has strong analytical and organizational skills.

- 4.) Provide the names of all Governor's Office employees participating in the interview process for this position (*one name per line*):

Louise B. Cooper

Sally Mintz

Blondean Funderburk

- 5.) Number of Applicants interviewed: 7

List the names of your 2nd and 3rd choice: Frank Shock
James Bibbs

You must complete this form and return it to the Human Resources Office with your completed P-1 indicating your selection.

(Revised 8/10)

**GOVERNOR'S OFFICE
REFERENCE CHECK FORM**

Applicant's Name: Crystal Noble Date: 9/22/11

A former employee of yours is being considered for a position with the Governor's Office. Would you serve as a reference? ☒ Yes ☐ No

He/she has consented to the release of information about his/her past employment and I would like to verify some information about him/her. (If requested, provide a FAX copy of the Authority to Release Information from the back of the State Application Form.)

Person Contacted: Howard Snider Title: Director

Organization/Employer Contacted: S.C. Department of Juvenile Justice

In what capacity do you know this applicant? Supervisor

When did he/she work for you/the company? From: 2008 To: 2011

What position did he/she hold? Detention Alternatives

Why did he/she leave your company? Contract

Would you rehire him/her? ☐ Yes ☐ No

***** Some organizations may not release the following information due to their policies:**

I understand he/she was making about \$: _____. Is that correct?

Explain the job and ask how they think the person would fit into the position based on previous job responsibilities.

Training is second nature for Crystal. She was a Probation Supervisor. She has worked with courts 4 years. Training Regional & Executive Staff and Law Enforcement.
What were his/her strengths? She has a great demeanor. She has a great way of controlling a situation in training and case management. You call upon her for critical issues.
What areas could he/she improve upon or be more knowledgeable? _____

Don't know of any. He is not aware of any task that she hasn't met expectations. She seeks opportunities for growth.
How would you describe the following about the applicant?

Initiative: She gets a 10 on this area because she seeks opportunity. She is balanced and seeks family time.

Capacity for discretion/good judgment: She ranks high because of the position she is currently in that.

Work independently (or closely supervised): She works independently and has been doing that for the past four years.

Ability to get along with others: She has an excellent reputation. She can work a room. She has the personality and charisma.

Describe the person's supervisory experience: She was a County Probation Supervisor. She supervised staff and put out fires with staff. Good technical writing skills.

Is there any other information about him/her that would be helpful in making a hiring decision?

She is management material.

She is well verse and professional. She has very good analytical skills.

She is approachable. She doesn't project herself as a know it all. She can be firm.

Reference Completed by: Shirley J. Funder Date: 09/22/11

**GOVERNOR'S OFFICE
REFERENCE CHECK FORM**

Applicant's Name: Crystel Nobel Date: 9/22/11

A former employee of yours is being considered for a position with the Governor's Office. Would you serve as a reference? ☒ Yes ☐ No

He/she has consented to the release of information about his/her past employment and I would like to verify some information about him/her. *(If requested, provide a FAX copy of the Authority to Release Information from the back of the State Application Form.)*

Person Contacted: Amy Brndshaw Title: County Director

Organization/Employer Contacted: S.C. Department of Juvenile Justice

In what capacity do you know this applicant? Amy Brndshaw County Director

When did he/she work for you/the company? From: 2003 To: 2008

What position did he/she hold? Probation/Parole Supervisor

Why did he/she leave your company? _____

Would you rehire him/her? ☒ Yes ☐ No

***** Some organizations may not release the following information due to their policies:**

I understand he/she was making about \$ _____. Is that correct?

Explain the job and ask how they think the person would fit into the position based on previous job responsibilities.

Crystel would do good she is very analytical. Does bring thought
the State. Great at Supervising employees. She did a good job for me

What were his/her strengths? Hard worker, diligent, comes to work on

time. Whatever task you give her she completes it. She is usually a lot like me
What areas could he/she improve upon or be more knowledgeable? Compassion

She does a great job

How would you describe the following about the applicant?

Initiative: She knows something need to do something it will get done.

She helps other employees. I can trust her. She give people the tools they need.

Capacity for discretion/good judgment: Very level headed. If she has questions

Shes sure she will ask her supervisor.

Work independently (or closely supervised): She works independent


Ability to get along with others: She doesn't have a problem

Describe the person's supervisory experience. Maintained all her Probation/Parole Supervisors
she assisted files, she ran the office in Amy's absence.

Is there any other information about him/her that would be helpful in making a hiring decision?

Reliable, diligent, she will always be there and a hard worker. Promoted
to Supervisor after 2 years.

Reference Completed by: [Signature] Date: 9/22/11

STATE OF SOUTH CAROLINA EMPLOYMENT APPLICATION		
	STATE OF SOUTH CAROLINA Human Resources Division 8301 Parklane Road, Suite A220 Columbia, South Carolina 29223 (803) 896-5300 http://www.jobs.sc.gov	Received: 9/4/11 5:10 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
Noble, Crystal R 19134 CIRCUIT COORDINATOR/PROGRAM COORDINATOR II		
PERSONAL INFORMATION		
NAME: (Last, First, Middle) Noble, Crystal R		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 603 Walnut Way, Anderson, South Carolina 29626		
HOME PHONE: (864) 716-1497	ALTERNATE PHONE: (864) 940-6206	EMAIL ADDRESS: crnobl@scdjj.net
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE NUMBER: State: SC Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
PREFERENCES		
PREFERRED SALARY: \$38,000.00 per year		ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular		
TYPES OF WORK YOU WILL ACCEPT: Full Time		
SHIFTS YOU WILL ACCEPT: Day		
OBJECTIVE: To obtain a challenging, rewarding position that will enable me to use excellent communication and problem solving skills while incorporating experience from my current and previous positions.		
EDUCATION		
DATES: From: 1/2009 To: 12/2010	SCHOOL NAME: Clemson University	
LOCATION: (City, State) Clemson, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Youth Development Leadership		UNITS COMPLETED: 37 - Semester
DATES: From: 8/1997 To: 5/2001	SCHOOL NAME: Erskine College	
LOCATION: (City, State) Due West, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Biology		UNITS COMPLETED:
WORK EXPERIENCE		
DATES: From: 3/2011 To: Present	EMPLOYER: S.C. Department of Juvenile Justice	POSITION TITLE: Detention Alternatives Manager
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina 29221		
COMPANY URL:	PHONE NUMBER: (803) 896-9235	SUPERVISOR: Howard Snider - Director of Project

HOURS PER WEEK: 37	SALARY: \$3,333.00/month	Development MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Coordinator for a statewide detention alternatives program through a grant funded by the Office of Juvenile Justice and Delinquency Prevention. Provide training to Law Enforcement and DJJ staff throughout the state on proper juvenile detention procedures. Monitor statewide juvenile detention statistics and provide reports and recommendations to DJJ. Provide technical support to county offices concerning detention issues. Analyze data from previous detention reform efforts to develop a permanent reform model for the agency.		
REASON FOR LEAVING: I am currently employed here, but the grant will be ending on ^{Dic} September 30.		

DATES: From: 8/2008 To: 2/2011	EMPLOYER: S.C. Department of Juvenile Justice	POSITION TITLE: Detention Case Manager
ADDRESS: (Street, City, State, Zip Code) Laurens, South Carolina		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR: Angie Rita - Regional Administrator
HOURS PER WEEK: 37	SALARY: \$ [REDACTED]/month	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Located alternatives to secure detention for juveniles in the Piedmont Region. Coordinated intake services for detained juveniles in Anderson county. Attended multi-agency staffings for involved juveniles. Presented recommendations in court concerning juveniles. Conducted training sessions for law enforcement and DJJ employees on detention policies, procedures, and alternatives.		
REASON FOR LEAVING: I accepted a state level position within the agency.		

DATES: From: 10/2005 To: 8/2008	EMPLOYER: S.C. Department of Juvenile Justice	POSITION TITLE: Probation/Parole Supervisor
ADDRESS: (Street, City, State, Zip Code) Anderson, South Carolina 29621		
COMPANY URL:	PHONE NUMBER: (864) 260-4041	SUPERVISOR: Amy Bradshaw - County Director
HOURS PER WEEK: 37	SALARY: \$ [REDACTED]/month	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Supervised three probation/parole officers and one Intensive Supervision Officer. Assisted in the interview and hiring process for all new employees in the Anderson County Office. Ensured client files were maintained according to DJJ policy through regular file audits. Met with clients and worked with families in the absence of the assigned case worker. Acted as a liason between community agencies and the DJJ office.		
REASON FOR LEAVING: I accepted a regional position within the agency.		

DATES: From: 11/2003 To: 10/2005	EMPLOYER: S.C. Department of Juvenile Justice	POSITION TITLE: Probation/Parole Officer
ADDRESS: (Street, City, State, Zip Code) Anderson, South Carolina 29622		
COMPANY URL:	PHONE NUMBER: (864) 260-4041	SUPERVISOR: Amy Bradshaw - County Director
HOURS PER WEEK: 37	SALARY: \$ [REDACTED]/month	MAY WE CONTACT THIS EMPLOYER?

		<input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Performed detailed case work for clients placed on probation by a family court judge or parole by the Juvenile Parole Board. Referred clients to partner and private agencies to receive services as ordered or as deemed necessary. Ensured that clients were participating with said services.		
REASON FOR LEAVING: I was promoted to Supervisor of my department within the Anderson County office.		

DATES: From: 7/2001 To: 11/2003	EMPLOYER: Erskine College	POSITION TITLE: Admissions Counselor
ADDRESS: (Street, City, State, Zip Code) Due West, South Carolina 29696		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR: Jeff Craft (2001-2002); Bart Walker (2002-2003) - Director of Admissions
HOURS PER WEEK: 40	SALARY: \$ [REDACTED] /month	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Primary admissions contact to transfer and international students. Coordinated minority recruitment efforts. Entered applications for admission into the College's computer system. Supervised all student workers for the Admissions Office. Represented the College at various college fairs.		
REASON FOR LEAVING: I received an offer to work for DJJ. The position was closer to my home and in the youth services field.		

