

Deputy Director Legislative Affairs: Director of Operations Reads at **Before**

1. Thank you for applying for this position.
2. The job posting included the key areas required to successfully compete for this position. **(Read Position Description)**
3. This position requires extended hours and travel throughout the state. Do you understand this is a requirement for the position?
4. The position salary will be \$ per year. If you are selected for this position, will you accept that salary?
5. You were chosen to interview for this position based upon your application and work history. The panel members for this interview are Ms. Brandy Duncan, Mr. Isaac McFarland, Mr. Larry Murray and myself Mr. John Laganelli.
6. During the course of the interview you will be asked a series of questions requiring thought and verbal response. You will be given time to compose your thoughts and provide answers.
7. Once this interview is concluded, you are asked to not discuss the interview methodology, the questions, or any of your responses to any other candidates you may know.
8. **AFTER:** Thank you for your time and again we ask that you not discuss the interview methodology, the questions.

Questions

1. Describe your legislative experience; give examples or discuss legislation you've worked and how you tracked and coordinated it inside and outside your organization.
2. Part of the Legislative Liaison job is to serve as Deputy Operations Director and Strategy Coordinator. What experience do you have in operational planning or strategy development?
3. Describe your leadership style? From what you know about this position, how would you use your leadership skills to effectively lead the Leg Affairs Directorate?
4. Ethics Question –
5. Describe your public affairs background and experience? What experience do you have using social media as a public information system?
6. Describe the SC DMVs reputation and its branding? How would you change it?
7. Other questions –
8. Do you have any questions?

Interview Questions: Deputy Director of Legislative Affairs

- ① ~~What is the primary difference between an appropriated agency and a non-appropriated agency?~~
2. ~~What characteristics make non appropriated agencies successful?~~
- ③ What is organizational leadership and how does it apply to the job description regarding the Deputy Director of Legislative Affairs? *Your Letter to SCS*
- ④ What is a Fiscal impact Statement and why is it important?
5. Who are the key players with whom the fiscal impact statement would need to be staffed prior to sending forward?
- ⑥ What is meant by the term 'customer centric business operation'?
- ⑦ Define, in your own words, the concept of staff coordination.
- ⑧ Define in your own words the concept of strategy and why it is important.
9. ~~What is the relationship of South Carolina State law to a non-appropriated agency?~~
10. Explain the Legislative process from initiation of a bill to a bill becoming law.
- ⑪ Describe in your own words the concept of project management.
12. Describe in your own words the concept of legislative tracking and why it is important.
- ⑬ Describe legislative analysis and why it is important.
- * ⑭ Compare and contrast journalism and public affairs. *Soul mt*
15. Describe your leadership methodology.
- ⑮ *Why this job?*

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision acts as liaison with the General Assembly and other parts of government. Analyzes and facilitates development of legislative proposals affecting SCDMV, oversees special assignments and projects, represents SCDMV on committees and task forces as assigned. Manages and directs the Strategic Communications and Constituent Services Division, and Audit Offices of the agency. Plans and directs Public Information activities for the agency by facilitating communications with elected officials and their constituencies. Acts as the Deputy Operations Director. - Coord Street Plan Activities

2. Job Functions:

1. Acts as liaison on legislative and, when required, budget matters to staff of and members of the General Assembly and to other state government officials, including the Governor's Office. Provides information about how proposals affect DMV needs and core missions; assures review and responses from DMV are timely and complete. Attends legislative committee and subcommittee meetings and reports on proceedings, responds to constituent matters brought to their attention by staff and members of the General Assembly and other agencies. Coordinates with Director of Administration to ensure agency compliance with all budget-related fiscal and proviso reports due to elected officials, assuring timely submission of all reports.
2. During the legislative session, responsible for daily review of legislative matters and reports to identify bills with impact or potential impact on DMV; reviews and updates reporting bill status; obtains impact statements from DMV staff; and meets during legislative session with Executive Director, Directors and General Counsel to plan the weekly legislative activities. Coordinates across DMV Directorates on legislative matters.
3. Directs the strategic communication and constituent services staff in complex and varied assignments including distribution of news relating to the agency. Directs timely and accurate dissemination of press releases, FOIA requests and responses to media and constituent inquiries. Directs all actions with media and AAMVA, and synchronizes information for news conferences and other media activities.
4. Facilitates the identification of and development of legislation needed to fulfill DMV's mission, to comply with state and federal law and to assure effective use of DMV resources by convening appropriate staff and taking proposals through intra-agency review process to present final proposals to Executive Director and Directors. (CONTINUED)

Essential/ Marginal (E or M)	Percentage of Time
E	25%
E	20%
E	20%
E	15%

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	Program Manager II	1	Number of employees directly supervised:
(2)	Audits Manager I	1	
(3)	Public Information Director I	1	Total number supervised: 3

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date



South Carolina Department of Motor Vehicles Applicant Evaluation Form

HR-302
(Rev. 04/07)

Applicant's Name: _____

Position: _____

Interviewer: _____

Date: _____

1. List critical job requirements for the job prior to the interview.
2. Indicate by circling the appropriate number the degree to which the applicant meets each critical job requirement.

Critical Job Requirements and Desirable Traits	Below Average (Not as strong as needed)	Good (Meets job needs or minimum requirements)	Very Good (More than meets requirements)
Known in SC Legislature	1 2 3 4	5 6 7	8 9 10
Exper. in Leg Affairs	1 2 3 4	5 6 7	8 9 10
Opnl/Strat Planning	1 2 3 4	5 6 7	8 9 10
Public Affairs Exper	1 2 3 4	5 6 7	8 9 10
Social Media Exper.	1 2 3 4	5 6 7	8 9 10
Comm Skills ^(written) / _(oral)	1 2 3 4	5 6 7	8 9 10
Interview/Impression	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10

Total Score _____

Additional Comments:
