

**Report on
Agency Legislative Liaisons, Public Information Officers,
Lapsed Salary, and Salary Reserve**

**As Directed by Session Law 2015-241
Section 6.4**

February 2016



Prepared By:

Office of State Budget and Management

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BACKGROUND

Session Law 2015-241, Section 6.4 directs the Office of State Budget and Management to report the following information to the chairs of the House of Representatives Appropriations Committee, the chairs of the Senate Appropriations/Base Budget Committee, and the Fiscal Research Division.

(1) Legislative liaisons. -

- a. The number of legislative liaisons designated by each Department or Commission.
- b. For each individual, the position name, position number, salary, the amount of time spent lobbying legislators or legislative employees for legislative action, and whether lobbying is the individual's principal duty such that the individual is required to file a registration statement with the Secretary of State.
- c. An explanation of why each legislative liaison is needed.
- d. A description of any other responsibilities or duties performed by each legislative liaison.

(2) Public Information Officer (PIO) and staff reporting to PIO. -

- a. The number of individuals designated by the Department or Commission to serve as a Public Information Officer and the number of staff reporting to each PIO.
- b. For each individual, the position name, position number, and salary.
- c. The duties and responsibilities of each individual in his or her role as a Public Information Officer or staff to a PIO.
- d. An explanation of why each Public Information Officer and staff to each PIO is needed.

(3) Salary reserve and lapsed salaries. -

- a. The amount of salary reserve, by source, remaining in each fund code on June 30 of fiscal year 2013-2014 and fiscal year 2014-2015.
- b. The amount of lapsed salaries generated in fiscal year 2013-2014 and fiscal year 2014-2015.
- c. The Department's or Commission's policy on the use of salary reserve and lapsed salaries.

METHODOLOGY

(1) and (2): The Office of State Human Resources provided the Human Resources director/contact of each state agency a survey designed to gather information required by this provision. Information is current as of February 15, 2016.

(3): The Office of State Budget and Management surveyed agencies for data on salary reserves, lapsed salaries, and associated policies.

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Administration

1liaison(s) designated.

EMPLOYEE Rhonda Todd (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Coordinator (60013842)

SALARY \$72,600

PERCENT OF TIME SPENT LOBBYING 35

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The role of the legislative liaison is crucial for the Department of Administration to handle tracking legislation. The liaison advises Division Directors of statutory reporting requirements and modifications to existing general statutes.

The liaison coordinates responses to legislative requests with departmental divisions and staff and provides appropriate statements of departmental policy and position on legislation.

The liaison attends legislative session, committee meetings, conducts policy research and analysis, compiles background materials and committee reports for pending legislation, and meets with members and staff of the General Assembly on behalf of the Secretary.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The liaison also assesses the needs, evaluates the impact, and makes recommendations for process improvements within the Department. The liaison is involved with Oregon Inlet, providing research and information regarding ongoing issues with land acquisition.

Commerce

2 liaison(s) designated.

EMPLOYEE Adam Taylor (1)

POSITION TITLE (NUMBER) Systems & Procedures Analyst II (60077272)

SALARY \$55,999

PERCENT OF TIME SPENT LOBBYING 40

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison works directly with constituents of legislators and other government officials to supply information and assistance. The liaison advises and strategizes with executive management on legislative policy formation, directs long-range initiatives, and works with the appropriate managers and interest groups to develop approaches to promote legislation and shepherd proposals through the legislative process.

This position involves providing technical advice and assistance in the management of unemployment insurance functions, especially as it relates to proposing and interpreting and advocating legislation, reporting to legislative committees and other agencies, interaction with state and federal agencies, preparing public presentations, and improving processes, procedures, and policies throughout the agency.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Initiate and/or manage special agency projects dealing with agency efficiencies, procedural changes, process updates, cost-savings, and employer and customer relations.

Commerce

2 liaison(s) designated.

EMPLOYEE Ashley Jones (2)

POSITION TITLE (NUMBER) Legislative Affairs Program Director (60077189)

SALARY \$73,250

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison designs and coordinates all legislative and government affairs activities. The liaison strategizes with executive management on legislative policy formation, helps direct initiatives, and work with the appropriate managers to develop approaches to promote legislation. The liaison is charged with guiding proposals through the legislative process. The liaison develops and maintains relationships with General Assembly members and staff. The liaison monitors all legislative committees and study commissions as appropriate. Informs appropriate senior staff members of potential impacts to program areas based on proposed/approved legislative actions and participates in coordinating responses to legislative inquiries to ensure understanding of the issues and the direction the department supports.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Interact with and represent the Department to economic development constituents including: the N.C. Economic Developers Association, the N.C. Chamber, the UNC System and the N.C. Community Colleges Systems, as well as others as appropriate.

Environmental Quality

2 liaison(s) designated.

EMPLOYEE Caroline Daly (1)

POSITION TITLE (NUMBER) Administrative Assistant II (60035683)

SALARY \$41,665

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison manages all legislative matters and inquiries from across the state. The liaison monitors and interprets legislative actions that could positively or negatively impact the Department's ability to carry out its function.

The liaison assists General Assembly members and staff in responding to constituent inquiries, helping to navigate state bureaucracy in order to provide responses that are time-sensitive and factually correct.

The liaison represents the Department outside of the General Assembly during information-gathering site visits in order to better understand environmental concerns and therefore educate General Assembly members and staff on environmental impacts of policy changes.

The liaison coordinates within the Department all legislative reports that are mandated by General Assembly law and ensures that they are delivered accurately and timely.

The liaison identifies and coordinates opportunities for DEQ subject matter experts to present information to committees.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The liaison cultivates a working dialogue with industry leaders, commissions, and non-governmental organizations so that the impacts of potential policy changes can be realized by all affected entities. The liaison works with these groups to identify necessary changes and opportunities to improve upon existing laws.

Health and Human Services

2 liaison(s) designated.

EMPLOYEE Brian Perkins (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Director (60037798)

SALARY \$104,089

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The primary purpose of the liaison is to manage and direct the Government and Community Relations office and serve as a member of the Secretary's management team. Serve as the Secretary's chief policy advisor for state, local, and federal government relations. The liaison develops the Department's legislative priorities and coordinates the process to identify bill sponsors. The liaison serves as the primary DHHS contact for legislators and other elected officials.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The liaison collaborates with the Federal Legislative Analyst in Washington, D.C. who is responsible to monitor and to analyze congressional activities of interest to the State and DHHS.

Health and Human Services

2 liaison(s) designated.

EMPLOYEE Hannah Tedder (2)

POSITION TITLE (NUMBER) Agency Legal Specialist I (60037839)

SALARY \$49,671

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position, located in the Office of Government Affairs in the Department of Health and Human Services, oversees all Department legislative proposals and policy changes that require legislative action. The liaison assists as second supervisor of all legislative requests from the General Assembly, which includes delegating requests to other employees and following up with Division legislative contacts to ensure timely completion of inquiries. Subject will draft responses to correspondence received from constituents addressed to the Governor and the Department Secretary.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

n/a

Information Technology

1 liaison(s) designated.

EMPLOYEE Meghan Cook

POSITION TITLE (NUMBER) Legislative Affairs Program Coordinator (6008751)

SALARY \$63,000

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

With the elevation of the Department to a cabinet-level agency, having someone dedicated to providing analysis and recommendations on policy and legislation that could affect the State CIO, the Department, as well as citizens across the state, is more critical than ever. With the consolidation of State IT and the transition underway, this position ensures someone is closely monitoring relevant legislation that has the potential to impact IT across the state and advising the State CIO and members of the General Assembly. This position also ensures members of the General Assembly and staff have a primary point of contact for answering questions and addressing any issues or concerns.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

As Assistant General Counsel, this position consults on legislative initiatives and reports, and also supports the General Counsel on numerous Department legal matters, including providing legal counsel to DIT senior leadership on policy development and implementation.

Natural and Cultural Resources

1 liaison(s) designated.

EMPLOYEE Martha Jenkins

POSITION TITLE (NUMBER) Legislative Affairs Program Coordinator (60083682)

SALARY \$48,967

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison enhances communication between the Department and the General Assembly. The liaison manages the agency's legislative priorities and process to develop bills, including identifying members for bill sponsorship. The liaison reviews and communicates policy changes, public news related to legislative members and other significant information to agency leadership.

The liaison manages the report process for accurate and timely report submittal to the General Assembly

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position manages the North Carolina Awards and provides support for other special projects as directed by the Secretary.

Human Resources

2 liaison(s) designated.

EMPLOYEE Margaret Duke (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60013800)

SALARY \$60,000

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison assists senior leadership with the development and communication of the legislative agenda based on human resources initiatives for standardization and efficiency. The liaison monitors all legislative activity and determines the impact of any legislation on state employees and state human resources. The liaison coordinates the agency legislative report process and ensures that reports are sent to the General Assembly on time and with the requested information. The liaison is the primary spokesperson for the agency at the General Assembly and serves as a resource for General Assembly members and staff who need information regarding state human resources laws and policies.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position also serves as the Rulemaking Coordinator and primary contact for the Office of Administrative Hearings (OAH). Other duties include developing rules to support enacted legislation, collaborating with OAH and the Rules Review Commission to facilitate the rulemaking process, and appearing before the State Human Resources Commission. This position ensures compliance with the Administrative Procedures Act and represents the agency in administrative hearings.

Human Resources

2 liaison(s) designated.

EMPLOYEE Margaret Craven (2)

POSITION TITLE (NUMBER) Attorney, Journey (60013778)

SALARY \$75,000

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This role serves as an additional legislative liaison and helps to monitor and track legislative activity during the legislative session.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position provides legal consultation to the Employee Relations division, determines compliance with relevant Federal and State law related to Final Agency/University Decisions review and approval and drafts and approves technical legal information related to these decisions. This position provides professional legal opinions when required related to mediation consultation and settlements, provides negotiation, draft and review of legal documents, provides technical information and support to the Employee Relations division. In addition, this positions serves as the Reorganization Through Reduction legal consultant, ensures that applicable policy and rules comply with enacted legislation, consults with the Attorney General's office where appropriate, and provides formal legal opinions where necessary. Other major duties include providing the full range of legal services to the agency and serving as backup to the agency General Counsel. This position drafts, reviews and approves settlement agreements and contracts, ensures the agency's compliance with applicable law and rule/policy, and researches and advises on complex legal issues.

Office of the Governor

2 liaison(s) designated.

EMPLOYEE Fred Steen

POSITION TITLE (NUMBER) Legislative Director (60008504)

SALARY \$127,000

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Advocating for the Governor, Cabinet, and Administration: The position is the Governor's primary liaison to the General Assembly. This position works with legislators and legislative staff to promote the Governor's legislative agenda.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Developing Legislative Strategy: This position works directly with the Governor and his senior officials to develop the Governor's legislative strategy. This position must work with Cabinet agencies to ensure a cohesive message and agenda.

Office of the Governor

2 liaison(s) designated.

EMPLOYEE Ryan Minto

POSITION TITLE (NUMBER) Legislative Liaison (60008500)

SALARY \$82,500

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Legislative Liaison serves as one of the Governor's liaisons to the North Carolina General Assembly. This position is in charge of developing the Governor's legislative strategy for each legislative session and in the interim. Additionally, this position assists the Legislative Director in collaborating and overseeing Cabinet agencies and their legislative teams to ensure the Governor's vision is effectively communicated and advocated with members of the General Assembly.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Attending events on the Governor's behalf.

Coordinating awards on behalf of the Governor.

Facilitating constituent services requests.

Public Safety

3 liaison(s) designated.

EMPLOYEE Charles Combs (1)

POSITION TITLE (NUMBER) Legislative Liaison (65014726)

SALARY \$85,800

PERCENT OF TIME SPENT LOBBYING 70

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison is responsible for researching, drafting, and advocating the legislative agenda for the Secretary and responding to inquiries and requests for information from the General Assembly. The liaison is responsible for developing the strategy for substantive issues and for the budget for the Department. The liaison advises executive management on legislative policy formation, directs long-range initiatives, and works with the appropriate managers and interest groups to develop approaches to promote legislation and guide proposals through the legislative process. The liaison responds to legislative inquiries and represents the Department before legislative committees.

The liaison advises senior staff and the communication office on the best methods for promoting legislation. The liaison coordinates with department communication staff to ensure employees are aware of new laws and regulations.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Facilitate meetings with local and federal elected officials to advance department priorities.

Public Safety

3 liaison(s) designated.

EMPLOYEE Jarret Burr (2)

POSITION TITLE (NUMBER) Legislative Liaison (60084140)

SALARY \$55,705

PERCENT OF TIME SPENT LOBBYING 65

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Represents the Department of Public Safety, with a focus on the following sections: State Highway Patrol, State Bureau of Investigation, Alcohol Law Enforcement, Division of Criminal Information, Emergency Management, Private Protective Services, Alcohol Beverage Commission, State Capital Police, and the Coal Ash Commission.

The liaison is responsible for researching, drafting, and advocating the legislative agenda for the Secretary and responding to inquiries and requests for information from the General Assembly. The liaison is responsible for developing the strategy for substantive issues and for the budget for the Department. The liaison advises executive management on legislative policy formation, directs long-range initiatives, and works with the appropriate managers and interest groups to develop approaches to promote legislation and guide proposals through the legislative process. The liaison responds to legislative inquiries and represents the Department before legislative committees.

The liaison advises senior staff and the communication office on the best methods for promoting legislation. The liaison coordinates with department communication staff to ensure employees are aware of new laws and regulations.

Coordinates educational programs and events for Legislative members and staff with a goal to educate and enhance awareness of the duties and responsibilities of DPS. This includes ride-along programs, tours, presentations, and discussions to demonstrate program operations, resources, and impact of funding decisions.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Serves as a liaison between the department and certain associations (including Sheriffs Associations, Association of Chiefs of Police, Troopers Association, etc.) to assist association with issue and to advance department agenda.

Facilitates and/or attends meeting for the Secretary, Commissioner of Operations, Commander of the State Highway Patrol, Director of Emergency Management, Director of the State Bureau of Investigation, and others with state and local officials.

Public Safety

3 liaison(s) designated.

EMPLOYEE Thomas Brandon (3)

POSITION TITLE (NUMBER) Legislative Liaison (60084487)

SALARY \$76,000

PERCENT OF TIME SPENT LOBBYING 65

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Represents the Department of Public Safety, with a focus on the following Division: Adult Correction and Juvenile Justice. The liaison is responsible for researching, drafting, and advocating the legislative agenda for the Secretary and the Commissioner of Adult Correction and Juvenile Justice. The liaison responds to inquiries and requests for information from the General Assembly, legislative staff, the Governor's office, and Fiscal Research Division.

The liaison represents the Secretary and Commissioner of Adult Correction and Juvenile Justice before legislative hearings while also offering testimony and answering questions about the Department. The liaison advises and strategizes with executive management on legislative policy formation, direct long-range initiatives, and work with the appropriate managers and interest groups to develop approaches to promote legislation and shepherd proposals through the legislative process. The liaison manages and maintains all mandated reporting requirements. This includes gathering requested information, formatting, and submitting the reports upon approval.

The liaison briefs the senior staff, department employees, and others on legislative issues. This includes formulating complex reports, spreadsheets, legislative wrap-ups and briefs on legislation, budget, and studies.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Facilitates and/or attends meeting for the Secretary, Commissioner of Adult Correction and Juvenile Justice, and others with state and local officials.

Revenue

1 liaison(s) designated.

EMPLOYEE Isaac Nelson Freeman

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60081282)

SALARY \$76,000

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison organizes one-on-one meetings with department subject matter experts and legislators on a regular basis. These meetings are to address possible constituent concerns, to better understand state Revenue Laws, or to educate members of the General Assembly on the outcomes of policy changes in the law.

The liaison works directly with General Assembly staff to ensure that legislative proposals recommended by General Assembly members are consistent with other revenue laws, are feasible to be administered, and comply with all state and federal requirements.

The liaison organizes all NCDOR responses and presentations for committees.

The liaison coordinates the NCDOR's efforts with those from other agencies in a timely and efficient manner. The liaison organizes, plans, and facilitates meetings to ensure that the NCDOR's concerns are addressed.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The liaison reports congressional trends and initiatives, and advise the NCDOR Secretary regarding the status of legislative relations and developments affecting the NCDOR.

Transportation

2 liaison(s) designated.

EMPLOYEE Mary Jernigan (1)

POSITION TITLE (NUMBER) Government Affairs and Policy Director (60014921)

SALARY \$86,000

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison proposes and establishes legislative programs for the Department, works with the Governor's Office to ensure the approval of these programs, and lobbies the members of the General Assembly to approve the Department focused legislation. These efforts are extremely important to ensure that the Highway Trust Fund and Highway Fund are kept intact and additional funding for new projects and programs is approved.

The liaison is responsible for ensuring subject matter experts are at committee meetings, finding bill sponsors, keeping the Department updated on relevant legislative issues and events, preventing or modifying proposed legislation that is harmful to the Department, submitting legislative reports, responding to requests from the General Assembly, and monitoring implementation of programs established by the Legislature.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

n/a

Transportation

2 liaison(s) designated.

EMPLOYEE Ryan Boyce (2)

POSITION TITLE (NUMBER) Deputy General Counsel, DMV (60015482)

SALARY \$84,500

PERCENT OF TIME SPENT LOBBYING 40

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison is responsible for tracking bills, attending committee meetings, ensuring subject matter experts are at committee meetings, advocating for the Governor's budget, advocating for Department policy requests, finding bill sponsors, keeping the Department updated on relevant legislative issues and events, preventing or modifying proposed legislation that is harmful to the Department, submitting legislative reports, responding to requests from NCGA's central staff, working with partisan staff, constituent services, preparing presentations for committees, assembling the Department's legislative agenda, monitoring implementation of programs established by the Legislature.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This liaison also serves as Deputy General Counsel for the Division of Motor Vehicle

Administrative Office of the Courts

3 liaison(s) designated.

EMPLOYEE Thomas Murry (1)

POSITION TITLE (NUMBER) Chief Legal Counsel Governmental Affairs (60004865)

SALARY \$89,000

PERCENT OF TIME SPENT LOBBYING 80

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The position is responsible for coordinating, planning, and managing legislative activities impacting the Judicial Branch. This includes analyzing and monitoring legislative, budgetary or program initiatives which affect the Judicial Branch, and working with legislative staff, executive staff, and pertinent stakeholders to promote the legislative priorities for the Judicial Branch. Because the Judicial Branch is an independent and separate branch of government, it is imperative that this position be available to support and safeguard the interests of the Judicial Branch, and to provide information and awareness about the role of the Judicial Branch and its policies, procedures, programs, services, and operational needs.

The position works with internal and external stakeholders to produce all required legislative reports, to respond to legislative inquiries and requests for information regarding budgetary and legislative issues, and to secure completion of all legislative mandates.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The position also cultivates relationships with elected and appointed officials and external stakeholder groups in an effort to create understanding and support for Judicial Branch initiatives. Additional responsibilities include development of informational materials, participation in task forces, and collaboration with other agencies and entities on joint projects. This position also coordinates, plans and implements special projects as directed by the Director.

Administrative Office of the Courts

3 liaison(s) designated.

EMPLOYEE Mildred Spearman (2)

POSITION TITLE (NUMBER) Legislative Liaison (65010885)

SALARY \$87020

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The position is responsible for coordinating, planning, and managing legislative activities impacting the Judicial Branch. This includes analyzing and monitoring legislative, budgetary or program initiatives which affect the Judicial Branch, and working with legislative staff, executive staff, and pertinent stakeholders to promote the legislative priorities for the Judicial Branch. Because the Judicial Branch is an independent and separate branch of government, it is imperative that this position be available to support and safeguard the interests of the Judicial Branch, and to provide information and awareness about the role of the Judicial Branch and its policies, procedures, programs, services, and operational needs.

The position works with internal and external stakeholders to produce all required legislative reports, to respond to legislative inquiries and requests for information regarding budgetary and legislative issues, and to secure completion of all legislative mandates.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The position also cultivates relationships with elected and appointed officials and external stakeholder groups in an effort to create understanding and support for Judicial Branch initiatives. Additional responsibilities include development of informational materials, participation in task forces, and collaboration with other agencies and entities on joint projects. This position also coordinates, plans and implements special projects as directed by the Director.

Administrative Office of the Courts

3 liaison(s) designated.

EMPLOYEE Margaret (Peg) Dorer (3)

POSITION TITLE (NUMBER) DA's Conference Director (60002216)

SALARY \$109,019

PERCENT OF TIME SPENT LOBBYING 35

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Represents district attorney needs & concerns with regards to criminal laws and appropriation needs.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Director of The Conference of D.A.s answering to the 44 elected district attorneys. Works to improve the administrative & prosecution function of district attorneys through training, resource materials, technical assistance, resource identification and management support.

Agriculture

1 liaison(s) designated.

EMPLOYEE Joy Hicks

POSITION TITLE (NUMBER) Agricultural Programs Administrator (60090017)

SALARY \$80,950

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is charged with three primary duties: (1) serving as a NCDA&CS registered liaison to the General Assembly, communicating the Department's position, assisting with constituent requests and coordinating reporting requirements; (2) assisting the Chief Deputy Commissioner in the interpretation of departmental program philosophy to division and middle management, the on-going evaluation of existing programs in terms of scope, organizational efficiency, and staffing; and (3) developing policy recommendations and advising the Commissioner and the Chief Deputy Commissioner on strategy and considerations with respect to agricultural issues and long-range initiatives, with particular emphasis on issues requiring state appropriation or the taxation of agricultural businesses. This position is delegated full authority for developing policies and guidelines within the primary areas of responsibility that divisions in the department will follow to ensure the Commissioner's philosophies and program initiatives are implemented.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position will assist the Chief Deputy to ensure that departmental program philosophy is implemented as dictated by the Commissioner; plan, implement, coordinate, and evaluate programs for on-going success in meeting departmental objectives in the administrative services unit; review the department's budget requests, plans, and goals so that the best explanation of each is presented to OSBM, Fiscal Research, and the appropriate legislative committees; assist and represent the Chief Deputy and the department's Budget Director in presenting relevant information to OSBM, Fiscal Research, and legislative committees to ensure a full understanding of all budget issues under consideration; and attend legislative committee meetings to gather information on agricultural issues of interest to the department and serve as an information resource when called upon by legislators.

Although this position is organizationally housed in the administrative services unit, the responsibilities and focus with respect to budget development and policy will be department-wide. This position is in the unique position of working with the Chief Deputy and the Budget Director to craft a coordinated and consistent budget plan for the department and to develop explanations and presentations to effectively communicate budget and program needs to OSBM and the legislature. This position also assists management on advising division directors on how to comply with the Program Inventory Budgeting standards so that the Commissioner's and the department's goals will be effectively explained in published budget documents.

This position will develop policy recommendations and advise the Commissioner of Agriculture, and will participate in state and local agency meetings.

This position is charged with the development of policy recommendations to the Commissioner primarily with respect to long-range initiatives and legislative agricultural issues dealing with state appropriation or the taxation of agricultural businesses. This position serves as a member of the Commissioner's Executive Staff. This position participates in Executive Staff meetings on a regular basis, with the expectation that input will be provided to the Commissioner and other Executive Staff on the current state of affairs within the assigned program areas. As with other Executive Staff, this position is expected to complete special projects assigned directly from the Commissioner.

Board of Barber Examiners

1 liaison(s) designated.

EMPLOYEE William Jones

POSITION TITLE (NUMBER) Attorney I (65016270)

SALARY \$79,101

PERCENT OF TIME SPENT LOBBYING 40

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is currently being eliminated.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Board attorney is also responsible for legal advice, prosecution of violations, and related duties.

Board of Dental Examiners

1 liaison(s) designated.

EMPLOYEE Bobby White

POSITION TITLE (NUMBER) Chief Operations Officer/Legal Counsel (Not Applicable)

SALARY \$140,000

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Required by statute -- NCGS 120C-500

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Provide legal counsel; Human Resources officer; media relations; supervise all Board employees; administer all Board programs, rules, standards, and procedures; manage Board finances, public speaking on Board's behalf. Other duties as assigned.

Board of Dietetics/Nutrition

1 liaison(s) designated.

EMPLOYEE Charla Burill

POSITION TITLE (NUMBER) Executive Director/Secretary (Not Applicable)

SALARY \$76,750

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

We are a small operation of two. Part of my duties as Executive Director/Secretary is to "represent the Board and act as liaison with the legislature, government agencies, professional associations, licensees, and the general public." Most years, I can remain as a resource spending less than 5% of my time "lobbying," however, I registered as Liaison Personnel this year as we are supportive of HB 796, a bill that was put forward to change our law, and wanted to ensure I could appropriately provide correct information to legislators as much as needed. That being said, going forward, being a liaison for my Board is important in order to ensure that representatives are provided correct information and are fully informed, especially as our representatives take greater interest in examining occupational licensure boards, their effectiveness, and their future.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Direct and manage all operations of the North Carolina Board of Dietetics/Nutrition:

- Coordinate administrative functions of the Board, including development of operational procedures, human resource policies, and fiscal management;
- Manage accounts payable and accounts receivable in QuickBooks;
- Administer fiscal activities and prepare budget;
- Update Bylaws in collaboration with Board;
- Prepare timely communication;
- Supervise assigned staff; and
- Responsible for implementing and enforcing record retention schedule and responsible for all official NCBDN communications.

Communication:

- Prepare correspondence, reports, and financial statements;
- Answer inquiries from the public and licensees concerning Board policies and procedures;
- Collect data and information for Board;
- Prepare and deliver seminars and talks as requested.

Reporting:

- Prepare all annual government reports;
- Work with Treasurer to Produce and analyze financial reports, budget, Profit and Loss reports, and year-end report;

- Work with auditor to ensure yearly audit completed; and
- File all tax related reports and ensure payments made on time.

Regulate the profession by enforcing standards for licensure through investigations and disciplinary actions:

- Develop enforcement policies, procedures and forms for review by the Board;
- Investigate allegations regarding violations of North Carolina law relating to the practice of dietetics;
- Prepare cases for administrative and/or legal action;
- Consult with legal counsel and prepare correspondence, reports, hearing notices, and consent

Board of Examiners of Electrical Contractors

1 liaison(s) designated.

EMPLOYEE Timothy Norman

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$97,395

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Respond to any inquiries from the legislatures or their staff.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Executive of the Board

Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors

1 liaison(s) designated.

EMPLOYEE Dale Dawson

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Legislators desire immediate contact and immediate response when considering legislation or responding to constituents concerns. Also statutes mandate a public awareness program.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The Executive Director manages the Board, supervised numerous investigations, examinations, personal, carries out public awareness and responds to matters arising from the general assembly, responds to consumers and responds to numerous surveys.

Board of Funeral Service

1 liaison(s) designated.

EMPLOYEE Peter Burke

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$90,640

PERCENT OF TIME SPENT LOBBYING

REGISTERED

EXPLANATION OF WHY THE LIAISON IS NEEDED

Contact for legislators relative to laws governing the practice of funeral service in North Carolina

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Executive director, in charge of day-to-day operation of the licensing board. Budget, personnel, operations, laws & rules

Board of Law Examiners

1 liaison(s) designated.

EMPLOYEE Lee Vlahos

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$118,956

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To assist in communications between the Board and the legislature on issues involving regulation of the admission to practice law in North Carolina.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Executive Director of the Board; manage all operations to ensure effective execution of all tasks necessary to fulfill Board's mandated statutory duties and responsibilities; supervise board staff

Board of Licensed Professional Counselors

1 liaison(s) designated.

EMPLOYEE

POSITION TITLE (NUMBER) Contract - Legislative Liaison (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To keep the Board informed of any legislation that may impact the practice of counseling in North Carolina.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Board of Massage and Body Work Therapy

1 liaison(s) designated.

EMPLOYEE Charles Wilkins

POSITION TITLE (NUMBER) Legislative Liaison (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To respond to questions from State Government and the NC Legislature.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Legal Counsel

Board of Opticians

1 liaison(s) designated.

EMPLOYEE Sue Hodgin

POSITION TITLE (NUMBER) Board Director (contractual) (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This Board has always had a small staff, so the Director wears many hats. Licensing of these professionals, and oversight of this important component of public health, **MUST** be maintained. With much conversation and legislative activity that has the potential to impact the Board's operations and indeed, the very licensing of NC dispensing opticians, observance of the General Assembly's activities and contact with the state's lawmakers is essential.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The Board Director is CEO, CFO, and overall administrator of Board functions. The Director also serves as investigator for public, and licensee, reports of unlicensed dispensing of eyewear (including illegal contact lenses) in the state.

Board of Physical Therapy Examiners

1 liaison(s) designated.

EMPLOYEE Ben Massey

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To provide information to the General Assembly regarding bills impacting physical therapy services to the public.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Executive Director

Rural Electrification Authority

1 liaison(s) designated.

EMPLOYEE Frances Liles

POSITION TITLE (NUMBER) REA Administrator (60080614)

SALARY \$67830

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Responsibilities of this position include: providing supervision for the oversight of 31 electric and 8 telephone co-ops that provide service in North Carolina. The REA Agency ensures adequate, dependable and reliable electric and telephone service for approximately 2.5 million people across the State in predominantly rural areas. This position is responsible for reviewing, analyzing and presenting to the REA Board for approval RUS and REDLG loan requests from the electric and telephone coops. The REDLG loans contribute to economic development in our State. The position also provides leadership and supervision of the review and resolution of complaints from the coop members. The position should attend meetings at the General Assembly, as necessary, to be knowledgeable of Legislation that is introduced and ratified to determine if there is any impact for the NC co-ops.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The position analyzes and summarizes the financial performance of the coops to ensure they can repay their loan requests and provides a summary of those financials to the REA Board. The position attends the annual meetings of the coops and also attends other meetings and conferences held to discuss issues involving rural communities such as broadband deployment and attends meetings that involve member disputes such as right-of-way issues and pole attachment issues. This position is responsible for ensuring that all arbitration petitions between the telephone coops and other local providers are heard appropriately and settled according to REA and FCC guidelines in a timely manner. The position is responsible for monitoring all actions and decisions made by the FCC in connection with the Connect America Fund order and other proceedings that impact the coops. The position supervises the Administrative Assistant position and provides leadership and guidance to ensure positive outcomes are achieved and executed for the daily operation of the REA Agency.

Commissioner of Banks

1 liaison(s) designated.

EMPLOYEE Ha Nguyen

POSITION TITLE (NUMBER) Legislative Liaison (1511999)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The NC Office of the Commissioner of Banks regulates state-chartered banks, savings associations, trust companies, mortgage companies, mortgage loan originators, consumer finance companies, money transmitters and other financial services. As business practices, federal laws, and technology changes occur, the state laws need to be modernized or revised in order to provide clarity to regulated industries and consumers, and ensure efficiency in operations. The liaison coordinates stakeholder meetings and helps draft legislative proposals that are as consensus-based as possible. The liaison also participates in applicable legislative studies and provides responses to technical questions from the legislature, legislative staff, industry and the general public on behalf of the agency as they relate to legislation. This position also works with legislators and their staff to help respond to constituent inquiries as they relate to financial services and regulation of those services. The liaison is responsible for maintaining working relationships with legislators and their staff, as well as maintains relationships with other stakeholders, whether there is active legislation or not.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

In order to increase efficiencies, this legislative liaison position also acts as the agency public information officer. In addition to the duties mentioned in the answer above, this position maintains relationships with the media, such as responding to media and public inquiries, drafting and disseminating press releases, coordinating press conferences & media campaigns, and coordinating with other PIOs as appropriate. Additionally, this position manages and updates content on the public agency website, serves as the ethics liaison for the agency and the 15 member State Banking Commission, and assists with consumer complaints. This position also provides assistance to the Commissioner and Deputies assistance with special projects such as agency accreditation, rulemaking meetings with stakeholders, town hall meetings, internal policies and procedures, and other efforts as needed.

Community Colleges

1 liaison(s) designated.

EMPLOYEE Mary Shuping

POSITION TITLE (NUMBER) Director of Governmental Relations (60087984)

SALARY \$101,000

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is the primary point of contact with the General Assembly for both legislators and legislative staff for the 58 community colleges in the NC Community College System. This position is also responsible for advocating for the NC Community College System's legislative priorities and providing information to legislators and legislative staff concerning the effects of legislative proposals on the Community College System. This position is essential to ensuring that the interests of the NC Community College System are represented in the General Assembly and to ensure that legislators and legislative staff have a point of contact for any questions or information needed regarding community colleges. Finally, this position is responsible for informing community colleges about proposed and enacted legislation and the impact of the legislation on the colleges.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

In addition to representing community colleges in the General Assembly, this position also assists in the development of legislative priorities and strategies with the System President, the NC Association of Community College Presidents, and the State Board of Community Colleges. This position also monitors and analyzes proposed legislation and advises the President, State Board of Community Colleges, and college presidents on the impacts of proposed legislation. This position functions as the liaison between the Community College System and outside organizations including the NC Association of Community College Trustees, the NC Association of County Commissioners, and the Governor's Office. This position also serves as the liaison with the NC Congressional Delegation.

Ethics Commission

2 liaison(s) designated.

EMPLOYEE Perry Newson (1)

POSITION TITLE (NUMBER) Attorney Supervisor I/Executive Director (60088564)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Commission's liaisons fulfill the statutory requirement. In addition, these positions are required to provide necessary information to legislators and their staff regarding any necessary or recommended changes to the Ethics Act and/or Lobbying Law, and to explain the Commission's budget situation and needs.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This is a small part of this employee's duties for the Ethics Commission. The primary additional duty is attempting to run the Ethics Commission.

Ethics Commission

2 liaison(s) designated.

EMPLOYEE Pamela Cashwell (2)

POSITION TITLE (NUMBER) Attorney II/Assistant Director (65005579)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Commission's liaisons fulfill the statutory requirement. In addition, these positions are required to provide necessary information to legislators and their staff regarding any necessary or recommended changes to the Ethics Act and/or Lobbying Law, and to explain the Commission's budget situation and needs.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This is a small part of this employee's duties for the Ethics Commission. The primary additional duty is assisting in running the Ethics Commission.