CERTIFICATES AND LICENSES	
TYPE: Training of Trainers	
LICENSE NUMBER:	ISSUING AGENCY:

SKILLS
OFFICE SKILLS: Typing:54 Data Entry:0
OTHER SKILLS: Microsoft Word - Expert - 11 years and 0 months Microsoft Access - Beginner - 2 years and 0 months Microsoft Excel - Skilled - 13 years and 0 months Microsoft PowerPoint - Skilled - 11 years and 0 months Windows Operating System - Skilled - 13 years and 0 months
LANGUAGE(S):

ADDITIONAL INFORMATION
Volunteer Experience Anderson County Gang Task Force - Member 2006- 2010; Secretary 2007 - August 2008 Volunteer Experience Anderson County Juvenile Drug Court - Team Member 2005 - August 2008 Volunteer Experience IMPACT! Youth Advisory Council - Member 2007-2009 Volunteer Experience Worklink Workforce Investment Board - Youth Council Member - 2006 - Present Honors & Awards Graduate Student Award of Excellence - Clemson University, 2010 Volunteer Experience United Way Community Impact Vision Council - Member of Building Strong Individuals, Children, and Families Council 2009 - Present

Volunteer Experience

IMPACT! Board of Directors - Member 2010 - Present

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Sharon Crite

POSITION:

Youth Services Coordinator

ADDRESS:(Street, City, State, Zip Code)**EMAIL ADDRESS:**

scrite@worklinkweb.com

PHONE NUMBER:

(864) 646-1828

REFERENCE TYPE:

Professional

NAME:

Melvin Martin

POSITION:Resident Initiatives Coordinator/
Housing Authority**ADDRESS:**(Street, City, State, Zip Code)**EMAIL ADDRESS:**

mrtnmivn@yahoo.com

PHONE NUMBER:

(864) 885-1659

REFERENCE TYPE:

Professional

NAME:

Howard Snider

POSITION:

Director of Project Development

ADDRESS:(Street, City, State, Zip Code)**EMAIL ADDRESS:**

hksnid@scdj.net

PHONE NUMBER:

(803) 896-9235

REFERENCE TYPE:

Professional

NAME:

Angie Rita

POSITION:

Piedmont Regional Administrator

ADDRESS:(Street, City, State, Zip Code)**EMAIL ADDRESS:**

afrita@scdj.net

PHONE NUMBER:

(864) 681-1035

Agency-Wide Questions

1. 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.

No

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

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

Yes

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

Department of Juvenile Justice

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

No

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

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

No

8. If yes, please explain.

9. Under the Americans with Disabilities Act (ADA), certain illnesses may be protected as disabilities and may require reasonable work accommodation. Will you need reasonable accommodations to participate in the selection procedures (e.g., interview, written tests, or job demonstration)?

No

10. 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?

No

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

Yes

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

Angie Rita
300 Courthouse, Public Square
Laurens, SC 29360
864-681-1035

Howard Snider
PO Box 21069
Columbia, SC 29221
803-896-9235

13. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?

No

Job Specific Supplemental Questions

1. Do you have a bachelor's degree and two (2) years related program or management experience?

Yes

2. Do you have a Master's degree or a JD degree and one (1) year of management experience?

Yes

3. Are you an employee of the SC Governor's Office?

No

4. Do you have a valid Driver's License?

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Crystal R Noble on 9/4/11 5:10 PM

Signature _____

Date _____



State of South Carolina
Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

Criminal Records Check

Check Authorized By: <u>[Signature]</u> Date: _____

Applicant's Name: Noble Crystal B
last first middle

Maiden or Birth Name: _____
(if applicable)

Social Security Number: [REDACTED] Date of Birth: 12/5/78

Sex: F Race: B

Previous conviction data supplied by applicant:

<input type="checkbox"/> Applicant has no record of convictions or charges pending.
<input type="checkbox"/> Applicant has the following convictions or pending charges.

Signed: _____ Date: _____
Department of Public Safety Bureau of Protective Services



If your consumer is a California resident, the following notice is provided as required under California law:

This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report.

Report For:
Nobel, Crystal R
SSN [REDACTED]

603 Walnut Way Anderson SC 29626

Date Ordered: 10/06/11

Last Updated: 10/06/11

LexisNexis National Criminal File Plus Search - 0 matches

SSN VALIDATION

SSN [REDACTED] was VALIDLY ISSUED
in 1982
in SC

DEVELOPED NAMES AND ADDRESSES

3 additional names and addresses were found. Click [here](#) to view the report.

LEXISNEXIS NATIONAL CRIMINAL FILE PLUS SEARCH

Results: No Record Found

The information provided should not be used to make an employment decision unless it is to protect a person at risk or the use of such data is specifically authorized under any other law.

END OF REPORT FOR:
Nobel, Crystal R

*** All fully displayed personal identifiable information is customer-provided ***



Report For: Nobel, Crystal R

The following information is provided for informational purposes only and is merely an indication of information that should be verified prior to making an employment decision. Your employment decision should not be based solely on the results of this or any similar report but rather should be based on additional research and consultation with the subject of this consumer report. The names and addresses provided are a representation of information that has been associated with the Social Security number provided by the subject of this consumer report.

DEVELOPED NAMES AND ADDRESSES

Name: NOBLE, CRYSTAL RICE
Address: 603 WALNUT WAY, ANDERSON, SC, 29626

Name: RICE, CRYSTAL L
Address: 103 HERITAGE DR APT D, ANDERSON, SC, 29621
Address: 108 OLE TOWNE SQ STE B, CENTRAL, SC, 29630
Address: PO BOX 315, DUE WEST, SC, 29639
Address: 1066 WHITNER DR, ANDERSON, SC, 29621

Name: NOBLE, CRYSTAL R
Address: 1064 WHITNER DR, ANDERSON, SC, 29621
Address: ERSKINE COLLEGE CP, DUE WEST, SC, 29639

603 Walnut Way
Anderson, SC 29626
Phone: 864-940-6206
Fax: 864-224-2594



Fax

To: Paula Rauch

From: Crystal R. Noble

Fax: 803-734-0548

Date: October 17, 2011

Phone:

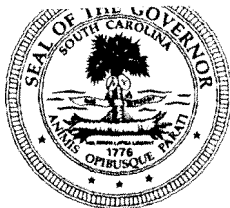
Pages: 2

Re: Letter

CC:

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

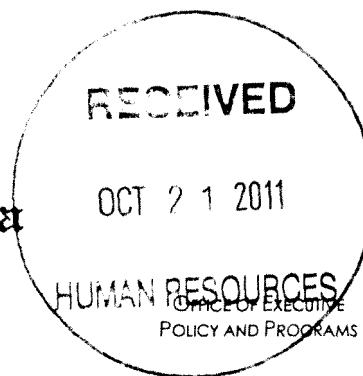
•Comments: The original is being mailed today. Thanks, Crystal Noble



State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR



October 10, 2011

Crystal R. Noble
603 Walnut Way
Anderson, South Carolina 29626

Dear Ms. Noble:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Program Coordinator II/Circuit Coordinator, Band 06, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Wednesday, November 2, 2011. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return your signed offer letter to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

Swinton W. Hudson, Jr.
Human Resources Director

Signed

Date

10-17-11

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.

STATE OF SOUTH CAROLINA

OFFICE OF THE GOVERNOR

PERSONAL DATA

RACE

W White
B Black
H Hispanic
A Native American
O Asian & Pacific
Islander

EDUCATION

12 High School Graduate/GED
13 Completed one year of college
14 Completed two years of college
15 Completed three years of college
16 Associate's degree, Bus or Tech
17 Bachelor's degree
18 Master's degree
19 Doctorate
20 Jurisdoctorate
21 Medical Doctorate

ACCESSION SOURCE

01 College Recruitment
02 State Employment
03 Employment Agency
04 Recommended by Employee
05 Referred by State Personnel
06 Unsolicited Application
07 Returned from Leave of Absence
08 Returned from Military Leave
09 Rehired, not from Leave of Absence
10 Newspaper Advertisement
11 Advertisement
12 Television Advertisement
13 Trade Journal Advertisement
14 Field Recruiting
15 Unknown
16 Referred from Vocational Rehab.
17 Transferred from another State Agency
18 Elected or appointed Official
19 Reduction in force - Rehired
20 Voluntary transfer
21 Involuntary transfer

COUNTY CODES

01 Abbeville 24 Greenwood
02 Aiken 25 Hampton
03 Allendale 26 Horry
04 Anderson 27 Jasper
05 Bamberg 28 Kershaw
06 Barnwell 29 Lancaster
07 Beaufort 30 Laurens
08 Berkeley 31 Lee
09 Calhoun 32 Lexington
10 Charleston 33 McCormick
11 Cherokee 34 Marion
12 Chester 35 Marlboro
13 Chesterfield 36 Newberry
14 Clarendon 37 Oconee
15 Colleton 38 Orangeburg
16 Darlington 39 Pickens
17 Dillon 40 Richland
18 Dorchester 41 Saluda
19 Edgefield 42 Spartanburg
20 Fairfield 43 Sumter
21 Florence 44 Union
22 Georgetown 45 Williamsburg
23 Greenville 46 York

MARITAL STATUS

M Married
S Single
D Divorced
W Widow or Widower
A Separated

RETIREMENT SYSTEM CODE

15 Police Officer's Retirement
System
11 State Retirement System
10 Not Applicable

PLEASE PRINT CLEARLY

*USE CORRESPONDING CODES LISTED ABOVE

EMPLOYEE INFORMATION

Social Security No.

