



Enriching Lives &  
Connecting Communities

### Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

#### I. Current Information: This section must be completed

1. Employee Name: <b>James A. Brown</b>		2. Job Title: <b>Athletics Coordinator</b>	
3. Department Name: <b>Athletics</b>	4. Job Code: <b>505</b>	5. Job Grade: <b>5</b>	

#### II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: <b>\$34,377.98</b>	To: <b>\$48,000.00</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <a href="#">Click Here</a>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <a href="#">Click Here</a>	
New Job Title: <b>Director of Programming</b>		New Job Grade: <b>7</b>	
9. Department Change:	Old Dept. Name: <b>Athletics</b>	New Department Name: <b>Programs</b>	
10. Reason for change(s) noted above: <b>Promotion</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>1/9/2011</b> The effective date should coincide with the start date of a payroll period.			

#### III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? <a href="#">Click Here</a>	13. Effective Date:	14. Proper Notice Given? <a href="#">Click Here</a>
		15. Would you re-employ? <a href="#">Click Here</a>
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

#### IV. Leave of Absence

17. Leave type: <a href="#">Click Here</a>	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

#### V. Signatures & Date

Department Director	
Division Head	
Assistant Executive Director	
Executive Director	
Required for pay changes exceeding normal guidelines and terminations	
Human Resources Representative	

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

**BOARD OF COMMISSIONERS:**

Marie Green, Chair  
G. Todd Weiss, Secretary  
C. Todd LaTiff  
Weston A. Furgess, Jr.  
Wilbert Lewis  
George D. Martin, Jr.  
Barbara Mickens



"Enriching Lives, Connecting Communities."

**EXECUTIVE DIRECTOR**

**James Brown, III**

5819 Shakespeare Road

Columbia, SC 29223

Phone: (803) 754-7275

Fax: (803) 786-2028

Email: [info@rcrc.state.sc.us](mailto:info@rcrc.state.sc.us)

[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**MEMORANDUM**

To: James Brown

From: James Brown, III *JB*  
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 - June 30, 2012 with the 3% Cost of Living increase is \$49,440.16.

Employee's Acknowledgment Signature: \_\_\_\_\_

Date: 6-28-2011

Please Sign and Return to Keira Session - Human Resources.

**NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.**

**CONFIDENTIAL**



**Nationally Accredited:**

The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

**Equal Opportunity Statement:** The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.



Enriching Lives &  
Connecting Communities

## Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

### I. Current Information: This section must be completed

1. Employee Name: <b>James A. Brown</b>		2. Job Title: <b>Director, Programming</b>	
3. Department Name: <b>Programming</b>	4. Job Code: <b>250</b>	5. Job Grade: <b>7</b>	

### II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: <b>\$49,440.00</b>	To: <b>\$58,000.00</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Click Here</b>	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Adjustment for Promotion to Director of Programming</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>11/13/2011</b> The effective date should coincide with the start date of a payroll period.			

### III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

### IV. Leave of Absence

17. Leave type: <b>Click Here</b>	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

### V. Signatures & Date

Department Director	
Division Head	<i>James A. Brown</i> 11/21/11
Assistant Executive Director	<i>Kenya Bryant</i> 11/18/11
Executive Director	<i>Greg Bryant</i>
Required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	<i>Leural Session</i> 11/22/2011

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.





Enriching Lives &  
Connecting Communities

## Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

### I. Current Information: This section must be completed

1. Employee Name: James A Brown		2. Job Title: Director of Programming	
3. Department Name: Programming	4. Job Code: 250	5. Job Grade: 7	

### II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$58,000.00	To: \$70,000.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title: Director of Recreation		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: New Position With Increased Responsibilities			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 06/09/2013 The effective date should coincide with the start date of a payroll period.			