Housing Finance Agency

1 liaison(s) designated.

EMPLOYEE Will Parry-Hill

POSITION TITLE (NUMBER) Government and Industry Liaison (Not Applicable)

SALARY \$83,230

PERCENT OF TIME SPENT LOBBYING 35

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Single point of contact for the members of the General Assembly, the Governor's office, and members of Congress to assist with member and constituent questions regarding the work of the Agency.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

- Manages all federal government relations; works in concert with NCSHA federal legislative efforts; organizes Congressional briefings, Congressional town halls and other events
- Responds to Fiscal Research, PED, and Legislative Research inquiries. Responds to all Congressional, governor's office, and legislative inquiries (72 YTD)
- Manages relationships with industry partners such as the Homebuilders, Mortgage Bankers, Bankers, Realtors, Manufactured Housing Association, Property Managers, etc. and assists with marketing agency products to these partners
- Manages agency outreach efforts with development partners such as ribbon cuttings, groundbreakings, frame raisings, check presentations, etc.
- Supervises community outreach staff and activities
- Special projects as assigned by the Board of Directors

Industrial Commission

2 liaison(s) designated.

EMPLOYEE Beth Onyenwoke

POSITION TITLE General Counsel (NUMBER)

SALARY \$75,000

PERCENT OF TIME SPENT LOBBYING 30

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison strategizes with executive management on legislative policy formation, helps direct initiatives, and works to develop approaches to promote legislation. The liaison is charged with guiding proposals through the legislative process. The liaison develops and maintains relationships with General Assembly members and staff. The liaison monitors legislative committees as appropriate. Informs appropriate senior staff members of potential impacts to program areas based on proposed/approved legislative actions and participates in coordinating responses to legislative inquiries to ensure understanding of the issues and the direction the department supports.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Commission's General Counsel is responsible for advising the Commissioners on all agency legal matters. This includes leases, memoranda with other state agencies, contract drafting and review, legislative liaison and drafting proposed legislation, personnel actions, extensive coordination with the Office of the Governor, ethics and judicial standards liaison including providing answers to ethics-related inquiries, managing and appropriately responding to public records requests, assisting law clerks, Special Deputy Commissioners, and information specialists in the handling of complex claims, handling all adverse agency litigation including coordination with the Office of the Attorney General and outside counsel as necessary, developing policy initiatives with stakeholders and other interested parties, and working with outside agencies in the completion of multi-agency goals.

Industrial Commission

2 liaison(s) designated.

EMPLOYEE Fred Duyck

POSITION TITLE Administrator (NUMBER)

SALARY \$109,562

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The liaison assists with coordination of all legislative and government affairs activities. The liaison strategizes on policy formation and directs initiatives.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Manage and oversee all financial and budgeting activities, including advising the Chair and other Commission members in decision making during the budgeting process .Oversee reporting and monitoring of organizational performance metrics and provide overall financial oversight and monitoring. Ensure that relevant financial information is presented to the Chair, commission members and senior management.

Work with the director of human resources for the Department of Commerce in order to manage and oversee human resource issues relating to the Industrial Commission. Includes hiring and compensation, benefits administration and some recruitment activities and as well as new employee orientation.

Oversee operations of the IC including working with legal counsel on legal activities (letters of agreement, contracts, leases, and other legal documents and agreements). Also involved in procurement activities, office management, and working with a wide array of local and state agencies and divisions as well as public and private organizations.

Institute of Medicine

1 liaison(s) designated.

EMPLOYEE Adam Zolotor

POSITION TITLE (NUMBER) President and CEO, North Carolina Institute of Medicine (Not Applicable)

SALARY \$182,000

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This person is a registered legislative liaison only for purposes of maintain an ongoing relationship with the general assembly for the purpose of responding to requests for information or reports from Task Forces and other work.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The President and CEO of the North Carolina Institute of Medicine is the executive responsible for all personnel and administrative functions of the organization. This person is also in responsible for all work products, task force reports, and oversees the publication of the North Carolina Medical Journal.

Insurance

1 liaison(s) designated.

EMPLOYEE Maurice B. Popkin

POSITION TITLE (NUMBER) Attorney III (60013312)

SALARY \$109,435

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Director of Government Affairs coordinates interactions between the department and members representatives of all levels of government and interested parties. This position serves as the primary point of contact and liaison to members of the General Assembly, members of Congress, their staffs, insurance industry staff, many interest groups seeking changes in insurance laws. The incumbent may also work with members of the general public on these issues. Similarly, the Director of Government Affairs performs similar work for non-insurance activity within the Department, most of which is found in the Office of State Fire Marshal. In addition to legislative activity the employee is also the primary contact for administrative regulations on these same matters.

Much of the responsibility of the Department of Insurance is highly technical. Legislative action involves consideration of extremely technical language that benefits from explanation and assistance from subject matter experts such as the legislative liaison to speak with legislators and legislative staff to insure that full information is being provided for matters under legislative consideration. Liaison serves as a subject matter expert to assist legislators during committee meetings and other legislative deliberations. The position also serves as the primary department contact for legislators and congressional staff for matters of constituent inquiries. This includes insurance, the building codes, fire safety, bail bonding, and other matters regulated by the department.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

In addition to its function as Director of Government Affairs, this position serves as legislative counsel to the department. As such the position conducts analysis of proposed statutory changes and policy proposals. As counsel, this position drafts and explains legislation for consideration by the General Assembly. Following the session this person makes certain that department staff are fully aware of changes to law and regulation.

This position serves as agency rulemaking coordinator, overseeing the department's administrative code-rulemaking process and interacting with the NC Rules Review Commission as appropriate.

This position serves as Administrative Hearing Officer for the department, presiding over licensure and other similar administrative hearings involving department licenses (agents, bailbondsmen, etc.).

This position also serves as counsel to the Commissioner in his role as Hearing Officer during Rate Hearings, on an as-needed basis.

Justice

1 liaison(s) designated.

EMPLOYEE Christy Agner

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60010540)

SALARY \$72,629

PERCENT OF TIME SPENT LOBBYING 90

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Department of Justice has designated the liaison program manager as the official point of contact for members and staff of the NC General Assembly seeking information from the department. Due to the nature of the duties of personnel at the Department of Justice (attorneys representing the State, forensic scientists conducting analysis for a criminal investigation, law enforcement trainers, investigators of potential Medicaid fraud, etc.), the role of the liaison program strives to efficiently provide requested information with minimal disruption to employees performing core functions for the Department. This designation also assists the requestor, who may need a response while an employee is in Court or performing other legal duties that does not allow for monitoring of phone and email contacts.

The position personally responds to as much correspondence as possible, including inquiries from legislators and legislative staff, requests for legal opinions, assistance for constituents and questions about legislative activity from the public. This responsibility extends to coordinating responses to other departments and private entities on legislative proposals.

The position handles communications with the Legislative Research Division, Fiscal Research Division, Bill Drafting and Program Evaluation Committee of the General Assembly on a year round basis. As the NC General Assembly committees have become more active in the Interim and Sessions have run longer in the past 5 years, more direct interaction with the Legislature has been requested.

The position ensures timely reports are submitted to the General Assembly and its committees as required by General Statutes and Session Laws. The liaison identifies and coordinates with appropriate additional staff to ensure each submission contains the requested information and complies with required formatting and submission guidelines. The liaison provides research for the annual Legislative Summary for Law Enforcement and other officials.

The position researches all bill movement to identify and maintain a bill index with impact to the Department's budget or statutory authority. The position manages all requests for review of bill drafts, amendment drafts and fiscal impact. The liaison is further responsible for supervising staff requested to appear at a committee; either on behalf of the Department or a client agency. The liaison counsels personnel prior to their appearances to make sure they understand their assignment in order to prevent misunderstandings as for which client they speak.

Additional responsibilities include planning, researching, drafting and advocating the legislative agenda as well as assisting the budget preparation efforts of the Department in conjunction with the Chief of Staff and Deputy Chief of Staff. As available, the position monitors and assists the activities of Boards and Commissions under the Department of Justice for administrative purposes. Research of other state's government agencies is often performed to assist with best practice and performance measure efforts.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

In addition to State of NC requirements for personnel related, training and record retention requirements, the liaison position monitors the work of key non-legislative Boards and Commissions and the planning and study efforts of the Administrative Office of the Courts.

Labor

2 liaison(s) designated.

EMPLOYEE Jennifer Haigwood (1)

POSITION TITLE (NUMBER) Director of Administration and Governmental Affairs (60012892)

SALARY \$71,172

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is vital to the relationship between the General Assembly and the Department of Labor by serving as the primary point of contact for all communication between the agency and legislative members and legislative staff. Liaisons handle all information requests from members and staff, coordinate departmental presentations to legislative committees, answer questions as necessary during committee meetings, compile and submit legislative reports as required by statute, handle responses to legislative constituent inquiries and educate members about the statutory responsibilities and programs of the agency. Liaisons are also responsible for keeping department staff appropriately informed of legislative issues that impact the agency.

Liaisons are responsible for promoting the department's legislative priorities, advocating for legislative changes to the statutes enforced by the agency and promoting the agency's budget priorities.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position also serves as the department's Director of Administration. In that role, this individual coordinates activities related to the function of the Commissioner's Office including overseeing the logistics of the Commissioner of Labor's travel and events and coordinating the Commissioner's internal and external boards/commissions appointments and obligations. This position serves as the Commissioner's designee on external boards as directed by the Commissioner. The Director of Administration also oversees the operations of the historic Labor Building and acts as the building's facility manager and emergency coordinator. This position is the department's liaison with the Department of Administration's Facility Management Division and is the agency's state parking coordinator.

This position also provides serves as a senior policy advisor to the Commissioner and other senior department staff; serves as the primary advisor on Council of State and other intra-governmental policy matters; and provides assistance and advice to the Chief of Staff and other senior staff on communications and policy strategy.

Labor

2 liaison(s) designated.

EMPLOYEE Sarah Koonce (2)

POSITION TITLE (NUMBER) Special Assistant-Government and Constituent Affairs (60013020)

SALARY \$42,137

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is vital to the relationship between the General Assembly and the Department of Labor by serving as the secondary point of contact for all communication between the agency and legislative members and legislative staff. Liaisons handle all information requests from members and staff, coordinate departmental presentations to legislative committees, answer questions as necessary during committee meetings, compile and submit legislative reports as required by statute, handle responses to legislative constituent inquiries and educate members about the statutory responsibilities and programs of the agency. Liaisons are also responsible for keeping department staff appropriately informed of legislative issues that impact the agency.

Liaisons are responsible for promoting the department's legislative priorities, advocating for legislative changes to the statutes enforced by the agency and promoting the agency's budget priorities.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This position is the primary coordinator for producing advance work documents (briefings) associated with the Commissioner of Labor's statewide travels and events. In production of these briefings, this position ensures accuracy of all logistical information and establishes productive relationships between the department and external event hosts. Producing accurate and timely briefing information is a critical duty of this position since the current Commissioner of Labor provides her own transportation to the majority of her official events. This position also maintains a detailed log of the Commissioner's travel. This position is responsible for providing quality constituent services to citizens who contact the Commissioner's Office through a variety of channels (email, mail, phone call). All constituent inquiries are handled in a timely manner and documented electronically and in hard copy by the individual in this position.

This position assists the Director of Administration and Governmental Affairs with general administration duties and various special projects.

Landscape Contractors' Licensing Board

1 liaison(s) designated.

EMPLOYEE Scott Makey

POSITION TITLE (NUMBER) Board Chairman (Not Applicable)

SALARY \$

PERCENT OF TIME SPENT LOBBYING

REGISTERED

EXPLANATION OF WHY THE LIAISON IS NEEDED

Legislative Liaison is available to represent the Licensing Board before legislators and the NC General Assembly.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Chairs the Licensing Board at all official meetings and represents the Licensing Board when needed at official and public events.

Lottery Commission

2 liaison(s) designated.

EMPLOYEE Jaime Fuquay

POSITION TITLE (NUMBER) Director of Government Affairs (Not Applicable)

SALARY \$115,000

PERCENT OF TIME SPENT LOBBYING 60

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To advocate on behalf of the NCEL with members of the General Assembly and the Executive branch.

This includes educating elected officials on lottery-related information, communicating ways to increase lottery revenue, and advocating for the NCEL organization as a whole.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Lead efforts to develop NCEL Strategic Plan.

Develop and implement Responsible Gaming Initiative

Lottery Commission

2 liaison(s) designated.

EMPLOYEE Breanna Hager (2)

POSITION TITLE (NUMBER) Responsible Gaming Specialist (Not Applicable)

SALARY \$50,000

PERCENT OF TIME SPENT LOBBYING 35

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To advocate on behalf of the NCEL with members of the General Assembly and the Executive branch.

This includes educating elected officials on lottery-related information, communicating ways to increase lottery revenue, and advocating for the NCEL organization as a whole.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Responsible Gaming Program content area expert for Executive Director and Director of Government Affairs

Medical Board

1 liaison(s) designated.

EMPLOYEE Thomas Mansfield

POSITION TITLE (NUMBER) Chief Legal Officer (Not Applicable)

SALARY \$

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To assist General Assembly regarding relevant legislation.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

As a member of the Leadership Team, the CLO is responsible for directly assisting the CEO with accomplishing the Strategic Goals for the organization. The CLO serves three major functions: Directing the Legal Department, serving as General Counsel to the Board and staff, and serving as Legislative Liaison. The CLO manages the Paralegal Manager and the Deputy Legal Counsel positions directly in carrying out the actions of the Board in all licensing and disciplinary matters and representing the Board in outside litigation. The CLO also advises the Board and staff as to all internal and external legal matters affecting the Board. In addition, the CLO also serves as the primary interface between the Board and the North Carolina General Assembly.

Office of Administrative Hearings

2 liaison(s) designated.

EMPLOYEE Julian Mann (1)

POSITION TITLE (NUMBER) (748515)

SALARY \$

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Administrative Law and Regulatory reform are issues of major concern to the General Assembly. The Office of Administrative Hearings is the state agency that is most responsible for addressing these issues. Therefore, it is a requirement for Judge Mann to attend committee meetings and be available to the members and staff of the General Assembly to inform in order to respond to legislative inquiries. Also, as the Director of the Office of Administrative Hearings, Judge Mann is required to present the financial needs of the Office of Administrative Hearing's and respond to the governor's and legislature's proposed budgets.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

In addition to being the Director and Chief Administrative Law Judge, other duties include presiding over contested case hearings in accordance with the Administrative Procedure Act (APA Articles 3 and 3A of Chapter 150B) in the western and mountain regions of the State. The Administrative Law Judge also manages administrative dockets throughout North Carolina, rules on prehearing motions, conducts settlement and prehearing conferences, issues prehearing orders, and regulates the course of the contested case hearing. The Administrative Law Judge administers oaths, applies the rules of evidence, evaluates sworn testimony, rules on evidentiary objections and admission of exhibits, and makes credibility determinations. The Administrative Law Judge prepares and issues decisions that contain findings of fact and conclusions of law based upon the record. The decisions must be supported by reliable, probative, and substantial evidence and by its greater weight. The Administrative Law Judge is responsible for writing final decisions in a timely manner and within OAH time standards.

Office of Administrative Hearings

2 liaison(s) designated.

EMPLOYEE Mary Masich (2)

POSITION TITLE (NUMBER) Codifier of Rules and Director of the Rules Division (60088584)

SALARY \$100,516

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Regulatory reform is a major issue and concern to the General Assembly. The Office of Administrative Hearings is the state agency that is most responsible for addressing these issues. Therefore, it is a requirement for Ms. Masich to attend committee meetings and be available to the members and staff of the General Assembly in order to be informed and respond to legislative inquiries. Ms. Masich attends many other committee meetings and responds to inquiries as directed by the Director and Chief Administrative Law Judge.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The Director of APA Services (Director) manages and directs the production and publication of the North Carolina Register and the North Carolina Administrative Code; and manages and directs the legal and administrative support to the Rules Review Commission.

Pursuant to the authority granted to the Chief Administrative Law Judge in NCGS 150B-2(1c), the Director is designated as the Codifier of Rules for the State of North Carolina with all rights, privileges and powers conferred thereunto by virtue of Article 2A of the Administrative Procedure Act, Chapter 150B of the North Carolina General Statutes. As Codifier, the Director reviews findings of need for emergency rules necessitated by a serious and unforeseen threat to the public health or safety.

The Director serves as a liaison between OAH and the General Assembly, Rules Review Commission, Office of State Budget and Management, and state agencies in rulemaking aspects.

Office of the Lieutenant Governor

2 liaison(s) designated.

EMPLOYEE David Walker (1)

POSITION TITLE (NUMBER) Policy Director/General Counsel (65019580)

SALARY \$86,000

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To lobby on behalf of the Office of the Lieutenant Governor and his legislative objectives.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Develop issue portfolio for constituent communication. Serve as chief compliance officer for the office. Serve as record retention officer. Advise on all major policy issues. Provide legal advice to the office on all related matters. Assist with project management as assigned.

Office of the Lieutenant Governor

2 liaison(s) designated.

EMPLOYEE Jamey Falkenbury (2)

POSITION TITLE (NUMBER) Press Secretary and Director of Operations (60008621)

SALARY \$61,600

PERCENT OF TIME SPENT LOBBYING 5

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Jamey is involved in all forms of education policy for our office and serves as the liaison for any budget issues that arise concerning the budget bills and our office. Jamey also serves as the press secretary/PIO for the office and is needed to interact with the press as we receive press requests on a very frequent basis.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Jamey also assists the Lieutenant Governor with all scheduling requests and directs operations for the office. He additionally serves as staff in assisting the Lieutenant Governor in his service on the Military Affairs Commission. Moreover, he works with the Lieutenant Governor and assists him in all his duties with the State Board of Education. Jamey also keeps track of everything going on with the Academic Standards Review Commission. Jamey also serves on the After School Programming Board under the Public School Forum for the office as an advisory member.

State Auditor

1 liaison(s) designated.

EMPLOYEE William Holmes

POSITION TITLE (NUMBER) Director of External Affairs (60008943)

SALARY \$92,500

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Work with legislators, legislative employees and representatives of other agencies on behalf of the Office of the State Auditor. Specifically, help clarify and carry out legislative requests of our office. Also, track legislation, and when needed, help clarify language related to the duties of our office. Help ensure that our office is informed of how decisions of the legislature, including the budget, will influence the operations of our office. Pursue legislation and funding that helps improve the operations of our office. Serve as the chief media spokesperson in the auditor's absence. Work with those outside of our office to provide information related both to our audit reports and our operations. Maintain our public website and social media sites. Distribute notification of published audit reports. Develop publications and other materials as needed.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Review and edit all performance and information systems audits and investigative reports as part of a review team, making recommendations for content, style and logic. Also review audit findings for the state's annual federal compliance audit as well as financial audits as needed. Oversee the report processing function and staff. Serve as a member of the agency's six-member Executive Team, helping to oversee the strategic direction of the office.

State Controller

3 liaison(s) designated.

EMPLOYEE Sherri Johnson (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60087100)

SALARY \$102,750

PERCENT OF TIME SPENT LOBBYING

REGISTERED

EXPLANATION OF WHY THE LIAISON IS NEEDED

W/A Communicat'n/Gov't/Relat'ns/Pol Pln - This position does not lobby the NCGA and is not required to file a registration statement with the Secretary of State. This position splits its time in this manner to be more efficient and effective to the organization and is needed to monitor legislative activities/meetings and keep OSC management informed of issues and legislation affecting OSC in a timely manner; to develop communication materials for internal and external customers such as, but not limited to, the weekly cash watch, the General Fund Monthly Report and Appropriation Expenditures by Function press release/website materials. This position responds to OSC media calls and public information requests. This year alone, OSC has received 233 public information requests, up 41 percent from last year. This position also is the OSC's Ethics Coordinator and works with the Ethics Commission to ensure OSC is following specified guidelines. This position was key in developing OSC's new policy repository on the OSC website which is used by agencies throughout state government and is a model for other agencies.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

OSC does not have a full-time Public Information Officer nor a full-time Legislative Liaison. One employee devotes a portion of her time to:

- Performing public information duties
- Monitoring legislative activities
- Updating/writing policies for OSC, and
- Performing special projects such as OSC Ethics Liaison.

State Controller

3 liaison(s) designated.

EMPLOYEE Linda Combs (2)

POSITION TITLE (NUMBER) State Controller ()

SALARY \$156,159

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

State Controller

3 liaison(s) designated.

EMPLOYEE James Dolan (3)

POSITION TITLE (NUMBER) Chief Deputy State Controller (BLANK)

SALARY \$150,000

PERCENT OF TIME SPENT LOBBYING

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Office of the State Treasurer

2 liaison(s) designated.

EMPLOYEE Anthony Solari (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60009011)

SALARY \$90,056

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The primary purpose of this position is the development, maintenance, oversight and implementation of the external relations strategy for the Department of State Treasurer.

This position is assigned an eight-hour-per-day, five-day-per-week schedule; however, the specific work schedule requires that the incumbent be available 24/7 to respond to sudden changes or circumstances that arise in the legislative arena. Also, there will be frequent instances of “after hours” work due to the nature of the position and scheduling of evenings and possibly weekends in conjunction with legislative staff schedules. There has been a significant increase in the variety and number of legislative bills and /debates that involve either operations that reside within the Department of State Treasurer or the constituency which the agency serves, For this reason, this position will no longer focus solely on Retirement issues, but will expand to serve the entire agency and advise and inform the State Treasurer and other executive management on legislative issues.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Legislative

The position: 1. Oversees the development of the Department’s entire legislative agenda: both policy and budgetary for all areas under the Department’s purview, including investments, banking, local government and state debt, the retirement and health plans, unclaimed property, human resources and IT. This process involves coordinating with leadership to develop departmental priorities and setting timelines and deadlines for the development of legislation in coordination with the Office of State Management and Budget. 2. Manages and coordinates the department’s agenda before the General Assembly. The person holding this position is held accountable for the successful enactment of the department’s budget and policy agendas. 3. Monitors all legislative committees and makes information available as requested by legislators and legislative staff, monitors the impact of non-departmental legislation on the activities of the department and attends all necessary meetings of committees, subcommittees and general legislative sessions. 4. Represents the department before legislative bodies and with members individually. 5. Acts as the point of contact for coordinating all departmental responses to requests for information, and for coordinating the departmental response to legislator’s requests for departmental action on behalf of constituents. 6. Keeps the State Treasurer and other executive management aware of legislative activity and its impact on departmental operations, including legislative activity at the federal level. This position has the authority to represent the agency at all times

Legislative Liaisons: Page 63

in the legislature and will be authorized to make independent decisions that will commit the agency to specific courses of action.

External Relations

The position is responsible for managing relationships with all other state agencies, including the Governor's office and for coordinating legislative and other activities with state agencies as needed by the department. The position is responsible for maintaining good working relationships with all external stakeholder groups and for vetting departmental legislative proposals with these groups as necessary. The position is responsible for assessing the impact of departmental legislation and rule making on all stakeholder groups. This function is critical to the success of the agency's external relations program. These groups include retiree groups, state employee groups and various groups representing the business and other communities. The position is responsible for monitoring all federal legislation and for organizing a departmental response, when appropriate. This position serves as the agency's liaison to the League of Municipalities and the Association of County Commissioners and will respond to inquiries from these and similar agencies as part of a proactive strategy of inclusiveness of all stakeholder groups. The position is also responsible for making statewide presentations to stakeholder groups and for making speeches to these and all other external groups as necessary. The position also represents the Treasurer before the General Assembly, stakeholder groups and citizens in general.

Policy Analysis

This position is responsible for analyzing statutes and for analyzing and synthesizing both quantitative and qualitative data in both budgetary policy related areas. The position sits on the department's policy development committee and is responsible for formulating policy proposals for consideration by the Treasurer and departmental leadership.

Oversight

This position is responsible for the oversight of the "legislative services" team which consists of two other departmental liaisons. This position coordinates all of the above mentioned responsibilities with members of this team and is responsible for managing their workloads and for coordinating their activities in an effective and efficient manner.

Office of the State Treasurer

2 liaison(s) designated.

EMPLOYEE Edgar Starnes (2)

POSITION TITLE (NUMBER) Policy Development Analyst (65011782)

SALARY \$65,000

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position is responsible for providing the State Treasurer with analytical support, program management, and outreach to executive and legislative personnel in support of the Department's public policy agenda. The function will provide written and oral analysis of public policy issues, particularly related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development. The position will serve as a designated legislative liaison for the Department. The position will also coordinate a team of colleagues working on public policy issues.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Analyzes public policy issues and reports to the Treasurer and senior staff.

Tracks emerging public policy issues related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development.

Works with senior staff to develop the Department's public policy agenda and priorities.

Engages in outreach in support of the Department's public policy agenda and priorities with external audiences including, but not limited to legislators, legislative staff, and executive staff.

Responsible for providing oversight for regular information sharing on various public policy initiatives to senior staff and others within in the Department.

Plays an important role in Departmental communications staff for drafting speeches, reports and other official Departmental communications related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development initiatives .

Provides staff support for the State Treasurer with events related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development.

Public liaison for the Department in forums and with professional networks related to public policy, business, economics, and economic development.

Manages projects or directives that may come from the State Treasurer or executive management related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development and policy development and reform.

Assists the Chief of Staff and Deputy Chief of Staff with strategic planning.

State Health Plan

1 liaison(s) designated.

EMPLOYEE Thomas Friedman

POSITION TITLE (NUMBER) Director of Policy, Planning, and Analysis (60088647)

SALARY \$97,200

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The Director of Policy Planning and Analysis is responsible for coordinating the strategic planning process for the State Health Plan through the formulation of health policy, benefits design, and administrative policies intended to strengthen the value and sustainability of the Health Plan. The Director will supervise the work of staff within the Section to provide health policy expertise through the continuous monitoring and analysis of federal and state legislation and regulation, changes in the healthcare delivery system as well as changes in the health insurance industry. The Director, in consultation with the Executive Committee, will also direct the monitoring and analysis of claims data, financial data and actuarial studies and reports to ensure the accuracy and validity of the analysis of medical and pharmacy utilization and cost trends and the effects of these trends upon Plan financial performance to facilitate sound fiscal management and strategic planning. The Director, through the work of staff within the Section and in conjunction with the SHP Executive Committee, and others within and outside of the Department and Division, will foster and promote data driven decision making for the State Health Plan. The Director and the Section will provide and support the effective governance of the Plan by the State Treasurer, the Executive Administrator and the Board of Trustees, through expert analysis of external factors affecting the State Health Plan coupled with state of the art data analytics and reporting. The Director will also actively participate in and promote relationship development with the North Carolina General Assembly, health policy and healthcare organizations, and various stakeholder organizations and ensure timely response to certain external requests.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Policy: Ensure that staff has the tools and resources necessary to conduct in depth analysis of federal and state regulatory changes affecting healthcare, particularly the Patient Protection and Affordable Care Act. Provide direction to staff in setting priorities, creating presentations and reports. This is a working directorship and an appropriate balance of delegation and participation will be necessary to ensure that timely and accurate research is conducted, compiled and made available to decision makers. Ensure through collaborative methods that reasonable analysis of potential impacts, both positive and negative, to the State Health Plan, its stakeholders, members and funding sources are identified and communicated appropriately.

Planning: In conjunction with the Executive Administrator, Board of Trustees and Executive Committee facilitate the establishment and development of ongoing strategic plans for the State Health Plan. Work closely with the Executive Administrator and Deputy Executive Administrator to ensure alignment and integration with the Board of Trustees' planning agenda as well as the overall strategic plan of the Department of State Treasurer. Implement a data driven decision support mechanism whereby the Section provides policy and financial analysis activities and support to inform the planning process to strengthen the Plan and facilitate long range planning.

Analysis: Ensure that policy, operational and financial analyses are robust, in-depth and timely. Ensure that staff has access to appropriate tools to facilitate the work of the Section. Provide access to consultants, publications, webinars, and industry meetings to increase the knowledge and expertise of the staff. In conjunction with the Director of Healthcare Analytics, ensure that utilization, demographic, and enrollment data are accurate and easily accessible to the Executive Committee, other Plan staff and consulting actuaries. Ensure accuracy and appropriateness of financial analysis, testing for reasonableness and reliability. Provide effective presentations as needed to explain and clarify complex issues and facilitate decision-making. Provide additional presentations when necessary to stakeholders and other decision makers.

External Relationship Development: Establish and foster strategic partnerships of benefit to the Department and Plan by developing relationships with local, state and national health policy and healthcare organizations and experts, professional associations, various stakeholder organizations, the North Carolina General Assembly, and other states and governmental bodies. Represent the Treasurer and Executive Administrator at meetings/conferences and make effective presentations to a variety of audiences. Identify opportunities for the Treasurer, Executive Administrator or members of the Executive Committee to promote and improve the Plan by making presentations or attending meetings/conferences on relevant health care topics and innovations as well as interacting with individuals and organizations with healthcare expertise. Promote the Department and Plan's legislative agenda and monitor legislative proceedings as necessary and in consultation with the Department's Governmental Affairs team. Ensure the timely response to external requests for information from constituents, potential vendors, stakeholders and the public, by triaging requests and routing to the appropriate Section or Plan staff for response, tracking and follow-up. Organize and facilitate meetings and presentations by vendors whose offerings may be of interest to the Plan. (Note: public records, media and member/customer service requests as well as vendor presentations associated with official procurement activities are handled by other organizational units).

Leadership: Establish and develop a Unit plan and implementation strategies to accomplish both short and long-term goals on a Divisional and Departmental level.

Public Instruction

1 liaison(s) designated.

EMPLOYEE Rachel Beaulieu

POSITION TITLE (NUMBER) Legislative Affairs Program Director (60009394)

SALARY \$101,000

PERCENT OF TIME SPENT LOBBYING 100

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The primary purpose of this position is to serve as the principal contact and staff for the Department of Public Instruction (DPI) and the State Board of Education (SBE) with the NC General Assembly and, when necessary, the U.S. Congress, to ensure that the State and federal legislative policies and priorities are presented in a timely, accurate, and concise manner to the appropriate legislative bodies, to the executive branch including the Office of the Governor, local school systems, associations and any other education stakeholders. This position is the contact person representing the DPI and SBE with the members of the General Assembly, state legislative staff, the Office of the Governor, other governmental officials, school officials, and the business community in all matters pertaining to education legislation. This position is responsible for the initiation, development, and coordination of legislation for the SBE as it impacts on all public schools in the state and is accountable for the legality, political, and educational viability of such legislation. It is responsible for articulating ratified state and federal education legislation to the SBE, the Department staff, local school systems, educational associations, and other policy-making bodies through extensive training sessions, forums, conferences, and other presentations. This position writes and oversees position statements, legislative updates, and other communications, including the Report on Education Legislation, and conducts legislative webinars.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

80% Serves as primary contact for the DPI and SBE with the General Assembly. Provides timely and accurate information, responds to requests, drafts and revises legislation, secures sponsors, serves as resources for legislative committees. Advises the SBE, DPI and the education community at large on the need for new or revised state statutes, and on proposed and pending legislation. Provides interpretation of laws to the SBE, DPI, local education agencies, and education community in general.

Recommends options to and drafts legislation for the SBE, Superintendent and departmental leadership in areas of need for state legislation to be enacted, amended, or repealed from the current laws; develops and writes legislation for introduction and oversees preparation of accompanying descriptive and fiscal impact information; secures sponsors for legislation and sponsors on such proposals and their justification; coordinates the development of the total legislative agenda for the SBE and the Department including all fiscal and programmatic issues; reviews and analyzes spending legislation for the SBE, State Superintendent and DPI staff.

Represents and presents the policy positions and legislative agendas for the SBE, Superintendent and DPI staff by attending committee meetings and sessions of the General Assembly; responds to questions and provides information as requested by legislators; oversees follow-up activities for legislators and legislative committees and delegates such work as necessary; represents the DPI and SBE at all interim commission/committee meetings and reports activities to the SBE, Superintendent, and DPI staff; prepares subject matter experts for testimony and other materials for legislative committees. Provides information on legislative activity to the SBE and DPI on a regular basis that is used in publications that are disseminated across the state; writes articles and reports; oversees the preparation and contents of annual Report on Education Legislation distributed to over thousands of educators and other stakeholders; attends state and national meetings to represent the State and makes presentations to assembled groups; serves in a leadership role to the regular meetings of education associations and groups in the state.

Develops and coordinates efforts of NC and other states to promote cooperation and present unified positions on proposed education legislation, as necessary; works with federal liaisons and related partners to strengthen legislation in order to more positively impact public education in NC. Reviews and analyzes all education-related legislation that is enacted and provides summaries to all appropriate staff with SBE and DPI; provides information and data as needed to congressional offices for their assistance with legislation and constituent inquiries; provides background on education initiatives in NC.

20% General State Board Activities

Attends all meetings of the SBE, presents information to the SBE on pending agenda items and legislative matters. Follows up on requests made by the SBE in the performance of their constitutional duties. Provides analysis to SBE members of education and education-related legislation. Attends meetings throughout the state and nation representing the DPI and SBE to make presentation to various policy-making groups on the policies of the SBE, the laws of the State, action required of local school systems as a result of legislative action, and issues of importance to the education community. Manages pertinent communications with the Governor, members of the General Assembly, and other state agencies/leaders informing them of action taken by the SBE. Determines those items to highlight from all actions taken that would be of particular interest to said entities. Follows up and responds to any requests received as a result of the information provided to these state policy makers. Performs other functions as assigned by the SBE, DPI, and

Real Estate Commission

2 liaison(s) designated.

EMPLOYEE Janet Thoren (1)

POSITION TITLE (NUMBER) Director of Regulatory Affairs (Not Applicable)

SALARY \$

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

It is necessary to provide important, detailed information to legislators as they consider legislation related to our licensees, consumers, and the real estate industry as a whole so they are better informed and can make better decisions

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Determines long-range priorities to provide legal support to the Commission making adjustments as necessary to meet the changing legal needs and increases/decreases in caseload resulting from changes in laws and regulations. Supervises and manages the Commission's attorneys, legal specialists and division support personnel. Prosecutes often complex complaints before the Real Estate Commission alleging violations of the North Carolina Real Estate License Law and Commission rules, including preparation of notices of hearing, subpoenas, stipulations, orders, appellate briefs and other documents relative to administrative hearings; examines and cross-examines witnesses; introduces documentary and physical evidence; advises Auditors/Investigators generally on legal issues relating to case investigations; may, from time to time, work in concert with the Director of Audits and Investigations in overseeing a particular case investigation to assure compliance with the law and the collection of necessary evidence; and, argues cases, motions and objections.

Real Estate Commission

2 liaison(s) designated.

EMPLOYEE Frederick Moreno (2)

POSITION TITLE (NUMBER) Deputy Legal Counsel (Not Applicable)

SALARY \$

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To provide important, detailed information to legislators as they consider legislation related to our licensees, consumers, and the real estate industry as a whole so they are better informed and can make better decisions

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Prosecutes often complex complaints before the Commission alleging violations of the North Carolina Real Estate License Law and Commission rules, including preparation of notices of hearing, subpoenas, stipulations, orders, appeal briefs and other documents in regard to administrative hearings. Conducts settlement negotiations of contested cases by telephone with attorneys and through extensive hearings; develops and presents settlements for consideration by the Commission ensuring consistency with previous Commission actions and policy. Prepares and responds to assigned disciplinary and litigation cases; conducts necessary research on real estate and interrelated laws relating to Commission cases and court rulings; determines merits of a case and points of law; analyzes pertinent statutory, common and case law, administrative and procedural rules; develops case strategy and legal arguments. Represents Commission in civil litigation proceedings at State level; prepares documents such as discovery, interrogatories, and depositions; drafts pleadings; prepares witnesses; prepares and presents arguments before judge; prepares and argues various appropriate legal motions; and may participate in jury selection in limited cases and defend cases before a jury under the supervision of the Director and/or Assistant Director of Legal Services

Respiratory Care Board

1 liaison(s) designated.

EMPLOYEE William Croft

POSITION TITLE (NUMBER) Executive Director (Not Applicable)

SALARY \$113,000

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

During the 1999-2000 session, the General Assembly found that the practice of respiratory care in the State of North Carolina affects the public health, safety, and welfare and that the mandatory licensure of persons who engage in respiratory care is necessary to ensure a minimum standard of competency. It is the purpose and intent of Article 38 to protect the public from the unqualified practice of respiratory care and from unprofessional conduct by persons licensed pursuant to this Article. The Board has interest in legislation that impacts operations and statutory authority. The Board requires a voice in the legislative assembly to ensure the mission of the Board which is to license respiratory care practitioners and to see that the qualifications and activities of those engaged in respiratory care are in accord with law and in the best interest of the public. The Board shall issue and enforce standards for the licensure of respiratory care practitioners.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Prepare Budget- Due at the July Board Meeting. Fiscal Year July 1 to June 30

Prepare Staff evaluations. Prepare Evaluation Form for Executive Director. Due at the July Board Meeting. Fiscal Year July 1 to June 30

Prepare Annual Report- Attorney General, Secretary of State, Office of State Budget and Management, Joint Legislative Administrative Procedure Oversight Committee. Due July 15

Prepare Annual Report- Governor, President Pro Tempore NC Senate, Speaker NC House of Representatives, The North Carolina Medical Board, The Old North State Medical Society, The North Carolina Hospital Association, The North Carolina Society for Respiratory Care, The North Carolina Association of Medical Equipment Services. Due July 15 each year.

Report to the Office of the State Controller, Internal Controls. Due July each year.

Report to the Office of State Budget & Management, Fee Report. Due March of each year

Report to the Department of Commerce, Licenses Issued. Due July or August each year

Report to the Office of State Budget & Management Collection Cost Worksheet for Civil Penalties, Fines, and Forfeitures. Due July each year.

Register Executive Director for General Assembly Liaison. Due January each year

Register and attend the State Liaison group for the NBRC. August each year

Register and attend the annual NCSRC Symposium. September each year

Arrange NCRCB Committee Meetings, prepare agendas, send out notices to Committee Members and post notices on NCRCB website for the Practice Committee, Education Committee, Rules Committee, and Investigation and Informal Settlement Committee.

Arrange NCRCB Board Meeting, prepare agendas, send out notices to Board Members and post notices on NCRCB website.

Prepare quarterly Profit and Loss Statement and Balance Sheet Statement.

Update the Board website with information from the Board Meetings. Post approved Board Minutes from the previous Board meeting.

Discuss findings from the Board meeting related to disciplinary matters with individuals affected.

Prepare Consent Orders and review with Board Counsel. Execute Consent Orders.

Update NBRC and NCRCB databases with disciplinary actions.

Review Board Minutes and submit to Board Counsel and Board Members for review.

Prepare and submit Liaison Expense reports to the Secretary of State.

Meet with Board Treasurer to open bank statements and review transactions for the month.

Reconcile operating account and savings account.

Review PayPal account and deposit funds into operating account. Input data into QuickBooks.

Prepare payroll and submit to payroll system.

Meet with Board Counsel as needed to review complaints, review scheduled hearings, review and prepare declaratory rulings and position statements for upcoming committee meetings, review letters and emails from individuals requesting interpretation of laws and rules and review mandated reports before submission.

Review Bank deposit and input data into QuickBooks.

Input Bills into QuickBooks. Pay bills that are due each Friday.

Review and update the Board website.

Help with licensing duties as needed.

Review Complaints and start investigations, as received. Schedule Board Investigator to deliver subpoenas, complete investigations of complaints, interview witnesses and get sworn statements, as needed. Update the Board website with information from complaints and investigations as received.

Maintain Investigation and Informal Settlement Committee schedule.

Review CE applications and submit applications and supporting documents to the Education Committee for review. After approval or denial correspond with the CE Program Director. Bill for approved CE.

Secretary of State

2 liaison(s) designated.

EMPLOYEE Angella Dunston (1)

POSITION TITLE (NUMBER) Legislative Affairs Program Coordinator (60094559)

SALARY \$77,520

PERCENT OF TIME SPENT LOBBYING 40

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

1. To provide the Senior Advisor for Policy & Government Relations and management team of the Department with advice and research with regard to policy and planning in relation to State and federal legislative proposals and mandates affecting the Department, including budget and appropriations.
2. To assist the Senior Advisor for Policy & Government Relations in representing the Secretary of State before the General Assembly
3. To coordinate with other agencies as needed, which often times rely on data and information from the Department to fulfill their mandates.
4. To research, plan and advise with regard to customer service enhancements provided by the Department.
5. Serve as the Department's Liaison to the State Ethics Commission.
6. Other duties as assigned.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

1. Serve as the agency's primary Ethics Liaison.
 - Ensure that 100% of all covered SOS staff meet required reporting and continuing education requirements of the State Ethics Act.
 - Communicate with SOS staff and leadership regarding state ethics law requirements and coordinate appropriate agency compliance.
 - Represent SOS office and participate as assigned in stakeholder meetings and events.
2. Serve as a key agency customer service policy developer.
 - Meet with agency leadership to review customer service policies and procedures.
3. Research and analyze customer service throughout SOS office.
 - Assist in coordination of customer service surveys to effectively measure performance.
4. Make recommendations for improved customer service experience with SOS office.
 - Meet with agency leadership to review customer service policies and procedures.
 - Meet with other state government representatives to explore best practices.

Secretary of State

2 liaison(s) designated.

EMPLOYEE Michael Arnold (2)

POSITION TITLE (NUMBER) Policy & Government Relations Director (60008649)

SALARY \$115,500

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

The primary purpose of the Senior Advisor for Policy & Government Relations position is to serve as a high level advisor to the Secretary of State. The position reports directly to the Secretary of State and is a member of the senior management team.

The position advises and assists the Secretary of State in all areas of policy development and intergovernmental and public/private stakeholder relations, including but not limited to international affairs, federal, state and local agencies, elected officials, the banking and financial sectors, economic development, and legal and general business communities. In that regard, this position, researches and prepares policy briefs to outline issues and make appropriate recommendations for relevant issues affecting the Secretary of State office.

The Senior Advisor for Policy & Government Relations position also staffs / advises the Secretary of State regarding issues and if needed, represents the Secretary of State on various Commissions, Task Forces and Ad Hoc Committees, such as the National Association of Secretaries of State, the NC Council of State, the NC Local Govt Commission and the NC Coalition for Global Engagement, etc...

This position also serves as one of the agency's primary representatives for international affairs.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

1. Research and prepare policy briefs to outline issues and make appropriate recommendations for relevant issues affecting the Secretary of State office.

- Research emerging policy issues affecting the Secretary of State office and prepare briefs as needed.
- Provide recommendations, advice / counsel regarding strategic direction related to policy issues facing the Secretary of State office

2. Staff / advise issues and if needed, represent the Secretary of State for Council of State, Local Govt Commission and other ad hoc commissions, task forces and workgroups.

- Review monthly agenda and digest meeting materials to better understand and advise on issues before the Council of State. Attend if needed or as appropriate.
- Review monthly agenda and digest meeting materials to better understand and advise on issues before the Local Government Commission. Attend and represent if needed or as appropriate.
- Attend and represent the Secretary of State office with other ad hoc commissions, task forces or workgroups as needed (Governor's Crime Commission, Rules Review Commission, Ethics Commission, NC Coalition for Global Engagement, etc.)

3. Promote the Secretary of State's role as a state representative in international affairs and serve as a representative as needed.

- Assist in the development and facilitation of the Agency's formal and informal international partnerships and delegation exchanges.
- Work as a liaison with the NC National Guard and the Governor's office in support of the Secretary of State formal partnership with Moldova and other potential emerging partnership in Botswana and around the world.
- Represent the Secretary of State Office and liaison with federal, state and local partners in support of international delegation exchanges and overall global engagement strategic planning.

Tobacco Trust Fund Commission

1 liaison(s) designated.

EMPLOYEE William Upchurch

POSITION TITLE (NUMBER) Executive Director - Tobacco Trust Fund Commission (60012868)

SALARY \$85,243

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

One of three employees of the Tobacco Trust Fund Commission and he is the Executive Director.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Executive Director of all operations of TTFC.

Wildlife Resource Commission

1 liaison(s) designated.

EMPLOYEE

POSITION TITLE (NUMBER) Legislative Liaison (60033778)

SALARY \$48,195

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

This position acts as Legislative Affairs manager for the agency and in this capacity determines the agency's legislative agenda. The position researches pertinent information and assembles facts to determine agency position, response and information campaigns. Position identifies problem areas – current, anticipated and unanticipated – and recommends solutions based in legislation or rules changes. Position reviews existing and proposed federal policies for their impact on the agency, and provides recommendations relative to the agency's position on these policies. The position cultivates and maintains constructive relationships with legislators and others to promote effectively the mission of the Wildlife Resources Commission.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Policy formation: present legislative alternatives and recommendations on natural resource and environmental problems and issues to executive management. Incorporates information and direction from senior leadership to formulate long and short term legislative strategy.

Research and Reporting: Reviews and interprets statistical information to determine trends and implications of a variety of data concerning agency constituents. Works with agency divisions to coordinate, develop and prepare interpretive, statistical and comparative reports to serve as basis for legislation and policy. Works with Budget section to respond to legislative requests for data. Supervises or arranges for the preparation and analysis of statistical data regarding constituents.

Coordination: screening legislative bills and amendments, ensuring that potential impact on agency programs are determined and coordinating agency responses. Tracks identified legislation that could affect the Agency, its constituents, or the resources it protects and alerts staff to important activities regarding legislation. Circulates proposed bills for internal review and feedback, tracks responses, integrates responses into final agency position.

When Legislature is not in session: refines long-term agenda and develops an agenda for the next session. Travels to districts to learn programs and develop an understanding of legislative needs from the field. Meets with federal and state agencies, local government and other nongovernmental partners.

University of North Carolina – General Administration

2 liaison(s) designated.

EMPLOYEE Andrew Moretz

POSITION TITLE (NUMBER) Vice President of State Government Relations (Not Applicable)

SALARY \$156,105

PERCENT OF TIME SPENT LOBBYING 75

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

Pursuant to BOG policy, the VP of Government Relations is responsible for representing the University in conjunction with the UNC President before the General Assembly

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Participate in various selection or search committees, engage with local chambers of commerce, represent the President and Board of Governors at meetings and public events, staff Board of Governors Public Affairs Committee, special projects and other duties, advise on communication strategy, work with Faculty and Staff Assemblies

University of North Carolina – General Administration

2 liaison(s) designated.

EMPLOYEE Jonathan Kappler

POSITION TITLE (NUMBER) Director of State Government Relations (Not Applicable)

SALARY \$87,825

PERCENT OF TIME SPENT LOBBYING 50

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

To help coordinate the activities of the State Relations Council, communicate with campuses to keep them informed on policy and legislative developments, assist in developing the UNC system Policy Agenda, help staff the UNC Board of Governors Public Affairs Committee, advise senior leadership on various policy, legislative, and communications strategies

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Advise on social media and communication strategy, participate on search committees, represent the President and Board of Governors at meetings and public events, work with Faculty and Staff Assemblies, staff Board of Governors Public Affairs Committee, special projects and other duties

Appalachian State University

1 liaison(s) designated.

EMPLOYEE Vacant

POSITION TITLE (NUMBER) Director of External Affairs and Community Relations (Not Applicable)

SALARY \$

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

No institution has a FTE dedicated solely to state relations. Each campus must identify a person per BOG policy so that there is one point of contact at each institution whose role includes fostering, supporting, and expanding the University's relationships with state elected leaders. In this role, they often serve as a point of contact for legislative inquiries for campus-specific issues or needs.

Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Responsible for federal & local (town & county) relations.

Coordinate and oversee the preparation of various external reports or inquiries, including filing appropriate disclosure and ethics reports.

Provide consultation and support to federally sponsored programs and gain support for federally sponsored grants.

Point person for University Board of Visitors' meetings and communicates.

East Carolina University

1 liaison(s) designated.

EMPLOYEE Michelle Brooks

POSITION TITLE (NUMBER) Director of Strategic Initiatives (Not Applicable)

SALARY \$111,158

PERCENT OF TIME SPENT LOBBYING 15

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Local government relations

Community and constituent relations and outreach

Federal government relations

University Policy Committee

Strategic communication support

Member of Chancellor's Executive Council

Staff to Board of Visitors

Elizabeth City State University

1 liaison(s) designated.

EMPLOYEE N. Kathryn Underwood-Melton

POSITION TITLE (NUMBER) Assistant General Counsel and Government Relations Liaison (Not Applicable)

SALARY \$78,000

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The Assistant General Counsel is responsible for providing legal advice as assigned by ECSU's General Counsel on matters including but not limited to: contracts; employments; administrative policy; opening meetings; public records; student discipline; governance and ethics. *local government relations; *state and federal government relations

Fayetteville State University

1 liaison(s) designated.

EMPLOYEE Wesley Fountain

POSITION TITLE (NUMBER) Government and Community Affairs Associate (Not Applicable)

SALARY \$41,498

PERCENT OF TIME SPENT LOBBYING 15%

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Federal Relation, Military Affairs, Local Government Relations, Community Affairs, Economic Development, Chancellor's special projects and other duties

North Carolina A&T

1 liaison(s) designated.

EMPLOYEE Michael Brown

POSITION TITLE (NUMBER) Director of External Affairs (Not Applicable)

SALARY \$110,000

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

- Connect NC A&T's land grant mission to the needs of the Piedmont Triad community
- Manages the University's Board of Visitors
- Special Projects as designated by the Chancellor
- Handle all federal relations including: identifying and analyzing legislation, coordinating Hill visits (w/ UNC FA), coordinating agency visits (w/ UNC FA), crafting speeches and talking points for Hill visits
- Crafting speeches to targeted external constituents
- Work w/ Vice Chancellor of Business and Finance on Economic Development Issues
- Provide strategic advice to Senior Leadership on complex local government issues

North Carolina Central University

1 liaison(s) designated.

EMPLOYEE Pamela Thorpe Young

POSITION TITLE (NUMBER) Director of External Affairs (Not Applicable)

SALARY \$105,000

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

All federal and local relations. Develop leadership opportunities through community/university engagement. Monitor public policy issues and economic development activities relating to the university. Evaluate and identify potential land acquisition opportunities for the university.

North Carolina School of Science and Math

1 liaison(s) designated.

EMPLOYEE Brock Winslow

POSITION TITLE (NUMBER) Vice Chancellor for Institutional Advancement (Not Applicable)

SALARY \$106,355

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Responsible for advancing the strategic interests of the institution by management and implementation of activities such as official communications and publications, fundraising and grant seeking, and constituent and community relations. Related duties and appointments include facilitation of the Institutional Advancement Committee of the NCSSM Board of Trustees; ex-officio Director of the NCSSM Foundation; and working member of the UNC-GA councils for Advancement, Sponsored Programs and Research, State Relations, and Engagement and Economic Transformation.

North Carolina State University

1 liaison(s) designated.

EMPLOYEE Kevin Howell

POSITION TITLE (NUMBER) Assistant to the Chancellor for External Affairs (Not Applicable)

SALARY \$183,000

PERCENT OF TIME SPENT LOBBYING 25

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Serve as an Executive Officer and advisor to the Chancellor. Responsibility for state and local government relations by collaborating with key individuals on campus, within local government, and across the State. In conjunction with the Chair, lead members of the NC State Board of Visitors.

University of North Carolina – Asheville

1 liaison(s) designated.

EMPLOYEE Greg Carter

POSITION TITLE (NUMBER) Associate Vice Chancellor for External Relations (Not Applicable)

SALARY \$93,000

PERCENT OF TIME SPENT LOBBYING 15

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Federal & Local Government Relations, Economic Development, Community Relations, assist the chancellor on a variety of assignments, liaison to the Board of Trustees, handle logistics for VIP visits.

University of North Carolina – Chapel Hill

1 liaison(s) designated.

EMPLOYEE Jennifer Willis

POSITION TITLE (NUMBER) Associate Dean for Development ()

SALARY \$110,000

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Responsible for identifying, cultivating, soliciting, building relationships with , and retaining donors and prospects to fund both the short term and long term needs of the School of Government. Also responsible for the oversight of the school's development office, many major gifts from individuals, corporations and foundations, and has frequent communications with local and state government officials.

University of North Carolina – Charlotte

1 liaison(s) designated.

EMPLOYEE Betty Doster

POSITION TITLE (NUMBER) Special Assistant to the Chancellor for Constituent Relations (Not Applicable)

SALARY \$178,290

PERCENT OF TIME SPENT LOBBYING 25

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

All federal and local relations. Responsible for the strategy, implementation and growth of the "Building Regional Support Program" that connects the University with industry, donors, alumni, government and other partners in the 12 county Charlotte Region. Responsibility for leveraging and enhancing the relationship with the Charlotte Chamber of Commerce, Charlotte Regional Partnership and other key constituencies. Serves on the Chancellor's Cabinet, University Advancement Senior Staff, Chancellor's Executive Engagement Council, Co-Chairs the Light Rail Campus Coordinating Committee.

University of North Carolina – Greensboro

1 liaison(s) designated.

EMPLOYEE Nikki Baker

POSITION TITLE (NUMBER) Director of Strategic Initiatives (Not Applicable)

SALARY \$60,000

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Manage all aspects of Local, State and Federal Government Affairs, Coordinate strategic campus-wide initiatives within a broad array of targeted impact through specialized communications, stakeholder engagement, partner development and long-range planning, Lead military and veteran affairs projects within the campus, Serve as a working member of the Chancellor's Council and the Policy Advisory Group, Act as an external representative on behalf of the Chancellor and the University at community events, Work closely with the Office of Research and Economic Development to identify partnership opportunities

UNC Health Care

1 liaison(s) designated.

EMPLOYEE Lanier Hodgson

POSITION TITLE (NUMBER) Director of State and Federal Policy (Not Applicable)

SALARY \$0

PERCENT OF TIME SPENT LOBBYING 25

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Manage all state and federal affairs on behalf of the UNC Health Care System and UNC School of Medicine; advise senior executive team and leadership of the HCS and SOM on public policy matters; assist the CEO and Chief of Staff on strategic planning and a variety of other issues.

University of North Carolina – Pembroke

1 liaison(s) designated.

EMPLOYEE Glen Burnette

POSITION TITLE (NUMBER) Special Assistant to the Chancellor for Constituent Relations (Not Applicable)

SALARY \$96,733

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

This office serves as the liaison to the following constituent groups: federal relations; county and local government relations; The Lumbee Tribe of NC; Town of Pembroke (Town and Gown Relations); and UNC BOG. The office also serves as coordinator of winter and spring commencements and special projects in the Chancellor's Office.

University of North Carolina – Wilmington

1 liaison(s) designated.

EMPLOYEE Mark Lanier

POSITION TITLE (NUMBER) Assistant to the Chancellor and Assistant Secretary, Board of Trustees (Not Applicable)

SALARY \$158,618

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

The individual in this position serves as Assistant to the Chancellor and Assistant Secretary to the UNCW Board of Trustees. In that capacity, he serves as a member of the senior leadership team and advisor to the Chancellor, with primary responsibilities in: 1) governmental affairs (federal, state, and local, including service on the UNC State Relations Council and Federal Relations Council), 2) economic development (coordination with the private sector, chambers of commerce, and public sector economic development organizations, including service on the UNC Economic Transformation Council and as a director of the UNCW Research Foundation), and 3) board affairs (primary staff for the Board of Trustees and its committees; coordination with the UNC General Administration and the UNC Board of Governors). In addition, he is heavily involved in UNCW's strategic planning, risk management, community engagement, commercialization of intellectual property, and other internal and external duties. During the past year, he also led the transition team for the new Chancellor.

University of North Carolina – School of the Arts

1 liaison(s) designated.

EMPLOYEE Jim DeCristo

POSITION TITLE (NUMBER) Chief of Staff (Not Applicable)

SALARY \$118,592

PERCENT OF TIME SPENT LOBBYING 0

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Strategic planning and plan implementation, Federal Relations, Local Government Relations, Community Relations, Economic Development, Sponsored Programs and Research, BOT Governance Committee staff, BOV Advocacy committee staff, donor relations and fundraising

Western Carolina University

1 liaison(s) designated.

EMPLOYEE Meredith Whitfield

POSITION TITLE (NUMBER) Director of External Relations (Not Applicable)

SALARY \$98,000

PERCENT OF TIME SPENT LOBBYING 20

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

External liaison for the University with local, regional, and national constituencies. Liaison to economic development entities, including chambers of commerce and regional economic development organizations.

Winston Salem State University

1 liaison(s) designated.

EMPLOYEE Cornelius Graves

POSITION TITLE (NUMBER) Director of External Relations (Not Applicable)

SALARY \$80,000

PERCENT OF TIME SPENT LOBBYING 10

REGISTERED Yes

EXPLANATION OF WHY THE LIAISON IS NEEDED

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Most institution's state relations council members have numerous other assignments and are limited to no more than 25% of their time spent on state relations. Depending upon their background, many serve the institutions in additional areas such as local relations, federal relations and economic engagement.

OTHER RESPONSIBILITIES OR DUTIES OF THE LIAISON

Liaison between WSSU & the Winston-Salem community & all levels of government. Represent the Chancellor at community meetings & at functions both internal & external to the university. Establish & maintain positive relationships with community representatives. Assist in developing & implementing community outreach programs. Set up internal events, fairs & other community events to incorporate WSSU into the community.

Administration

1 Public Information Officer designated.

1 staff reporting to this PIO.

EMPLOYEE Christopher Mears

POSITION TITLE (NUMBER) Director of Public Affairs (60013851)

SALARY \$79,000

DUTIES AND RESPONSIBILITIES

Specifically, the Director of Public Affairs functions as a senior staff member in the Secretary's Office with the primary responsibility for managing and directing the department's public information and public affairs component. The Director reports directly to an assistant secretary and the secretary of the department of administration and acts as adviser to the Secretary's Office in all areas of communications.

WHY PIO AND STAFF IS NEEDED

The PIO director oversees the flow of information in and out of the department. This includes the dissemination of news releases, media advisories, public statements, flag lowering alerts, management of social media accounts and management of DOA's intranet news site.

The PIO director researches and responds to records requests from media, the public and other state agencies. He or she analyzes requested records for confidential information and redacts such information. The director coordinates records request with department General Counsel and Governor's Office.

Administration

Staff reporting to PIO.

EMPLOYEE Berquin Williams

POSITION TITLE (NUMBER) Artist Illustrator 3 (60013843)

SALARY \$44,535

DUTIES AND RESPONSIBILITIES

Functions as the lead producer of graphics, photography and other visual media to communicate the missions of the department and its individual divisions.

WHY PIO AND STAFF IS NEEDED

Without this person's contribution, DOA divisions would not be able to provide excellent customer service through hard copy or electronic materials such as brochures, displays, banners, report templates, photography and video production, and web and social media graphics. Moreover, each of the 20 DOA divisions would expend significant resources going outside of DOA to provide the same level of excellent graphic design services.

Commerce

2 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE Larry Parker

POSITION TITLE (NUMBER) Information & Communications Specialist II (60077308)

SALARY \$54,710

DUTIES AND RESPONSIBILITIES

This position manages email, telephone, social media campaigns and various newsletter publications and reports on educational, informational, and promotional matters;

Responsible for a variety of technological projects such as creating YouTube videos, managing I-contact accounts, managing Excel reports and other applications; Responsible for submitting needed website updates to Information Systems

WHY PIO AND STAFF IS NEEDED

This position is actively involved in internal and external communications, conducting a promotional and informational program for the Division of Employment Security. Position is responsible for the interpretation and dissemination of comprehensive and technical information through a variety of media to stimulate interest in the Division's programs and to inform the staff and the public of the operations and activities of the Division. Work involves developing relationships and coordinating activities with other agencies, divisions, and private organizations.

Commerce

Staff reporting to PIO.

EMPLOYEE Victor Cotto

POSITION TITLE (NUMBER) Administrative Assistant II (60077309)

SALARY \$38,523

DUTIES AND RESPONSIBILITIES

This position creates and designs graphic materials such as signs, forms, charts, banners, brochures, etc. and distributes where needed. Position also directs and shoots agency videos, audio tapes, and is the main photographer for the agency.

WHY PIO AND STAFF IS NEEDED

Answer telephone politely, promptly, efficiently & effectively. Type correspondence, forms or other necessary materials in an accurate and timely manner. Must have knowledge of agency services and do research for projects.

Commerce

2 Public Information Officers designated.

2 staff reporting to this PIO.

EMPLOYEE Kim Genardo

POSITION TITLE (NUMBER) Deputy Secretary/Commissioner II (60077155)

SALARY \$121,000

DUTIES AND RESPONSIBILITIES

Responsible for hiring and managing communications team. Assigns, oversees and approves staff writing and project assignments;

Custodian of public records- gathering and disseminating information.

WHY PIO AND STAFF IS NEEDED

The director serves as Commerce spokesperson and leads all development, communication and implementation of major commerce initiatives; assists Commerce Secretary in all media and public events; handles media inquiries; coordinates messaging with Governor's Office and other partners such as EDPNC, Workforce Boards, NCEDA, etc.

Commerce

Staff reporting to PIO.

EMPLOYEE David Rhoades

POSITION TITLE (NUMBER) Deputy Communications Director (60081258)

SALARY \$70,000

DUTIES AND RESPONSIBILITIES

Primary functions include writing press releases for any divisions and programs in Commerce and writing speeches for both the Governor and Commerce Secretary.

WHY PIO AND STAFF IS NEEDED

The employee must create and update content for the Commerce website as well as the Commerce newsletter SYNC; writes articles to appear in business magazines or trade publications as well as answer daily media inquiries that require tracking down accurate information. Develops marketing presentations for business recruitment opportunities.

Commerce

Staff reporting to PIO.

EMPLOYEE Vacant

POSITION TITLE (NUMBER) Information & Communications Specialist III (60077185)

SALARY (proposed) \$57,877

DUTIES AND RESPONSIBILITIES

Assist the Director including writing speeches, press releases, and formal correspondence; responding to media questions/needs; serving as an official spokesperson for the Department; assists with event & media planning including selecting venues, identifying press/officials to invite, writing press releases and speeches, and coordinating with local municipalities and economic developers.

WHY PIO AND STAFF IS NEEDED

The Communications section is responsible for the development, communication, implementation and marketing of the new North Carolina economic development brand. In addition, the team assumes responsibility for guiding the state's efforts to improve communications around job creation, job availability and workforce development.

Environmental Quality

14 Public Information Officers designated.

7 staff reporting to this PIO.

EMPLOYEE Crystal Feldman

POSITION TITLE (NUMBER) Deputy Secretary for Public Relations (60035977)

SALARY \$83,500

DUTIES AND RESPONSIBILITIES

The Deputy Secretary for Public Affairs oversees the agency's internal and external communications and manages the Division of Environmental Education and Public Affairs, which includes the Public Affairs Office, Creative Services and the Office of Environmental Education. The Deputy Secretary for Public Affairs serves in an advisory position to the secretary and senior management regarding all internal and external communications issues. This position develops, implements and executes the agency's communications plan to effectively communicate its policies and vision to internal and external audiences. This position implements strategies to improve the agency's online presence/social media, media relations and public outreach. The Director of Public Affairs also manages the Division's annual budget, identifies funding priorities and adjusts the budget accordingly.

WHY PIO AND STAFF IS NEEDED

The Deputy Secretary for Public Affairs oversees the agency's internal and external communications and manages the Division of Environmental Education and Public Affairs, which includes the Public Affairs Office, Creative Services and the Office of Environmental Education. The Deputy Secretary for Public Affairs serves in an advisory position to the secretary and senior management regarding all internal and external communications issues.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Thomas Mather

POSITION TITLE (NUMBER) Information & Communications Specialist III (60035607)

SALARY \$67,611

DUTIES AND RESPONSIBILITIES

The Public Information Officer in this position is responsible for statewide public outreach, including media relations, special events, and web and social media content management. The PIO writes and edits press releases, conducts interviews, oversees the design of brochures and exhibits, and helps publicize and conduct public meetings and hearings. Duties also include coordinating and fulfilling records requests within the division in accordance with state public records law. Because of the nature of the air quality program, the PIO position emphasizes outreach to the public, the news media, and the regulated community. The PIO also supports division staff with writing and editing documents and reports and assists with special projects as needed.

WHY PIO AND STAFF IS NEEDED

DAQ works with highly scientific and technical information and the PIO is tasked with communicating that information in an easily consumable manner. This PIO also serves as an advisor to division leadership and acts as a liaison between the division and DEQ Public Affairs. This position is a member of the statewide emergency response team and assists with environmental emergency response specific to DEQ.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE James Kritzer

POSITION TITLE (NUMBER) Information & Communications Specialist III (60035981)

SALARY \$56,474

DUTIES AND RESPONSIBILITIES

This Public Information Officer's primary duties fall under the Division of Waste Management (DWM) and include serving as the division's spokesperson, fulfilling public records requests in accordance with state law, leading public outreach efforts, coordinating public hearings and meetings, advising division management on communications issues, and acting as a liaison with DEQ Public Affairs. The PIO is responsible for writing and editing news releases; promoting the division's activities through earned and social media; developing and maintaining content for the DEQ website; and writing speeches and talking points for department leadership.

WHY PIO AND STAFF IS NEEDED

The PIO works closely with staff and leadership to develop a thorough understanding of the division's initiatives and seeks opportunities to educate the public about them. As DWM's point of contact for citizens and the media, the PIO assists division staff in educating the public about the Hazardous Waste, Solid Waste, Superfund, and Underground Storage Tank, and Brownfield programs, and promoting the accomplishments of those programs. The person in this position also serves as the PIO for DEQ's Division of Environmental Assistance and Customer Service (DEACS). In addition to carrying out all of the previously listed duties associated with the PIO role at DWM, this person is tasked with communicating DEACS' initiatives to expand the use of sustainable environmental protection practices, broaden the public's understanding of environmental regulatory and permitting programs, and promote recycling programs. The PIO in this position also assists with DEQ's internal communications activities and special projects as assigned. This is a member of the statewide emergency response team and assists with environmental emergency response specific to DEQ.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Sarah Young

POSITION TITLE (NUMBER) Information & Communication Specialist II (65004901)

SALARY \$41,839

DUTIES AND RESPONSIBILITIES

The PIO coordinates statewide initiatives including public outreach, media relations, interaction with citizens, special events, and division publications. This PIO is the primary contact for media inquiries, arranging interviews, writing and editing press releases, and maintaining DWR's web and social media presence. The PIO is responsible for maintaining a thorough knowledge of DWR's scientific duties and disseminating highly technical information in a manner that is easily understood by various audiences. The PIO assists with writing and editing required documents and reports, organizes and publicizes public hearings and meetings, and coordinates and fulfills records requests in keeping with state public records law. This is a member of the statewide emergency response team and assists with environmental emergency response specific to DEQ.

WHY PIO AND STAFF IS NEEDED

The Division of Water Resources (DWR) is responsible for protecting the safety of drinking water in accordance with federal requirements, issuing pollution control permits, monitoring permit compliance, evaluating environmental water quantity and quality, and carrying out enforcement actions for violations of environmental regulations. The Public Information Officer supports division staff in the central office, seven regional offices, and five sections, and advises division leadership on communications matters.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to PIO.

EMPLOYEE Sharon Smith

POSITION TITLE (NUMBER) Information & Communications Specialist II (60032538)

SALARY \$52855

DUTIES AND RESPONSIBILITIES

The public information writes news releases, arranges news media interviews, and develops content for the division website the department's social media for pamphlets, signs and other outreach materials, as well as facilitates public records requests. The public information officer also supervises the division's education coordinator and the webmaster/graphic artist. This position serves as staff to the Marine Fisheries Commission.