First Name

Middle Initial

Last Name

[REDACTED]

Crystal

B

Noble

Home Address (Street, City, State, Zip)

603 Walnut Way, Anderson, SC 29606

*Race

Sex

*Marital Status

*Education

Date of Birth

*Accession
Source

*Home
County
Code

B

F

M

18

12/5/78

04

Home Phone Number

Listed

Drivers License Number

State

Class

Expiration Date

(864) 716-1497

Yes ☒
No ☐

[REDACTED]

SC

D

12/5/16

Number of Withholding
Exemptions

Marital Status for Withholding

*Retirement System Code

Federal 3 State 3

Single Married ☒

11

Prior State Service

Yes ☒ No ☐

(Agency & Dates: From To)

South Carolina Dept. of Juvenile Justice, November 2005 - October 2011

EMERGENCY INFORMATION (employee is responsible for updating this information as changes occur)

Emergency Contact Person(s)

Last

First

Relationship

Phone: Home

716 1497

Work 640 6362

Noble

Michael

husband

Address

Street

City

State

Zip

603 Walnut Way

Anderson

SC

29606



State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

GREENWOOD / ABBEVILLE COUNTY GUARDIAN AD LITEM PROGRAM

FACSIMILE TRANSMISSION

TO: Terri McDonald
FAX: (803) 734-0548
FROM: Crystal R. Noble, Circuit Coordinator
DATE: November 7, 2011
COMMENT:

The Information contained in this facsimile message is confidential and intended only for the personal use of the person named above as addressee. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited. If you have received this message in error, please contact this office immediately and destroy the message.

IF FAX IS UNCLEAR OR MISSING PAGES
PLEASE CALL (864) 223-4681

PAGE 1 OF 15 FAX # (864) 223-5471

332 Main Street, Suite 300, Greenwood, SC 29646
Phone: (864) 223-4681 FAX: (864) 223-5471



COPY

State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

October 10, 2011

Crystal R. Noble
603 Walnut Way
Anderson, South Carolina 29626

Dear Ms. Noble:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Program Coordinator II/Circuit Coordinator, Band 06, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Wednesday, November 2, 2011. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return your signed offer letter to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

Swinton W. Hudson, Jr.
Human Resources Director

Signed _____

Date _____

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.

Should you accept the aforementioned position, please read the following carefully:

In order to ensure you receive your paycheck on time, it is imperative, on your first day of employment, that you bring documents supporting evidence of your employment eligibility (social security card, driver's license, US passport, or other acceptable documents) in order to complete required forms (W-4, I-9). These forms will be provided to you by your office liaison. Also, you must bring your original college transcript if it is required for your position.

The following is information regarding your benefits:

On the first day of employment you will receive a benefits package that will include detailed information about the State benefit programs. Please review our benefits presentation on-line at www.oepp.sc.gov/hr_index.html. Once you have viewed the online presentation, please call Terri McDonald at (803) 734-0442 to set up an appointment to review your choices for Medical/Dental Insurance, Flexible Spending Accounts, Life Insurance, Retirement, and other options. You will have 31 days from your date of hire to make your elections.

If you should have any questions concerning this offer, please call Terri McDonald at (803) 734-0442.

We look forward to your joining our team in the Governor's Office.



State of South Carolina

Office of the Governor

NIKKI R. HALEY
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

October 10, 2011

Crystal R. Noble
603 Walnut Way
Anderson, South Carolina 29626

Dear Ms. Noble:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Guardian Ad Litem. The position of Program Coordinator II/Circuit Coordinator, Band 06, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Wednesday, November 2, 2011. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return your signed offer letter to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

Swinton W. Hudson, Jr.
Human Resources Director

Signed

Date 10-17-11

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.

EEO DATA FORM

(TO BE COMPLETED FOR APPLICANTS SELECTED FOR INTERVIEW)

POSITION APPLIED FOR: Circuit Coordinator APPLICANT SELECTED: Stacie Smith
 JOB CATEGORY: E2b-GAL-Greenwood/Hobbs, IL ANTICIPATED HIRE DATE: _____
 OPENING DATE: 8/7/06 CLOSING DATE: 8/23/06

AREA OF UNDERUTILIZATION: _____

		SEX	MET TRAINING AND			
APPLICANT NAME	*RACE	M/F	EXPERIENCE (Y/N)	**DISPOSITION	COMMENTS	
1 Pernola Barr	B	F	N	A		
2 Mary Jo Shull	W	F	Y	A	considering did not want to drive to Greenwood	
3 Stacie Smith	W	F	Y	B		
4 Cassandra Daniels	B	F	Y	A	hiring in a different capacity	
5 Tasha Thompson	B?	F	N	A	phone interview	
6 Connie Shackelford	W	F	N	A		
7						
8						
9						
10						
11						
12						
13						
14						

*Race:

W - White (Not Hispanic)
 B - Black (Not Hispanic)
 S - Hispanic (Regardless of Race)
 A - American Indian and Alaskan Native
 O - Asian & Pacific Islander

**Disposition Code:

A. Interviewed; Not Hired
 B. Interviewed; Hired
 C. Job Offered but Rejected
 D. Did Not Come for Interview
 E. Other

Spina D. Cooper 9-26-06
 Signature of Hiring Authority Date

THE INTERVIEWER'S GUIDE

This packet will help guide you through the selection process. The interviewer's intention is to learn both favorable and unfavorable information about the candidate. Attached you will find helpful information about the interview process. Many interviewers make the mistake of telling too much about the position too soon; this has the effect of telegraphing to the applicant what you're looking for, before finding out about the abilities.

Your ultimate objective is to fit the candidate to the job, to select a candidate whose strengths and weaknesses are best suited to the pluses and minuses of the job. Remember, each question asked during the interview must have a direct relation to the qualifications required for the position.

Equal Employment Opportunity (EEO) and American's with Disabilities Act (ADA): Employees are our most valuable resource. It is our policy that equal employment opportunity be provided to all present and prospective employees regardless of race, color, religion, sex, ethnic/national origin, age, or physical disability/handicap. Sometimes a candidate may volunteer information that you are prohibited from asking under EEO or ADA guidelines. Having this information does not indicate a discriminatory hiring practice; however, using it in any way during the selection process may indicate discriminatory intent. Therefore, do not make any notations reflecting discriminatory information.

Amendments to the Freedom of Information Act: On June 12, 1998, amendments became effective to the South Carolina Freedom of Information Act (FOIA). The 1998 FOIA amendments added a provision of SC Code Ann. 30-4-40(a) to make information gathered by a public body during a search to fill an employment position subject to disclosure for at least the final three applicants considered for a position.

The FOIA provision applies to all employment positions filled, including permanent classified and unclassified, temporary, temporary grant, and time limited positions.

Should you receive a request for applicant information under the FOIA, please refer the request to the Human Resources Office immediately.

Remember, any materials gathered to make a hiring decision may be subject to disclosure under the FOIA.

Please be aware that notes taken during the search to fill an employment position should be job-related as they are also subject to the FOIA.

Employment Offers and Salary: As a reminder, you are not authorized to make an employment offer without proper authorization. Discussion of the salary is limited to disclosing the pay range for the position and, if not indicated on the state application form, ascertaining the minimum salary that the applicant will accept. As you are aware, this agency usually hires at the minimum of the pay band with exceptions based on qualifications and experience beyond the minimum requirements.

Also note, under no circumstances are you allowed to give an oral or written test of their abilities.

Upon making your final selection, you must complete the Justification Summary Sheet (include your second and third applicant choice), the Reference Check Form (for at least two previous employers), and the EEO Data Form. These forms will assist you in determining the appropriate information you need in order to make a final selection. It is imperative that you follow these guidelines during the process.

**GOVERNOR'S OFFICE
MANAGER/SUPERVISOR REFERENCE CHECK**

Applicant's Name: _____ Date: _____

A former employee of yours is being considered for a position with the Governor's Office. Would you serve as a reference? ☐ Yes ☐ No

He/she has consented to the release of information about his/her past employment and I would like to verify some information about him/her. *(If requested, provide a FAX copy of the Authority to Release Information from the back of the State Application Form.)*

Person Contacted: _____ Title: _____

Organization/Employer Contacted: _____

In what capacity do you know this applicant? _____

When did he/she work for you/the company? From: _____ To: _____

What position did he/she hold? _____

Why did he/she leave your company? _____

Would you rehire him/her? ☐ Yes ☐ No

***** Some organizations may not release the following information due to their policies:**

I understand he/she was making about \$ _____. Is that correct?

Explain the job and ask how they think the person would fit into the position based on previous job responsibilities.

What were his/her strengths? _____

What areas could he/she improve upon or be more knowledgeable? _____

How would you describe the following about the applicant?

Initiative: _____

Capacity for discretion/good judgment: _____

Work independently (or closely supervised): _____

Ability to get along with others: _____

Describe the person's supervisory experience. _____

Is there any other information about him/her that would be helpful in making a hiring decision?

Reference Completed by: _____ Date: _____

JUSTIFICATION SUMMARY SHEET

Applicant's Name: _____

Please complete the following questions:

1.) What qualities does this applicant have that make him/her capable to perform this job?

2.) What kind of educational background does this applicant have that impresses you most for this position?

3.) Why do you feel this applicant is best suited for the position?

4.) Number of Applicants interviewed: _____

List your second and third choice: _____

You must complete and return to the Personnel Office with your completed P-1 indicating your selection.