### III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

### IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

### V. Signatures & Date

Department Director	
Department Head	Laurin Lewis 6/5/13
Assistant Executive Director	Kerrya Bryant 6/5/13
Executive Director	James Brown JR 6/5/13
(required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	Kerrel Siskin 06-11-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



# James Anthony Brown

209 Hardwood Drive \* Columbia, SC 29229 \* C: (803) 445-5489 \* [REDACTED]

---

## Summary

Experienced professional skilled in achieving operational efficiency and increasing revenue with over 18 years of experience in the Parks & Recreation industry. Results oriented, decisive leader with proven success in providing programming, external/internal fundraising, and securing sponsorships all while providing a stellar service to the community. Instrumental in developing policies and procedures to improve processes.

## Education

### WEBSTER UNIVERSITY

- Masters of Arts in Management and Leadership June 2016 Columbia, SC
- 3.22 Cumulative GPA

### BENEDICT COLLEGE

- Bachelors of Science in Community Recreation May 2001 Columbia, SC
- Minor in Therapeutic Recreation
- Awarded 4-year Baseball Scholarship

## Work Experience

### RICHLAND COUNTY RECREATION COMMISSION

#### Director of Recreation

May 2013 - Present

- Supervises the athletic department which organize and oversee all youth and adult leagues.
- Supervises tennis professionals that manage county courts and tennis centers.
- Oversee the Linrick golf course supervisor that manages all staff and course maintenance.
- Plan, organize, and oversee all Kelly Mill Sports Complex operations.  
(Softball/Baseball tournaments, Canteen operations, field maintenance etc.)
- Manages field rentals and all community league field leases.
- Responsible for monitoring and managing the department's budget for programs/events.

#### Director of Programs

Jan. 2011 – May 2013

- Supervised the programming department that manages the operation of all of the after-school and summer camp programs.
- Supervised the adaptive recreation department supervisor that manages all patient day programs, adaptive sports, and summer camps.
- Supervised all community center staff that oversee all facility rentals, and senior programs.

#### Athletic Coordinator

March 2010 – Jan. 2011

- Organized, implemented, and supervised all adult and youth leagues.
- Served as a liaison between RCRC and the community leagues who lease the athletic fields.
- Assisted park staff with in house programs, camps, and workshops.

#### Grant Writer

Aug 2009 – March 2010

- Gathered documentation and fulfilled necessary requirements of various funding bodies to formally seek funding on behalf of the agency.
- Secured grants for projects, agency improvements, and program scholarships assigned by the Executive Director of the Richland County Recreation Foundation.

#### Athletic Compliance Officer

March 2009 – Aug 2010

- Acted as an independent review and evaluation body to ensure that all external and internal athletic programs are following policies/procedures.
- Ensure that compliance issues with external and internal athletic leagues are being appropriately evaluated, investigated, and resolved.

#### Assistant Park Director

Aug 2002 – March 2009

- Organized, planned, and implemented programs for youth and adults.
- Organized, planned, and implemented community awareness programs.
- Assisted the Park Director with day to day operations.
- Managed facility rental schedules.
- Supervised part-time employees, and managed part-time schedules.

### Accomplishments

---

- Secured a sponsorship from a national brand for 12k annually to be used for mentor groups, program, and athletic sponsorships.
- Established a Golf Tournament that raises between 5k – 7k annually for scholarships and course exposure in addition to donating funds to a pre-selected foundation in an effort to support their awareness.
- Created and implemented a policy change that increased community organization lease revenue over 350% while keeping the fee scale fair and competitive.
- Secured a partnership that provided hot meals for afterschool and summer camp programs.
- Established a volunteer initiative to nourish the agency's volunteer coaches pool to increase quality participation.
- Established a partnership with nationally recognized baseball/softball organizations to bring tournaments to increase hospitality traffic to boost economic growth in Richland County.
- Created a girl's mentor group that operated with a softball foundation that was geared toward helping them create and maintain social relationships while participating in community service projects, workshops, and team bonding activities.