WHY PIO AND STAFF IS NEEDED

The Division of Marine Fisheries ensures sustainable marine and estuarine fisheries and habitats for the benefit and health of the people of North Carolina. The public information officer supports this mission by acting as a liaison between the agency and the news media, stakeholders and general public, informing them about marine fisheries issues. Because the division regulates a public trust resource, supporting more than 3,000 commercial fishermen and 2 million recreational anglers, information dissemination and public education is vital. The public information officer works closely with biologists and other professional staff to translate highly technical and intricate information into understandable terms so that fishermen and other stakeholders are able to comply with regulations and effectively participate in the fisheries management process.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Bridget Munger

POSITION TITLE (NUMBER) Information & Communications Specialist II (60035599)

SALARY \$54,503

DUTIES AND RESPONSIBILITIES

The PIO's duties include writing and editing news releases, serving as the primary media contact, acting as a liaison between DEMLR and DEQ Public Affairs, and developing and managing web and social media content. The PIO also assists with developing creating training curriculum, conducting annual training at central and regional offices, and developing and implementing outreach for DEMLR's geoscience education program.

WHY PIO AND STAFF IS NEEDED

This Public Information Officer supports the Division of Energy, Land, and Mineral Resources (DEMLR) and the Division of Water Resources (DWR). DEMLR promotes the wise use and protection of North Carolina's land and geologic resources. Its Land Quality Section regulates and provides technical assistance related to mining, dams, sediment and erosion control and stormwater management. This PIO coordinates public hearings, drafts and publishes public notices, recruiting and training hearing staff, managing the public comment process, and providing guidance for the hearing officer's report. The PIO also supports public outreach and media relations activities for DWR, including writing and editing press releases, serving as a press contact, and fulfilling public records requests as required by state law. Because of the scientific nature of DEMLR and DWR's programs activities, the PIO maintains thorough technical knowledge of water, land, and mineral resources. This PIO also supports special projects as needed and assists with DEQ's internal communications initiatives, including the intranet, newsletter, and employee recognition activities. This is a member of the statewide emergency response team and assists with environmental emergency response specific to DEQ.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Cathy Akroyd

POSITION TITLE (NUMBER) Information & Communications Specialist III (60034621)

SALARY \$49,825

DUTIES AND RESPONSIBILITIES

The Public Information Officer supports division staff and advises leadership on communications matters, writes and edits press releases, serves as DWI's media contact and spokesperson, and contributes content for the division's web and social media presence. The PIO is also responsible for promoting the availability of low interest loans and grants for local governments and other non-profit entities for water infrastructure projects, and for educating those audiences about the funding process.

WHY PIO AND STAFF IS NEEDED

The Division of Water Infrastructure (DWI) administers programs that provide financial assistance for projects that improve water quality. Programs within the division fund many types of projects, including sewer collection and treatment systems, drinking water distribution systems, water treatment plants, storm water management systems, and stream restoration. The Public Information Officer supports division staff and advises leadership on communications matters. This is a member of the statewide emergency response team and assists with environmental emergency response specific to DEQ.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Kelly Odom

POSITION TITLE (NUMBER) Information & Communications Specialist I (60032665)

SALARY \$40,159

DUTIES AND RESPONSIBILITIES

The education coordinator is responsible for developing the goals for the division's education programs and determining targeted audiences. The education coordinator develops and implements educational programs for age appropriate groups, and presents these programs to teacher workshops, school groups, scout groups and the general public.

WHY PIO AND STAFF IS NEEDED

The education coordinator is responsible for developing the goals for the division's education programs and determining targeted audiences. The education coordinator develops and implements educational programs for age appropriate groups, and presents these programs to teacher workshops, school groups, scout groups and the general public. The education coordinator plans, develops and organizes educational presentations for other various division staff, maintains supplies of educational and informational materials, plans, develops, coordinates and staffs division displays and exhibits. The education coordinator serves as a technical advisor for reviewing and monitoring educational grants for the Coastal Recreational Fishing License Grant program. In 2011, this position was transferred to a grant position with the U. S. Fish and Wildlife's Sportfish Restoration program. This position is now 100-percent funded by this grant, so that the education coordinator may only work on programs, projects and materials for recreational fishing education outreach. Translates division materials into Spanish. This position does NOT interact with the media.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Stephen Mehan

POSITION TITLE (NUMBER) Information & Communications Specialist II (60032543)

SALARY \$38,125

DUTIES AND RESPONSIBILITIES

The webmaster/graphic artist is responsible for planning, designing, programming and maintaining the division's external and internal website architecture, content and functionality. The division website consists of approximately 2,400 webpages and averages 2.5 million page views per year. The webmaster/graphic artists provides a real-time flow of information on frequently changing fisheries rules, regulations and proclamations and creates and fosters an environment for dynamic data exchange.

WHY PIO AND STAFF IS NEEDED

The webmaster/graphic artist serves as the technical advisor for all division web-based and graphic arts services, providing technical guidance, process expertise and strategic planning. The graphic artist provides photography support for the division.

Environmental Quality

14 Public Information Officers designated.

2 staff reporting to this PIO.

EMPLOYEE Denise Smith

POSITION TITLE (NUMBER) Artist Illustrator III (60035978)

SALARY \$53,992

DUTIES AND RESPONSIBILITIES

Uses Website Design, Computer/Graphic Design, Design and Illustrate Information Graphics, Digital Photography to provide services that include: graphic design, web design, digital photography, video production, exhibits, infographics, conference graphics, report designs and image branding. Assists in the development and management of DEQ website, which includes developing look and feel of the website, creating webpages and managing content. This position also manages the budget for the Office of Public Affairs and is a member of the Department Sustainability Team. This position does NOT interact with the media.

WHY PIO AND STAFF IS NEEDED

This graphic designer leads the Creative Services team, which provides a broad spectrum of graphic design services to support the secretary and divisions throughout DEQ in their communications efforts. The position supervises two graphic designers and coordinates all work requests.

Environmental Quality

14 Public Information Officers designated.

6 staff reporting to this PIO.

EMPLOYEE Stephanie Hawco

POSITION TITLE (NUMBER) Deputy Communications Director (60014880)

SALARY \$71,000

DUTIES AND RESPONSIBILITIES

This position coordinates the department's communications, public information and outreach efforts regarding energy through interaction with citizens and the news media, publication production, special events and public information programs and initiatives, and facilitates public records requests. This position routinely interacts with external customers such as citizens, local environmental groups and the regulated community. This position serves as staff to the Energy Policy Council, Oil & Gas Program and Outer Continental Shelf Governors Coalition.

WHY PIO AND STAFF IS NEEDED

The Deputy Communications Director supervises six staff within the Division of Environmental Education and Public Affairs and also serves as the public information officer for energy. The Deputy Communications Director serves in an advisory position to the secretary and senior management regarding a broad array of internal and external communications issues. The Deputy Communications Director assists the Deputy Secretary for Public Affairs in the development and execution of the agency's internal and external communications, which includes media relations, public engagement, website maintenance, social media and internal communications.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Michael Rusher

POSITION TITLE (NUMBER) Information & Communications Specialist III (65022076)

SALARY \$45,000

DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, composing talking points, press releases, scripts, and PowerPoint presentations; maintaining the coal ash webpages and blog; facilitating public records requests, and writing and editing agency reports. This position routinely interacts with external customers such as citizens, local environmental groups and the regulated community. The Communications Director for Environmental Protection coordinates communications among the various divisions that deal with coal ash and routinely interacts with division directors, section chiefs, regional office supervisors and field staff. The position also serves in an advisory capacity to the Secretary and senior management on other interdivisional issues as directed by the deputy secretary for public affairs. This position organizes and staffs public hearings and meetings in accordance with NC Statute.

WHY PIO AND STAFF IS NEEDED

The Communications Director for Environmental Protection serves in an advisory position to the secretary and senior management regarding communications on coal combustion residuals (coal ash). The position serves as a liaison to other executive branch departments, local governments and the regulated community regarding coal ash clean-up, disposal and environmental remediation. This position coordinates the department's communications, public information and outreach efforts regarding coal ash through interaction with citizens and the news media, publication production, special events and public information programs and initiatives.

Environmental Quality

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Michele Walker

POSITION TITLE (NUMBER) Information & Communications Specialist III (60031534)

SALARY \$65,239

DUTIES AND RESPONSIBILITIES

This position provides advice on policy and strategies to division management to accomplish division goals and to avoid adverse public reaction. The position routinely interacts with the Division's director, district managers, Coastal Reserve Program coordinator and other DCM staff, in addition to members of the Coastal Resources Commission and the DEQ Deputy Secretary for Public Affairs. This position also serves as a public information office for department issues, and serves as the overall content manager for the department website.

WHY PIO AND STAFF IS NEEDED

The Coastal Management PIO develops and oversees implementation of the Division of Coastal Management's public information and media strategies. It serves as the division's key liaison with the media and the public on issues regarding Coastal Resources Commission proposals and actions, and on the division's numerous programs and activities. Those division activities include: CAMA permit decisions and appeals; land-use planning; federal consistency reviews and decisions; the N.C. Coastal Reserve Program; Public Beach and Waterfront Access Grant Program; Ocean Resources Program; Marine Sewage Pumpout Program; wetland identification and restoration projects; and other Division special projects. Oversees the division website.

Environmental Quality

14 Public Information Officers designated.

2 staff reporting to this PIO.

EMPLOYEE Lisa Tolley

POSITION TITLE (NUMBER) Program Development Coordinator (60036086)

SALARY \$69,229

DUTIES AND RESPONSIBILITIES

This position is responsible for assessing and meeting the professional development needs of formal and non-formal educators and for program expansion and evaluation. Responsibilities include chairing the advisory committee for the certification program and representing the program to local, state and national organizations; identifying, evaluating and promoting professional development opportunities offered by numerous agencies, organizations and environmental education centers throughout the state; tracking changes in national guidelines for the training of environmental educators and incorporating changes in the certification program as appropriate; working closely with agencies and organizations that provide professional development for educators and the public; encouraging program providers to follow national guidelines for environmental education and working with colleges and universities to develop programs and partnerships.

WHY PIO AND STAFF IS NEEDED

This position is needed to plan, develop, promote and direct environmental education programs and initiatives for the North Carolina Office of Environmental Education and Public Affairs. This position manages the environmental education section of the office. This position develops and manages the North Carolina Environmental Education Certification Program, a nationally recognized professional development program for educators, and to create accompanying program guidelines. This position consults with program enrollees to provide resources and guidance for professional development and community-based service projects in addition to managing portfolios for 1,080 enrollees and 600 educators pursuing continuing education. This position promotes partnerships between the public and private sectors and with a variety of education interests throughout the state and encourages collaboration and coordination among the education and business community, non-profit organizations and government

Health and Human Services

0 Staff reporting to PIO.

EMPLOYEE Daniel Guy

POSITION TITLE (NUMBER) Information & Communication Specialist (60043413)

SALARY \$56500

DUTIES AND RESPONSIBILITIES

Support includes review of all Web content as well as preparation of fact sheets, speeches, and PowerPoint presentations to external groups. Duties also include review of all publications for all audiences, and writing timely articles for the DHHS employee and external newsletters. Daily news clips.

WHY PIO AND STAFF IS NEEDED

Supports the Deputy Secretary for Behavioral Health and the Directors of Mental Health, Developmental Disabilities and Substance Abuse Services and State Operated Healthcare Facilities with communication strategies for the public (consumers) and providers (mental health professionals) to help keep them abreast of the changing landscape of care with new rules, conditions, etc.

Health and Human Services

0 Staff reporting to PIO.

EMPLOYEE Richard Scott Coleman

POSITION TITLE (NUMBER) Information & Communication Specialist (60070877)

SALARY \$42,927

DUTIES AND RESPONSIBILITIES

Reviews all publications prepared for posting to the Web and publications prepared for public distribution through local health departments. Prepares PowerPoint presentations for public health leaders to present as needed. Writes timely articles for the DHHS employee and external newsletters. Daily news clips.

WHY PIO AND STAFF IS NEEDED

Supports the Division of Public Health, the Deputy Secretary for Health Services, the State Health Director, the Director of the Division of Public Health and the Director of the Division of Health Service Regulation with communication strategies for the public and providers to educate the public of emerging health concerns and help keep them abreast of seasonal and unusual health events as warranted.

Health and Human Services

5 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Alexandra LeFebvre

POSITION TITLE (NUMBER) Information & Communication Specialist, Press Assistant (60037834)

SALARY \$45000

DUTIES AND RESPONSIBILITIES

Manages press requests, assists with public records requests and facilitates interviews, press conferences and media events. Develops talking points and official correspondence. Prepares research and background briefings for the Secretary, Director and other senior officials. Maintains database of media requests, talking points, transcripts, etc. Prepares daily news briefings and sends news alerts to the Department's executive leadership team. Issues press releases to the media. Issues public notices, media advisories and In Case You Missed It notices. Responds to requests for information on an urgent basis, requiring extensive coordination to represent DHHS with accurate and factual information.

WHY PIO AND STAFF IS NEEDED

Serves as a liaison between DHHS and members of the media.

Health and Human Services

5 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Olivia James

POSITION TITLE (NUMBER) Information & Communication Specialist, Press Assistant (0)

SALARY \$16.11 per hour

DUTIES AND RESPONSIBILITIES

Facilitates the review of publications from divisions across DHHS. Maintains database to log and track the review process until complete. Compiles and prepares departmental reports. Serves as social media backup. Manages press requests, assists with public records requests and facilitates interviews, press conferences and media events. Assists in maintaining database of media requests, talking points, transcripts, etc. Prepares daily news briefings and send news alerts to the Department's executive leadership team. Issues press releases to the media. Issues public notices, media advisories and In Case You Missed It notices. Responds to requests for information on an urgent basis, requiring extensive coordination to represent DHHS with accurate and factual information.

WHY PIO AND STAFF IS NEEDED

Serves as a liaison between DHHS and members of the media.

Health and Human Services

Staff reporting to PIO.

EMPLOYEE Paul Hogle

POSITION TITLE (NUMBER) Legal Communications Specialist (0)

SALARY \$18.50 per hour

DUTIES AND RESPONSIBILITIES

Since January 2013, DHHS has received 128,000 public records requests. This position reviews and redacts the records, provides legal support and review regarding public records law. Responsible for creating and managing a public records tracking log; communicating with requesters to obtain the information necessary to fulfill a request; collaborating with DHHS staff to locate and gather the responsive records; reviews and analyzes North Carolina's Public Records Law and its various confidentiality statutes; separates confidential information from non-confidential information; facilitates dissemination of records to requesters and facilitates invoicing any charges connected with fulfilling the request.

WHY PIO AND STAFF IS NEEDED

Manages the intake and facilitates the completion of public records requests.

Health and Human Services

Staff reporting to PIO.

EMPLOYEE Phil Hausman

POSITION TITLE (NUMBER) Legal Communications Specialist (0)

SALARY \$18.50 per hour

DUTIES AND RESPONSIBILITIES

Since January 2013, DHHS has received 128,000 public records requests. This position reviews and redacts the records, provides legal support and review regarding public records law. Responsible for creating and managing a public records tracking log; communicating with requesters to obtain the information necessary to fulfill a request; collaborating with DHHS staff to locate and gather the responsive records; reviews and analyzes North Carolina's Public Records Law and its various confidentiality statutes; separates confidential information from non-confidential information; facilitates dissemination of records to requesters and facilitates invoicing any charges connected with fulfilling the request.

WHY PIO AND STAFF IS NEEDED

Manages the intake and facilitates the completion of public records requests.

Health and Human Services

5 Public Information Officers designated.

4 staff reporting to this PIO.

EMPLOYEE Kendra Gerlach

POSITION TITLE (NUMBER) Public Relations Officer, Director (60037832)

SALARY \$110,000

DUTIES AND RESPONSIBILITIES

Provides direction to assistant director and communications team who are responsible for advising division leadership on policy communication and potential public reaction to proposed policies. Manages strategic issues communications for DHHS. Directs and oversees development of communications strategy to positively communicate the department's services to various audiences, including development of integrated marketing campaigns using multimedia channels. Serves as the department's chief spokesperson, including conducting media interviews. Serves as the primary point of media contact for crisis communications. Fosters and maintains positive relationships with members of the media. Works collaboratively with counterparts in other cabinet agencies and the Governor's Office. Responds to requests for information on an urgent basis, requiring extensive coordination to represent DHHS with accurate and factual information.

WHY PIO AND STAFF IS NEEDED

This role leads and manages all aspects of internal and external public affairs and communications for DHHS. Advises the Secretary and department leadership on communications and messaging, on policy communication and media/public reaction to potential policy. Educates the public and elevates awareness by providing information and effective communication on issues that impact public health and wellbeing as well as services and assistance available to citizens.

Health and Human Services

5 Public Information Officers designated.

5 staff reporting to this PIO.

EMPLOYEE James Jones

POSITION TITLE (NUMBER) Director of Public Information, serving as Assistant Communications Director (60037833)

SALARY \$75,000

DUTIES AND RESPONSIBILITIES

Serves as the department's secondary chief spokesperson. Editor of DHHS newsletters for internal (16,000 employees) and external (95,000 partners). Oversees day-to-day operations of specific communications programs, i.e. Mental Health, Public Health, Social Services, Medicaid, etc. Responds to requests for information on an urgent basis, requiring extensive coordination to represent DHHS with accurate and factual information.

WHY PIO AND STAFF IS NEEDED

Serves as assistant director and primary manager of a centralized and highly diversified communications team for a large and diverse agency.

Health and Human Services

5 Public Information Officers designated.

4 staff reporting to this PIO.

EMPLOYEE Kathryn Murphy

POSITION TITLE (NUMBER) Senior Manager Media Relations (65018387)

SALARY \$49,428

DUTIES AND RESPONSIBILITIES

Oversees development of press releases and communications materials, including news materials, fact sheets and talking points for publicity of the organization's programs. Responds to requests for information on an urgent basis, requiring extensive coordination to represent DHHS with accurate and factual information. Assists in identifying positive media opportunities and serves as a secondary spokesperson for the department. Manages public records requests and oversees the public records team. Develops positive relationships with members of the media. Participates as a member of the department's management team, advising department leadership on policy formulation and potential public reaction to proposed strategies.

WHY PIO AND STAFF IS NEEDED

Serves as the manager of a centralized press office. Oversees day-to-day operations of the press office and manages the press office team. Works closely with the department director to respond to media requests, facilitates media interviews.

Health and Human Services

Staff reporting to PIO.

EMPLOYEE Lois Fitzgerald

POSITION TITLE (NUMBER) Administrative Assistant (60037835)

SALARY \$42802

DUTIES AND RESPONSIBILITIES

Manages volume of telephone calls, screening calls and referring callers to the appropriate places, responds to questions regarding the department and its programs, serves as a key intake point for DHHS callers as well as media requests, maintains calendars, schedules meetings, serves as timekeeper, assists with budgeting and purchasing functions, assists with Human Resources functions.

WHY PIO AND STAFF IS NEEDED

Provides administrative, office management and clerical support to the department.

Health and Human Services

Staff reporting to PIO.

EMPLOYEE Julia Schoenberger

POSITION TITLE (NUMBER) Information & Communication Specialist (65016756)

SALARY \$69,000

DUTIES AND RESPONSIBILITIES

Duties include developing communication projects, drafting public communications, writing speeches, planning events, creating fact sheets, formulating communications plans, answering media requests, drafting presentations and compiling research and news clips.

WHY PIO AND STAFF IS NEEDED

Supports the Division of Medical Assistance (Medicaid) with communication strategies for the public (consumers), and providers (health professionals, physicians, hospitals, etc.) to help keep them abreast of the changing landscape of new rules, conditions, etc., as well as the addition of Medicaid Reform. clips.

Health and Human Services

Staff reporting to PIO.

EMPLOYEE Ryan Hill

POSITION TITLE (NUMBER) Information & Communication Specialist (60042041)

SALARY \$56000

DUTIES AND RESPONSIBILITIES

Duties include reviewing all Web content, plus all publications for all audiences, and writing timely articles for the DHHS employee and external newsletters. Daily news clips.

WHY PIO AND STAFF IS NEEDED

Supports the Division of Social Services, the Division of Services for the Blind, the Division of Services for the Deaf and Hard of Hearing, and the Division of Vocational Rehabilitation Services with communication strategies for the public, consumers and providers of services.

Information Technology

1 Public Information Officer designated.

EMPLOYEE Carolyn Vaught

POSITION TITLE (NUMBER) Public Affairs Director (60093454)

SALARY \$79000

DUTIES AND RESPONSIBILITIES

Duties include responding to media inquiries, handling crisis communications, strategic communications planning, creating presentations, responding to public records requests, writing speeches, planning events, and assisting with the development of legislative reports.

WHY PIO AND STAFF IS NEEDED

Position directly supports the State Chief Information Officer and speaks for the agency on his behalf, including responding to media inquiries and handling crisis communications.

Natural and Cultural Resources

14 Public Information Officers designated.

11 staff reporting to this PIO.

EMPLOYEE Cary Cox

POSITION TITLE (NUMBER) Director Of Public Affairs II (60083268)

SALARY \$86707

DUTIES AND RESPONSIBILITIES

Top communicator on state-owned natural and cultural resources, programs and initiatives in North Carolina and provides strategic direction and ensures operational proficiency for all aspects of department communications, internal and external. As primary spokesperson for the Department, the position exercises great discretion as a liaison to the public, news media, other state, federal and local agencies, and interest groups. As an independent counselor and member of the senior leadership team, participates in department decision-making and provides executive counsel and communications support to senior leadership, including speeches, presentations, correspondence, media training, and internal messaging. On major policy issues, the position is responsible for assessing public opinion, reviewing program alternatives, and communicating with policy personnel the potential impacts of proposals under consideration. Provides issues management and crisis communications planning, direction, and support to the department and coordinates crisis communication with external partners including other state and federal agencies. In addition, this position leads the planning and implementation of communication, fund raising and marketing strategies to increase visitation and awareness at historic sites, parks, museums and artistic venues.

WHY PIO AND STAFF IS NEEDED

This position is responsible for providing executive level management for the North Carolina Department of Natural and Cultural Resources public information and other communication operations and programs, as well as indirectly supporting PIOs and site management staff across the state.

Natural and Cultural Resources

14 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE Carlton Nunemaker

POSITION TITLE (NUMBER) Information & Communication Specialist (60034858)

SALARY \$37988

DUTIES AND RESPONSIBILITIES

This position responsible for, writing and dispersing information to the media and public (written and verbal), planning and executing special events, updating the website, producing the newsletter, creating and updating social media channels, community relations, marketing and advertising for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

WHY PIO AND STAFF IS NEEDED

This position provides support for NC Aquariums, a high profile state attractions receiving over 1 million visitors annually. Collectively the Aquariums and Jennette's Pier engage hundreds of thousands of people on-line. Public perception is shaped and managed by the regular, consistent, and professional attention of the Aquarium's staff.

Natural and Cultural Resources

14 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE Robin Nalepa

POSITION TITLE (NUMBER) Information & Communication Specialist (60034894)

SALARY \$37988

DUTIES AND RESPONSIBILITIES

This position is responsible for choosing, creating, updating, editing, monitoring and evaluating the effectiveness of social media outlets representing the Aquarium, and ensuring that these methods adhere to grammar, spelling, punctuation and other communications standards. This position also works with Exhibits, Education and other departments on production of videos, podcasts, webcam broadcasts and similar products used in-house, online or elsewhere to ensure quality in the message and communications standards.

WHY PIO AND STAFF IS NEEDED

This position provides support for NC Aquariums, a high profile state attractions receiving over 1 million visitors annually. Collectively the Aquariums and Jennette's Pier engage hundreds of thousands of people on-line. Public perception is shaped and managed by the regular, consistent, and professional attention of the Aquarium's staff.

The Public Relations Coordinator is responsible for utilizing a wide range of emerging technologies and online communications tools, including maintenance and updating the Aquarium's section of the shared website in a timely manner -- creating, updating and deleting pages and news posts as necessary.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Claire Aubel

POSITION TITLE (NUMBER) Information & Communication Specialist (60034928)

SALARY \$37988

DUTIES AND RESPONSIBILITIES

This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online). Publicizing and marketing Aquarium events and initiatives, managing the Aquarium's website and social media channels, gathering information and photos for Aquarium publicity, and coordinating media requests.

WHY PIO AND STAFF IS NEEDED

This position provides support for NC Aquariums, a high profile state attractions receiving over 1 million visitors annually. Collectively the Aquariums and Jennette's Pier engage hundreds of thousands of people on-line. Public perception is shaped and managed by the regular, consistent, and professional attention of the Aquarium's staff.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Charles Peek

POSITION TITLE (NUMBER) Information & Communications Spec I (60032788)

SALARY \$46132

DUTIES AND RESPONSIBILITIES

This position is responsible for managing all public information programs and events for the Division and for the Parks and Recreation Trust Fund.

This position produces a regular in-house e-newsletter that features news and features of interest for division staff and stakeholders.

This position is a member of the Division's standing Incident Command Team, which is activated during times of emergency affecting the state parks system as a whole, and frequently serves on incident command teams activated during specific park emergency/law enforcement/public safety incidents. The position is responsible for implementing those parts of a crisis management plan that involve public information and media communications.

WHY PIO AND STAFF IS NEEDED

The NC State Parks are one of the most popular attractions in the state welcoming over 17 million visitors annually. Public perception is shaped and managed by the regular, consistent, and professional attention of the State Parks' staff. This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Mark Brown

POSITION TITLE (NUMBER) Information & Communications Spec I (60083519)

SALARY \$33586

DUTIES AND RESPONSIBILITIES

The N.C. Transportation Museum's Information and Communications Specialist I is responsible for the creation of press releases, media alerts, and marketing materials for events, exhibits, and other happenings at the N.C. Transportation Museum. This includes rack cards, event maps, the museum's general brochure, etc. This position is also in charge of the museum's social media presence, with the focus being Facebook, Twitter, Instagram, and YouTube. The museum's website is also covered under the position, including the graphic creation of webpages, updating material, and ensuring that the proper information is posted. Partnerships with other organizations that involve the marketing of the N.C. Transportation Museum also fall under this position's direction.

WHY PIO AND STAFF IS NEEDED

The NC Transportation Museum is a popular attraction in the state welcoming almost 90,000 visitors annually. Public perception is shaped and managed by the regular, consistent, and professional attention of the Transportation Museum's PR staff. This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

14 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE Craig Ramey

POSITION TITLE (NUMBER) Information & Communications Spec I (60083584)

SALARY \$45500

DUTIES AND RESPONSIBILITIES

Primary tasks include hands-on and project management related to: writing/editing press releases, updating the website and digital application, electronic marketing, social media, media interviews, brand management for all external communications (e.g., creating PPT templates, email signatures, signing off on all uses of the logo), and creation of all marketing collateral (e.g., brochures, rack cards, wedding and special events pieces, fundraising brochures, signage), development of advertising schedule and plan.

WHY PIO AND STAFF IS NEEDED

Tryon Palace is a popular attraction in the state welcoming almost 240,000 visitors annually. Public perception is shaped and managed by the regular, consistent, and professional attention of the Transportation Museum's staff. This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

14 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE David Cartier

POSITION TITLE (NUMBER) Information & Communications Spec II (60083659)

SALARY \$31904

DUTIES AND RESPONSIBILITIES

Provides and distributes timely press releases, media kits, feature stories, fact sheets and research information on each museum to members of the media. Develops content and materials for the Internet, social media platforms, brochures, magazines, print and TV features and media kits. Research, seek and apply for marketing grants and sponsorships. Depending on grant specifications, develop a marketing plan for one or all Maritime Museums that would maximize visibility and market reach.

WHY PIO AND STAFF IS NEEDED

The three Maritime Museums are popular attractions along our state's coast welcoming almost 340,000 visitors annually. Public perception is shaped and managed by the regular, consistent, and professional attention of the Transportation Museum's PR staff. This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

14 Public Information Officers designated.

2 staff reporting to this PIO.

EMPLOYEE Rebecca Moore

POSITION TITLE (NUMBER) Information & Communications Spec III (60083913)

SALARY \$66344

DUTIES AND RESPONSIBILITIES

North Carolina has long been recognized for rich traditions in crafts, literature, visual arts and music. The North Carolina Arts Council has built an infrastructure for the arts that reaches into all 100 counties and serves as a national model. The arts build bridges among diverse communities and help children flourish in school. Our arts industry is robust and fuels the state's creative economy. North Carolina metropolitan areas pulsate with artistic energy, while our rural communities reach deep into their roots to celebrate their unique traditions and explore new ones.

Oversee the messaging of the N.C. Arts Council with the goal of increased awareness of the public values of its programs; funded organizations and artists, statewide initiatives programs, creative economy research and cultural tourism.

Oversee and www.NCArts.org, the primary marketing tool for the agency and social media platforms (www.NCArtsEveryday.org) to reach NC citizens to expand awareness about the impact of the arts.

Implement communications/marketing initiatives to support branding North Carolina as a top cultural tourism destination by collaborations and creating awareness with NC citizens, potential travelers via media outlets, websites and social media.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the N.C. Arts Council in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Joseph Newberry

POSITION TITLE (NUMBER) Public Relations Officer (60083935)

SALARY \$47800

DUTIES AND RESPONSIBILITIES

Serves as editor and writer for the North Carolina Symphony and oversees photography for North Carolina Symphony concerts and events. Produces and edits publications of the North Carolina Symphony, including three annual program books, one Summerfest program book, and other collateral, including annual Report to the Community. Assists in preparation of Symphony spokespersons; establishes talking points and key messages, anticipates questions, works out responses, manages controversial areas. Prepares and distributes press releases and all other public relations materials for regular contact with print and broadcast media. Interacts with the media by responding to requests and pitching stories.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the N.C. Symphony in an effort to increase attendance and interaction among the state's citizens.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Susan Lamb

POSITION TITLE (NUMBER) Special Assistant For Public Affairs (60083947)

SALARY \$44662

DUTIES AND RESPONSIBILITIES

Works directly with management, curators, educators, registrars, editors, graphic designers, and other staff members to ensure accuracy and uphold the reputation of the N.C. Museum of History. Responsible to each staff member for updates and training regarding the museum's crisis communication plan. In a crisis, will implement the plan. Other duties include news releases, media liaison, marketing, community outreach, events and internal communications duties.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the N.C. Museum of History in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Gavin Johnson

POSITION TITLE (NUMBER) Information & Communications Spec II (60033418)

SALARY \$43000

DUTIES AND RESPONSIBILITIES

Responsible for handling all media inquiries/requests at the Zoo and escorting all media outlets and film crews while they are at the Zoo. Serves as a duty officer, which requires a rotating schedule with other employees who are in charge of supervising daily operations at the Zoo during certain weekends. Other duties include media relations, video production, and creation of emergency strategy and communications plan.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the N.C. Zoo in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

14 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE Jonathan Pishney

POSITION TITLE (NUMBER) Information & Communications Spec I (60035049)

SALARY \$56,884

DUTIES AND RESPONSIBILITIES

Serve as primary liaison with members of the media, which includes answering their inquiries personally or getting them in touch with appropriate content experts. Write/distributes press releases and otherwise propose museum stories to the media for coverage of Museum research, educational events, programs, exhibitions, classes, etc. Serves on teams that direct and create online and social media content (this includes the Museum's main website, plus Facebook, Instagram, Twitter and YouTube). Writes for and edits numerous other small publications, ranging from promotional posters and development materials to annual educators guides and summer camp offerings.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Museum of Natural Sciences in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

14 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Daryl Law

POSITION TITLE (NUMBER) Information & Communications Spec I (65011928)

SALARY \$40827

DUTIES AND RESPONSIBILITIES

Public Relations – Publicize the Pier through social media channels, newspapers, magazines and flyers as well as live radio and television interviews. Plan, negotiate, implement and review yearly advertising buy. Serve as spokesperson for the Pier. Respond to all requests for information. Work as Pier photographer, writer and editor. Currently, I'm learning how to load content for new web site. Interact with customers, vendors and rentals parties setting up in banquet hall. Attend personal development seminars. File incident reports and workman's comp paperwork. Maintain clip file of published articles. Plan, organize and implement two family fishing tournaments a year. Participate in all special events. Assist education department when needed in peak season. Volunteer in community.

Weekend Manager – Supervise visitor services (3), housekeeping (1), maintenance (1) and rentals (1) staff (1) on Saturdays and Sundays. Assist departments that need additional help. Respond to problems and issues and try to fix them. Respond to alarms calls from State Capital Police. Interact with customers, vendors and rentals parties setting up in banquet hall. File incident reports and workman's comp paperwork. Volunteer in community.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the Aquariums and Janette's Pier in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Lindsey Walters

POSITION TITLE (NUMBER) Public Information Assistant IV (60093213)

SALARY \$23,234

DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to assist the Public Relations Coordinator in all marketing communications efforts for the Aquarium including marketing and publicity for tickets, programs and special events; graphic design, photography and video, development of content for social media platforms. This position will also assist the Public Relation Coordinator in communicating with the media through written press releases, printed materials, telephone, individual contacts and electronic communication. This position also assists with social media, graphic design, photography, public information and special events.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Aquariums and Janette's Pier in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Chelsea Miller

POSITION TITLE (NUMBER) Public Information Assistant IV (60092977)

SALARY \$23546

DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to assist the Public Relations Coordinator in all marketing communications efforts for the Aquarium including marketing and publicity for tickets, programs and special events; graphic design, photography and video, development of content for social media platforms. This position will also assist the Public Relation Coordinator in communicating with the media through written press releases, printed materials, telephone, individual contacts and electronic communication. This position also assists with social media, graphic design, photography, public information and special events.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Aquariums and Janette's Pier in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Emelia Cowans Taylor

POSITION TITLE (NUMBER) Information & Communications Spec II (60034986)

SALARY \$44,900

DUTIES AND RESPONSIBILITIES

Serves as secondary liaison with members of the media, which includes answering inquiries personally (as Museum spokesperson) or getting them in touch with appropriate content experts.