OFFICE OF THE GOVERNOR
PERSONNEL TRANSACTION DOCUMENT

Effective Date: 10-17-06

POSITION DATA:

Position No. <u>694</u>	Class <u>AK35</u>	Slot <u>0042</u>	Classification Title <u>Circuit Coordinator</u>
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> non-exempt	<input checked="" type="checkbox"/> Travel required	Band/Level <u>05</u>	Location (Div, Dept, or Office) <u>GAL, Greenwood/Abbeville</u>

Budget Detail

INDEX	PCA	FFY	% Time	% State	% Federal	% Other
<u>399</u>	<u>305.5</u>	<u>07</u>	<u>100</u>	<u>40</u>		<u>60</u>

PREVIOUS POSITION DATA (IF APPLICABLE):

Position No.	Class	Slot	Classification Title
Previous Incumbent	Band/Level	Location (Div, Dept, or Office)	

Budget Detail

INDEX	PCA	FFY	% Time	% State	% Federal	% Other

TRANSACTION:

<input checked="" type="checkbox"/> Hire Action	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Update Position Description
<input type="checkbox"/> LWOP	<input type="checkbox"/> Request to fill Vacancy	<input type="checkbox"/> Funding Level Change
<input type="checkbox"/> Separation	<input type="checkbox"/> Create New Position	<input type="checkbox"/> Request to Reclassify Position
<input type="checkbox"/> EPMS Rating	<input type="checkbox"/> FMLA	<input type="checkbox"/> Other _____

REMARKS/JUSTIFICATION:

filling vacancy

Signatures

Date

Supervisor _____

Office Director _____

Division Director Debbie D Cooper 9-26-06

Deputy Chief of Staff for Admin. _____

EMPLOYEE DATA:

Employee Name (Last, First, MI) <u>Smith, Stacie L.</u>	Social Security No. [REDACTED]
--	-----------------------------------

HIRE ACTION TYPE AND STATUS

Type: <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Commercial Temp <input type="checkbox"/> Demotion <input type="checkbox"/> Other	<input type="checkbox"/> Internal Transfer <input type="checkbox"/> Promotion <input type="checkbox"/> Dual Employment	Status: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> *Temporary <input type="checkbox"/> Probationary <input type="checkbox"/> Trial *hrs/wk <u>37.5</u>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp-Grant <input type="checkbox"/> Time-Limited #wks <u>52</u>
--	--	---	---

SALARY DATA:

Reason: <input type="checkbox"/> Performance <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Merit Increase <input type="checkbox"/> Other	<input type="checkbox"/> Additional job duties/responsibilities <input type="checkbox"/> Additional Skills/Knowledge	Salary: Current Salary [REDACTED] New Salary _____ <input type="checkbox"/> Minimum <input type="checkbox"/> Above Minimum Percent/Amount Change _____ / _____
---	---	--

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM:

EPMS Type: <input type="checkbox"/> Probationary <input type="checkbox"/> Trial <input type="checkbox"/> Annual <input type="checkbox"/> Special	Performance: <input type="checkbox"/> Substantially Exceeds <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Below <input type="checkbox"/> Extend trial period To _____ (Date)
--	---

LEAVE WITHOUT PAY/FMLA:

Beginning Date/Time _____ / _____	Total Number of Hours/Mins. _____
Ending Date/Time _____ / _____	*Place type and reason under remarks (Attach FMLA Form)

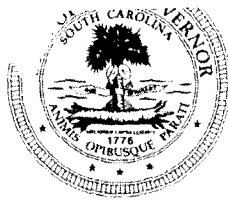
SEPARATION: ☐ PERMANENT ☐ TEMP. ☐ TEMP. GRANT ☐ TIME-LIMITED

Reason: <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal <input type="checkbox"/> Retirement <input type="checkbox"/> TERI Leave Taken in current pay period: Annual _____	<input type="checkbox"/> Death <input type="checkbox"/> Transfer to other Agency <input type="checkbox"/> Termination of Temporary Employment <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Never Reported to Work Sick _____	Leave: <input type="checkbox"/> Transfer to (Agency) <input type="checkbox"/> Pay out (Annual Leave Balance)
---	---	---

Human Resources Administrator
[Signature]

Director of Administrative Services

Payroll 10/31
SABAR 9/24/06
HRIS 9/28/06
Personnel Computer [Signature]
Detail [Signature]
Personnel Liaison
Offer Letter



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

September 28, 2006

Ms. Stacie L. Smith
106 Persimmon Court
Greenwood, SC 29649

Dear Ms. Smith:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Office of Guardian ad Litem. The position of Circuit Coordinator, Band 05, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Tuesday, October 17, 2006. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

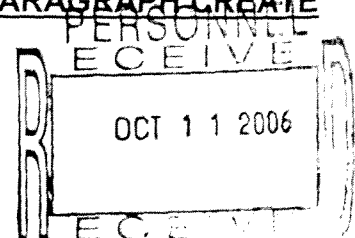
Sincerely,

Edward B. Pope
Human Resources Director

Signed Stacie L. Smith

Date 10-6-06

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.





State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

September 28, 2006

Ms. Stacie L. Smith
106 Persimmon Court
Greenwood, SC 29649

Dear Ms. Smith:

It is our pleasure to confirm the recent employment offer extended to you by Louise Cooper, Director, Office of Guardian ad Litem. The position of Circuit Coordinator, Band 05, is a classified position and your annual salary will be \$[REDACTED] with an effective date of Tuesday, October 17, 2006. You will serve a twelve-month probationary period.

We would appreciate you acknowledging your understanding of this offer by signing and dating the lower portion of this letter. Please return to Terri McDonald, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, SC 29201.

Congratulations on your new position with the Office of the Governor.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Pope".

Edward B. Pope
Human Resources Director

COPY

Signed _____

Date _____

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.

Stacie L. Smith
Page Two

Should you accept the aforementioned position, please read the following carefully:

Please complete the enclosed Personal Data form and return it, along with your signed offer letter, to the Human Resource Office, South Carolina Governor's Office, 1205 Pendleton Street, Suite 473, Columbia, South Carolina, 29201.

You are expected to report to work at 8:30 a.m. on October 17, 2006 at the Greenwood / Abbeville County Guardian ad Litem Office. In order to ensure you receive your paycheck on time, it is imperative, on your first day of employment, that you bring documents supporting evidence of your employment eligibility (social security card, driver's license, passport, etc.) in order to complete your payroll forms (W-4, I-9). These forms will be provided to you by your office liaison. Also, you must bring your original college transcript if it is required for your position.

The following is information regarding your benefits:

On the first day of employment you will receive a benefits package that will include detailed information about the State benefit programs. You will have the opportunity to view our benefits presentation on-line from your desktop at <http://www.state.sc.us/wcst/scgovben05/>. Once you have viewed the online presentation, please call Terri McDonald at (803) 734-0442 to set up an appointment to review your choices for Medical/Dental Insurance, Flexible Spending Accounts, Life Insurance, Retirement, and other options. You will have 31 days from your date of hire to make your elections.

The following is information regarding your orientation:

Your orientation session has been scheduled for 10:00 a.m. on Thursday, October 19, 2006. Orientation will take place in the Edgar Brown Building, 1205 Pendleton Street, Suite 467, Columbia, South Carolina. During orientation, we will review policies and procedures and other benefits. Parking will be available on the corner of Pendleton and Assembly Streets, across from the Carolina Plaza Hotel in spaces 2103 - 2112. Please park in either one of these spaces to avoid being ticketed.

If you should have any questions concerning this offer, please call Terri McDonald at (803) 734-0442.

We look forward to your joining our team in the Governor's Office.

August 29, 2011

Louise Cooper:

Please accept this letter as my two week notice of resignation from the program. I anticipate my last day of service to the GAL program will be September 9th.

I appreciate the opportunities for professional growth and development the GAL program has provided me, and will truly miss working with the volunteers who commit themselves to the children. I am confident you will find the Abbeville/Greenwood program to be more robust than it was at my date of hire. The volunteer pool is comprised of diverse, committed and capable volunteers and is nine times larger than when I was employed. There are no overdue hearings, and the attorneys for both counties are committed to the cause. The non-profit foundation formed during my tenor will continue to serve the GAL children of Greenwood and Abbeville counties.

I wish the GAL program much continued success in its mission to advocate for children who have experienced abuse and neglect.

Sincerely,

A handwritten signature in cursive script, reading "Stacie L. Smith". The signature is written in dark ink and is positioned above the printed name.

Stacie L. Smith

Personnel Transaction Document | Office of the Governor

**Position
Data:**

Position No .

60007488

Class Code

AH40

☒ exempt ☐ non-exempt

☒ travel required

Classification Title Circuit Coordinator/ Program Coord II

Location (Div, Dept, or Office)

Guardian ad Litem/ Greenwood/Abbeville

Band

05

**Budget
Detail:**

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other
D170G00010	3525	12	100	20		80

**Previous
Position
Data**

Position No .

Class Code

☐ exempt ☐ non-exempt

☐ travel required

(if applicable):

Classification Title

Location (Div, Dept, or Office)

same as above

Band

**Budget
Detail:**

Cost Center (10)	PCA (4)	FFY	% Time	% State	% Federal	% Other

Transaction:

☐ Hire Action

☐ Salary Change

☐ Update Position Description

☐ LWOP

☐ Request to post Vacancy

☐ Funding Level Change

☒ Separation

☐ Create New Position

☐ Request to Reclassify Position

☐ EPMS Rating

☐ FMLA

Other:

**Remarks/
Justification:**

(300 char. max.)

see attached resignation letter

Division Director

Debbie D. Cooper
K. Hattiswanger

Deputy Chief of Staff for Administration

Date

Date

8/29/11
8-30-11

Reset Form

Effective Date: 9-10-2011

Employee
Data:

Employee Name (Last, First, MI)

Personnel Number

Smith, Stacie L.

10005046

Hire Action Type and Status

Type:

☐ New Hire

☐ Internal Reassignment

☐ Commercial Temp

☐ Promotion

☐ Demotion

☐ Dual Employment

☐ Other:

☐ Transfer From:

Status:

☒ Permanent

☒ Full-Time

☐ *Temporary

☐ Part-Time

☐ Temp-Grant

☐ Time-Limited

*hrs./wk: 37.5

#wks: 52

Salary Data

Reason:

☐ Performance

☐ Additional job duties/
responsibilities

☐ Promotion

☐ Additional skills/
knowledge

☐ Reclassification

☐ Merit Increase

☐ Other

Salary:

Current Salary: \$

New Salary:

☐ Minimum

☐ Above Minimum

Percent/Amount Change

Employee Performance Management System

EPMS Type:

☐ Probationary

Other:

☐ Trial

☐ Annual

Performance:

☐ Exceptional

☐ Successful

☐ Unacceptable

Score:

☐ Leave Without Pay

☐ FMLA

Total Number of Hours/Mins:

Beginning Date/Time

Ending Date/Time

*Include additional information under remarks
(Attach FMLA Form)

Separation Reason:

☒ Resignation

☐ Dismissal

☐ Retirement

☐ Death

☐ TERI

☐ Transfer to other Agency

☐ Termination of Temporary Employment

Other:

Leave:

☐ Transfer to (Agency):

☐ Pay out: Annual Leave

SC&S

Payroll

Personnel Computer

Personnel Liaison

Offer Letter

Exit

Director of Human Resources

Date

Director of Administration

Date

August 29, 2011

Louise Cooper:

Please accept this letter as my two week notice of resignation from the program. I anticipate my last day of service to the GAL program will be September 9th.