# EMPLOYMENT APPLICATION

**RICHLAND COUNTY RECREATION COMMISSION**  
**5819 SHAKESPEARE ROAD**  
**COLUMBIA, SOUTH CAROLINA 29223**  
**Phone 754-PARK**

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Land Counselor	

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

Date: 5/11/99 (TYPE OR PRINT IN INK)

<p>A. NAME <u>Brown</u> <u>JAMES</u> <u>Anthony</u>  (Last) (First) (Middle)</p> <p>ADDRESS <u>915 Cokesbury Dr.</u> <u>Columbia</u> <u>Richland</u> <u>S.C.</u> <u>29223</u>  (Number and Street or R.F.D.) (City) (County) (State) (Zip Code)</p> <p>Social Security Number <u>[REDACTED]</u> Telephone Number (Home) <u>(803) 756-4367</u></p>				
<p>B. State the salary which you are willing to accept <u>\$7.50</u> When could you begin work? <u>ASAP</u></p> <p>Check type of employment you would accept: Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/></p> <p>(Hours Preferred) <u>8-4</u></p> <p>Do you possess a valid S.C. Driver's License? <u>yes</u> Chauffeur's License? _____ Number _____</p>				
<p>C. PRESENT DRAFT CLASSIFICATION: Have you served in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Branch of Service: Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Air Force <input type="checkbox"/> Other _____</p> <p>Date Entered _____ Date Discharged or Separated _____ Type of Discharge _____</p> <p>Highest Rank Attained _____</p> <p>RESERVE STATUS: National Guard <input type="checkbox"/> Inactive <input type="checkbox"/> Ready Reserve <input type="checkbox"/> Standby Reserve <input type="checkbox"/> Non-Member <input type="checkbox"/></p> <p>ARE YOU REQUIRED TO ATTEND: Summer Training? Yes <input type="checkbox"/> No <input type="checkbox"/> Weekly or Monthly Drills? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date Active Reserve Obligation Will End _____ Military Branch and Name of Reserve Unit _____</p>				
<p>D. In Case of Emergency Notify <u>Annie L Young</u> <u>6116 Luke St</u> <u>(803) 754-2150</u> <u>Grandmother</u>  (Name) (Address) (Phone) (Relationship)</p> <p>Have you every been employed by the Richland Country Recreation Commission? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, dates _____</p> <p>Were you a member of the South Carolina Retirement System? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Retirement Number _____</p>				

AN EQUAL OPPORTUNITY EMPLOYER

E. Have you ever been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☒

If yes, give details below: \_\_\_\_\_

Where Arrested	Date	Nature of Charge	Disposition

F. EDUCATION	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did You Graduate?	Certificate or Degree Received
School						
Elementary	Greenview Elem 7512 Foster street		83 to 89	1 2 3 4 5 6 7 8	(Yes) No	
High	KEENEAN High 3455 River Street		92 to 96	9 10 11 12	(Yes) No	Diploma
Business, Technical or Trade School				1 2 3 4	Yes No	
College	Benedict College 1600 Harden street	Religion	96 to Present	1 2 3 4	Yes No	
Graduate School				1 2 3 4	Yes No	
Other Studies					Yes No	

G. PROFESSIONAL CERTIFICATES OR LICENSES

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration	Check Exam. Reciprocity
				Yes No <input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>

H. List any professional honors, awards, publications, etc.

I. Give details of any special skills, training or apprenticeship Coaching young children, very good with kids

Indicate types of machines you have operated: ☒ Adding Machine ☐ Bookkeeping Machine ☒ Calculating Machine ☐ Dictaphone

☐ Mimeograph ☐ Other Machines (Type) \_\_\_\_\_ Shorthand Speed \_\_\_\_\_ Typing Speed 50 wpm

J. REFERENCES

Give names and addresses of three persons, not relatives, who have known you for at least one year.

Name Yancy King Address 1 Quailley Court Occupation Baseball Coach  
 Name Vikki Gaudin Address 510 Danbury Dr. Occupation Administrative Asst.  
 Name Magdelene Moton Address 914 Chesbury Dr. Occupation Wedding Arranger



K. Have you any objections to this agency making inquiry of your PRESENT employer regarding your character, qualifications, etc.?  
☐ Yes ☒ No