Writes/distributes press releases and otherwise proposes museum stories to the media for coverage of Museum research, educational events, programs, exhibitions, classes, etc. Other duties include assisting in event planning.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Museum of Natural Sciences in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Bobby Earp

POSITION TITLE (NUMBER) Information & Communications Spec II (60083929)

SALARY \$41635

DUTIES AND RESPONSIBILITIES

The position's main purpose is to manage three primary websites, three micro-sites, in addition to social media outlets, including Facebook and Twitter in order to promote funded arts organizations, artists and to reach potential cultural travelers. Additionally, employee designs all printed materials and ensures a graphic integrity and consistency. Employee executes social media including Facebook, YouTube, Twitter, RSS Feeds, and other niche communities, as requested.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Arts Council in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Ardath Weaver

POSITION TITLE (NUMBER) Arts Program Administrator (60083907)

SALARY \$45301

DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to direct the research activities of the Arts Council. Employee is responsible for overseeing the collection, analysis and dissemination of data that documents the role of the arts in the economy; and to position Creative Economy Resources to increase public and constituent awareness of North Carolina's creative assets by making data, reports and content readily available and understandable.

WHY PIO AND STAFF IS NEEDED

This position is essential to creating, writing and dispersing information to the media and public about programs and events held by the NC Arts Council in an effort to increase visitation and interaction among the state's citizens.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Robert Dittmer

POSITION TITLE (NUMBER) Information & Communications Spec I (65011431)

SALARY \$35,000

DUTIES AND RESPONSIBILITIES

Provides necessary support in creating media advisories and managing social media accounts to ensure and promote an awareness of the site that increases visitation and produces revenue that supports operations at Tryon Palace. Tasks include proofing and writing press releases, managing calendars for internal and external communication purposes, photography, and copy editing.

Tryon Palace is a popular attraction in the state welcoming almost 240,000 visitors annually. Public perception is shaped and managed by the regular, consistent, and professional attention of the Transportation Museum's PR staff.

This position is essential support to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

WHY PIO AND STAFF IS NEEDED

This position is essential to Tryon Palace's efforts of raising awareness about the site through earned media, as well as promotions and marketing, which are not covered in this specific request.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Fay Mitchell

POSITION TITLE (NUMBER) Information & Communications Spec II (60083270)

SALARY \$52344

DUTIES AND RESPONSIBILITIES

This position maintains and enhances ongoing contact/relationship building with local, state, national and nontraditional media contacts. Proactively anticipates opportunities for the department. Creatively promotes ongoing coverage of Natural and Cultural Resources. Produces news releases, blogs, arrange or complete interviews with media as needed. Arranges media conferences as needed. Maintains open lines of communication with the public, other state agencies and co-workers, with particular attention to DNCR public information and communications staff members statewide (especially on matters involving initiatives for cross-marketing and brand implementation).

WHY PIO AND STAFF IS NEEDED

This position is essential support to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held throughout this diverse department in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Jeffrey Miles

POSITION TITLE (NUMBER) Information & Communications Spec III (65011685)

SALARY \$46851

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

The Manager monitors This Day in North Carolina History Project including maintaining relations with media, writing and editing blog posts and exploring new opportunities for growth. Serves as the in-house social media and web expert, providing training opportunities and answering questions from the field staff in a timely manner. Helps set the department's overall website, social media and email strategy. Builds and sends e-blasts that promote specific events and programs and groups of events by theme (i.e. Civil War, African American, It's Revolutionary).

WHY PIO AND STAFF IS NEEDED

This position is essential support to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held throughout this diverse department in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Simon Lawrence

POSITION TITLE (NUMBER) Information & Communications Spec II (60083426)

SALARY \$43455

DUTIES AND RESPONSIBILITIES

Responsible for all marketing, public relations, and communications strategies for Fort Fisher State Historic Site, as well as promoting, scheduling, and coordinating all special event rentals on the property (weddings, reunions, and other revenue-generating events). This position also works to achieve the developmental goals and fundraising efforts of the site's support group, the Friends of Fort Fisher, while working closely with the organization's CEO and Development Director. Additional responsibilities assigned to this position include promotion, fundraising, and program development for other state historic sites as assigned on a project by project basis within the East Region of Historic Sites.

WHY PIO AND STAFF IS NEEDED

Ft. Fisher is one of the most visited historic sites welcoming almost 825,000 visitors annually. This position is essential to creating, writing and dispersing information to the media and public (written and verbal) for the programs and events held at this venue in an effort to increase recognition, visitation and interaction (both onsite and online).

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Kimberly Kandros

POSITION TITLE (NUMBER) Special Assistant For Public Affairs (60083269)

SALARY \$71,000

DUTIES AND RESPONSIBILITIES

This position is the lead on raising private funds to support DNCR's programs and projects.

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is the lead on raising private funds to support DNCR's programs and projects.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Brian Nestor

POSITION TITLE (NUMBER) Television Producer Director II (60083277)

SALARY \$44724

DUTIES AND RESPONSIBILITIES

This position is tapes and produces promotional videos of programs and projects for the Department to use in-house and online.

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is tapes and produces promotional videos of programs and projects for the Department to use in-house and online.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Betty Hatch Patterson

POSITION TITLE (NUMBER) Information & Communications Spec I (60083271)

SALARY \$37,835

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is essential support to the Division collecting and distributing news clips of about 200 daily, posting events online, scheduling meetings and researching trends and best practices.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Richard Barton

POSITION TITLE (NUMBER) Information & Communications Spec I (60083259)

SALARY \$42597

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is the lead designer for the Department for collateral, exhibits, promotions, ads, digital promotions, NC brand logo rollout.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Louise Orr

POSITION TITLE (NUMBER) Information & Communications Spec I (60032527)

SALARY \$33,000

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is an essential support position to the Division assisting with rolling out the department-wide event calendar to new divisions in addition to other support projects.

Natural and Cultural Resources

0 Staff reporting to PIO.

EMPLOYEE Kevin Brafford

POSITION TITLE (NUMBER) Public Relations Officer (65016327)

SALARY \$82,972

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is a field position to help sites, museums and Department venues implement their community outreach and PR to increase engagement, encourage participation and establish a presence in the community to welcome visitors.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Nicolette Degroot

POSITION TITLE (NUMBER) Artist Illustrator II (60035979)

SALARY \$39,927

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is the support designer for the Department for collateral, exhibits, promotions, ads, digital promotions, NC brand logo rollout.

Natural and Cultural Resources

Staff reporting to PIO.

EMPLOYEE Oliva Nichole Turner

POSITION TITLE (NUMBER) Communication Specialist I (60035942)

SALARY \$35,000

DUTIES AND RESPONSIBILITIES

Natural and Cultural Resources includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship.

WHY PIO AND STAFF IS NEEDED

This position is an essential support position to the Division assisting with video production and press release distribution, in addition to other support projects.

Office of State Budget and Management

1 Public Information Officers designated.

0 staff reporting to PIO.

EMPLOYEE Melanie Jennings

POSITION TITLE (NUMBER) Public Relations Officer (60008586)

SALARY \$66,000

DUTIES AND RESPONSIBILITIES

This position serves as the primary spokesperson for the Office of State Budget and Management to ensure the state's budget transparency through both internal and external communications. Duties include, but are not limited to, strategic communications planning, media relations, drafting press releases, drafting talking points, creating content for the website, planning events, answering constituent budget questions, drafting and editing the governor's recommended budget publications and creating presentations for the State Budget Director.

WHY PIO AND STAFF IS NEEDED

The primary purpose of this position is to support the Governor's Office and OSBM in the development, coordination and advancement of its activities by communicating accurate and timely information about the state budget and key initiatives. This position works with both internal and external audiences including state employees, the media and citizens, to improve budget transparency and distill technical budget information into transparent, easy to understand information.

Office of State Human Resources

2 Public Information Officers designated.

3 staff reporting to this PIO.

EMPLOYEE David Prickett

POSITION TITLE (NUMBER) Communications Director (60013794)

SALARY \$85,800

DUTIES AND RESPONSIBILITIES

Develop and drive communication strategies and plans; point person for all public information requests and media inquiries; direct and provide hands-on support for the design, development, and dissemination of printed and electronic documents and collateral materials to support the programs

WHY PIO AND STAFF IS NEEDED

This position provides agency-wide communication support. Position is instrumental in developing and disseminating information to internal and external audiences and stakeholders including state employees, the media and the public to support agency, inter-agency, and statewide initiatives, strategies, and goals. This position is critical to the Office of State Human Resources' success to ensure all communications and public information requests are completed and implemented in a timely and professional manner.

Office of State Human Resources

2 Public Information Officers designated.

4 staff reporting to this PIO.

EMPLOYEE Carol Battle

POSITION TITLE (NUMBER) Human Resources Partner (Benefits and Rewards Coordinator)
(60013781)

SALARY \$63308

DUTIES AND RESPONSIBILITIES

POSITION IS NOT A LEGISLATIVE LIAISON OR PUBLIC INFORMATION OFFICER. The primary purpose of this position is to coordinate statewide employee recognition programs, including the Governor's Awards for Excellence, Caswell Awards, Service Award Program, NC Thinks, Memorial Process, and employee appreciation. This position is responsible for continuous evaluation of these programs, making any necessary improvements, developing new programs, effective inter-agency coordination, and ensuring projects are completed on-time and on-budget. and according to program standards and criteria. Additionally, this position acts as coordinator for other events, including agency participation at the North Carolina State Fair.

WHY PIO AND STAFF IS NEEDED

N/A

Office of the Governor

1 Public Information Officer designated.

5 staff reporting to this PIO.

EMPLOYEE Joshua Ellis

POSITION TITLE (NUMBER) Communications Director (60008507)

SALARY \$106,000

DUTIES AND RESPONSIBILITIES

Serves as the chief communications liaison with governor and chief of staff, supervises communications staff, special communications to executive agencies, supervises media coverage and messaging.

WHY PIO AND STAFF IS NEEDED

To convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Office of the Governor

Staff reporting to PIO.

EMPLOYEE Graham Wilson

POSITION TITLE (NUMBER) Deputy Communications Director (60008516)

SALARY \$85,200

DUTIES AND RESPONSIBILITIES

Day-to-day-to media liaison for the governor, proactive booking of media appearances, media monitoring and responsible for correcting incorrect coverage, primary media staffer for governor at special events.

WHY PIO AND STAFF IS NEEDED

This position is critical to convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Office of the Governor

Staff reporting to PIO.

EMPLOYEE Rick Martinez

POSITION TITLE (NUMBER) Deputy Communications Director (60008518)

SALARY \$88,000

DUTIES AND RESPONSIBILITIES

Oversees daily operations of Communications staff when needed, fills in for Communications Director as assigned, Communications Office liaison for executive agencies, primary writer for office; i.e., editorials, speeches, news releases, statements and issue strategist.

WHY PIO AND STAFF IS NEEDED

This position is critical to convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Office of the Governor

Staff reporting to PIO.

EMPLOYEE Christiane Newell

POSITION TITLE (NUMBER) Public Relations Officer (60008539)

SALARY \$29,000

DUTIES AND RESPONSIBILITIES

Manages media monitoring systems, analyzes media coverage, writes and distributes press releases, oversees governor's website, 24/7 availability for communications distribution.

WHY PIO AND STAFF IS NEEDED

This position is critical to convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Office of the Governor

Staff reporting to PIO.

EMPLOYEE Faith Inman

POSITION TITLE (NUMBER) Communication Specialist (65019380)

SALARY \$45,000

DUTIES AND RESPONSIBILITIES

Manages the governor's social media platforms, photographer and videographer, coordinates photo and video coverage of governor at events, graphic designer, prepares news releases and manages web content.

WHY PIO AND STAFF IS NEEDED

To convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Office of the Governor

Staff reporting to PIO.

EMPLOYEE Gregory Steele

POSITION TITLE (NUMBER) Special Assistant (60008484)

SALARY \$36,000

DUTIES AND RESPONSIBILITIES

Writes talking points, news releases and other communications materials. Edits talking points, news releases and social media posts. Staffs and briefs governor at special events and oversees the communications office intern program. Coordinates media events and availabilities.

WHY PIO AND STAFF IS NEEDED

The primary purpose of this position is to convey the governor's messages and actions to the public at large using various media and interpersonal modes.

Public Safety

7 Public Information Officers designated.

8 staff reporting to this PIO.

EMPLOYEE Pamela Walker

POSITION TITLE (NUMBER) Public Relations Officer/Communications Director (60056530)

SALARY \$98152

DUTIES AND RESPONSIBILITIES

The Communications director supervises the Communications Office staff, which includes: an operations manager, five communications officers (PIOs), one communications specialist, a public records coordinator, an administrative assistant, correspondence/offender information coordinator, videographer and photographer. The Communications director actively coordinates and consults with the two PIOs charged with communication responsibilities for the State Highway Patrol (SHP) and stays informed of SHP significant issues.

The director oversees the daily messaging for the department and helps ensure that there is a consistent theme communicated. Other director duties, but not limited to, include the following:

- Helping ensure that the executive management team members are apprised of all issues/events involving the department and that the senior management team members are included when appropriate
- Overseeing crisis communications response in potentially critical situations such as an active shooter in a public setting; prison riots; death of employee on the job; inmate deaths in custody due to unusual circumstances; natural or man-made disaster; escapes; executions; and many other public safety emergencies
- Overseeing management of public records requests, which have grown in numbers and complexity becoming part of daily routine
- Managing the overall communications plan for the department and approving all talking points/speeches used by managers
- Providing public relations/communications expertise to executive team, as well as all managers
- Determining most appropriate spokesperson for the more sensitive and potentially controversial issues; often serving as the spokesperson
- Helping plan and provide support for special events

WHY PIO AND STAFF IS NEEDED

This position is responsible for the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

5 staff reporting to this PIO.

EMPLOYEE Margaret Ekam

POSITION TITLE (NUMBER) Public Information Officer (65014725)

SALARY \$78,000

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Diana Kees

POSITION TITLE (NUMBER) Public Information Officer (60001046)

SALARY \$72346

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Julia Jarema

POSITION TITLE (NUMBER) Public Information Officer (60084504)

SALARY \$72,346

DUTIES AND RESPONSIBILITIES

The responsibilities of this position include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Keith Acree

POSITION TITLE (NUMBER) Public Information Officer (60070599)

SALARY \$71950

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Creating public relations and training videos
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Patricia McQuillan

POSITION TITLE (NUMBER) Public Information Officer (60084421)

SALARY \$67,611

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

7 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Clyde Roper

POSITION TITLE (NUMBER) Public Information Officer (60073296)

SALARY \$54,900

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but not limited to, the following:

- Managing extremely fluid, dynamic and broad communications functions where crisis communications is often necessary, and positive messaging is a daily goal
- Assisting managers across the state with crisis communications, general topic media inquiries and proactive positive communications efforts
- Managing content and visual layout of the department website; meeting periodically with section webmasters; and often helping design, layout or upload information to the website
- Overseeing the creation of the department's monthly newsletter
- Populating, managing and monitoring several social media sites that provide often critical information and vital path for interacting with the public
- Responding to media and general public inquiries
- Speechwriting, events planning and technical support
- Managing correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly, as well as an average of approximately 100 inquiries sent directly to the department's website
- Providing assistance to callers on the toll-free offender family hotline, which averages 300 calls a month
- Conducting multiple campaigns annually that provide critical safety information for various types of emergencies
- Managing and updating a mobile application and website that are used for disaster preparation, response and recovery information
- Providing accessibility to reporters 24/7/365 for breaking news and emergencies.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Teresa Vines

POSITION TITLE (NUMBER) Administrative Assistant (60084135)

SALARY \$44,994

DUTIES AND RESPONSIBILITIES

Position responsibilities include:

- Assist Communications Director in carrying out Division's administrative activities by performing a variety of administrative functions to include, but not limited to: preparing letters, memorandums and other documents.
- Collects and compiles documentation for various forms to include, but not limited to: budget authorization, travel reimbursement, time sheets and personnel action forms.
- Coordinates arrangements for meetings, conferences, and workshops.
- Serves as primary handler of Communications Office main phone line helping ensure that all calls are transferred to appropriate person, takes messages when necessary and ensures that all calls are responded to.
- Compiles weekly office schedules and distributes report to Communications staff for situational awareness.
- Serves on the State Emergency Response Team when needed to provide administrative and communications support.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Wilbert Darcus

POSITION TITLE (NUMBER) Executive Assistant (60056044)

SALARY \$32,809

DUTIES AND RESPONSIBILITIES

Position responsibilities include:

- Manages correspondence for the department and more specifically for the Secretary's Office including correspondence forwarded from the Governor's Office. There is an average of 300-to-400 letters and e-mails monthly that this position tracks, prepares response or coordinates subject matter expert response and ensures all correspondence is entered into database.
- Provides assistance to callers on the toll-free offender family hotline, which averages 300 calls a month. The calls require broad knowledge of policy and practices and may require research to aid in response.
- Assists in answering general calls to the Communications Office and directs to the appropriate person. Takes messages and ensures follow up when necessary.
- Serves on the State Emergency Response Team when needed to provide administrative support.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Jeffrey Goldsmith

POSITION TITLE (NUMBER) Staff Development Specialist Ii (60056138)

SALARY \$51267

DUTIES AND RESPONSIBILITIES

The communications Department has specialized support staff to enhance its communications and public relations capability through public record response, offender family and general public customer service, photography, videography, graphic design, and publication.

Position responsibilities include:

- Creates, records, and edits moving images on film, video, or other media in compliance with Federal Communications Commission (FCC) rules and regulations.
- Utilizes a variety of standard and specialized equipment in shooting videos or recording DPS events.
- Produces training and documentary videos and interactive DVDs - from script development through to the finished product.
- Creates and edits audio and video material during the postproduction phase of program development work. Organizes and strings together raw footage into a continuous whole.
- Reviews assembled films or edited videotapes on screens or monitors to determine if corrections are necessary.
- Coordinates film editing, assembling, and recording activities for DPS

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE George Dudley

POSITION TITLE (NUMBER) Information and Communications Specialist II (60056041)

SALARY \$49007

DUTIES AND RESPONSIBILITIES

The communications Department has specialized support staff to enhance its communications and public relations capability through public record response, offender family and general public customer service, photography, videography, graphic design, and publication. Specialized support staff duties include, but not limited to, the following:

- Staff serves as monthly employee publication editor with decision making capacity on stories, design, and layout utilizing standard and/or state of the art publication and photography software. The newsletter is a vital organ that ties the department's 26,000 plus employees together.
- Gathers information, writes, edits, and prepares layout for house organs, brochures, and pamphlets.
- Gathers materials through interviews and researching factual data and prepares news stories and articles on agency publications, programs, activities, and personnel.
- Prepares spot announcements for radio and television broadcasts to promote an agency theme or program as assigned.
- Provides back-up support to answer offender family hotline
- Collects information and assists in composing speeches for agency officials as needed.
- Takes or selects photographs of persons and scenes to illustrate stories and articles.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Kathleen Mason

POSITION TITLE (NUMBER) Artist Illustrator (60084137)

SALARY \$46961

DUTIES AND RESPONSIBILITIES

The communications Department has specialized support staff to enhance its communications and public relations capability through public record response, offender family and general public customer service, photography, videography, graphic design, and publication. Specialized support staff duties include:

- Provides creative and technical assistance/support with printed and electronic materials and graphic design. Designs and develops publications, annual reports and other printed materials to communicate Departmental policies and programs.
- Designs and formats documents/promotional materials.
- Designs final products to create the most cost-effective, professional publication for the agency.
- Provides Divisions with all printing suggestions and specifications needed to ensure a smooth transition from client through purchasing to printer.
- Provides technical advice and graphic assistance to Divisions to improve publication quality.
- Act as consultant/liaison between the department and print vendors. Provide routine maintenance of the department's Web presence.
- Updates DPS web site as assigned, ensuring that content meets established protocol standards.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Ryan Guthrie

POSITION TITLE (NUMBER) Photographer II (60084644)

SALARY \$40900

DUTIES AND RESPONSIBILITIES

The communications Department has specialized support staff to enhance its communications and public relations capability through public record response, offender family and general public customer service, photography, videography, graphic design, and publication. Specialized support staff duties include:

- Performs a variety of standard and specialized photographic and lighting equipment in taking still pictures and shooting videos.
- Prepares and supervises technical classes in digital photography and digital video. Photos and videos are used as evidence for forensic analysis, public relations and recruiting and as documentation of the Highway Patrol's historical records.
- Designs and produces Identification Cards for employees of the Department of Public Safety according to CALEA standards.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Public Safety

Staff reporting to PIO.

EMPLOYEE Ashley Hudson Rice

POSITION TITLE (NUMBER) Information and Communications Specialist I (60066857)

SALARY \$43000

DUTIES AND RESPONSIBILITIES

The communications Department has specialized support staff to enhance its communications and public relations capability through public record response, offender family and general public customer service, photography, videography, graphic design, and publication. Specialized support staff duties include the following:

- Manages and coordinates all public records requests for the department, which for the calendar year of 2015 equates to more than 200 requests.
- Works with the Communications Officers (PIOs) and the Office of General Counsel to research and respond to public records requests from news media, special-interest groups, and the public. Some of the requests are very complex and require meetings with legal counsel and subject matter experts to understand and be able to explain the record, assist with being able to explain processes, policy and other background information to help the requestor with understanding of what is being provided.
- Responsible for redacting personal identifying information defined under G.S. 132.1.10 and controlling or limiting access as required under the provisions of G.S 132 and other relevant statutes and policies, which can be labor intensive and tedious.
- Logs every request, tracks status and provides administrative support in preparing copies.
- Compiles daily media clips report and distributes the report to department staff.
- Assists with production of promotional materials publicizing events and activities within the agency.
- Provides assistance in monitoring social media; posting information on social media platforms; writing speeches for public events, radio and television scripts for the Secretary, Assistant Secretaries or other agency officials as required.
- Serves on the State Emergency Response Team when needed to provide administrative and communications support.

WHY PIO AND STAFF IS NEEDED

This position contributes to the development, coordination and implementation of communications strategies and initiatives that advance the department's mission and support internal and external stakeholders' awareness of and understanding of the Department's policies and functions. Included in these responsibilities, but not limited to are: the management of crisis communications, data and records requests, as well as local, state, national and international media inquiries.

Revenue

1 Public Information Officer designated.

1 staff reporting to this PIO.

EMPLOYEE James Trevor Johnson

POSITION TITLE (NUMBER) Director of Public Affairs II (60081280)

SALARY \$72,450

DUTIES AND RESPONSIBILITIES

The PIO ensures all media and public records requests are processed in a timely manner. Additionally, he/she is responsible for determining what information may be released to the public under secrecy provisions found in N.C.Gen.Stat. 105-259.

WHY PIO AND STAFF IS NEEDED

The incumbent serves as the primary agency spokesman for all media requests, including television and radio interviews. Provides explanation and guidance to members of the media and external groups regarding North Carolina tax policy and the administration of the state's tax laws. The incumbent oversees the processing of public information requests submitted to the agency.

As the singular representative in the process, the incumbent is responsible for: working with necessary NCDOR to staff to obtain the records which meet the scope of the request; review information to see if any redactions are required under N.C.Gen.Stat. 105-259; disseminate information to the requestor in a timely manner.

Internal Communications

1. Work with members of the agency's leadership team as needed to develop internal communications updates for NCDOR employees.
2. Assist the Secretary and Chief Operating Officer with monthly letters to NCDOR employees, as well as producing a quarterly agency newsletter.
3. Serve as liaison with other state agencies for integration of statewide initiatives (NC brand, agency website redesign, etc.).

External Communications

1. Responsible for development and dissemination of all press releases from the department.
2. Work with divisions throughout the agency on direct mail notifications for both the individual and business tax community.
3. Oversee the agency's website homepage and facilitate the public posting of tax law changes and updates.

Revenue

0 Staff reporting to PIO.

EMPLOYEE Thomas Beam

POSITION TITLE (NUMBER) Public Information Specialist (60089414)

SALARY \$52,992

DUTIES AND RESPONSIBILITIES

The incumbent's primary responsibility is supporting internal communications, including oversight of the agency's internal website.

Provides writing assistance to various divisions throughout the agency.

Responsible for providing all required photography needs for the NCDOR.

Assists the director with external media coordination, as well as monitoring agency social media accounts.

WHY PIO AND STAFF IS NEEDED

The public information specialist provides real time updates to NCDOR employees on a variety of topics, including human resource and administrative matters. In the absence of the PIO, he/she serves in an acting capacity to monitor new and pending media/information requests.

Transportation

1 Public Information Officers designated.

24 staff reporting to this PIO.

EMPLOYEE Michael Charbonneau

POSITION TITLE (NUMBER) Public Relations Officer (60015180)

SALARY \$103,688

DUTIES AND RESPONSIBILITIES

Responsible for the strategic development, integration and implementation of a broad range of public relations activities and integrated print and online communications; media relations; marketing; and public awareness and education programs. Duties and responsibilities include, but are not limited to: oversee all communications, marketing and creative services efforts and budgets for NCDOT; develop and implement messaging platforms, communication strategies, and crisis communication plans to support the Secretary of Transportation, the Governor, and NCDOT; serve as the primary spokesperson for the department.

WHY PIO AND STAFF IS NEEDED

The primary purpose of this position is to oversee and manage all aspects of internal and external affairs at the Department. Position is tasked with developing and implementing a marketing strategy to make DOT customers and vendors (the public, MPOs, RPOs, private engineering firms, and the media) aware of the many ways that DOT is working to ensure that people and places in North Carolina are connected through the state's transportation system. Also, it responds to internal and external crises on a routine basis and must make crucial decisions as to the appropriate departmental response.

Transportation

Staff reporting to PIO.

EMPLOYEE Steven Abbott

POSITION TITLE (NUMBER) Information and Communications Specialist III (60014947)

SALARY \$49,000

DUTIES AND RESPONSIBILITIES

This position involves planning, developing, executing, overseeing, and evaluating communication strategies and plans that promote the department and its programs to both internal and external audiences. This employee reports directly to the Director of Communications. This position interacts directly with the Transportation Secretary, N.C. Board of Transportation, deputy secretaries and other senior management as well as division engineers and other employees. The employee is responsible for writing news releases, articles, communication/ marketing plans, crisis communication plans.

WHY PIO AND STAFF IS NEEDED

The Communication Officer Supervisor position will help manage the overall strategy and day-to-day activities of the Division Communication Officers. This employee will serve as an editor, advisor and coach to help improve writing and story telling, as well as help to identify strategic key messages and integrate those messages into all communications platforms. This leadership position will also play a hands-on role as a writer, media relations coordinator, marketer, and spokesperson.

Transportation

Staff reporting to PIO.

EMPLOYEE Emily Jones

POSITION TITLE (NUMBER) Information & Communications Specialist III (60014961)

SALARY \$58,259

DUTIES AND RESPONSIBILITIES

Emily Jones supports significant taxpayer savings by producing all creative services needs within NCDOT. She oversees the production of all design elements and produces graphics and design work for numerous items including: The State Map, emergency notifications, construction/ detour signs, reports, handbooks (including the state drivers handbook) and booklets, The State Aeronautical Chart, The Airport Guide, fact sheets, exhibits, conference material, billboards, marketing material, web, magazine and newspaper advertisements and all web design needs. She creates, implements and manages design production calendar for all of NCDOT and in support of other agencies

WHY PIO AND STAFF IS NEEDED

Emily Jones is the director of creative services. She leads all creative direction for NCDOT through hands on design work and overseeing performance management of all designers, video specialists, web content coordinators, a web content manager and a photographer. The Director of Creative Services works directly with the Deputy Secretary of Communications and other senior leaders to identify creative products needed, then leads and implements the vision for delivery. Emily oversees and manages the brand identity and overall look and feel of NCDOT. She works closely with the Governor's office and other state agencies to produce design and multimedia products that support enhanced connections with citizens.

Transportation

Staff reporting to PIO.

EMPLOYEE Tammy Stewart

POSITION TITLE (NUMBER) Public Relations Officer (60014954)

SALARY \$50,568

DUTIES AND RESPONSIBILITIES

She provides HR communications support across all of NCDOT. Tammy Stewart manages all critical office functions including budget, human resources, onboarding public records, special events and payroll.

WHY PIO AND STAFF IS NEEDED

Tammy Stewart is the office and human resources manager. Tammy helps coordinate office resources and people during crisis and severe weather situations.

Transportation

Staff reporting to PIO.

EMPLOYEE Timothy Hass

POSITION TITLE (NUMBER) Information & Communications Specialist II (60014966)

SALARY \$51,000

DUTIES AND RESPONSIBILITIES

Tim Hass is the communications officer for the NC Ferry Division. He writes news releases, articles, web content, communications plans, fact sheets, ferry schedule and promotions and message documents. He works with local media to support NC's ferry services, the second largest ferry operation in the nation. Tim Hass monitors and engages with the public and answers questions to provide good customer service via social media, particularly about ferry runs and schedules.

WHY PIO AND STAFF IS NEEDED

He provides important public safety and evacuation information about ferry services during crisis situations including snowstorms and hurricanes.

Transportation

Staff reporting to PIO.

EMPLOYEE Lisa Crawley

POSITION TITLE (NUMBER) Public Relations Officer (60021741)

SALARY \$40925

DUTIES AND RESPONSIBILITIES

Lisa Crawley writes speeches and talking points for the NCDOT Secretary, Governor's office and other department officials. She writes and copyedits news releases, articles, web content, communications plans, fact sheets and message documents.

WHY PIO AND STAFF IS NEEDED

Lisa works with local media to share important statewide information.

Transportation

Staff reporting to PIO.

EMPLOYEE Edwin Woodhouse

POSITION TITLE (NUMBER) Director of Public Affairs III (60014958)

SALARY \$95,037

DUTIES AND RESPONSIBILITIES

The Director's responsibilities are to support the Secretary and Governor's agenda to improve transportation and quality of life for all citizens; serve as a liaison between the department and the public, helping citizens achieve a better understanding of the department, its programs and the services it provides; enhance trust and credibility between the public, professional staff and decision makers; and manage negative publicity and restore credibility during a sensitive or controversial issue.

This position provides public relations guidance for the Secretary, Board and senior staff; responds to controversial issues, helps resolve problems and develop appropriate policy that projects the best possible image for NCDOT; serves as Secretary's liaison to the Governor's Press Office and the Public Information Officers of the Governor's cabinet and council of State Information Officers; oversees and coordinates implementation of special events; and serves on the Executive Team of the Crisis Response Team.

WHY PIO AND STAFF IS NEEDED

This position is responsible for reporting to the Secretary and Deputy Secretaries any special problems or potential controversial situations that could lead to negative and/or poor relations within our state. As a follow-through, the Director is frequently charged by the Secretary to oversee and provide updates on management issues that arise out of media inquiries. The Director's first reaction to a new problem is to seek a resolution that is fair to the taxpayers and second, to prepare a response.

Transportation

Staff reporting to PIO.

EMPLOYEE Donald Nail

POSITION TITLE (NUMBER) Highway Safety Program Coordinator (60015698)

SALARY \$94,870

DUTIES AND RESPONSIBILITIES

Duties include ensuring that the Secretary's and Governor's highway safety goals and objectives are carried out by planning, organizing, directing and executing the program and other special activities/initiatives. Programs carried out include Click It or Ticket, Booze It and Lose It, Safe Communities, Young Driver Issues, Law Enforcement Symposium, and Child Passenger Safety Week.

WHY PIO AND STAFF IS NEEDED

This position serves as the Director of the Governor's Highway Safety Program (GHSP). The GHSP operates highway safety programs including, but not limited to "Click It or Ticket", the seat belt and child passenger safety initiative, and "Booze It & Lose It". The GHSP also provides grants to state agencies, law enforcement, research associations and other health and safety advocates to support programs that improve traffic safety and reduce the incidence of crash-related deaths and injuries. This position reports to the Deputy Secretary of Communications.

Administrative Office of the Courts

2 Public Information Officers designated.

3 staff reporting to this PIO.

EMPLOYEE Sharon Gladwell

POSITION TITLE (NUMBER) Communications Officer (60004853)

SALARY \$83,191

DUTIES AND RESPONSIBILITIES

Oversee the dissemination of information to Judicial Branch employees in the form of newsletters, email announcements, websites, employee meetings, etc. Oversee the dissemination of information regarding the Judicial Branch to the general public and media sources such as newspapers, magazines, and television and radio stations to increase the public's understanding of the court system. Represent Judicial Branch to external entities. Oversee Judicial Branch publications such as annual and statistical and operational reports. Set standards for writing. Produce print and digital material to effectively communicate about the Judicial Branch and its component parts. Because the Judicial Branch is an independent and separate branch of government, it is imperative that this position be available to support and safeguard the interests of the Judicial Branch, and to provide information and awareness about the role of the Judicial Branch and its policies, procedures, programs, services, and operational needs.

WHY PIO AND STAFF IS NEEDED

The position works with internal and external judicial system stakeholders to produce material, speeches, talking points, information, policies, and procedures to support communications, legislative, and transparency initiatives. This position cultivates relationships with stakeholders in an effort to broaden communications and understanding of the Judicial Branch and court system. This position also coordinates, plans, and implements special projects and initiatives as directed by the Chief Justice and the Director of the N.C. Administrative Office of the Courts.