I appreciate the opportunities for professional growth and development the GAL program has provided me, and will truly miss working with the volunteers who commit themselves to the children. I am confident you will find the Abbeville/Greenwood program to be more robust than it was at my date of hire. The volunteer pool is comprised of diverse, committed and capable volunteers and is nine times larger than when I was employed. There are no overdue hearings, and the attorneys for both counties are committed to the cause. The non-profit foundation formed during my tenor will continue to serve the GAL children of Greenwood and Abbeville counties.

I wish the GAL program much continued success in its mission to advocate for children who have experienced abuse and neglect.

Sincerely,

A handwritten signature in cursive script, reading "Stacie L. Smith". The signature is written in dark ink and is positioned above the printed name.

Stacie L. Smith

Name Stacie L. Smith Social Security No.: [REDACTED]
Agency Governor's Office (OEPP)
Department Guardian ad Litem Program
Position Classification AH40 Circuit Coordinator
Date Assigned to Current Position 2/17/10
Performance Review From 2/17/10 To 8/17/10

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 2/17/10
Reviewed by Heidi D. Cooper Date 2/17/10
Employee Stacie L. Smith Date 2-17-2010
(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 8/25/10
Reviewed by Heidi D. Cooper Date 8/25/10
Reviewing Officer Comments Stacie is an asset to the Guardian ad Litem.
Employee Stacie L. Smith Date 8/25/10
(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

- | | | | |
|------|----|---|----------|
| | 1. | Job Duty: Assists with hiring, training and supervising County Coordinators and other GAL Program staff within the assigned judicial circuit. Coordinates program design and implementation throughout the circuit in accord with state policy and procedure guidelines. Assists State Guardian ad Litem Office with ensuring compliance by all Guardian ad Litem personnel to state statute and program best practices that impact child welfare in abuse and neglect cases in the assigned judicial circuit. | S |
| 30 % | | | |

Success Criteria: Along with the Regional Supervisor hires and actively supervises circuit staff. Visits each county office a minimum of quarterly and reviews the county COMET data submission monthly. Evaluates staff on time and submits EPMS reports to state office. Keeps updated best practices on hand and can direct circuit staff to current program policy. Follows statutory guidelines, program best practices and monitors circuit staff compliance to both.

- | | | | |
|------|----|--|----------|
| | 2. | Job Duty: Ensures that sufficient volunteers are recruited, trained and supported to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit. Participates in the County Plans development for the circuit for adherence to statutory requirements and court orders. Participates in state office staff meetings and other professional training as required. | E |
| 25 % | | | |

Success Criteria: Assigns 100% of cases to volunteer guardians ad litem and has no more than a 2 case per staff average. Trains effective volunteers, using and modeling adult learning principles. and demonstrates a knowledge of child advocacy best practices. Meets county plan retention goal within 10% of set goal. Attends 75% of state staff meetings and 75% regional meetings as called. Attends training opportunities in sufficient numbers to acquire the necessary 12 hours of in-service hours.

- | | | | |
|------|----|---|----------|
| | 3. | Job Duty: Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, and is proficient in using the database. Produces reports as needed to monitor progress on County Plan goals within the circuit and for timely submission to the state Guardian ad Litem office. | S |
| 15 % | | | |

Success Criteria: The COMET database accurately reflects the statistics of the circuit. County data is regularly submitted by the 10th of the next month and in proper format to state office. Circuit Coordinator reviews the county plan quarterly against COMET data for circuit program improvement.

- | | | | |
|--|----|---|--|
| | 4. | Job Duty: Develops and implements public relations efforts in coordination with the Public Relations Supervisor and Team and the | |
|--|----|---|--|
-

JOB DUTIES

Performance Level

10 %

County Coordinator(s) in the assigned judicial circuit to recruit volunteer advocates and provide community education about child abuse and neglect.

S

Success Criteria: Submits completed PR plan before every training. Submits completed form number 208 after each training to the Data/Grant Coordinator.

5.

10 %

Job Duty: Establishes and maintains positive working relationships with the Department of Social Services, Family Court and the Bench, and other child serving agencies within the judicial circuit.

E

Success Criteria: Attends staffings and meetings on program cases. Staff and/or volunteers participate in child welfare initiatives in the circuit. The Circuit GAL Program actively participates in collaborative case management efforts and conflict resolution with circuit agencies. The Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

**Performance
Level**

% 1. **Objective:**

Success Criteria:

% 2. **Objective:**

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Performance Level

4% 1. Characteristic: Judgment

E

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

2% 2. Characteristic: Initiative

E

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

E

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to

APPRAISAL RESULTS

2.43 Successful
 Exceptional
 Unacceptable

resolve problems.

4. Characteristic: Promoting Equal Opportunity

2% Definition: Promoting agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social economic equal opportunity goals.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

The Greenwood/Abbeville Office served 89 Groups representing 148 Children during the Fiscal Year 2009-2010. Stacie Smith has been able to consistently recruit more volunteers than she has cases for in Abbeville and Greenwood Counties. Through her innovative ideas for recruitment and retention of volunteers, Stacie is able to maintain a dedicated group of volunteers to advocate for the children in her counties.

Stacie actively participates in staffings with Greenwood DSS and the local CAC on a regular basis. She has an excellent relationship with Greenwood DSS and has participated regularly in community initiatives to improve the status of children in Greenwood County. Stacie has been a participant on the Citizens Review Panel since shortly after she was hired in 2006. The relationship with Abbeville DSS is more tenuous despite Stacie's efforts

Historically the entire 8th Circuit has accepted 100% of the cases. Stacie will need to continue to work diligently to recruit and train volunteers. A focus for Stacie will be trying to hold fewer training classes with more trainees in each class so she is not training as often. As Circuit Coordinator for the 8th Circuit, Stacie will need to work more with Laurens and Newberry to make sure that those counties have an adequate number of well trained volunteers.

Stacie has indicated in information provided for her County Plan that she plans to offer monthly Continuing Education Opportunities. This will easily allow volunteers ample opportunities to meet the requirement of 12 training hours per year. Having volunteers get together on a regular basis also serves as a retention tool. Stacie needs to begin submitting a completed Continuing Ed Report and Sign-In Sheet. She needs to consistently turn in a Training Report (Form 208) after all trainings. She will need to make sure that the Newberry County Coordinator begins to submit these reports also.

Though Stacie is a Circuit Coordinator, her involvement with Laurens and Newberry has been sporadic. She will have to assume a more interactive role with the Laurens and Newberry Offices to make sure that they are being run according to statute and policy. There will be additional responsibilities for the Circuit Coordinator in the coming year that will include auditing files. Results of a recent audit in Newberry show that Stacie needs to work with staff throughout the unit to continue to develop their skills. Stacie needs to clearly define her role as Circuit Coordinator with the staff she supervises.

Stacie's energy and creativity are legendary within the Guardian ad Litem Program. She is successful in coordinating with the friends group to achieve support for Program. It is refreshing to hear Stacie's newest idea to meet the goals of the Program. Stacie gives positive meaning to the saying "think outside the box".

Name Stacie Smith Social Security No.: [REDACTED]
Agency Governor's Office (OEPP)
Department Guardian ad Litem Program
Position Classification AH35 Circuit Coordinator
Date Assigned to Current Position 10-17-06
Performance Review From ~~8/20/08~~ 10-12-07 To 10/16/08

planning stage ACKNOWLEDGMENT

Rating Officer Dolly S. Metz Date 8/29/08
Reviewed by Deanne Cooper Date _____
Employee Stacie L. Smith Date 8/20/08
(signature of employee indicates the planning stage and position description were reviewed with the employee.)

evaluation stage ACKNOWLEDGMENT

Rating Officer Dolly S. Metz Date 1/21/09
Reviewed by Deanne B Cooper Date 1/21-09
Reviewing Officer Comments An exceptional Circuit Coordinator
in every aspect of her performance
Employee Stacie Smith Date 1/21/09

(my signature indicates that I was given the opportunity to discuss the official performance review with my supervisor - not that I necessarily agree.)

Employee Comments _____

epms

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

1. **Job Duty: Ensures that volunteers are recruited, trained and supported in order to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit, to include implementing public relations for volunteer recruitment and community awareness of child abuse.** S=.56

28 %

Success Criteria:

Lower case rejection percentages; accurate case numbers reflected in acceptance and turn back rates; accurate active volunteer numbers; adequate numbers of volunteers for the caseload; well-trained and effective volunteers; regular volunteer monitoring forms in the case files; evidence of objectives public relations activities

2. **Job Duty: Assists with hiring and supervising County Coordinators within the assigned judicial circuit and hires, trains and supervises administrative staff within the circuit office. Participates in state meetings and professional development opportunities.** E=.69

23 %

Success Criteria:

County offices that are staffed without undue length of vacancies; staff that is adequately trained and supervised as measured by their proficiency and longevity; regular attendance and participation in staff meeting and trainings.

3. **Job Duty: : Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, is proficient in using the database, and assists state office in development of county plans using the information** E=.39

13 %

Success Criteria:

Comet information is accurate. County plan for improvement and program development is in place and goals are set for measurable gains.

