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OFFICE OF THE LIEUTENANT GOVERNOR
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AGENCY ACCOUNTABILITY REPORT
SEPTEMBER 13, 2002

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Budget & Control Bd
OFFICE OF STATE DEPT.

EXECUTIVE SUMMARY

The Office of the Lieutenant Governor serves to provide the citizenry of South Carolina with assistance in the areas of public policy and constituent service. The following information is designed to provide you with a better understanding of the agency.

BUSINESS OVERVIEW

There are five FTE's with the agency. The budget for fiscal year 2002-2003 is \$316,868.00. The agency has one committed contract with Xerox. Other expenditures are directly related to office supplies and equipment.

Public Affairs Director

The Public Affairs Director is in charge of all media and public relations for the lieutenant governor and the agency. This person handles speech writing, drafts news advisories and guest editorials, and occasionally speaks on behalf of the lieutenant governor or the agency. In addition the Public Affairs Director tracks, records and reports on all newspaper and other related stories impacting the agency as well as state government. At times, the Public Affairs Director meets with state legislators, business leaders, federal officials, and constituents to discuss issues concerning South Carolina.

Legislative Director

The Legislative Director is responsible for following the daily Senate calendar and Senate journals as well as consult with legislative leadership and allies in forging consensus on the lieutenant governor's legislative agenda. The Legislative Director is also responsible for attending all Senate legislative sessions. The primary responsibility of the Legislative Director is to maintain contact and serve as a liaison with legislators and House/Senate staff while in and out of session.

Scheduling Director

The Scheduling Director is primarily responsible for the lieutenant governor's calendar as well as overseeing visits and tours. This person obtains information related to committed events with appropriate staff for follow-through and staffing the event. The Scheduling Director is responsible for regretting events through the most appropriate notification. In addition, the scheduling director is responsible for the office mail log system, tracking and routing the office mail, as well as sending all thank-you correspondence for the agency. Each April the Scheduling Director is responsible for filing the State Ethics Commission Report-*Statement of Economic Interests* for the agency. This involves keeping a record of all gifts received and events attended by the lieutenant governor.

Office Manager

The Office Manager is responsible for operations and management of the agency. Official duties include budget analysis and preparation, insurance administration and payroll. The Office Manager is responsible for all GAPP closing packages, the PAL (Program Assistance Line), and all quarterly and yearly reports. In addition, the Office Manager is responsible for the Lt. Governor's Writing Awards and the Lt. Governor's Writing Workshop. In this capacity, the Office Manager is responsible for coordinating all activities and distributing materials to all school districts and private schools, as well as home school organizations.

Communications Coordinator

The Communications Coordinator is responsible for all constituent related activities for the agency. This person works to provide assistance when necessary to constituents via written, phone or e-mail notification. In addition, the Communications Coordinator works with other state agencies and local governments to help citizens with concerns or legislation. This person also works with the Public Affairs Director with press releases and media.