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? ☐ Yes ☒ No

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self-employment. Include military service and part-time employment. Account for your time during any intervals of unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer <u>Hope Brown/Nations Bank Control Center</u>	From (Mo.) <u>July</u> (Yrs.) <u>98</u>
Address of Employer _____	To (Mo.) <u>October</u> (Yrs.) <u>98</u>
Your Job Title <u>Proof operator</u>	Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>
Specific Duties <u>Validate check, and Banking accounts</u>	Starting Salary <u>\$5.25</u>
_____	Last Salary <u>\$6.00</u>
Reason for Leaving <u>Baseball Season Started.</u>	Supervisor's Name <u>Hope Brown</u>
_____	Title _____

Name of Employer <u>Piggly Wiggly</u>	From (Mo.) <u>September</u> (Yrs.) <u>97</u>
Address of Employer _____	To (Mo.) <u>January</u> (Yrs.) <u>98</u>
Your Job Title <u>Stucker</u>	Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>
Specific Duties <u>Stock shelves</u>	Starting Salary <u>\$5.00</u>
_____	Last Salary <u>\$5.75</u>
Reason For Leaving <u>Store Closed Down</u>	Supervisor's Name <u>Ernest Belden</u>
_____	Title <u>Store Manager</u>

Name of Employer <u>Michelin Tire Factory</u>	From (Mo.) <u>May</u> (Yrs.) <u>97</u>
Address of Employer _____	To (Mo.) <u>July</u> (Yrs.) <u>97</u>
Your Job Title <u>BD2 machine worker</u>	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/>
Specific Duties <u>Run Rubber through machine &amp; inspect.</u>	Starting Salary <u>\$10.00</u>
_____	Last Salary <u>\$10.00</u>
Reason For Leaving <u>Got sick from factory fumes</u>	Supervisor's name <u>Keri Hunter</u>
_____	Title <u>Section Supervisor</u>

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION.

### APPLICANT'S REMARKS

(List any other information that would be pertinent or helpful.)

I love to work with kids and I'm sure this job could help me play a role in a child's life. Also I am in the Recreational Program in college. Most of all I think this job could give me the skill and experience I need in future employers.

### CERTIFICATE OF APPLICANT — READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the F.B.I. I further agree to a physical examination if such examination is required as a condition of employment by an agency.

Applicant's Signature

James C. Horn

Date

5/11/99

### INTERVIEWER'S REMARKS

Interviewed By

Date





&lt; CLOSE

HOME RESOURCE



## Regular Pay History

JB

Brown, J.  
DOB: 01/01/1978  
Home ID: 123456

Show Changes for

all



Show as of 1

Position

Director of  
Recreation12/31/2015  
15,000.00

12/31/2015

12/31/2015  
15,000.00

12/31/2015

12/31/2015

12/31/2015  
15,000.0012/31/2015  
15,000.00

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department  
Full Time Facility/Com

Home Cost Number

Change Reason  
DBLOAD

12/31/2015

Privacy

Legal

EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN...	PERCENT CHA...	AMOUNT CHA...	ANNUAL A...
(Current)									
06/09/2013	PROMO - Promo...	Salary	2,692.31	33.65...	Biweekly		20.6897	12,000.04	70,000.06 N
(History)									
11/13/2011	PAY IN - Pay Incr...	Salary	2,230.77		Biweekly	80.00	17.3139	8,559.98	58,000.02 N
07/01/2011	COST - Cost of L...	Salary	1,901.54		Biweekly	80.00	2.9997	1,439.88	49,440.04 N
01/09/2011	PROMO - Promo...	Salary	1,846.16		Biweekly	80.00	39.6247	13,622.18	48,000.16 N
07/01/2009	COST - Cost of L...	Salary	1,322.23		Biweekly	80.00	2.9999	1,001.26	34,377.98 N
06/14/2009	PROMO - Promo...	Salary	1,283.72		Biweekly	80.00	5.0000	1,589.38	33,376.72 N
03/08/2009	PAY IN - Pay Incr...	Salary	1,222.59		Biweekly	80.00	16.1297	4,415.06	31,787.34 N
01/13/2008	PAY IN - Pay Incr...	Salary	1,052.78		Biweekly	80.00	5.0595	1,318.20	27,372.28 N

Rows Per Page 10 1 10