Administrative Office of the Courts

2 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Justin Furr

POSITION TITLE (NUMBER) Information and Communications Specialist (60005042)

SALARY \$52,295

DUTIES AND RESPONSIBILITIES

Oversee the dissemination of information to Judicial Branch employees in the form of newsletters, email announcements, websites, employee meetings, etc. Oversee the dissemination of information regarding the Judicial Branch to the general public and media sources such as newspapers, magazines, and television and radio stations to increase the public's understanding of the court system. Represent Judicial Branch to external entities. Oversee Judicial Branch publications such as annual and statistical and operational reports. Set standards for writing. Produce print and digital material to effectively communicate about the Judicial Branch and its component parts. Because the Judicial Branch is an independent and separate branch of government, it is imperative that this position be available to support and safeguard the interests of the Judicial Branch, and to provide information and awareness about the role of the Judicial Branch and its policies, procedures, programs, services, and operational needs.

WHY PIO AND STAFF IS NEEDED

The position works with internal and external judicial system stakeholders to produce material, speeches, talking points, information, policies, and procedures to support communications, legislative, and transparency initiatives. This position cultivates relationships with stakeholders in an effort to broaden communications and understanding of the Judicial Branch and court system. This position also coordinates, plans, and implements special projects and initiatives as directed by the Chief Justice and the Director of the N.C. Administrative Office of the Courts.

Agriculture

6 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Brian Haines

POSITION TITLE (NUMBER) Information and Communications Specialist II (60031608)

SALARY \$44,867

DUTIES AND RESPONSIBILITIES

This position's primary purpose is to provide technical fire prevention assistance to the NCFS 13 districts and its cooperating counties, and to provide comprehensive forestry information, including information of fire protection and prevention, to all North Carolina woodland owners and users. This position must establish and maintain communications and relationships with the more than 200 newspapers, 325 radio stations and television stations and all wire services operating in the state, providing them with information concerning all forestry operations. This job also performs a wide variety of information, education and public affairs functions such as public speaking and writing and editing agency publications in support of the overall goals of the NCFS and the NCDA&CS

WHY PIO AND STAFF IS NEEDED

Agriculture

6 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Sarah Ray

POSITION TITLE (NUMBER) Information and Communications Specialist II (60012777)

SALARY \$52,076

DUTIES AND RESPONSIBILITIES

The position of Public Information Officer facilitates communications between the State Fair, the media and the public; serves as contract administrator for the State Fair advertising contract; manages all social media channels; documents activities during the State Fair; manages all promotional aspects of the State Fair; and works with NCDA&CS Public Affairs division in meeting communication and information demands. The NC State Fair is an enterprise operation and is 100% receipt-supported. This position is essential as it manages the NC State Fair Division's advertising and promotional campaign throughout the year and is responsible for looking for opportunities to generate and increase revenues for the Division.

WHY PIO AND STAFF IS NEEDED

Agriculture

6 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Heather Overton

POSITION TITLE (NUMBER) Information and Communications Specialist II (60011491)

SALARY \$42,000

DUTIES AND RESPONSIBILITIES

This Public Information Officer researches and writes speeches for the Commissioner of Agriculture and other department leaders. Employee also writes news releases and other materials to communicate about the department's programs, services and events. Projects involve working with department staff at all levels of management. Position works with the Standards, Structural Pest Control and Pesticides, Meat and Poultry Inspection, and Food and Drug Protection divisions. Initiative must be taken to stay in touch with them and seek out news release ideas and other opportunities to inform the public about the department. Employee also takes photographs as needed.

The position serves as manager of the department's blog, "In the Field." Duties include developing, creating and scheduling a steady stream of fresh and relevant written, photographic and video content for the blog. In addition, position is a regular contributor to the "Deep Fried at the N.C. State Fair" blog, and takes initiative to keep the department's and State Fair's Facebook and Twitter pages updated.

Position also uses Google Analytics to look for trends in blog viewership.

Position represents the department to members of the news media. Position also speaks to public and private groups about public relations, social media and other relevant topics. Employee assesses and handles public questions and inquiries that are communicated through the contact form on the department's website. This involves determining which division or office can best respond to a question or need and making sure inquiries are handled in a timely manner.

WHY PIO AND STAFF IS NEEDED

Agriculture

6 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Jennifer Kendrick

POSITION TITLE (NUMBER) Information and Communications Specialist II (60011489)

SALARY \$46,404

DUTIES AND RESPONSIBILITIES

This Public Information Officer serves as technical administrator of the department's social media accounts and blogs. Duties include developing, creating and scheduling a steady stream of fresh and relevant content for these platforms. Position also uses analytics to gauge viewer engagement. The position aids other divisions in developing website content and serves as a liaison to the department's information technology staff.

The Public Information Officer researches and writes speeches for the Commissioner of Agriculture and other department leaders. Employee also writes news releases and other materials to communicate about the department's programs, services and events. Projects involve working with department staff at all levels of management. Position works with the Emergency Programs, Soil and Water Conservation, and Veterinary divisions and the Agricultural Development and Farmland Preservation Trust Fund. Initiative must be taken to stay in touch with them and seek out news release ideas and other opportunities to inform the public about the department. Employee also takes photographs as needed. This position represents the department to members of the news media. Position also speaks to public and private groups about public relations, social media and other relevant topics. Position carries out a variety of special projects for various units of the department. Examples include brochures and publications, special websites, event signage and the N.C. State Fair Daily Schedule.

WHY PIO AND STAFF IS NEEDED

Agriculture

6 Public Information Officers designated.

3 staff reporting to this PIO.

EMPLOYEE Andrea Ashby

POSITION TITLE (NUMBER) Information and Communications Specialist II (60011488)

SALARY \$60,930

DUTIES AND RESPONSIBILITIES

The Assistant Director manages production of the monthly Agricultural Review newspaper. This includes setting production deadlines, writing and editing articles, laying out classified ads and articles in the paper, and working with printing company and department's mail shop to ensure timely distribution of each issue. The staff member also answers calls and correspondence from the public about the publication.

The Assistant Director writes and edits speeches, news releases, blog posts, social media content, letters and other materials. The Assistant Director also is responsible for public information initiatives for the Food Distribution, Plant Industry, Research Stations, Small Farms and Agronomic Services divisions. The position also takes photographs for departmental use.

The Assistant Director assumes the role of the Director when he is absent; takes active role in decision making; delegates tasks; monitors employee performance; oversees various projects; helps see that office runs smoothly and efficiently. The position also acts as liaison with the Commissioner's Office to maintain an updated speech schedule and assign speeches to staff.

The position represents the department to members of the news media and responds to inquiries from the public.

WHY PIO AND STAFF IS NEEDED

Agriculture

6 Public Information Officers designated.

3 staff reporting to this PIO.

EMPLOYEE Brian Long

POSITION TITLE (NUMBER) Director of Public Affairs II (60011487)

SALARY \$80,383

DUTIES AND RESPONSIBILITIES

The Director is responsible for the overall operation of the Public Affairs Division. This includes advising the Commissioner, Chief of Staff, Chief Deputy and Assistant Commissioners, and Division Directors on strategies and techniques for publicizing new plans and initiatives to enhance the department's public information services. The Director focuses on long-range program issues, high-level policy matters and special initiatives of the Commissioner.

The Director provides guidance to the Assistant Director and staff of the office regarding problems related to work flow, work standards, work performance, morale, new procedures and policies, and staff assignments.

The Director has overall responsibility for the quality and timeliness of ongoing educational projects, such as the Agricultural Review, a publication sent to farmers, agribusiness owners and the general public. The publication contains information about current agricultural topics, such as pest management, plant and animal diseases, quarantines, new crops, soil sampling schedules, fertilizer inspections, livestock events, conferences and educational events. Other ongoing projects include publicizing the N.C. State Fair and the Mountain State Fair, regional farmers markets, and various agricultural events across the state.

The Director writes articles and speeches for the Commissioner and other senior staff members concerning the more important issues and complex or sensitive topics relating to agriculture or consumer services. Employee makes speeches and presentations to represent the department at news conferences, radio programs, schools and civic group meetings regarding a broad array of topics related to agriculture and consumer services. This requires considerable knowledge of the programs, policies, regulations, laws and trends related to agriculture, consumer issues and agribusiness interests.

The Director also oversees the division's robust social media outreach effort to communicate directly with the public about the department's programs as well as the N.C. State Fair. This work requires additional strategy development and project implementation.

The Director is the primary editor of correspondence that goes out under the Commissioner of Agriculture's signature.

In addition to supervising four staff members in the Public Affairs Division, the Director of Public Affairs also maintains frequent communication with public information officers for the N.C. Forest Service and N.C. State Fair.

WHY PIO AND STAFF IS NEEDED

Board of Elections

1 Public Information Officer designated.

EMPLOYEE Jacqueline Hyland

POSITION TITLE (NUMBER) Information & Communication Specialist III (65020532)

SALARY \$67,998

DUTIES AND RESPONSIBILITIES

This position directs communications and develops public information campaigns for the State Board of Elections. This position serves as the agency's primary liaison with state and national news media outlets by managing interview requests, issuing press releases, and messaging via social media as part of an overarching communications effort around voter identification and verification requirements, voter registration laws, and election laws/regulations. Agency receives a high number of media and public inquiries daily and needs a full time person dedicated to public communications.

WHY PIO AND STAFF IS NEEDED

Plan and coordinate all public information activities for the State Board of Elections and develop and implement agency guidelines for disseminating information.

Develop content for different platforms such as web, print, video, audio and social media.

Develop news releases for distribution by State Board of Elections.

Develop background briefings, speeches and talking points on current policy and issues.

Fulfill media and public information requests as needed.

Oversee website designer.

Write op-eds, articles and letters to the editor for placement in major publications.

Commissioner of Banks

1 Public Information Officer designated.

EMPLOYEE Ha Nguyen

POSITION TITLE (NUMBER) Public Information Officer (1511999)

SALARY \$0

DUTIES AND RESPONSIBILITIES

The NC Office of the Commissioner of Banks regulates state-chartered banks, savings associations, trust companies, mortgage companies, mortgage loan originators, consumer finance companies, money transmitters and other financial services. As business practices, federal laws, and technology changes occur, the state laws need to be modernized or revised in order to provide clarity to regulated industries and consumers, and ensure efficiency in operations. In order to increase efficiencies, this legislative liaison position acts as the agency public information officer. This position maintains relationships with the media, such as responding to media and public inquiries, drafting and disseminating press releases, coordinating press conferences & media campaigns, and coordinating with other PIOs as appropriate. Additionally, this position manages and updates content on the public agency website, serves as the ethics liaison for the agency and the 15 member State Banking Commission, and assists with consumer complaints. This position also provides assistance to the Commissioner and Deputies assistance with special projects such as agency accreditation, rulemaking meetings with stakeholders, town hall meetings, internal policies and procedures, and other efforts as needed.

WHY PIO AND STAFF IS NEEDED

In addition to the duties mentioned above, this public information officer also acts as the agency legislative liaison. The liaison coordinates stakeholder meetings and helps draft legislative proposals that are as consensus-based as possible. The liaison also participates in applicable legislative studies and provides responses to technical questions from the legislature, legislative staff, industry and the general public on behalf of the agency as they relate to legislation. This position also works with legislators and their staff to help respond to constituent inquiries as they relate to financial services and regulation of those services. The liaison is responsible for maintaining working relationships with legislators and their staff, as well as maintains relationships with other stakeholders, whether there is active legislation or not.

Community Colleges

1 Public Information Officer designated.

1 staff reporting to PIO.

EMPLOYEE Chreatha Alston

POSITION TITLE (NUMBER) Director of Engagement Services (60087978)

SALARY \$58,000

DUTIES AND RESPONSIBILITIES

As a publicly supported entity, the NC Community College System Office must be responsive and accountable to the public, and as the administrative central office for NC's 58 community colleges, the System Office must provide information that facilitates an understanding of state-level issues and the educational and training offerings at our colleges. The Director of Engagement Services serves as the frontline, both internally and externally, related to all communication needs. The director is the first point of contact for public information requests, media inquiries, citizen calls, questions from the community colleges and more. Additionally, the director develops much of the System Office's website "News Center" content including media releases, social media information and photo formatting. The Director also serves as the liaison between the System Office and the public information officers at all 58 community colleges, answering questions related to state-level information and data, developing communications that provides accuracy and consistency in content and messaging across the System, and keeping the colleges apprised of state-level issues. Internally to the System Office, the director is responsible for the oversight of ongoing enhancements and maintenance related to the System Office's public-facing website, as well as project management related to the initiatives of internal leadership teams, including the Associate Vice Presidents, the System Office's Leadership Team and the System's strategic planning group. In short, the Director is the System Office's conduit for communication with the public at large, employees within the System Office and public information officers at all 58 community colleges.

WHY PIO AND STAFF IS NEEDED

In addition to the communications duties detailed above, the Director of Engagement Services also serves as a project manager for special events from initial planning through the development of logistics and into full implementation and assessment. The director is an integral part of the System Office's "One Team, One Voice" initiative to foster a collaborative working environment that supports the mission of the community colleges and the System. Additionally, the director serves as a co-chair of one of the System's strategic plan, "Align4NCWorks", collective impact teams, serves as the technology point person for the entire Engagement Services team, assists with staffing the State Board of Community Colleges Strategic Planning Committee, and works jointly with the Interim State Director of the Small Business Center Network to support the work of the System's 58 small business centers. The director is responsible for working with contractors related to communication projects such as graphic design and manages the team's summer intern.

Insurance

1 Public Information Officer designated.

2 staff reporting to this PIO.

EMPLOYEE Kerry Hall

POSITION TITLE (NUMBER) Director of Public Affairs (60013301)

SALARY \$64,014

DUTIES AND RESPONSIBILITIES

Provides information about the department's programs, policies, services and activities by communicating directly with citizens, members of the media and others while acting as a spokesperson and head of public affairs for the agency. Methods of communication include verbal discussions and interviews, written correspondence, emails, speeches, letters, online content, videos, advertising campaigns, brochures, and educational materials.

Serves as the primary source for development, design and production of outreach and educational materials for the department.

Leads the Department of Insurance's communications efforts to educate all North Carolinians about public services provided by the department, including but not limited to, assisting people with complaints or questions related to homeowners, auto, disability, health, life, and other types of insurance; health insurance appeals; connecting life insurance beneficiaries with unclaimed benefits; and Medicare counseling.

Helps assure the public the department is fulfilling its purpose as a state agency through providing public records upon request and by making some public records available on the department website.

WHY PIO AND STAFF IS NEEDED

Writes, reviews, and edits written content for public consumption to ensure accuracy of message and information.

Plans, coordinates and publicizes public outreach events.

Serves as official spokesperson for the department and coordinates interviews with the media.

Oversees website development and maintenance and new/social media outlets for the department.

Insurance

Staff reporting to PIO.

EMPLOYEE Colin Day

POSITION TITLE (NUMBER) Information & Communications Specialist II (60013305)

SALARY \$44497

DUTIES AND RESPONSIBILITIES

The Assistant Public Information Officer:

Reports to and assists the Public Information Officer in writing and editing department publications, press releases, articles, etc.; drafting speeches and formal correspondence; planning, coordinating and publicizing special events; maintaining accurate files for media contacts, special topics, projects, etc. Focuses on consumer education and outreach projects related to the department's Office of State Fire Marshal duties of fire safety and injury prevention, fire and rescue training, building code administration, etc.

Fills in for the Public Information Officer as the department spokesperson and facilitator of public records requests in the PIO's absence or as assigned.

WHY PIO AND STAFF IS NEEDED

Develops daily social media content schedule for department's Facebook or Twitter accounts; monitors social media for consumer requests for information or inappropriate material.

Under supervision of the PIO, helps update internal communications to employees through the department's intranet website and employee newsletter.

Works with other members of the Public Information Office to provide support for projects such as website content organization, print publication production, photography, special event planning and other projects as assigned.

Insurance

Staff reporting to PIO.

EMPLOYEE Cory Redick

POSITION TITLE (NUMBER) Information and Communications Specialist III (60013302)

SALARY \$63634

DUTIES AND RESPONSIBILITIES

The Creative Writer/Webmaster:

Leads the department's visual/creative outreach, providing guidance on strategies for improving consumer and department licensee education through the website, external publications and educational materials.

Serves as website content manager for all department websites, supervising web development, design, and maintenance.

Oversees and creates graphic design elements that are eye-catching and consumer-friendly to help educate and inform the public, department licensees and other audiences about department programs, policies, services, and activities.

WHY PIO AND STAFF IS NEEDED

Updates department websites daily to ensure accuracy and timeliness of information.

Facilitates development of public-facing web forms for department training and events so they are easy for consumers and industry personnel to use.

Coordinates consistent look and feel across all department graphic design elements to maintain a professional image and raise awareness of the department's services.

Justice

1 Public Information Officer designated.

2 staff reporting to this PIO.

EMPLOYEE Noelle Talley

POSITION TITLE (NUMBER) Director of Public Affairs II (0)

SALARY \$81089

DUTIES AND RESPONSIBILITIES

This position is assigned to the Administrative Office for the Attorney General and the NC Department of Justice. The purpose of the office is to represent and advise the Attorney General in all matters having to do with the news media in the state and across the country, as well as the general public. This includes expressing the Attorney General 's opinions in policy matters; informing the public of ongoing events within the Department of Justice; responding to public information requests from the news media, advocacy groups and the general public; compiling publications for the general public and assisting the news media in distributing information that benefits of all the consuming public of North Carolina for such projects, such as consumer protection education on stopping telemarketing fraud, identity theft, predatory lending and other consumer harms; law enforcement efforts to protect victims of domestic violence and fight child predators; State Crime Lab operations; and monitoring the statewide news media daily for issues related to the work of the Department of Justice.

WHY PIO AND STAFF IS NEEDED

To inform the public through the media, social media and direct presentation about important public safety, consumer protection, legal, law enforcement and policy matters.

To develop effective public information strategies for department and AG initiatives

To handle special projects effectively as assigned.

To provide leadership and direction to public information staff.

Labor

1 Public Information Officer designated.

2 staff reporting to PIO.

EMPLOYEE Dolores Quesenberry

POSITION TITLE (NUMBER) Director of Communications (60012873)

SALARY \$69707

DUTIES AND RESPONSIBILITIES

To oversee internal and external communication for Labor Commissioner and implement overall communications strategy.

Coordinate with various bureaus and divisions concerning public records requests.

Oversee two separate work units to ensure consistency and accuracy is met concerning materials created for the public

To respond to media during a major catastrophe involving an area we regulate. For instance, a work-related incident involving three or more deaths or an incident involving an amusement device, inflatable, escalator or boiler.

Issue state-wide and regional news releases and media advisories concerning major initiatives to include workplace fatalities, Labor Law Posters, amusement ride inspections and other issues regulated by NCDOL.

Prepare and represent NCDOL at press conferences concerning amusement ride inspections and other matters concerning the department.

WHY PIO AND STAFF IS NEEDED

Oversee messages and information posted to social media accounts.

Oversee the compilation of the department-wide annual report.

Coordinate and prepare guests for Commissioner Berry's monthly radio show.

Labor

Staff reporting to PIO.

EMPLOYEE Michael Daniels

POSITION TITLE (NUMBER) Print Shop Manager I (60012903)

SALARY \$60,209

DUTIES AND RESPONSIBILITIES

Coordinates production and design of all publications produced by the N.C. Department of Labor for the purpose of education, training and creating public awareness in areas regulated by NCDOL.

Manages staff of two graphic designers and two printing equipment operators.

Produces letterhead and envelopes for the department's 17 different bureaus and divisions.

Oversees supply of copy paper for department copiers, fax and office printers.

Develops budgets for publications projects and recommends quantity based upon cost estimates.

WHY PIO AND STAFF IS NEEDED

Serves as copyright officer concerning photographs and other images used by the department in brochures, industry guides and other materials produced by NCDOL.

Oversees the production of Labor Law posters that businesses are required by law to post.

Coordinates incoming mail for the entire department.

Coordinates volunteers and manages NCDOL booth at N.C. State Fair.

Labor

Staff reporting to PIO.

EMPLOYEE Neal OBriant

POSITION TITLE (NUMBER) Information and Communication Specialist III (60012884)

SALARY \$56,412

DUTIES AND RESPONSIBILITIES

To comply with the public records law and respond to other media inquiries across the state.

Produces news releases and media advisories for the department.

Assume role of Department of Labor spokesman when assisting media.

Research data, analyze reports and obtain information for media inquiries.

WHY PIO AND STAFF IS NEEDED

Serves as editor for industry guides, brochures and hazard alerts created by the N.C. Department of Labor.

Serves as editor for the external newsletter, NC Labor Ledger, a subscription-based bimonthly newsletter and produces monthly employee newsletter.

Monitors comments and posts news and information on social media accounts for the agency.

Coordinates publications to the State Publications Clearinghouse.

Assists the communications director on special projects.

Tracks Internet sites to retrieve news stories related to NCDOL.

Handles E-procurement for Communications and Publications.

Office of the Lieutenant Governor

1 Public Information Officer designated.

1 staff reporting to PIO.

EMPLOYEE Roy Guy Davidson

POSITION TITLE (NUMBER) Communications Director (65019576)

SALARY \$54,000

DUTIES AND RESPONSIBILITIES

Management of Public Information, Public Affairs and Public Relations for the Lieutenant Governor's Office.

WHY PIO AND STAFF IS NEEDED

Field all media calls into the office. Develop relationships with Capitol press corps. Update and maintain statewide media list. Draft op-eds, letters to the editors, media advisories, press releases and all external media communication. Handle all social media for the office. Handle all issue based external communication with key groups and industries. Develop clip system for the office. Develop and administer eNewsletter. Produce television and radio programs for the office. Video script production.

Office of the Lieutenant Governor

Staff reporting to PIO.

EMPLOYEE Jamey Falkenbury

POSITION TITLE (NUMBER) Press Secretary and Director of Operations (60008621)

SALARY \$61,600

DUTIES AND RESPONSIBILITIES

Jamey is involved in all forms of education policy for our office and serves as the liaison for any budget issues that arise concerning the budget bills and our office. Jamey also serves as the press secretary/PIO for the office and is needed to interact with the press as we receive press requests on a very frequent basis.

WHY PIO AND STAFF IS NEEDED

Jamey also assists the Lieutenant Governor with all scheduling requests and directs operations for the office. He additionally serves as staff in assisting the Lieutenant Governor in his service on the Military Affairs Commission. Moreover, he works with the Lieutenant Governor and assists him in all his duties with the State Board of Education. Jamey also keeps track of everything going on with the Academic Standards Review Commission. Jamey also serves on the After School Programming Board under the Public School Forum for the office as an advisory member.

State Controller

1 Public Information Officer designated.

1 staff reporting to PIO.

EMPLOYEE Sherri Johnson

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60087100)

SALARY \$102750

DUTIES AND RESPONSIBILITIES

W/A Communicat'n/Gov't/Relat'ns/Pol Pln - This position does not lobby the NCGA and is not required to file a registration statement with the Secretary of State. This position splits its time in this manner to be more efficient and effective to the organization and is needed to monitor legislative activities/meetings and keep OSC management informed of issues and legislation affecting OSC in a timely manner; to develop communication materials for internal and external customers such as, but not limited to, the weekly cash watch, the General Fund Monthly Report and Appropriation Expenditures by Function press release/website materials. This position responds to OSC media calls and public information requests. This year alone, OSC has received 233 public information requests, up 41 percent from last year. This position also is the OSC's Ethics Coordinator and works with the Ethics Commission to ensure OSC is following specified guidelines. This position was key in developing OSC's new policy repository on the OSC website which is used by agencies throughout state government and is a model for other agencies.

WHY PIO AND STAFF IS NEEDED

OSC does not have a full-time Public Information Officer nor a full-time Legislative Liaison. One employee devotes a portion of her time to:

- Performing public information duties
- Monitoring legislative activities
- Updating/writing policies for OSC, and
- Performing special projects such as OSC Ethics Liaison.

Office of the State Treasurer

4 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Anthony Solari

POSITION TITLE (NUMBER) Legislative Affairs Program Manager (60009011)

SALARY \$90,056

DUTIES AND RESPONSIBILITIES

The primary purpose of this position is the development, maintenance, oversight and implementation of the external relations strategy for the Department of State Treasurer.

This position is assigned an eight-hour-per-day, five-day-per-week schedule; however, the specific work schedule requires that the incumbent be available 24/7 to respond to sudden changes or circumstances that arise in the legislative arena. Also, there will be frequent instances of “after hours” work due to the nature of the position and scheduling of evenings and possibly weekends in conjunction with legislative staff schedules. There has been a significant increase in the variety and number of legislative bills and /debates that involve either operations that reside within the Department of State Treasurer or the constituency which the agency serves, For this reason, this position will no longer focus solely on Retirement issues, but will expand to serve the entire agency and advise and inform the State Treasurer and other executive management on legislative issues.

WHY PIO AND STAFF IS NEEDED

Legislative

The position: 1.Oversees the development of the Department’s entire legislative agenda: both policy and budgetary for all areas under the Department’s purview, including investments, banking, local government and state debt, the retirement and health plans, unclaimed property, human resources and IT. This process involves coordinating with leadership to develop departmental priorities and setting timelines and deadlines for the development of legislation in coordination with the Office of State Management and Budget. 2. Manages and coordinates the department’s agenda before the General Assembly. The person holding this position is held accountable for the successful enactment of the department’s budget and policy agendas. 3. Monitors all legislative committees and makes information available as requested by legislators and legislative staff, monitors the impact of non-departmental legislation on the activities of the department and attends all necessary meetings of committees, subcommittees and general legislative sessions. 4. Represents the department before legislative bodies and with members individually. 5. Acts as the point of contact for coordinating all departmental responses to requests for information, and for coordinating the departmental response to legislator’s requests for departmental action on behalf of constituents. 6. Keeps the State Treasurer and other executive management aware of legislative activity and its impact on departmental operations, including legislative activity at the federal level. This position has the authority to represent the agency at all times

in the legislature and will be authorized to make independent decisions that will commit the agency to specific courses of action.

External Relations

The position is responsible for managing relationships with all other state agencies, including the Governor's office and for coordinating legislative and other activities with state agencies as needed by the department. The position is responsible for maintaining good working relationships with all external stakeholder groups and for vetting departmental legislative proposals with these groups as necessary. The position is responsible for assessing the impact of departmental legislation and rule making on all stakeholder groups. This function is critical to the success of the agency's external relations program. These groups include retiree groups, state employee groups and various groups representing the business and other communities. The position is responsible for monitoring all federal legislation and for organizing a departmental response, when appropriate. This position serves as the agency's liaison to the League of Municipalities and the Association of County Commissioners and will respond to inquiries from these and similar agencies as part of a proactive strategy of inclusiveness of all stakeholder groups. The position is also responsible for making statewide presentations to stakeholder groups and for making speeches to these and all other external groups as necessary. The position also represents the Treasurer before the General Assembly, stakeholder groups and citizens in general.

Policy Analysis

This position is responsible for analyzing statutes and for analyzing and synthesizing both quantitative and qualitative data in both budgetary policy related areas. The position sits on the department's policy development committee and is responsible for formulating policy proposals for consideration by the Treasurer and departmental leadership.

Oversight

This position is responsible for the oversight of the "legislative services" team which consists of two other departmental liaisons. This position coordinates all of the above mentioned responsibilities with members of this team and is responsible for managing their workloads and for coordinating their activities in an effective and efficient manner.

Office of the State Treasurer

4 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Edgar Starnes

POSITION TITLE (NUMBER) Policy Development Analyst (65011782)

SALARY \$65,000

DUTIES AND RESPONSIBILITIES

This position is responsible for providing the State Treasurer with analytical support, program management, and outreach to executive and legislative personnel in support of the Department's public policy agenda. The function will provide written and oral analysis of public policy issues, particularly related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development. The position will serve as a designated legislative liaison for the Department. The position will also coordinate a team of colleagues working on public policy issues.

WHY PIO AND STAFF IS NEEDED

Analyzes public policy issues and reports to the Treasurer and senior staff.

Tracks emerging public policy issues related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development.

Works with senior staff to develop the Department's public policy agenda and priorities.

Engages in outreach in support of the Department's public policy agenda and priorities with external audiences including, but not limited to legislators, legislative staff, and executive staff.

Responsible for providing oversight for regular information sharing on various public policy initiatives to senior staff and others within in the Department.

Plays an important role in Departmental communications staff for drafting speeches, reports and other official Departmental communications related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development initiatives.

Provides staff support for the State Treasurer with events related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development.

Public liaison for the Department in forums and with professional networks related to public policy, business, economics, and economic development.

Manages projects or directives that may come from the State Treasurer or executive management related to safeguarding and support of the State pension plans, public finance, retirement administration, investment operations, health care policy and economic development and policy development and reform.

Assists the Chief of Staff and Deputy Chief of Staff with strategic planning.

State Health Plan

1 Public Information Officer designated.

0 staff reporting to this PIO.

EMPLOYEE Thomas Friedman

POSITION TITLE (NUMBER) Director of Policy, Planning, and Analysis (60088647)

SALARY \$97,200

DUTIES AND RESPONSIBILITIES

The Director of Policy Planning and Analysis is responsible for coordinating the strategic planning process for the State Health Plan through the formulation of health policy, benefits design, and administrative policies intended to strengthen the value and sustainability of the Health Plan. The Director will supervise the work of staff within the Section to provide health policy expertise through the continuous monitoring and analysis of federal and state legislation and regulation, changes in the healthcare delivery system as well as changes in the health insurance industry. The Director, in consultation with the Executive Committee, will also direct the monitoring and analysis of claims data, financial data and actuarial studies and reports to ensure the accuracy and validity of the analysis of medical and pharmacy utilization and cost trends and the effects of these trends upon Plan financial performance to facilitate sound fiscal management and strategic planning. The Director, through the work of staff within the Section and in conjunction with the SHP Executive Committee, and others within and outside of the Department and Division, will foster and promote data driven decision making for the State Health Plan. The Director and the Section will provide and support the effective governance of the Plan by the State Treasurer, the Executive Administrator and the Board of Trustees, through expert analysis of external factors affecting the State Health Plan coupled with state of the art data analytics and reporting. The Director will also actively participate in and promote relationship development with the North Carolina General Assembly, health policy and healthcare organizations, and various stakeholder organizations and ensure timely response to certain external requests.

WHY PIO AND STAFF IS NEEDED

Policy: Ensure that staff has the tools and resources necessary to conduct in depth analysis of federal and state regulatory changes affecting healthcare, particularly the Patient Protection and Affordable Care Act. Provide direction to staff in setting priorities, creating presentations and reports. This is a working directorship and an appropriate balance of delegation and participation will be necessary to ensure that timely and accurate research is conducted, compiled and made available to decision makers. Ensure through collaborative methods that reasonable analysis of potential impacts, both positive and negative, to the State Health Plan, its stakeholders, members and funding sources are identified and communicated appropriately.

Planning: In conjunction with the Executive Administrator, Board of Trustees and Executive Committee facilitate the establishment and development of ongoing strategic plans for the State Health Plan. Work closely with the Executive Administrator and Deputy Executive Administrator to ensure alignment and

Public Information Officers: Page 27

integration with the Board of Trustees' planning agenda as well as the overall strategic plan of the Department of State Treasurer. Implement a data driven decision support mechanism whereby the Section provides policy and financial analysis activities and support to inform the planning process to strengthen the Plan and facilitate long range planning.

Analysis: Ensure that policy, operational and financial analyses are robust, in-depth and timely. Ensure that staff has access to appropriate tools to facilitate the work of the Section. Provide access to consultants, publications, webinars, and industry meetings to increase the knowledge and expertise of the staff. In conjunction with the Director of Healthcare Analytics, ensure that utilization, demographic, and enrollment data are accurate and easily accessible to the Executive Committee, other Plan staff and consulting actuaries. Ensure accuracy and appropriateness of financial analysis, testing for reasonableness and reliability. Provide effective presentations as needed to explain and clarify complex issues and facilitate decision-making. Provide additional presentations when necessary to stakeholders and other decision makers.

External Relationship Development: Establish and foster strategic partnerships of benefit to the Department and Plan by developing relationships with local, state and national health policy and healthcare organizations and experts, professional associations, various stakeholder organizations, the North Carolina General Assembly, and other states and governmental bodies. Represent the Treasurer and Executive Administrator at meetings/conferences and make effective presentations to a variety of audiences. Identify opportunities for the Treasurer, Executive Administrator or members of the Executive Committee to promote and improve the Plan by making presentations or attending meetings/conferences on relevant healthcare topics and innovations as well as interacting with individuals and organizations with healthcare expertise. Promote the Department and Plan's legislative agenda and monitor legislative proceedings as necessary and in consultation with the Department's Governmental Affairs team. Ensure the timely response to external requests for information from constituents, potential vendors, stakeholders and the public, by triaging requests and routing to the appropriate Section or Plan staff for response, tracking and follow-up. Organize and facilitate meetings and presentations by vendors whose offerings may be of interest to the Plan. (Note: public records, media and member/customer service requests as well as vendor presentations associated with official procurement activities are handled by other organizational units).

Leadership: Establish and develop a Unit plan and implementation strategies to accomplish both short and long-term goals on a Divisional and Departmental level.

Office of the State Treasurer

4 Public Information Officers designated.

0 staff reporting to this PIO.

EMPLOYEE Bradley Young

POSITION TITLE (NUMBER) Info and Comm Specialist II (60009006)

SALARY \$44776

DUTIES AND RESPONSIBILITIES

The Office of State Treasurer Communications and Special Programs Division oversees agency-wide communications strategy and manages special programs. The Communications group manages internal and external collateral for the seven agency divisions and support groups. Additionally, this group supports the design, maintenance, and tools for the agency internal and external web channels. Finally, this group has the responsibility of managing all media inquiries, records requests, and special events. Special Program leaders manage the financial literacy strategy and constituent response management. Additionally, the Supplemental Program Manager manages the third-party relationship with the supplemental programs vendor including all communications coordination, board management, and investment reporting coordination. All of the Special Program areas manage separate strategic plans on behalf of the agency.

The Information and Communications Specialist II will report directly to the OST Communications Manager/Deputy Chief of Staff as part of the DST Communications and Special Programs Division. This role is a supervisory and administrative position within the Communications Group managing all external communications, branding, tools, templates, and web domains.

