

From: Kester, Tony
To: 'Marie Waller' <MarieWaller@scstatehouse.gov>
Date: 8/6/2014 9:30:05 AM
Subject: RE: Human Resource functions

Marie,

Do you have some time today to talk about this?

Thanks.

Tony

Tony Kester
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From: Marie Waller [mailto:MarieWaller@scstatehouse.gov]
Sent: Wednesday, August 06, 2014 9:26 AM
To: Kester, Tony; Theriot, Susan
Cc: Shealy, Boyd; J. Yancey McGill
Subject: Human Resource functions

Tony and Sue, the purpose of this memo is to outline several expectations we have for our partnership with the Budget and Control Board concerning Human Resources functions. As you are aware, we have directed Boyd Shealy to conduct interviews with staff within the LGOA. Along with another employee at the Board, this process has started and is anticipated to take a few weeks. Upon completion of this task, Boyd will start reviewing all of our policies and ensuring these policies are up to date. Boyd can still be reached for HR issues and guidance, but his time will be limited with these directives. It is the Budget and Control Board's position that Mr. Shealy reports directly to his supervisor at the Board, and to the Lt. Governor as needed.

While we have contracted with the BCB for assistance with day to day HR activities, their Director, Marcia Adams, has made it clear to me that we still need to be engaged in certain managerial aspects of our HR activities. The Board has a staff, led by Cora Campbell, Interim HR Director, that will handle the transactional HR activities. If an employee has a question about benefits, FMLA, or leave, they can contact Jordan Murphy at 737-1979. If an employee has a question about their check, they can contact Kelly Hess at 737-3060.

Finally, for staffing issues, we will be relying on the Division Managers to help in the Recruiting process. Here is the information the Board has provided to me, and which I am passing along to you. The Board has agreed to post open positions for us on NeoGov, the state's recruiting system. We need to supply a job announcement with a position number to (Cora) and the job will be posted. From there, after the job has closed, the Board will qualify applications. Once this process is complete, the applications will be forwarded to the Hiring Manager.

Interviews will then be conducted by the appropriate hiring manager and their staff. The Board does not need to be involved in this process. Once the interviews have been completed, the selected candidate and their salary information will need to be approved by the Lieutenant Governor. That information will then be forwarded to

the Board so that they can run background and reference checks. Once that process has been completed, the Board will let us know that the checks have come back satisfactorily. It will then be up to the appropriate hiring manager to contact the chosen candidate to offer the candidate the position within our office. Once that person accepts the offer, we will need to let the Board know the candidate's salary, supervisor, work hours, start date.

The Board typically has all new employees report to the HR office at 9:00 on the first day of employment. If you would like another time, we need to let them know. The Board will then send an offer letter and benefits packet to the candidate with instructions for new hire orientation.

If you have any questions about these expectations, please let me know. Thank you.

Marie Waller
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Lieutenant Governor McGill's Office
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