4. **Job Duty: Ensures circuit employee compliance with SCGAL enacting legislation, program policy and best practices standards in child welfare, and OEPP policy.** E=.39

13 %

Success Criteria:

Program runs according to program policy and standards. Circuit Coordinator regularly meets with circuit staff to maintain quality advocacy practices.

JOB DUTIES

**Performance
Level**

- | | | |
|---|---|--|
| 13 %
<hr style="width: 100px; margin-top: 10px;"/> | <p>5. Job Duty: Establishes and maintains professional working relationships with the county Departments of Social Services, the Family Court Bench and administration, and other child serving agencies in the circuit.</p> | <p>E=.39</p> <hr style="width: 100px; margin-top: 10px;"/> |
|---|---|--|

Success Criteria:

Circuit GAL program is included in the child welfare systems that affect the children we serve. Circuit GAL Program has access to collaboration and conflict resolution with circuit agencies. Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

Performance Level

_____ % 1. **Objective:** _____

Success Criteria: _____

_____ % 2. **Objective:** _____

Success Criteria: _____

ACTUAL PERFORMANCE

Ms. Smith has continued her exceptional performance in her position as Circuit Coordinator for the 8th Judicial Circuit. In the Greenwood/Abbeville Office she has continued to build the Program by recruiting, training, and retaining highly motivated volunteer GALs. This has resulted in Greenwood/Abbeville actually having more volunteers than there are cases to assign them to which is almost unheard of statewide in the Guardian ad Litem Program.

Ms. Smith has worked with the Guardian ad Litem Program PR Coordinator to utilize media opportunities in her community to recruit prospective volunteers. She has participated in speaking engagements, community events, job fairs, and has been able to promote the Guardian ad Litem Program in several different types of media.

Ms. Smith has developed a training process which incorporates speakers/facilitators from the community as well as staff from within the 8th Circuit. This has allowed there to be training on a regular basis without as much disruption to other activities within the Program and has yielded solid volunteers who are ready and able to provide a high level of advocacy for the children they are appointed to represent.

A "Friends Group" has been established to support the efforts of the Guardian ad Litem Program and to provide additional resources in meeting the needs of the children of Abbeville and Greenwood counties. Ms. Smith has worked with members of the community to identify needs that could be addressed by the Friends Group.

Ms. Smith has continued to work collaboratively within the child welfare community and enjoys an outstanding working relationship with local DSS offices. She participates in the development of grant activities related to a Duke Endowment Grant obtained by Greenwood DSS. She participates in multidisciplinary staffings and is well respected by local judges, law enforcement, and community agencies that serve the children and families of Greenwood and Abbeville counties.

The Greenwood/Abbeville Office has experienced serious personnel challenges with the on-going illness of the spouse of the Case Manager which has necessitated extended absences by the Case Manager. Because of the nature of her husband's illness, the Case Manager is not able to accurately predict when she will be present at work and often has to leave work on short notice. Additionally, the Circuit Caseworker, who is housed in the Greenwood/Abbeville Office, has experienced the illness and subsequent death of a parent as well as personal health issues which have necessitated his being out of the office. This has left Ms. Smith as the sole person in the office for extended periods of time and has resulted in additional demands on her time as well as the stress of having to plan around the unpredictable schedules of the rest of the staff.

Progress has been made in decreasing the number of cases assigned to the Circuit Caseworker. The Laurens Office experienced the loss of both the County Coordinator and the Case Manager. A new County Coordinator has been hired but it is unlikely that the Case Manager position will be filled in the foreseeable future because of budgetary issues. Newberry remains problematic because of the lack of recruitment of new volunteers by the County Coordinator who has been in that position for more than a year. In order to accept 100% of the cases, the Newberry County Coordinator has taken many of the cases herself or they have been assigned to the Circuit Caseworker.

Ms. Smith has been gracious in accepting her challenges and creative in her approach to getting the job done in spite of the challenges she has faced. She is cheerful, upbeat, and positive at times when conditions have been difficult. Ms. Smith is always cognizant of the needs of those that she supervises and works diligently to help them overcome obstacles that they face while running an efficient and highly functioning program in the Greenwood/Abbeville Office.

PERFORMANCE CHARACTERISTICS

Performance Level

5% 1. Characteristic: Judgment

E=.15

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

3% 2. Characteristic: Initiative

E=.09

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

E=.06

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Ms. Smith has been able to maintain a high level of accomplishment in spite of personnel challenges within her office. She has worked diligently to provide appropriate supervision while addressing the needs of the 8th Circuit. It is of particular note that Ms. Smith has recruited and trained volunteers such that she has more volunteers than she has cases to assign them to. This is almost unheard of in the Guardian ad Litem Program and is a testimony to Ms. Smith's efforts. Ms. Smith's attitude is always positive and when challenges have arisen she often presents the problem in the context of a solution that she has come up with.

Ms. Smith will need to continue her efforts in Greenwood and Abbeville Counties. Additionally, she will need to continue to address the challenges that exist in motivating personnel to do their jobs as specified in their job descriptions. In the case of the Greenwood/Abbeville Case Manager, Ms. Smith will need to make adjustments in the duties of other staff within the 8th Circuit to fill in the gaps until the Case Manager is able to return full time.

Newberry presents a challenge in that the County Coordinator has not made sufficient efforts to recruit prospective volunteers. Ms. Smith will need to continue to work with that individual in conjunction with efforts being made by the PR Coordinator. Expectations will have to be clearly expressed with time frames given for tasks to be accomplished. Ms. Smith will need to continue assessing the progress being made on a regular basis.

In Laurens County the training of the new County Coordinator will be on-going and efforts will need to be made to include the Laurens County Coordinator in circuit wide activities so that she will be able to model those procedures in Laurens. Arrangements have been made to "borrow" a staff member from another circuit to help with the duties of the unfilled case manager position in Laurens. Ms. Smith will need to insure that these efforts result in COMET remaining up to date. Efforts will need to be made to make sure that the Laurens County Coordinator is well trained and able to support the volunteers in Laurens County. There will need to be specific efforts made to insure that the existing volunteers are retained while recruitment efforts continue.

Ms. Smith will undoubtedly face the challenges in the 8th Circuit with her characteristically positive attitude. The achievements made thus far in the 8th Circuit under the supervision of Ms. Smith are remarkable. Ms. Smith needs to broaden her accomplishments in the Greenwood/Abbeville Office to the other counties in her circuit.

APPRAISAL RESULTS

_____ Successful
2.72 _____ Exceptional
_____ Unacceptable

Name Stacie Smith Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

February 17, 2010

Date Assigned to Current Position _____

Performance Review From August 17, 2010 To August 16, 2011

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Mary J. Shure Date 8/25/10

Reviewed by Christine B. Coyle Date 8/27/10

Employee Stacie L. Smith Date 8/25/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

Name Stacie L. Smith Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

Date Assigned to Current Position 2/17/10

Performance Review From 2/17/10 To 8/17/10

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 2/17/10

Reviewed by Travis D. Corum Date 2/17/10

Employee Stacie L. Smith Date 2-17-2010

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 8/25/10

Reviewed by Travis D. Corum Date 8/24/10

Reviewing Officer Comments Stacie was met with the Guardian

Employee Stacie L. Smith Date 8/25/10

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

Name Stacie Smith Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

February 17, 2010

Date Assigned to Current Position _____

Performance Review From August 17, 2010 To August 16, 2011

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Wang J. Shue Date 8/25/10

Reviewed by Louise B. Cozart Date 8/27/10

Employee Stacie L. Smith Date 8/25/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

Name Stacie Smith Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

February 17, 2010

Date Assigned to Current Position _____

Performance Review From August 17, 2010 To August 16, 2011

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Wang J. Shure Date 8/25/10

Reviewed by Thomas B. Cooper Date 8/27/10

Employee Stacie L. Smith Date 8/25/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

- | | | | |
|----|------|--|---|
| 1. | 30 % | <p>Job Duty: Assists with hiring, training and supervising County Coordinators and other GAL Program staff within the assigned judicial circuit. Coordinates program design and implementation throughout the circuit in accord with state policy and procedure guidelines. Assists State Guardian ad Litem Office with ensuring compliance by all Guardian ad Litem personnel to state statute and program best practices that impact child welfare in abuse and neglect cases in the assigned judicial circuit.</p> | S |
|----|------|--|---|

Success Criteria: Along with the Regional Supervisor hires and actively supervises circuit staff. Visits each county office a minimum of quarterly and reviews the county COMET data submission monthly. Evaluates staff on time and submits EPMS reports to state office. Keeps updated best practices on hand and can direct circuit staff to current program policy. Follows statutory guidelines, program best practices and monitors circuit staff compliance to both.

- | | | | |
|----|------|---|---|
| 2. | 25 % | <p>Job Duty: Ensures that sufficient volunteers are recruited, trained and supported to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit. Participates in the County Plans development for the circuit for adherence to statutory requirements and court orders. Participates in state office staff meetings and other professional training as required.</p> | E |
|----|------|---|---|

Success Criteria: Assigns 100% of cases to volunteer guardians ad litem and has no more than a 2 case per staff average. Trains effective volunteers, using and modeling adult learning principles. and demonstrates a knowledge of child advocacy best practices. Meets county plan retention goal within 10% of set goal. Attends 75% of state staff meetings and 75% regional meetings as called. Attends training opportunities in sufficient numbers to acquire the necessary 12 hours of in-service hours.

- | | | | |
|----|------|--|---|
| 3. | 15 % | <p>Job Duty: Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, and is proficient in using the database. Produces reports as needed to monitor progress on County Plan goals within the circuit and for timely submission to the state Guardian ad Litem office.</p> | S |
|----|------|--|---|

Success Criteria: The COMET database accurately reflects the statistics of the circuit. County data is regularly submitted by the 10th of the next month and in proper format to state office. Circuit Coordinator reviews the county plan quarterly against COMET data for circuit program improvement.