Additionally, this position will provide the first tier approval for all communications, collateral, web content, and correspondence approvals. This role will also manage large collateral projects agency-wide such as the annual report and other statutorily required documents.

Over the past years communications and collateral has quadrupled in volume due to the amount produced for the various departments and the addition of the State Health Plan. With the increase in the risk mitigation review process that has been implemented reviews and approvals will continue to increase. Additionally, the web domains have recently been redesigned and this position would manage key implementation tasks for the project and ultimately manage the web authorship program ongoing for the agency. The department has also expanded its e-communications program, adding several social media pieces, e-newsletter, and new software to support these initiatives.

WHY PIO AND STAFF IS NEEDED

Media Relations and Press Inquiries

Manages media relations and press inquiries. Serves as DST on-the-record spokesperson. Serves as primary point-of-contact for inquiries and media records requests. Consults with legal and department

subject matter experts for inquiry data and reports. Manages with voice maps for individual media requests. Responds to media line inquiries and records request processes.

Management of External Communications

Assists the Manager with strategy and management of communications development, review, and dissemination. Manages large agency-wide collateral pieces such as annual report and other statutorily required documents. Serves as primary tier of collateral, correspondence, presentations, division letters, and other forms of documents. Provides all collateral communications and web portions for the weekly snapshot communication updates. Manages the collateral communications tasks associated with the overall communications strategy and quarterly reports. Assists Communications Manager with quarterly communications audit report portions. Assists Manager in the design, development, and dissemination of department and agency level branding and marketing tools. Assists Manager in the design, development, and dissemination of department and agency level collateral templates and tools. Manages the development and ongoing updates of the Communications Style Guide specifically for communication collateral items. Manages the communications collateral tracker and provide weekly, monthly, quarterly updates to the Manager to be included in trend reporting. Provides weekly updates on large-scale collateral projects. Assists Manager in communicating complex program information with substantial impact to targeted audiences; ability to plan and convey internal and external messages that enhance and promote the mission and objectives of the organization. Assists the Manager in matching goals with broader organizational objectives and budgetary resources, develop budget requests for internal communication programs.

Social Media and E-Communications Program Management

Manages all department social media strategy including development, content, and editorial calendars for all social media outlets. Manages all divisional social media content review and first tier approvals for editorial calendars. Manages collaboration and reporting for all social media activity including weekly, monthly, and quarterly reports for social media trends and metrics. Manages department listserv program, including all branding, design, content development and approvals, and master listserv communications calendar. Serves as first tier review for all listserv e-newsletters. Works with divisions to enhance and develop e-communications programs and outreach including list marketing plans and materials, distribution cycles, and content development. Manages all listserv reports to Manager and senior staff.

Management Special Events Collateral

Serves as first tier of special events collateral (including – presentations, flyers, legislative information, etc.). Partners with other agency branding groups to research new tools and best practices for collateral and branding. Assists in creating external special events collateral or kits. Assists in development of online library function for all special events collateral. Assists Director with communications and special events collateral approval process for entire agency. Staffs the Treasurer and senior staff at events.

Project Management

Independently manages project timelines, resources, staff and leads implementation efforts for internal communications projects. Uses strategic approach to manage communications projects – including rebranding, messaging, and communication dissemination methods. Applies a thorough knowledge of wide variety of complex and non-standard processes and design.

Public Instruction

1 Public Information Officer designated.

2 staff reporting to this PIO.

EMPLOYEE Vanessa Jeter

POSITION TITLE (NUMBER) Director, Communications and Information Services (60009420)

SALARY \$84,757

DUTIES AND RESPONSIBILITIES

The Communication Director leads a division of 15 full-time employees, setting priorities for the division and the department's communication efforts. The division director is a working manager, expected to lead, plan and implement change and participate in agency leadership while also developing communication plans, writing copy, responding to media and public records requests and serving as an editor for materials produced by the division. This position advises the State Superintendent and the DPI leadership team on matters related to communication and messaging, responding to crises and strategic communication.

WHY PIO AND STAFF IS NEEDED

This position's duties are performed under the general direction of the State Superintendent and the NCDPI leadership team. Strategies and direction for this division are set by the Director based on the overall Board and Department goals.

Strategic Planning and Resource Management – 25 percent

Personnel Management, Coaching and Direction – 15 percent

Editing and Review of Production – 10 percent

Writing and Editing, News Media and Audience Relations, Message Development, Social Media and Public Records – 50 percent

Public Instruction

Staff reporting to PIO.

EMPLOYEE Lynda Fuller

POSITION TITLE (NUMBER) Information & Communications Specialist III (60093686)

SALARY \$53,859

DUTIES AND RESPONSIBILITIES

This position is part of a team that promotes the division's and agency's goals of providing to both internal and external publics accurate, up-to-date information in a timely manner on the public schools of North Carolina, its mission and its progress toward achieving that mission.

Toward that end, this position has the responsibility of helping write and produce agency publications; providing assistance to the news media; writing news releases, speeches, presentations and other required materials; providing general written communication as needed, such as correspondence, op-eds, blogs, reports, etc.; and accomplishing all of these duties in an accurate, timely manner with an emphasis on service and high quality.

WHY PIO AND STAFF IS NEEDED

50% Produce agency publications

Each month, research, write, and perform first-draft edit of FYI@DPI, an internal newsletter that informs agency staff of happenings, news, events, developments and appropriate personal news about agency personnel. Perform editing changes suggested by supervisor, then electronically deliver copy to Graphics Department to design and print. Post final copies in shadowboxes at elevators on each floor of building (both north and south sides as appropriate) and send electronic copy to supervisor to send to agency staff. The publish date is the second Monday of each month.

Attend State Board of Education meetings as assigned. Review State Board materials prior to the meeting to determine if any items warrant a press release. If a press release is needed, and at the direction of the supervisor, draft the press release and route through appropriate staff for approval prior to the Board meeting. Once the Board considers or takes action on the item, distribute the press release through the Department's email delivery system (GovDelivery) and work with the Web team to post on the Department's News web page. At the conclusion of the State Board meeting, summarize all Board actions and proofread for edits before posting to the State Board of Education's Website that afternoon. Work with the Web team to post on the State Board's web page. Write a summary paragraph of Board meetings for inclusion in weekly/biweekly educator newsletters. Produce this work using Microsoft Word.

Research, write and perform first-draft edit of short articles to include in a weekly newsletter to superintendents and biweekly newsletters to principals and teachers. The superintendents' message is to be sent each Monday afternoon. The principals' message is to be sent the first and third Thursday of each month. The teachers' message is to be sent the second and fourth Thursday of each month except during the summer break when it takes a hiatus. Work with department staff to facilitate articles for inclusion in newsletters. Route draft versions of the newsletters to agency leadership for review and edit prior to

Public Information Officers: Page 33

sending. Once all edits have been received and the State Superintendent has approved the message, finalize copy, layout and distribute through the Department's email delivery system. If any message does not go through, repeat send until successful (this may involve verifying accuracy of email address). Work is to be completed using Microsoft Word. When newsletters are sent, complete the spreadsheet noting articles in newsletter and attach a pdf copy then complete and submit a web request form to have the newsletter posted online. In addition, maintain the accuracy of the superintendent and principal emails used in the Department's email delivery system.

20% Provide assistance to news media

Research, write and perform first-draft edit of news releases (including proofreading) to be sent statewide to news media and school system public information officers to inform internal and external audiences of newsworthy developments and/or to promote education programs/initiatives and department/agency goals using current events, reports and studies, personal interviews and examples, all produced using Microsoft Word software. Double check facts, statistics, percentages, listings of names, etc., as needed for accuracy. Make editing changes suggested by supervisor and appropriate leadership. Incorporate edits then distribute release through the Department's email delivery system. Make one copy of the press release and place in news release notebook for archival purposes.

Respond to public requests for assistance by answering questions, directing them to information on the Department's website, or directing them to appropriate agency staff or other external contacts who can assist them all within 24 hours, if possible. If not, provide a timeframe for when they may expect assistance. Serve as backup to the Communication Division receipt

Public Instruction

Staff reporting to PIO.

EMPLOYEE Sara Clark

POSITION TITLE (NUMBER) Information & Communications Specialist II (60008478)

SALARY \$48,832

DUTIES AND RESPONSIBILITIES

This position is part of a team that promotes the division's and agency's goals of providing to both internal and external audiences accurate, up-to-date information in a timely manner on the public schools of North Carolina, its mission and its progress toward achieving that mission. This position has the responsibility of helping write and produce agency publications; providing assistance to news media; writing news releases, speeches, presentations and other required materials; providing general written communication as needed, such as correspondence, op-eds, blogs, reports, etc.; and accomplishing all of these duties in an accurate, timely manner with an emphasis on service and high quality.

WHY PIO AND STAFF IS NEEDED

40% Write speeches, presentations, written communication and other materials

Research and write drafts and final versions of speeches, blogs, presentations and other materials such as brochures, fact sheets, etc., as needed and assigned by supervisor using Microsoft Word, and for multimedia presentations, Microsoft PowerPoint. Researching topics can involve computer use of the Internet, agency staff, phone or in-person interviews, department archival materials, etc. Express ideas in interesting and clear ways, adjust style to audience and use data accurately to support communications.

30% Produce agency publications

Each month, research, write, and perform first-draft edit of FYI from DPI, a newsletter that informs legislators of how the Department's work impacts districts, schools, school leaders, educators, students and families across the state.. Work with legislative staff on an ongoing basis to identify possible topics to highlight. Once drafted, route newsletter to appropriate agency staff for review, incorporate edits as needed then design and distribute the newsletter through the agency's email delivery system (GovDelivery).

Each month, research, write, and perform first-draft edit of NC Public School Partners, a newsletter that informs the public school community of recent Department/State Board programs and initiatives. Once drafted, route newsletter to appropriate agency staff for review, incorporate edits as needed, then design and distribute the newsletter through the agency's email delivery system. The newsletter is to be distributed near the end of each month.

15% Provide assistance to news media

Research, write and perform first-draft edit of news releases (including proofreading) to be sent statewide to news media and school system public information officers to inform internal and external

Public Information Officers: Page 35

audiences of newsworthy developments and/or to promote education programs/initiatives and department/agency goals using current events, reports and studies, personal interviews and examples, all produced using Microsoft Word software. Double check facts, statistics, percentages, listings of names, etc., as needed for accuracy. Make editing changes suggested by supervisor and appropriate leadership. Incorporate edits then distribute release through the Department's email delivery system. Make one copy of the press release and place in news release notebook for archival purposes.

10% Assist callers and co-workers; represent the Division

Respond to public requests for assistance by answering questions, directing them to information on the Department's website, or directing them to appropriate agency staff or other external contacts who can assist them within 24 hours, if possible. If not, provide a timeframe for assistance. Assist visitors when front-desk reception staff are otherwise engaged. Assist others within the department with their work, when appropriate by offering support and feedback in correcting or producing work so that it is of the highest possible quality.

5% Review, copy and distribute newspaper clippings

Daily review state and national print and broadcast media for news items concerning North Carolina public schools, public education in general and legislative/budget stories concerning public education. Copy summary intro of story and compile for electronic distribution.

Secretary of State

1 Public Information Officers designated.

1 staff reporting to this PIO.

EMPLOYEE George Jeter

POSITION TITLE (NUMBER) Director of Public Affairs (60008655)

SALARY \$70,289

DUTIES AND RESPONSIBILITIES

The Communications Director manages the dissemination of information to the public and media regarding governmental, business, and financial data via official statements and news releases, publications, broadcast media, some information posted on the departmental Internet homepage, and via presentations to the public. The Communications Director directly oversees the department's Publications Office. The Communications Director actively assists the Secretary of State in formulating policy, pursuing legislative goals, and developing new departmental initiatives.

The position requires a wide knowledge of the news media, a broad understanding of the workings of the department and a good grasp of North Carolina government in general. It also requires an increasing expertise in computers, technology, and good management techniques.

WHY PIO AND STAFF IS NEEDED

The DOC is now a manager of other personnel within the department. This duty requires the DOC to be trained on state government personnel topics, and to provide leadership to other employees.

The DOC handles requests from other governmental agencies for information and publications available in the Department.

Appalachian State University

1 Public Information Officer designated.

8 staff reporting to PIO.

EMPLOYEE Henry Foreman

POSITION TITLE (NUMBER) Senior Associate Vice Chancellor (Not Applicable)

SALARY \$150,339

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Elizabeth City State University

1 Public Information Officer designated.

9 staff reporting to PIO.

EMPLOYEE Linita Shannon

POSITION TITLE (NUMBER) Director of Communications and Marketing (Not Applicable)

SALARY \$61,400

DUTIES AND RESPONSIBILITIES

The Director of Communications and Marketing is responsible for establishing the strategic direction for communications and marketing initiatives for Elizabeth City State University. This position leads the university in identifying and articulating messages to help to advance the mission of the university and the university's reputation locally, nationally and internationally. The Director is responsible for the administration and coordination of branding and marketing, media relations, internal communications, graphic design, publications and photography.

WHY PIO AND STAFF IS NEEDED

Eastern Carolina University

1 Public Information Officer designated.

49 staff reporting to PIO.

EMPLOYEE Mary Schulken

POSITION TITLE (NUMBER) Director - Exec/Admin (Not Applicable)

SALARY \$131,792

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

As Executive Director of Communications, Marketing, and Public Affairs position is to serve as the University's principal public relations, communications and marketing officer. As both a strategist and a hands-on participant, the Executive Director will be responsible for developing a cohesive vision and communications strategy. The Executive Director will serve as the chief marketing officer for the University, enhancing the institution's mission, visibility, and quality.

Fayetteville State University

1 Public Information Officer designated.

1 staff reporting to PIO.

EMPLOYEE Jeffery Womble

POSITION TITLE (NUMBER) AVC for Public Relations (Not Applicable)

SALARY \$92,824

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

North Carolina A&T

1 Public Information Officer designated.

7 staff reporting to PIO.

EMPLOYEE Nanyamka Farrelly

POSITION TITLE (NUMBER) Associate Vice Chancellor-University Relations (Not Applicable)

SALARY \$120,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Develop strategies that promote and enhance the university's reputation and contribute to the achievement of institutional goals. Cultivate, nurture and maintain positive relationships with media contacts. Plan, manage and oversee all aspects of marketing communications development with use of messaging hierarchy and key message delivery including TV, radio, print, outdoor, direct mail, Internet, specialty and new media. Implement best practices and technologies to achieve marketing communications goals. Serve as a highly visible representative of the university in community leadership circles and help the university to increase visibility and identity in the community. Facilitate, educate and strengthen relationships between potential and current donors and university faculty, staff, volunteers and others to support capital campaigns.

North Carolina Central University

1 Public Information Officer designated.

9 staff reporting to PIO.

EMPLOYEE Ayana Hernandez

POSITION TITLE (NUMBER) Director of Public Relations (Not Applicable)

SALARY \$138,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

North Carolina School of Science and Math

1 Public Information Officer designated.

2 staff reporting to PIO.

EMPLOYEE Lisa Watts

POSITION TITLE (NUMBER) Director of Communications (Not Applicable)

SALARY \$65,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

North Carolina State University

1Public Information Officer designated.

2 staff reporting to PIO.

EMPLOYEE Bradley Bohlander

POSITION TITLE (NUMBER) Associate Vice Chancellor (Not Applicable)

SALARY \$210,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

University of North Carolina – Chapel Hill

1 Public Information Officer designated.

7 staff reporting to PIO.

EMPLOYEE Joel Curran

POSITION TITLE (NUMBER) VC for Communications & Public Affairs (Not Applicable)

SALARY \$340,200

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

University of North Carolina – Asheville

1 Public Information Officers designated.

3 staff reporting to PIO.

EMPLOYEE Luke Bukoski

POSITION TITLE (NUMBER) Chief Communication and Marketing Officer (Not Applicable)

SALARY \$87,000

DUTIES AND RESPONSIBILITIES

The role of Chief Public Information Officer is not the primary responsibility of this position. UNC Asheville does not have a dedicated Chief Public Information Officer with solely those responsibilities. The employee in this position serves as the Chief Communication and Marketing Officer for the entire University and has oversight for the Communication and Marketing department. This position is needed to further define the university's brand promise, its unique character, culture, achievements and aspirations through targeted media and public relations, publications, Web communications, advertising and associated constituent communications.

WHY PIO AND STAFF IS NEEDED

This position has oversight for the development and implementation of an integrated strategic communications and marketing program that results in increased visibility for the university and a clear and focused understanding of the value of UNC Asheville as a top-tier public, liberal arts university. This includes institutional messaging, university-wide branding, media and public relations, advertising, publications, Web site development and event marketing.

University of North Carolina – Charlotte

1 Public Information Officer designated.

4 staff reporting to PIO.

EMPLOYEE Stephen Ward

POSITION TITLE (NUMBER) Director (Not Applicable)

SALARY \$141,340

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Serves as member of Chancellor's Cabinet

University of North Carolina – Greensboro

1 Public Information Officer designated.

11 staff reporting to PIO.

EMPLOYEE Vacant

POSITION TITLE (NUMBER) Associate Vice Chancellor (Not Applicable)

SALARY \$170,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

University of North Carolina – Pembroke

1 Public Information Officer designated.

4 staff reporting to PIO.

EMPLOYEE Vacant

POSITION TITLE (NUMBER) Executive Director University Communications and Marketing (Not Applicable)

SALARY \$93,100

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Last filled August 17, 2015

University of North Carolina – School of the Arts

1 Public Information Officer designated.

2 staff reporting to PIO.

EMPLOYEE Marla Carpenter

POSITION TITLE (NUMBER) Director of Communications (Not Applicable)

SALARY \$66,740

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Reports internal and external management of crisis communication.

University of North Carolina – Wilmington

1 Public Information Officer designated.

15 staff reporting to PIO.

EMPLOYEE Janine Iamunno

POSITION TITLE (NUMBER) Executive Director-University Relations (Not Applicable)

SALARY \$141,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Western Carolina University

1 Public Information Officer designated.

4 staff reporting to PIO.

EMPLOYEE William Studenc

POSITION TITLE (NUMBER) Director of Communications and PR (Not Applicable)

SALARY \$115,685

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

Winston Salem State University

1 Public Information Officer designated.

2 staff reporting to PIO.

EMPLOYEE Jaime Hunt

POSITION TITLE (NUMBER) Director of Public Affairs Information (Not Applicable)

SALARY \$112,000

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

University of North Carolina – General Administration

1 Public Information Officer designated.

4 staff reporting to PIO.

EMPLOYEE Joni Worthington

POSITION TITLE (NUMBER) Vice President for Information Resources & Chief Information Officer

SALARY \$167,207

DUTIES AND RESPONSIBILITIES

Position serves key leadership role; provides leadership for overall institution communication goals, objectives, and strategic planning; responds to national, state, and local media requests.

WHY PIO AND STAFF IS NEEDED

LAPSED SALARY AND SALARY RESERVE DATA

The table on the following pages lists agency-reported data on lapsed salaries generated and June 30 salary reserve balances for fiscal years 2013-14 and 2014-15. Data provided by UNC is in a separate table at the end.

Lapsed salary generated includes both year-end reversions from salary and benefit lines as well as lapsed salary transferred to support other required operational expenditures. Please note that lapsed salary generated includes all lapsed salary and benefits, including those positions or benefit payments that were nonrecurring in nature or have subsequently been eliminated.

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Agency Lapsed Salary and Salary Reserve

		Lapsed Salary Generated		Salary Reserve on June 30	
Source of Funds		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
Education					
Department of Public Instruction					
13510	Appropriated	\$7,601,936	\$6,243,885	\$417,874	\$501,262
	Receipts	\$5,573,734	\$10,065,917	\$4,902,953	\$460,423
<i>Lapsed: 5,694,990 of 14-15 from RttT ; Reserve: 14-15 does not include RttT because USED approved amendments would result in negative salary reserve calculation</i>					
Agency Total:		\$ 13,175,670	\$ 16,309,802	\$ 5,320,827	\$ 961,685
NC Community College System					
16800	Appropriated	\$1,123,765	\$790,732	\$219,939	\$137,746
	Receipts	\$269,014	\$402,483	\$41,326	\$23,706
Agency Total:		\$ 1,392,779	\$ 1,193,215	\$ 261,265	\$ 161,452
General Government					
Department of Administration (includes Office of State Human Resources and Ethics Commission)					
14100	All Sources	\$2,955,930	\$1,731,776	\$531,981	\$692,480
Agency Total:		\$ 2,955,930	\$ 1,731,776	\$ 531,981	\$ 692,480
Department of Cultural Resources					
14800	Appropriated	\$1,658,376	\$2,330,318	\$166,867	\$115,874
	Receipts	\$817,292	\$1,282,612	\$246,221	\$9,737
24800	Receipts	\$106,360	\$16,754	\$-00	\$-00
24804	Receipts	\$240,197	\$227,328	\$-00	\$-00
24805	Receipts	\$40,388	\$75,344	\$-00	\$19,993
24811	Receipts	\$85,521	\$1,812	\$4,999	\$17,125
24812	Receipts	\$26,908	\$2,938	\$2,000	\$1
54801	Receipts	\$188,938	\$246,910	\$-00	\$38,927
54803	Receipts	\$357,761	\$347,416	\$32,956	\$-00
54804	Receipts	\$22,777	\$102,219	\$-00	\$-00
Agency Total:		\$ 3,544,518	\$ 4,633,651	\$ 453,043	\$ 201,657
Department of Insurance					
13900	Appropriated	\$1,344,993	\$2,061,573	\$389,161	\$209,540
	Receipts			\$32,614	\$46,426
23900	Receipts			\$5,915	
Agency Total:		\$ 1,344,993	\$ 2,061,573	\$ 427,690	\$ 255,966
Department of Revenue					
14700	Appropriated	\$6,548,270	\$6,939,057	\$392,967	\$139,332
	Receipts	\$4,002,134	\$6,882,396	\$487,042	\$1,042,683
Agency Total:		\$ 10,550,404	\$ 13,821,453	\$ 880,009	\$ 1,182,015

Source of Funds		Lapsed Salary Generated		Salary Reserve on June 30	
		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
Office of Administrative Hearings					
18210	Appropriated	\$579,268	\$664,775	\$38,472	\$20,446
	Receipts			\$10,141	\$7,141
<i>Lapsed salary not differentiated between appropriation and receipts</i>					
Agency Total:		\$ 579,268	\$ 664,775	\$ 48,613	\$ 27,587
Office of State Budget and Management					
13005	All Sources	\$968,642	\$239,696	\$66,595	\$67,938
Agency Total:		\$ 968,642	\$ 239,696	\$ 66,595	\$ 67,938
Office of the Governor					
13000	All Sources	\$59,486	\$35,808	\$95,111	\$3,988
Agency Total:		\$ 59,486	\$ 35,808	\$ 95,111	\$ 3,988
Office of the Lieutenant Governor					
13100	Appropriated	\$41,632	\$-00	\$10,290	\$10,740
Agency Total:		\$ 41,632	\$ -00	\$ 10,290	\$ 10,740
Secretary of State					
13200	All Sources	\$451,870	\$147,677	\$8,430	\$178,433
23200	Receipts	\$57,960	\$421,004	\$184,342	\$184,342
63201	Receipts	\$-00	\$11,031	\$-00	\$-00
Agency Total:		\$ 509,830	\$ 579,712	\$ 192,772	\$ 362,775
State Auditor					
13300	Appropriated	\$2,401,033	\$3,249,387	\$149,822	\$21,176
	Receipts			\$54,162	\$-00
Agency Total:		\$ 2,401,033	\$ 3,249,387	\$ 203,984	\$ 21,176
State Board of Elections					
18025	Appropriated	\$216,818	\$290,541	\$117,264	\$58,577
Agency Total:		\$ 216,818	\$ 290,541	\$ 117,264	\$ 58,577
State Controller					
14160	All Sources	\$670,061	\$653,184	\$161,833	\$173,610
24160	Receipts			\$176,776	\$(856)
Agency Total:		\$ 670,061	\$ 653,184	\$ 338,609	\$ 172,754
State Treasurer					
13410	Appropriated	\$546,400	\$3,125,960	\$4,569	\$2,142
	Receipts	\$2,879,414	\$4,064,867	\$204,604	\$318,770
Agency Total:		\$ 3,425,814	\$ 7,190,827	\$ 209,173	\$ 320,912

Source of Funds		Lapsed Salary Generated		Salary Reserve on June 30	
		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
State Treasurer - State Health Plan					
23450	Receipts	\$992,244	\$1,841,782	\$236,441	\$349,619
Agency Total:		\$ 992,244	\$ 1,841,782	\$ 236,441	\$ 349,619
Health & Human Services					
Department of Health & Human Services					
14410	Appropriated	\$6,081,612	\$2,623,849	\$552,891	\$553,289
	Receipts	\$1,727,856	\$1,209,946	\$287,856	\$280,930
14411	Appropriated	\$201,685	\$595,280	\$19,828	\$32,784
	Receipts	\$231,099	\$435,485	\$46,585	\$40,814
14420	Appropriated	\$703,156	\$255,504	\$82,004	\$79,737
	Receipts	\$1,183,976	\$1,270,238	\$218,938	\$280,100
14430	Appropriated	\$5,051,439	\$5,367,898	\$2,103,981	\$2,100,385
	Receipts	\$13,387,901	\$10,346,321	\$3,034,466	\$3,038,061
14440	Appropriated	\$1,369,834	\$1,719,007	\$268,349	\$264,366
	Receipts	\$3,778,795	\$3,599,056	\$397,849	\$401,832
14445/46	Appropriated	\$2,086,167	\$2,812,513	\$155,490	\$226,248
	Receipts	\$3,864,116	\$4,459,285	\$240,468	\$353,505
14450	Appropriated	\$596,646	\$594,262	\$168,135	\$188,385
	Receipts	\$2,283,505	\$2,580,454	\$618,339	\$628,116
14460	Appropriated	\$29,071,494	\$55,624,962	\$(1,341,331)	\$1,368,185
	Receipts	\$33,048,313	\$26,473,487	\$3,887,403	\$4,729,543
14470	Appropriated	\$2,342,651	\$1,271,983	\$533,530	\$445,992
	Receipts	\$3,061,570	\$4,246,440	\$628,462	\$675,110
14480	Appropriated	\$1,998,744	\$1,834,323	\$345,223	\$301,825
	Receipts	\$5,862,503	\$5,187,927	\$880,590	\$651,958
24410	Appropriated	\$907,996	\$-00	\$131,581	\$769,749
	Receipts	\$7,131,015	\$7,330,715	\$555,314	\$1,421,171
24430	Receipts			\$19,763	\$19,763
24460	Receipts			\$(17,427)	\$(17,427)
24465	Receipts			\$(17,504)	\$960
24466	Receipts			\$100,523	\$100,523
24469	Receipts			\$(1,128)	\$(1,128)
24481	Receipts			\$659,395	\$105,039
67425	Receipts			\$109,612	\$82,248
74465	Receipts			\$187,991	\$250,187
<i>Salary reserve attributed to appropriations vs. receipts is based on June BEACON data.</i>					
Agency Total:		\$ 125,972,073	\$ 139,838,935	\$ 14,857,175	\$ 19,372,251

Source of Funds		Lapsed Salary Generated		Salary Reserve on June 30	
		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
Information Technology					
Department of Information Technology					
24667	All Sources	\$1,512,717	\$2,414,341	\$316,466	\$430,951
24669	All Sources		\$21,351	\$15,635	\$87,866
74660	All Sources	\$3,701,791	\$3,741,631	\$630,289	\$679,031
Agency Total:		\$ 5,214,507	\$ 6,177,322	\$ 962,390	\$ 1,197,848
Justice and Public Safety					
Department of Justice					
13600	Appropriated	\$7,659,222	\$3,923,972	\$621,507	\$419,836
	Receipts	\$1,773,453	\$855,287	\$387,779	\$129,512
23600	Receipts	\$794,243	\$426,997	\$99,074	\$62,250
63600	Receipts	\$220,607		\$31,301	
Agency Total:		\$ 10,447,524	\$ 5,206,255	\$ 1,139,661	\$ 611,597
Department of Public Safety					
14550	Appropriated	\$116,420,916	\$122,776,816	\$5,609,081	\$5,267,271
	Receipts	\$1,539,295	\$1,822,894	\$1,060,454	\$463,457
24550	Receipts	\$107,357	\$162,857	\$73,609	\$73,750
24552	Receipts	\$307,243	\$220,730	\$33,468	\$24,836
24553	Receipts	\$222,324	\$288,714	\$26,172	\$23,882
24555	Receipts		\$383,319		\$-00
54550	Receipts		\$271,854		\$12,193
54551	Receipts		\$358,314		\$61,406
74550	Receipts	\$2,983,920	\$2,677,942	\$35,360	\$45,136
Agency Total:		\$ 121,581,054	\$ 128,963,440	\$ 6,838,144	\$ 5,971,931
Judicial Branch - Administrative Office of the Courts					
12000	Appropriated	\$13,754,008	\$15,894,494	\$3,040,739	\$2,520,368
	Receipts	\$146,967	\$104,414	\$43,276	\$48,431
22001	Receipts	\$3,766,080	\$4,157,109	\$4,278	\$-00
22006	Receipts	\$219,953	\$471,292	\$11,527	\$3,819
22007	Receipts	\$35,970	\$93,525	\$13,850	\$17,922
Agency Total:		\$ 17,922,978	\$ 20,720,834	\$ 3,113,670	\$ 2,590,540
Judicial Branch - Office of Indigent Defense Services					
12001	All Sources	\$3,642,028	\$3,914,801	\$3,275,765	\$2,938,871
Agency Total:		\$ 3,642,028	\$ 3,914,801	\$ 3,275,765	\$ 2,938,871

Source of Funds		Lapsed Salary Generated		Salary Reserve on June 30	
		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
Natural and Economic Resources					
Department of Agriculture and Consumer Services					
13700	Appropriated	\$4,746,733	\$4,809,736	\$700,246	\$325,489
	Receipts	\$2,863,392	\$2,634,832	\$109,045	\$127,943
23700	Receipts	\$249,632	\$308,365	\$102,753	\$86,237
23703	Receipts	\$90,266	\$90,650	\$73,782	\$73,782
23704	Receipts	\$62,715	\$63,052	\$-00	\$-00
23705	Receipts	\$125	\$19,363	\$-00	\$-00
53700	Receipts	\$102,798	\$102,184	\$26,968	\$34,686
53725	Receipts	\$56,018	\$38,563	\$16,833	\$17,309
53750	Receipts	\$441,909	\$566,837	\$36,597	\$86,054
63700	Receipts	\$1	\$2	\$-00	\$-00
63702	Receipts	\$56,537	\$56,278	\$-00	\$-00
63703	Receipts	\$316,220	\$315,604	\$-00	\$-00
63704	Receipts	\$800,367	\$932,623	\$66,560	\$67,454
Agency Total:		\$ 9,786,713	\$ 9,938,090	\$ 1,132,784	\$ 818,954
Department of Commerce					
14600	Appropriated	\$1,009,314	\$515,837	\$213,333	\$114,887
	Receipts	\$3,734,279	\$4,839,919	\$132,267	\$746,832
24600/24609	Receipts	\$128,470	\$177,925	\$219,744	\$71,270
24613	Receipts	\$21,294	\$3	\$-00	\$-00
24650*	Receipts	\$15,182,646	\$16,367,663	\$415,000	\$-00
24651*	Receipts	\$9,412,749	\$24,622,416	\$-00	\$-00
54600	Receipts	\$4,868,447	\$3,299,676	\$462,343	\$242,932
<i>*The original publication reflected the impact of a bookkeeping entry error reconciling systems at the end of FY 2014-15.</i>					
Agency Total:		\$ 34,357,199	\$ 49,823,439	\$ 1,442,687	\$ 1,175,921

		Lapsed Salary Generated		Salary Reserve on June 30	
Source of Funds		FY 2013-14	FY 2014-15	FY 2013-14	FY 2014-15
Department of Environment & Natural Resources					
14300	Appropriated	\$8,394,218	\$10,003,165	\$1,190,952	\$1,180,757
	Receipts	\$5,570,521	\$7,300,572	\$1,368,509	\$1,261,689
24300	Receipts	\$2,384,393	\$3,260,730	\$743,524	\$2,714,397
<i>FY 2014-2015 BC 24300 - 2.7 Million reflects a budget revision approved to change temporary positions to permanent at the Aquariums however the BEACON actions were not processed.</i>					
24301	Receipts	\$325,949	\$507,123	\$125,295	\$36,305
24304	Receipts	\$53,016	\$273,879	\$6,993	\$120,909
24306	Receipts	\$55,468	\$14,913	\$1	\$-00
24318	Receipts	\$6,155	\$4,714	\$5,363	\$4,363
24323	Receipts	\$194,163	\$312,447	\$54,538	\$57,016
64301	Receipts	\$239,387	\$224,336	\$62,654	\$52,075
64303	Receipts	\$1	\$-00		
64305	Receipts	\$214,296	\$11,911	\$101,587	\$235,049
64311	Receipts	\$264,381	\$627,465	\$816,790	\$378,442
64320	Receipts	\$416,786	\$670,408	\$96,594	\$90,135
Agency Total:		\$ 18,118,733	\$ 23,211,664	\$ 4,572,800	\$ 6,131,137
Department of Labor					
13800	Appropriated	\$768,410	\$1,038,816	\$217,981	\$94,603
	Receipts	\$289,606	\$289,755	\$282,673	\$195,126
Agency Total:		\$ 1,058,016	\$ 1,328,571	\$ 500,654	\$ 289,729
Wildlife Resources Commission					
14350	Appropriated	\$587,098	\$619,704	\$84,300	\$276,809
	Receipts	\$1,869,844	\$1,815,094	\$297,119	\$758,214
Agency Total:		\$ 2,456,942	\$ 2,434,798	\$ 381,419	\$ 1,035,023
Transportation					
Department of Transportation					
64208	Appropriated	\$1,336,927	\$936,341	\$85,475	\$76,809
84210	Appropriated	\$177,673,502	\$179,926,891	\$4,908,298	\$4,695,850
	Receipts	\$1,048,477	\$825,947	\$54,417	\$68,164
Agency Total:		\$ 180,058,907	\$ 181,689,179	\$ 5,048,190	\$ 4,840,823

2013-14

Budget Code	Salary and Benefits Budget and Expenditures				FY 2013-14 Total Required Reversion for Budget Code	Additional Notes from Campus
	2013-14		2013-14 Difference			
	Authorized	Actual	(\$)	(%)		
16010 - UNCGA	22,201,082	22,089,565	111,517	0.5%	470,055	
16020 - UNCCH	353,317,269	350,834,717	2,482,552	0.7%	3,318,547	
16021 - UNC HA	194,686,134	187,054,565	7,631,569	3.9%	2,262,807	
16022 - UNC AHEC	6,058,081	5,854,103	203,979	3.4%	518,769	
16030 - NCSU	461,092,493	459,288,486	1,804,007	0.4%	4,838,087	Required reversion limited the amount that could be spent in salary and benefits.
16031 - NCSU AG	48,299,581	48,299,567	14	0.0%	665,486	
16032 - NCSU AG EXT	46,347,913	42,409,958	3,937,955	8.5%	481,910	Required reversion limited the amount that could be spent in salary and benefits. In addition, spending was limited because a significant portion of Federal funds were not realized.
16040 - UNCG	179,728,650	175,544,027	4,184,623	2.3%	1,858,894	In 2013-14, UNCG anticipated a budget cut and an enrollment reduction for 2014-15. Positions were intentionally left vacant to soften the blow from these budget reductions.
16050 - UNCC	231,290,472	229,113,467	2,177,005	0.9%	2,443,763	In addition to the reversion (i.e., "allotment holdback"), UNC Charlotte's unexpended budget at fiscal year end was carried forward as allowed by statute (2.5% of appropriation, Chancellor's approved projects, and energy savings). OSBM does not require that we realign our unexpended budget to purpose 252 to support our 2.5% CFWD; therefore, the funds carried forward appear in numerous purposes and account codes.
16055 - UNCA	41,773,259	41,307,468	465,791	1.1%	465,932	Funds transferred from multiple programs and accounts, including a single transfer of \$221k out of 534000 (capital outlay) into wages and benefits program 101 (consolidated program code) to meet reversion requirement.
16060 - UNCW	127,700,752	126,843,436	857,316	0.7%	1,234,890	SRCI Carry Forward \$1.7M, Energy Conservation Savings \$94K, Chancellor Approved Projects \$4M
16065 - ECU	247,795,742	247,605,250	190,492	0.1%	2,675,918	
16066 - ECU HA	56,669,607	56,561,553	108,054	0.2%	813,576	
16070 - NCAT	112,308,083	112,308,056	27	0.0%	1,168,558	NCA&T has verified the Authorized and Actual amounts and agree they are correct.
16075 - WCU	87,422,043	86,049,294	1,372,749	1.6%	1,043,070	Lapsed salary balances were left in their purpose code-accounts to meet the reversion requirement and to be used towards our appropriated carryforward amount. This methodology of leaving balance in these accounts for purpose of reversion and carryforward was approved in prior years by OSBM. In addition to the reversion, WCU unexpended budget at fiscal year end was carried forward as allowed by statute (2.5% of appropriation, Chancellor's approved projects, and energy savings). OSBM does not require that we realign our unexpended budget to purpose 252 to support our 2.5% CFWD; therefore, the funds carried forward appear in numerous purposes and account codes.
16080 - ASU	161,487,829	159,909,288	1,578,541	1.0%	1,613,765	Lapsed salaries used to help meet required reversion, replace office equipment/furniture, and to support departmental expenses such as supplies, travel and professional development for faculty.

