

From: Jones, Angela L.
To: Hamilton, Beverly G <Hamilton_BeverlyG@scdps.state.sc.us>
CC: Adams, Marcia S. <Adams_MarciaS@scdps.state.sc.us>
Date: 1/31/2003 5:02:41 PM
Subject: RE: questions from reviewing the rosters

Beverly,

The last conversation that we had about Alice Blizzard was that you were going to speak with her to make sure that she was sure about staying out to Decker on a permanent basis. I gave you the PD and asked that we get this in writing since when she moved, it was not voluntary on her part. I did not hear anything else from you on this.

Judy Ricard - I am waiting on you all to tell me that this is a permanent move as well.

Administrative Specialist II is only the state title which is the same as the BOS. OHR may have just keyed the state title in the internal title field.

In a nut shell, I make no moves until I am instructed to do so per Marcia or David; or, unless it is in writing and concurred through the chain of command.

-----Original Message-----

From: Hamilton, Beverly G
Sent: Friday, January 31, 2003 4:53 PM
To: Jones, Angela L.
Cc: Adams, Marcia S.
Subject: questions from reviewing the rosters

When Peggy was entering the information that was requested for Mr. Gondolfo, she noticed that Alice Blizzard is not showing up on the Decker roster and that Judy Rikard is still showing as an Asst. Branch Sup. at Shop Road. These discrepancies will affect the budget. I thought you told me that you would make the change with Alice when we talked several weeks ago. Could you help with this?

Also, there are 5-6 offices that show employees listed as "Administrative Specialists." Is this a different pay grade from the title of "Branch Office Specialists?" Are there any other differences that I need to be aware of between these two job descriptions?