- | | | | |
|----|--|--|--|
| 4. | | <p>Job Duty: Develops and implements public relations efforts in coordination with the Public Relations Supervisor and Team and the</p> | |
|----|--|--|--|

JOB DUTIES

Performance Level

10 %

County Coordinator(s) in the assigned judicial circuit to recruit volunteer advocates and provide community education about child abuse and neglect.

S

Success Criteria: Submits completed PR plan before every training. Submits completed form number 208 after each training to the Data/Grant Coordinator.

5.

10 %

Job Duty: Establishes and maintains positive working relationships with the Department of Social Services, Family Court and the Bench, and other child serving agencies within the judicial circuit.

E

Success Criteria: Attends staffings and meetings on program cases. Staff and/or volunteers participate in child welfare initiatives in the circuit. The Circuit GAL Program actively participates in collaborative case management efforts and conflict resolution with circuit agencies. The Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

**Performance
Level**

% 1. **Objective:**

Success Criteria:

% 2. **Objective:**

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Performance Level

4% 1. Characteristic: Judgment

E

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

2% 2. Characteristic: Initiative

E

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

E

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to

resolve problems.

4. Characteristic: Promoting Equal Opportunity

- 2% Definition: Promoting agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social economic equal opportunity goals.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

The Greenwood/Abbeville Office served 89 Groups representing 148 Children during the Fiscal Year 2009-2010. Stacie Smith has been able to consistently recruit more volunteers than she has cases for in Abbeville and Greenwood Counties. Through her innovative ideas for recruitment and retention of volunteers, Stacie is able to maintain a dedicated group of volunteers to advocate for the children in her counties.

Stacie actively participates in staffings with Greenwood DSS and the local CAC on a regular basis. She has an excellent relationship with Greenwood DSS and has participated regularly in community initiatives to improve the status of children in Greenwood County. Stacie has been a participant on the Citizens Review Panel since shortly after she was hired in 2006. The relationship with Abbeville DSS is more tenuous despite Stacie's efforts

Historically the entire 8th Circuit has accepted 100% of the cases. Stacie will need to continue to work diligently to recruit and train volunteers. A focus for Stacie will be trying to hold fewer training classes with more trainees in each class so she is not training as often. As Circuit Coordinator for the 8th Circuit, Stacie will need to work more with Laurens and Newberry to make sure that those counties have an adequate number of well trained volunteers.

Stacie has indicated in information provided for her County Plan that she plans to offer monthly Continuing Education Opportunities. This will easily allow volunteers ample opportunities to meet the requirement of 12 training hours per year. Having volunteers get together on a regular basis also serves as a retention tool. Stacie needs to begin submitting a completed Continuing Ed Report and Sign-In Sheet. She needs to consistently turn in a Training Report (Form 208) after all trainings. She will need to make sure that the Newberry County Coordinator begins to submit these reports also.

ough Stacie is a Circuit Coordinator, her involvement with Laurens and Newberry has been erratic. She will have to assume a more interactive role with the Laurens and Newberry Offices to ensure that they are being run according to statute and policy. There will be additional responsibilities for the Circuit Coordinator in the coming year that will include auditing files. Results of a recent audit in Newberry show that Stacie needs to work with staff throughout the year to continue to develop their skills. Stacie needs to clearly define her role as Circuit Coordinator with the staff she supervises.

Her energy and creativity are legendary within the Guardian ad Litem community. She is very successful in coordinating with the friends group to achieve success. It is refreshing to hear Stacie's newest idea to meet with the community to give a positive meaning to the saying "this is our home."

APPRAISAL RESULTS

2.43 Successful
 Exceptional
 Unacceptable

Name Stacie L. Smith Social Security No.: [REDACTED]
Agency Governor's Office (OEPP)
Department Guardian ad Litem Program
Position Classification AH40 Circuit Coordinator
Date Assigned to Current Position 2/17/10
Performance Review From 2/17/10 To 8/17/10

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 2/17/10
Reviewed by Heise D. Cooper Date 2/17/10
Employee Stacie L. Smith Date 2-17-2010
(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer Sally S. Mintz Date 8/25/10
Reviewed by Heise D. Cooper Date 8/27/10
Reviewing Officer Comments Stacie is an asset to the Guardian ad Litem.
Employee Stacie L. Smith Date 8/25/10
(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____

EPMS

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

- 30 %
1. **Job Duty:** Assists with hiring, training and supervising County Coordinators and other GAL Program staff within the assigned judicial circuit. Coordinates program design and implementation throughout the circuit in accord with state policy and procedure guidelines. Assists State Guardian ad Litem Office with ensuring compliance by all Guardian ad Litem personnel to state statute and program best practices that impact child welfare in abuse and neglect cases in the assigned judicial circuit.

S

Success Criteria: Along with the Regional Supervisor hires and actively supervises circuit staff. Visits each county office a minimum of quarterly and reviews the county COMET data submission monthly. Evaluates staff on time and submits EPMS reports to state office. Keeps updated best practices on hand and can direct circuit staff to current program policy. Follows statutory guidelines, program best practices and monitors circuit staff compliance to both.

- 25 %
2. **Job Duty:** Ensures that sufficient volunteers are recruited, trained and supported to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit. Participates in the County Plans development for the circuit for adherence to statutory requirements and court orders. Participates in state office staff meetings and other professional training as required.

E

Success Criteria: Assigns 100% of cases to volunteer guardians ad litem and has no more than a 2 case per staff average. Trains effective volunteers, using and modeling adult learning principles, and demonstrates a knowledge of child advocacy best practices. Meets county plan retention goal within 10% of set goal. Attends 75% of state staff meetings and 75% regional meetings as called. Attends training opportunities in sufficient numbers to acquire the necessary 12 hours of in-service hours.

- 15 %
3. **Job Duty:** Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, and is proficient in using the database. Produces reports as needed to monitor progress on County Plan goals within the circuit and for timely submission to the state Guardian ad Litem office.

S

Success Criteria: The COMET database accurately reflects the statistics of the circuit. County data is regularly submitted by the 10th of the next month and in proper format to state office. Circuit Coordinator reviews the county plan quarterly against COMET data for circuit program improvement.

4. **Job Duty:** Develops and implements public relations efforts in coordination with the Public Relations Supervisor and Team and the
-

JOB DUTIES

Performance Level

10 %

County Coordinator(s) in the assigned judicial circuit to recruit volunteer advocates and provide community education about child abuse and neglect.

S

Success Criteria: Submits completed PR plan before every training. Submits completed form number 208 after each training to the Data/Grant Coordinator.

5.

10 %

Job Duty: Establishes and maintains positive working relationships with the Department of Social Services, Family Court and the Bench, and other child serving agencies within the judicial circuit.

E

Success Criteria: Attends staffings and meetings on program cases. Staff and/or volunteers participate in child welfare initiatives in the circuit. The Circuit GAL Program actively participates in collaborative case management efforts and conflict resolution with circuit agencies. The Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

**Performance
Level**

_____ % 1. **Objective:**

Success Criteria:

_____ % 2. **Objective:**

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Performance Level

4% 1. Characteristic: Judgment

_____ E _____

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

2% 2. Characteristic: Initiative

_____ E _____

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

_____ E _____

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to

resolve problems.

4. Characteristic: Promoting Equal Opportunity

2% Definition: Promoting agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social economic equal opportunity goals.

__S__

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

The Greenwood/Abbeville Office served 89 Groups representing 148 Children during the Fiscal Year 2009-2010. Stacie Smith has been able to consistently recruit more volunteers than she has cases for in Abbeville and Greenwood Counties. Through her innovative ideas for recruitment and retention of volunteers, Stacie is able to maintain a dedicated group of volunteers to advocate for the children in her counties.

Stacie actively participates in staffings with Greenwood DSS and the local CAC on a regular basis. She has an excellent relationship with Greenwood DSS and has participated regularly in community initiatives to improve the status of children in Greenwood County. Stacie has been a participant on the Citizens Review Panel since shortly after she was hired in 2006. The relationship with Abbeville DSS is more tenuous despite Stacie's efforts

Historically the entire 8th Circuit has accepted 100% of the cases. Stacie will need to continue to work diligently to recruit and train volunteers. A focus for Stacie will be trying to hold fewer training classes with more trainees in each class so she is not training as often. As Circuit Coordinator for the 8th Circuit, Stacie will need to work more with Laurens and Newberry to make sure that those counties have an adequate number of well trained volunteers.

Stacie has indicated in information provided for her County Plan that she plans to offer monthly Continuing Education Opportunities. This will easily allow volunteers ample opportunities to meet the requirement of 12 training hours per year. Having volunteers get together on a regular basis also serves as a retention tool. Stacie needs to begin submitting a completed Continuing Ed Report and Sign-In Sheet. She needs to consistently turn in a Training Report (Form 208) after all trainings. She will need to make sure that the Newberry County Coordinator begins to submit these reports also.

Though Stacie is a Circuit Coordinator, her involvement with Laurens and Newberry has been sporadic. She will have to assume a more interactive role with the Laurens and Newberry Offices to ensure that they are being run according to statute and policy. There will be additional responsibilities for the Circuit Coordinator in the coming year that will include auditing files. Results of a recent audit in Newberry show that Stacie needs to work with staff throughout the Circuit to continue to develop their skills. Stacie needs to clearly define her role as Circuit Coordinator with the staff she supervises.

Stacie's energy and creativity are legendary within the Guardian ad Litem Program. She has been successful in coordinating with the friends group to achieve support for Program activities. It is always refreshing to hear Stacie's newest idea to meet the goals of the Guardian ad Litem Program. She gives positive meaning to the saying "think outside the box!"

APPRAISAL RESULTS

2.43 Successful
 Exceptional
 Unacceptable

GAL Abbeville-Greenwood - EPMS Circuit Coordinator Stacie Smith.doc

Page 1

Name Stacie Smith Social Security No.: [REDACTED]
Agency Governor's Office (OKPP)
Department Guardian ad Litem Program
Position Classification AH35 Circuit Coordinator
Date Assigned to Current Position 10-17-06
Performance Review From ~~8/20/08~~ 10-17-07 To 10/16/08

planning stage ACKNOWLEDGMENT

Rating Officer Dolly S. Mintz Date 8/29/08
Reviewed by Debbie B. Cooper Date _____
Employee Stacie L. Smith Date 8/20/08
(signature of employee indicates the planning stage and position description were reviewed with the employee.)

evaluation stage ACKNOWLEDGMENT

Rating Officer Dolly S. Mintz Date 1/21/09
Reviewed by Debbie B. Cooper Date 1-21-09
Reviewing Officer Comments An exceptional Circuit Coordinator
in every aspect of her performance
Employee Stacie Smith Date 1/21/09

(my signature indicates that I was given the opportunity to discuss the official performance review with my supervisor - not that I necessarily agree.)

Employee Comments _____

epms

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES: The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

OBJECTIVES: This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resource. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

PLANNING STAGE DOCUMENT: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. The supervisor and employee should also decide on the percent weights that will be assigned to the job duties, objectives and performance characteristics for determining the overall performance rating. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics shall be rated on how well the employee has met the success criteria or definitions as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives, performance characteristics and overall performance)

SUCCESSFUL - Work that meets the success criteria of the job function, objective, or performance characteristic definition.

EXCEPTIONAL - Work that is consistently above the success criteria of the job function, objective, or performance characteristic definition throughout the rating period.

UNACCEPTABLE - Work that fails to meet the success criteria of the job function, objective, or performance characteristic definition.

JOB DUTIES

Performance Level

1. Job Duty: Ensures that volunteers are recruited, trained and supported in order to advocate for abused and neglected children in Family Court throughout the assigned judicial circuit, to include implementing public relations for volunteer recruitment and community awareness of child abuse. S=.56

28 %

Success Criteria:

Lower case rejection percentages; accurate case numbers reflected in acceptance and turn back rates; accurate active volunteer numbers; adequate numbers of volunteers for the caseload; well-trained and effective volunteers; regular volunteer monitoring forms in the case files; evidence of objectives public relations activities

2. Job Duty: Assists with hiring and supervising County Coordinators within the assigned judicial circuit and hires, trains and supervises administrative staff within the circuit office. Participates in state meetings and professional development opportunities. E=.69

23 %

Success Criteria:

County offices that are staffed without undue length of vacancies; staff that is adequately trained and supervised as measured by their proficiency and longevity; regular attendance and participation in staff meeting and trainings.

3. Job Duty: : Monitors and assesses accuracy of the circuit's statistical information as generated by the COMET database, is proficient in using the database, and assists state office in development of county plans using the information E=.39

13 %

Success Criteria:

Comet information is accurate. County plan for improvement and program development is in place and goals are set for measurable gains.

4. Job Duty: Ensures circuit employee compliance with SCGAL enacting legislation, program policy and best practices standards in child welfare, and OEPP policy. E=.39

13 %

Success Criteria:

Program runs according to program policy and standards. Circuit Coordinator regularly meets with circuit staff to maintain quality advocacy practices.

JOB DUTIES

Performance
Level

13 %

5. Job Duty: Establishes and maintains professional working relationships with the county Departments of Social Services, the Family Court Bench and administration, and other child serving agencies in the circuit.

E=.39

Success Criteria:

Circuit GAL program is included in the child welfare systems that affect the children we serve. Circuit GAL Program has access to collaboration and conflict resolution with circuit agencies. Circuit GAL office has the respect of its local Family Court Bench.

OBJECTIVES

**Performance
Level**

% 1. **Objective:**

Success Criteria:

% 2. **Objective:**

Success Criteria:

ACTUAL PERFORMANCE

Ms. Smith has continued her exceptional performance in her position as Circuit Coordinator for the 8th Judicial Circuit. In the Greenwood/Abbeville Office she has continued to build the Program by recruiting, training, and retaining highly motivated volunteer GALs. This has resulted in Greenwood/Abbeville actually having more volunteers than there are cases to assign them to which is almost unheard of statewide in the Guardian ad Litem Program.

Ms. Smith has worked with the Guardian ad Litem Program PR Coordinator to utilize media opportunities in her community to recruit prospective volunteers. She has participated in speaking engagements, community events, job fairs, and has been able to promote the Guardian ad Litem Program in several different types of media.

Ms. Smith has developed a training process which incorporates speakers/facilitators from the community as well as staff from within the 8th Circuit. This has allowed there to be training on a regular basis without as much disruption to other activities within the Program and has yielded solid volunteers who are ready and able to provide a high level of advocacy for the children the are appointed to represent.

A "Friends Group" has been established to support the efforts of the Guardian ad Litem Program and to provide additional resources in meeting the needs of the children of Abbeville and Greenwood counties. Ms. Smith has worked with members of the community to identify needs that could be addressed by the Friends Group.

Ms. Smith has continued to work collaboratively within the child welfare community and enjoys an outstanding working relationship with local DSS offices. She participates in the development of grant activities related to a Duke Endowment Grant obtained by Greenwood DSS. She participates in multidisciplinary staffings and is well respected by local judges, law enforcement, and community agencies that serve the children and families of Greenwood and Abbeville counties.

The Greenwood/Abbeville Office has experienced serious personnel challenges with the on-going illness of the spouse of the Case Manager which has necessitated extended absences by the Case Manager. Because of the nature of her husband's illness, the Case Manager is not able to accurately predict when she will be present at work and often has to leave work on short notice. Additionally, the Circuit Caseworker, who is housed in the Greenwood/Abbeville Office, has experienced the illness and subsequent death of a parent as well as personal health issues which have necessitated his being out of the office. This has left Ms. Smith as the sole person in the office for extended periods of time and has resulted in additional demands on her time as well as the stress of having to plan around the unpredictable schedules of the rest of the staff

Progress has been made in decreasing the number of cases assigned to the Circuit Caseworker. The Laurens Office experienced the loss of both the County Coordinator and the Case Manager. A new County Coordinator has been hired but it is unlikely that the Case Manager position will be filled in the foreseeable future because of budgetary issues. Newberry remains problematic because of the lack of recruitment of new volunteers by the County Coordinator who has been in that position for more than a year. In order to accept 100% of the cases, the Newberry County Coordinator has taken many of the cases herself or they have been assigned to the Circuit Caseworker.

Ms. Smith has been gracious in accepting her challenges and creative in her approach to getting the job done in spite of the challenges she has faced. She is cheerful, upbeat, and positive at times when conditions have been difficult. Ms. Smith is always cognizant of the needs of those that she supervises and works diligently to help them overcome obstacles that they face while running an efficient and highly functioning program in the Greenwood/Abbeville Office.

PERFORMANCE CHARACTERISTICS

Performance Level

5% 1. Characteristic: Judgment

E=.15

Definition: Able to reason, compare, understand, and think rationally on the job. Develops and analyzes alternative courses of action. Makes work-related decisions based on sound conclusions and separates facts from opinions. Seeks advice and input of superiors, employees and other appropriate sources. Conducts daily business in compliance with the best practices of policy and procedure.

3% 2. Characteristic: Initiative

E=.09

Definition: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems. Demonstrates the ability to set objectives and meet those objectives through planning and time management. Does not readily accept circumstances that interfere with the attainment of goals. Regularly originates ideas and activities.

2% 3. Characteristic: Leadership

E=.06

Definition: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

Ms. Smith has been able to maintain a high level of accomplishment in spite of personnel challenges within her office. She has worked diligently to provide appropriate supervision while addressing the needs of the 8th Circuit. It is of particular note that Ms. Smith has recruited and trained volunteers such that she has more volunteers than she has cases to assign them to. This is almost unheard of in the Guardian ad Litem Program and is a testimony to Ms. Smith's efforts. Ms. Smith's attitude is always positive and when challenges have arisen she often presents the problem in the context of a solution that she has come up with.

Ms. Smith will need to continue her efforts in Greenwood and Abbeville Counties. Additionally, she will need to continue to address the challenges that exist in motivating personnel to do their jobs as specified in their job descriptions. In the case of the Greenwood/Abbeville Case Manager, Ms. Smith will need to make adjustments in the duties of other staff within the 8th Circuit to fill in the gaps until the Case Manager is able to return full time.

Newberry presents a challenge in that the County Coordinator has not made sufficient efforts to recruit prospective volunteers. Ms. Smith will need to continue to work with that individual in conjunction with efforts being made by the PR Coordinator. Expectations will have to be clearly expressed with time frames given for tasks to be accomplished. Ms. Smith will need to continue assessing the progress being made on a regular basis.

In Laurens County the training of the new County Coordinator will be on-going and efforts will need to be made to include the Laurens County Coordinator in circuit wide activities so that she will be able to model those procedures in Laurens. Arrangements have been made to "borrow" a staff member from another circuit to help with the duties of the unfilled case manager position in Laurens. Ms. Smith will need to insure that these efforts result in COMET remaining up to date. Efforts will need to be made to make sure that the Laurens County Coordinator is well trained and able to support the volunteers in Laurens County. There will need to be specific efforts made to insure that the existing volunteers are retained while recruitment efforts continue.

Ms. Smith will undoubtedly face the challenges in the 8th Circuit with her characteristically positive attitude. The achievements made thus far in the 8th Circuit under the supervision of Ms. Smith are remarkable. Ms. Smith needs to broaden her accomplishments in the Greenwood/Abbeville Office to the other counties in her circuit.

APPRAISAL RESULTS

_____	Successful
<u>2.72</u>	Exceptional
_____	Unacceptable

Name Stacie Smith Social Security No.: [REDACTED]

Agency Governor's Office (OEPP)

Department Guardian ad Litem Program

Position Classification AH40 Circuit Coordinator

February 17, 2010

Date Assigned to Current Position _____

Performance Review From August 17, 2010 To August 16, 2011

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer Mary J. Shure Date 8/25/10

Reviewed by Christine B. Cooper Date 8/27/10

Employee Stacie L. Smith Date 8/25/10

(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)

Employee Comments _____