Budget Code	Salary and Benefits Budget and Expenditures				FY 2013-14 Total Required Reversion for Budget Code	Additional Notes from Campus
	2013-14		2013-14 Difference			
	Authorized	Actual	(\$)	(%)		
16082 - UNCP	56,400,398	51,797,402	4,602,996	8.2%	656,472	The UNCP Budget Office reviewed the year end vacancy report and confirmed the amounts. UNCP has a high number of vacant positions due to high turnover. The budgeted salaries for many of the positions were below the market rate. We are working to increase salaries for these vacant positions, which will attract and retain qualified employees.
16084 - WSSU	65,140,290	64,935,174	205,116	0.3%	-	
16086 - ECSU	32,338,485	31,983,436	355,049	1.1%	-	Reduced personnel spending by nearly \$5M from prior year. Minimal lapsed salary resulted from logistical and timing
16088 - FSU	53,021,685	52,199,058	822,627	1.6%	-	FSU had to cover a revenue shortfall of Approximately \$895,000.
16090 - NCCU	89,681,568	86,509,233	3,172,335	3.5%	1,004,437	NCCU implemented an internal 13-14 budget reduction in preparation for a proposed state budget cuts of 3%, and a tuition receipts shortfall due to loewr enrollment. Department reductions significantly reduced the number of full-time staff hired especially within Academic Affairs and subsequently decreased our payroll expenditures. Several faculty positions were filled utilizing adjuncts that were paid at a lower salary and without full-time benefits.
16092 - UNCSA	26,859,131	26,813,618	45,513	0.2%	-	
16094 - NCSSM	15,128,723	15,039,918	88,805	0.6%	-	
Grand Total	2,716,749,270	2,680,350,641	36,398,630	1.3%	27,534,935	For FY 2013-14, an additional \$1,700,275 was required to be reverted from 16011 (\$29.2M total).

2014-15

Budget Code	Salary and Benefits Budget and Expenditures				FY 2014-15 Total Required Reversion for Budget Code	Additional Notes from Campus
	2014-15		2014-15 Difference			
	Authorized	Actual	(\$)	(%)		
16010 - UNCGA	23,882,539	23,882,528	11	0.0%	287,286	
16020 - UNCCH	365,852,512	365,807,284	45,228	0.0%	1,895,361	
16021 - UNC HA	189,119,881	183,551,731	5,568,150	2.9%	1,400,454	
16022 - UNC AHEC	6,677,175	6,039,347	637,828	9.6%	309,411	
16030 - NCSU	478,122,043	476,498,397	1,623,646	0.3%	2,943,387	Required reversion limited the amount that could be spent in salary and benefits.
16031 - NCSU AG	50,048,061	48,648,967	1,399,094	2.8%	399,138	Required reversion limited the amount that could be spent in salary and benefits. In addition, spending was limited because a significant portion of Federal funds were not realized.
16032 - NCSU AG EXT	45,308,590	41,026,701	4,281,889	9.5%	289,317	Required reversion limited the amount that could be spent in salary and benefits. In addition, spending was limited because a significant portion of Federal funds were not realized.
16040 - UNCG	171,463,747	170,528,356	935,391	0.5%	1,083,513	
16050 - UNCC	247,892,633	239,931,467	7,961,166	3.2%	1,499,751	In addition to the reversion (i.e., "allotment holdback"), UNC Charlotte's unexpended budget at fiscal year end was carried forward as allowed by statute (2.5% of appropriation and energy savings). OSBM does not require that we realign our unexpended budget to purpose 252 to support our 2.5% CFWD; therefore, the funds carried forward appear in numerous purposes and account codes.
16055 - UNCA	43,100,540	42,678,119	422,421	1.0%	-	Hiring holds and other lapsed salary on faculty, epa non-faculty, spa and other from across all programs 101-180 to cover for \$777k revenue shortfall.
16060 - UNCW	134,287,582	132,807,767	1,479,815	1.1%	761,052	SRCI Carry Forward \$2.4M, Energy Consevation Savings \$97K
16065 - ECU	254,206,553	252,262,827	1,943,726	0.8%	1,575,411	
16066 - ECU HA	55,611,316	55,593,211	18,105	0.0%	491,670	
16070 - NCAT	112,573,972	112,546,046	27,926	0.0%	680,463	NC A&T allows departments to use lapsed salaries to fund other initiatives and expenditures.
16075 - WCU	91,640,249	91,578,899	61,350	0.1%	644,892	Lapsed salary balances were left in their purpose code-accounts to meet the reversion requirement and to be used towards our appropriated carryforward amount. This methodology of leaving balance in these accounts for purpose of reversion and carryforward was approved in prior years by OSBM. This amount of lapsed salary was in the Arboretum salary accounts.
16080 - ASU	167,841,241	165,870,466	1,970,775	1.2%	958,767	Lapsed salaries used to help meet required reversion, replace office equipment/furniture, and to support departmental expenses such as supplies, travel and professional development for faculty.
16082 - UNCP	56,924,668	53,489,254	3,435,414	6.0%	401,865	The UNCP Budget Office reviewed the year end vacancy report and confirmed the amounts. UNCP has a high number of vacant positions due to high turnover. The budgeted salaries for many of the positions were below the market rate. We are working to increase salaries for these vacant positions, which will attract and retain qualified employees.

Budget Code	Salary and Benefits Budget and Expenditures				FY 2014-15 Total Required Reversion for Budget Code	Additional Notes from Campus
	2014-15		2014-15 Difference			
	Authorized	Actual	(\$)	(%)		
16084 - WSSU	63,873,732	62,621,932	1,251,800	2.0%	180,000	
16086 - ECSU	27,221,530	27,010,249	211,281	0.8%	-	Reduced personnel spending by over \$4M from prior year. Minimal lapsed salary resulted from logistical and timing
16088 - FSU	52,143,559	51,365,325	778,234	1.5%	-	FSU had to cover a revenue shortfall of approx. \$1,323,000.
16090 - NCCU	92,370,497	86,809,871	5,560,626	6.0%	617,322	This amount included the holdback from freezing positions anticipating an additional tuition shortfall due to not meeting enrollment requirements. In addition, some funding was used to fund temporary university needs not related to payroll. As in the prior year, several faculty positions were filled utilizing adjuncts that were paid at a lower salary and without full-time benefits. However, the bulk was to account for the tuition receipts shortfall.
16092 - UNCSA	27,800,399	27,799,008	1,391	0.0%	-	
16094 - NCSSM	15,895,073	15,820,592	74,481	0.5%	-	
Grand Total	2,773,858,092	2,734,168,344	39,689,748	1.4%	16,419,060	For FY 2014-15, an additional \$1,200,000 was required to be reverted from 16011 (\$17.6M total).

The authorized budget and actual expenditures shown on the previous pages are for the following account codes (excluding summer and extention instruction):

531110	EPA REG SALARIES-UNIV
531111	EPA-REG SALARIES-APPRO
531112	EPA-REG SALARIES-RECPT
531113	EPA-REG SALARIES-UNDESIG
531150	EPA-TEACH SALARIES-UNIV
531151	EPA-TEACH SALARIES-APPRO
531152	EPA-TEACH SALARIES-RECPT
531153	EPA-TEACH SALARIES-UNDESG
531210	SPA-REG SALARIES-UNIV
531211	SPA-REG SALARIES-APPRO
531212	SPA-REG SALARIES-RECPT
531230	LEO SALARIES-UNIV
531510	SOCIAL SEC CONTRIB-UNIV
531511	SOCIAL SEC CONTRIB-APPRO
531512	SOCIAL SEC CONTRIB-RECPTS
531513	SOCIAL SEC CONTRIB-UNDES
531520	REG RETIRE CONTRIB-UNIV
531521	REG RETIRE CONTRIB-APPRO
531522	REG RETIRE CONTRIB-RECPTS
531523	REG RETIRE CONTRIB- UNDESIGNATED
531530	LEO RETIRE CONTRIB-UNIV
531540	OPT RETIRE CONTRIB-UNIV
531541	OPT RETIRE CONTRIB-APPRO
531542	OPT RETIRE CONTRIB-RECPTS
531550	OTHER RETIREMENT CONTRIB
531560	MED INS CONTRIB-UNIV
531561	MED INS CONTRIB-APPRO
531562	MED INS CONTRIB-RECPTS
531563	MED INS CONTRIB-UNDES

AGENCY-SPECIFIC POLICIES ON USE OF LAPSED SALARY AND SALARY RESERVE

Use of Lapsed Salary and Salary Reserve are covered in the State Budget Manual: Sections 3.6.7 (Lapsed Salary) and 3.6.8 (Salary Reserve). Some agencies have developed more detailed or specific written policies within these guidelines. The table below lists the agencies that submitted internal policies to OSBM for inclusion in this report. Descriptions of these policies are included at the end of this report.

Department of Administration

Department of Commerce

Department of Environmental Quality

Department of Justice

Department of Public Instruction

Department of Transportation

Judicial Branch - Administrative Office of the Courts

Judicial Branch – Office of Indigent Defense Services

State Treasurer

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Lapsed Salaries

It is the policy, unless authorized otherwise by OSBM, that Lapsed Salaries for the Department of Administration, the Lt. Governor's Office, and the State Board of Elections shall be used to hire temporary employees thru Temporary Solutions and to supplement other personal service accounts.

Salary Reserves

It is the policy, unless authorized otherwise by OSBM, that Salary Reserves for the Department of Administration, the Lt. Governor's Office, and the State Board of Elections shall be used for funding permanent or temporary salary increases throughout the respective agencies.

NORTH CAROLINA DEPARTMENT OF COMMERCE		
Title: Salary Reserve and Lapse Salary		
Effective Date:	July 1, 2015	Administering Authority:
Revisions:		Chief Fiscal Officer
Statutory Authority (if Applicable): State Budget Manual 6.1.1 Salary Reserve and the Salary Control System		

Purpose: To provide specific guidelines concerning the use of salary reserve and lapse salary.

Scope: This policy applies to all Divisions and Commissions organized under Department of Commerce within general and special funds

Policy:

Salary Reserve

The State of North Carolina, Department of Commerce uses salary reserve funds for salary range revisions and reclassification of positions, subject to approval of the Office of State Human Resources and OSBM.

The Department of Commerce utilizes the salary reserve funds in the following order: 1) within the Division generated; 2) within other Divisions of the General Fund or Special Funds as needed.

Lapse Salary

The State of North Carolina, Department of Commerce uses lapsed salary funds to cover non-budgeted personnel expenses.

The Department of Commerce utilizes the lapse salary funds in the following order: 1) within the Division generated; 2) within other Divisions of the General Fund or Special Fund as needed.



**North Carolina
Department of Environment
and Natural Resources**

P O L I C Y

Section: Budget, Planning and Analysis

Number:

Subject: Salary Reserve

Approved By: DENR Secretary

Eff. Date: Oct 1, 1996

Revised: Aug 18, 1997

Page 1 of 2

.100 PURPOSE

The purpose of this policy is to establish a process for utilizing salary reserve funds.

.200 DEFINITION

Salary Reserve - The annual amount created by a manager when he/she fills a position at a salary lower than that budgeted for the position, or by reducing the budgeted amount of a vacant position.

Salary Reserve Tracking System - An electronic system that maintains a history of all personnel actions that affect salary reserve.

Management Reserve - A thirty percent (30%) set-aside of reserve funds generated on state appropriated positions that is used for critical department personnel actions.

Department Area - One of the three major areas of the department - e.g. - Administration, Environmental Protection, and Natural Resources.

Manager - Division Director, Office Manager or Member of the Executive Staff who has responsibility for administering the salaries of an organization unit.

Organizational Unit - Division, office, or component of the Executive Staff.

.300 POLICY

Effective October 1, 1996 the Department will create and maintain a management reserve that is used to address critical personnel needs. The reserve may be used to fill critical positions, to implement reclassification or SERs, to effect priority in-range adjustment, etc. and for offices/divisions that are unable to generate the needed salary reserve. Final decisions regarding the use of the management reserve will be made by the Deputy Secretary. During the final quarter of the fiscal year in which reserves will be lost if not used, at the discretion of the Deputy Secretary, the balance in the management reserve may be reallocated to organizational units with outstanding salary reserve needs.

Seventy percent (70%) of the salary reserve created on state appropriated positions within an organizational unit may be used at the discretion of the manager of the organization unit for applicable personnel transactions within the organization unit.

All salary reserve created on receipt supported positions within an organizational unit may be used, at the discretion of the manager of the organization unit, for appropriate receipt supported personnel actions. When grant funds are involved, the grantor agency must give approval for the budget revision. The organizational unit will execute the budget revision and send a copy to the Salary Reserve Analyst.

Prior to hiring commitments on any personnel transaction requiring the use of salary reserve, including receipt-supported positions, a salary reserve transfer form (SR-1) must be approved by the Division of Budget, Planning and Analysis.

No manager may execute a personnel transaction that creates negative salary reserve without the prior approval of the Director of Budget, Planning and Analysis.

DOJ Policy

With respect to our internal management of these resources, the DOJ policy is as follows:

Salary Reserve – DOJ continually monitors salary reserve balances to ensure DOJ payroll obligations are less than or equal to budgeted funding levels for salary objects and line items. We also strive to retain a sufficient reserve balance to address unforeseen emergencies and to recruit critical vacant positions.

Lapsed Salaries – In managing lapsed salaries, DOJ complies with applicable State Budget Act provisions and State Budget Manual guidance on the use of this variable and flexible funding source. These funds provide a critical funding source to address unbudgeted legislative mandates or unforeseen emergencies. Examples include the use of lapse salaries to finance Crime Laboratory accreditation and certification standards mandated by state law and Justice Academy replacement of failing boilers or equipment that without the use of lapse salaries would negatively impact their mission.

In-Range Salary Adjustment Policy

PURPOSE

The North Carolina Department of Public Instruction will distribute available salary reserves (or other available funds from grants or receipt-based operations) to employees in permanent positions in a fair and equitable manner in order to recognize significant job changes, establish more equitable salary relationships, and/or respond to external (outside of NC state government) labor market conditions.

POLICY

The Department will administer an In-Range Salary Adjustment program with delegated authority from the State Human Resources Commission (SHRC) following all policies and procedures defined by the Office of Human Resources (OSHR) in order to:

- recognize significant job change;
- establish equitable salary relationships; and/or
- respond to external labor market conditions.

The State Superintendent in collaboration with the Human Resources Director and DPI Leadership is responsible for determining overall priorities for the Department and making decisions in fair and consistent manner in the administration of the In-Range Salary Adjustment Program.

DEFINITIONS

The following terms and definitions apply to the understanding and implementation of this policy:

External labor market – labor market outside of NC state government

In-range salary adjustment - an increase in an employee's salary within the employee's current salary range and within the agency where the employee is currently employed.

Salary inequity - a situation where the salaries of employees in positions of the same classification differ by more than 10% when considering the following factors: education, skills, related work experience, length of service, and performance level.

COVERAGE

Full-time and part-time (working twenty hours or more) permanent, probationary and time-limited employees are eligible for in-range salary adjustments. Trainee, temporary, and intermittent employees are not eligible for in-range salary adjustments. Salary increases are not allowed with inter-agency employee transfers.

In-Range Salary Adjustment Policy

IMPLEMENTATION

Each month the State Superintendent will review and approve any and all salary adjustments requested as presented by the Human Resources Director. The State Superintendent will prioritize and approve pay increases considering all organizational priorities and available funding. All funding requirements will be considered by the State Superintendent when reviewing and approving in-range salary adjustments including funding needed for promotional increases, new hire salaries, reallocation increases, and labor market increases such as range revisions.

Supervisors and Division Directors may initiate requests for in-range salary adjustments in consultation with the Human Resources Office. The request should be submitted to the Associate State Superintendent (or other senior leader) using the In-Range Salary Adjustment Request form.

In-range salary adjustments may be requested for the following three reasons:

Job Change

An employee may be granted an in-range salary adjustment to compensate for changes in duties and responsibilities as documented by an updated position description and work plan. Significant changes in duties and responsibilities are defined as follows:

- are at a higher level, but are not substantial enough to justify a higher salary grade through reclassification or a salary range revision; or,
- are at the same level, but the changes increase the variety and scope of duties and/or accountability of the employee.

The Human Resources Office will review the updated job description and work plan to confirm that one or both of these factors have been met.

If the change in duties and responsibilities exists only for a limited time period, the in-range salary adjustment will be granted on a temporary basis and the employee's salary will be reduced to the previous level when the additional duties and responsibilities are removed.

Equity

An employee may be granted an in-range salary adjustment in order to establish a more equitable salary relationship with other employees performing the same type and level of work considering the following other factors specific to each employee compared:

- education,
- skills,
- competencies,
- related work experience,
- length of service, and
- performance level.

In-Range Salary Adjustment Policy

External Labor Market Changes

An employee may be granted an in-range salary adjustment in order to reduce turnover due to external market conditions or other conditions that affect retention. Conditions to be met are:

- The position duties are key to the accomplishment of the Department's mission and goals;
- The knowledge, skills, and abilities required of the employee are clearly identified as difficult to recruit, or the occupational group is acknowledged by the Office of State Human Resources as having a critical external labor market shortage;
- The Human Resources Office will confirm that the use of established personnel policies/actions (promotion, position reallocation, salary range revisions, performance increase) are not feasible alternatives to an in-range adjustment; and
- The Human Resources Office will confirm that other management alternatives are not feasible.

Amount of Increase

The maximum in-range adjustment will be consistent with the employee's related training and experience and shall:

- not exceed 10% within a one-year period;
- not exceed the maximum of the current salary grade; and
- not create significant salary inequities.

In addition, the amount will be offset by the amount of any previous increase received under other salary administration policies to the extent that the factors used to justify the previous increase are the same as those being used to justify the in-range salary adjustment.

The amount of increase recommended by a supervisor or Division Director will be reviewed by the Human Resources Office for appropriateness, fairness and compliance with all salary administration requirements. Another amount may be recommended to the State Superintendent based on review of all factors.

Effective Date

In-range salary adjustments will be made effective on a current basis.

Restrictions in Administering Other Salary Increases

Any increase granted to an employee under other salary administration policies after an in-range salary adjustment will be offset by the amount of the in-range increase to the extent that the factors used to justify the subsequent increase were the same as those used to justify the in-range increase. This includes promotional increases of employees transferring from another agency.

In-Range Salary Adjustment Policy

COMMUNICATION AND TRAINING

The Department will communicate and disseminate information and training on this policy as follows:

1. Department of Public Instruction (DPI) Intranet;
2. Supervisor Training; and
3. One-on-one consultation with DPI supervisors, Division Directors, and Associate State Superintendents.

Department policies are reviewed annually, or as needed, to ensure full compliance with State and Federal statutes. Employees are notified of any updates via the DPI Intranet.

RESPONSIBILITIES AND ACCOUNTABILITY

Human Resources Office Responsibilities

The DPI Human Resources Office will:

- Develop and submit to the Office of State Human Resources an In-Range Adjustment Plan that shall:
- Document management's commitment to the fair and equitable implementation of in-range adjustments to include:
 - Providing a mechanism that ensures employee knowledge of policies and procedures;
 - Establishing a procedure for identifying the need for, and determining the priority and fiscal feasibility of, implementing in-range salary adjustments;
 - Ensuring that all salary increases are in compliance with the criteria and limitations set forth in state policy;
 - Providing for the administration of this policy such that the Department does not engage in unlawful discrimination;
 - Establishing procedures to document the justification of all in-range salary adjustments;
 - Compiling base-line data and establishing procedures to monitor, analyze and report trends annually including the impact on all demographic groups in granting increases, exceptions granted and the fiscal impact of administering this policy on the Department's budget;
 - Designating a plan administrator who will review and monitor agency administration and provide technical assistance in the administration of the plan to Department management; and
 - Establishing a procedure for updating and revising the plan in response to changing budgetary and organizational priorities.
- Review the plan annually and submit any proposed revisions to the Office of State Human Resources;
- Administer in-range salary adjustments according to the plan and Office of State Human Resources requirements; and

In-Range Salary Adjustment Policy

- File a report annually, or as requested, with the Office of State Human Resources regarding the administration of compensation and related personnel policies.

Office of State Human Resources Responsibilities

The Office of State Human Resources will:

- Provide training and consultation in the development of the Department's plan;
- Review the Department's plans and recommend disposition to the Human Resources Commission; and
- Monitor and audit the Department's adherence to the plan and Human Resources Commission requirements.

Human Resources Commission Responsibilities

The Human Resources Commission will:

- Approve all plans and plan revisions prior to implementation by the Department;
 - Review the Department's reports for compliance with state policy and the Department's In-Range Salary Adjustment plan; and
 - Impose sanctions on the Department if it fails to comply with state policy including but not be limited to:
 - letter of warning;
 - limitations on the Department's authority to grant in-range salary adjustments; and
 - withdrawal of the Department's authority to grant the in-range salary adjustments.
-

REFERENCES

REVISION HISTORY

Revision Date	Description of Changes
3-1-15	Updated to be consistent with updated OSHR policy

NCDOT Policy for Use of Lapsed Salaries and Salary Reserves

It is the Policy of the NCDOT Fiscal Budget Office to accurately maintain, balance, report upon and monitor usage of Salary Reserve and Lapsed Salaries, in a manner consistent with the guidelines set forth by OSBM.

Lapsed Salary Policy

Lapsed Salary is the dollar amount not expended for salary and associated benefits during the period in which a position is vacant. Due to the non-recurring nature, lapse salaries do not carry over from one fiscal year to the next.

Per § 143C-6-9 lapsed salary savings may be expended only for nonrecurring purposes or line items. (2006-203, s. 3.)

Lapsed salary can be moved or realigned within the personnel budget section and used to cover personnel needs or obligations that are not regularly budgeted, such as Overtime, Premium Pay or Contractual Services. Lapsed salaries can be moved without prior OSBM approval using a type 14 budget revision if staying within the personnel budget of the same fund center or between fund centers located within the same superior fund center. Budget Officers perform monthly clean-up of the personnel budgets and are required to use lapsed salaries to cover any personnel line deficits prior to the month end close. OSBM monitors these types of budget revisions and could rescind this authority if there is not strict adherence to the restrictions listed below. For all other lapsed salary uses, prior approval from OSBM is required by submitting a type 12 budget revision.

Some Restrictions on the use of lapsed salary funds include the following:

- Lapsed salary funds may only be expended after the lapsed salary has been generated, unless a justifiable exception is granted by OSBM;
- Lapsed salary can only be moved to accounts with a like funding source (i.e., lapsed salary generated through appropriated salary accounts cannot be moved to accounts that are supported through receipts);
- When lapsed salary is used for contractual services, the contract shall not extend beyond the fiscal year;
- Budget Officers may move lapsed salary funds on a nonrecurring basis only;
- Lapsed salary shall not be used to establish new positions, including time-limited positions, or to provide salary increases;
- The scope of a purpose/program shall not be increased through the use of lapsed salary;
- Lapsed salary transfers shall be prepared separately from other budget revisions and include a Lapsed Salary code. Separate revisions are required for positions of separate funding sources.

Salary Reserve Policy

Salary Reserve is the dollar amount created when a position is downgraded or filled at a salary amount less than the amount at which it was previously budgeted. It is the salary funds remaining on an annual basis when positions are filled at lower levels than budgeted.

Approved Uses of Salary Reserve

- On-going salary requirements, those of a recurring nature.
- To increase the budgeted salary of a position within the same Superior Fund center due to:
 - Promotions
 - Reallocations
 - Level Changes
 - In-ranges
 - Filling a position at a salary greater than that at which the position was last vacated.
- Transfer to cover personnel actions in other fund centers that do not have sufficient salary reserve, by approval of type 12 or 14 budget revisions.
- Establish new permanent positions, with OSBM approval of type 12 budget revision.
- Change the funding source of an existing position, with OSBM approval of type 12 budget revision.

Salary reserve is maintained at the Superior Fund center (SFCTR) level and is available for any position to use as needed within that same SFCTR. The Funding Approver changes the budgeted salary of all permanent positions to match the employee's salary, so any salary reserve created is no longer tied to a specific position, but to a fund center.

Budget Officers balance Salary Control spreadsheets to the Salary Control System each month, researching and correcting any discrepancies between the two systems. Balances are provided to Executive Management to help with decision making and planning.

Salary Reserve transfers are submitted using type 12 or 14 budget revisions at least quarterly in order to clean up any deficits created by approved position or personnel actions. Salary reserve balances at the fund/account level within a budget code cannot be negative at the end of the fiscal year, so Budget Officers prepare budget revisions and/or contact HR to initiate corrective personnel actions to realign salary reserves prior to year-end closeout.

December 1, 2015

TO: Tracy Little
Assistant State Budget Officer

FROM: Kesha Howell
Budget Officer

SUBJECT: Report on salary reserves and lapsed salaries

Pursuant to S.L. 2015-241, section 6.4 the judicial branch is providing information regarding the branch's policy and utilization of salary reserves and lapsed salaries. Fiscally responsible stewardship of salary reserves and lapsed salaries provides the mechanism for the branch to adequately allocate funding toward statewide services. The judicial branch policy for the alignment of these resources complies with G.S. 7A-343, pursuant to authority provided within G.S. 143C.

Available fiscal year end salary reserve balances for 2014 and 2015 are detailed below. Data representing each budget code is distinguished between appropriations and receipts. Due to system limitations, adjustments have been made to the IBIS balances to reflect restricted reserves pursuant to S.L. 2014-100, section 35.3(c) and section 35.3(h), independent commissions and emergency judges.

Budget Code	Description	Fiscal Year 2014	Percentage of Budgeted Salaries	Fiscal Year 2015	Percentage of Budgeted Salaries
12000	Appropriated	3,040,739	1.02%	2,520,368	0.82%
12000	Receipt	43,276	6.67%	48,431	6.61%
22001	Receipt	4,278	0.05%	0	0%
22006	Receipt	11,527	0.29%	3,819	0.09%
22007	Receipt	13,850	4.20%	17,922	5.32%

Lapsed salary generated during fiscal year 2014 and 2015 are detailed below. Data representing each budget code is distinguished between appropriations and receipts. Lapsed salaries generated within the general fund are designated to address statewide budget shortfalls. Lapsed salaries generated within special revenue funds are not re-designated or realigned outside of the respective fund.

Budget Code	Description	Fiscal Year 2014	Percentage of Budgeted Salaries	Fiscal Year 2015	Percentage of Budgeted Salaries
12000	Appropriated	13,754,008	3.22%	15,894,494	3.66%
12000	Receipt	146,967	16.55%	104,414	11.63%
22001	Receipt	3,766,080	29.26%	4,157,109	31.68%
22006	Receipt	219,953	4.42%	471,292	9.28%
22007	Receipt	35,970	8.06%	93,525	20.42%

Should you have questions or need additional information, please contact me at 919.890.1066.

cc: Judge Marion Warren, Director
Jon Williams, Senior Deputy Director

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KATHERINE LEWIS PARKER

To: Office of State Budget & Management

From: Elisa Wolper, IDS

Date: November 30, 2015

Re: Policies on Lapsed Salary & Salary Reserve

As requested in the memo of October 12th, 2015 referencing Sec 6.4 of SL2015-241, this memo details the policy of Indigent Defense Services on the use of salary reserve and lapsed salary.

- Because the funding for private assigned counsel is always insufficient for current requirements, IDS maintains fairly tight control over the use of both salary reserve and lapsed salary and transfers funds to the PAC fund late in the fiscal year using type 12 budget revisions.
- This situation is exacerbated by under funding for certain personnel costs (longevity, temps) and legal expenses for defender programs.
- Because IDS generally has few if any vacant positions, maintaining a salary reserve balance is essential to generating lapsed for a number of purposes. In FY15, \$223,321 of lapsed salary was used for other personnel costs and about \$700,000 for legal expenses in defender programs.
- Because of the need for lapsed salaries in the personal and legal services areas, only in unusual circumstances does IDS seek OSBM permission to use lapsed for operating expenses or equipment. For instance, when faced with unusual one time costs such as upgrading the entire agency to a new operating system and software, IDS did submit a type 12 budget revisions to use lapsed in these areas as the operating budget was not sufficient to cover this unusual expense.
- The overwhelming majority of IDS positions are in defender programs and subject to allotments and pay plans and salary decisions within those allotments would generally be up to the hiring authority (Chief Defender). However, because of the need to maintain salary reserve, the IDS Director limits defender programs to a certain percentage use of allotments; for FY16 the cap for most offices is 92%. No office is allowed to exceed their allotted amounts.
- As offices request approval from the IDS Director for hiring and promotion decisions, the salary impact is compared to the allowed allotments under this policy.
- Positions in the IDS office are not subject to allotments and decisions on the use of reserve and lapsed are made by the IDS Director.

DST POLICIES AND PROCEDURES

DST Reference:	FOD- POL-5280-FOD
Title:	Salary Reserve Policy
Cross Reference:	N/A
Chapter:	Departmental Accounting
Current Effective Date:	May 1, 2014
Revision History:	
Original Effective Date:	May 1, 2014

Applies to: N.C. Department of State Treasurer – Financial Operations Division

Keywords: Salary, Reserve, OSBM, Salary Control, IBIS

Purpose

The Salary Control Module is part of the automated procedures provided to state agencies by the Office of State Budget and Management (OSBM) through the Integrated Budget Information System (IBIS). The Salary Control within IBIS is intended to show the current authorized budget for salaries and the current obligation for funded positions for each budget code, fund code and salary account code. The difference between these two dollar amounts is called Salary Reserve. Salary Control is a feature of the IBIS that is available to all state agencies.

The authorized salary budget is initially set by the Legislature each July and can be modified during the year by budget revisions. In addition to salaries, the Salary Control maintains the authorized position (IBIS FTE) count and the HR position (BEACON FTE) count. Changes to the authorized position counts must be recorded on budget revisions.

The Certified Budget (BD307) gives the maximum allowable amount authorized for salary expenditures and the authorized permanent position counts for each budget code, fund code and salary account code. The State Budget Act makes OSBM responsible for ensuring that permanent salary commitments do not exceed the authorized budget amounts, and it describes which kinds of changes OSBM is authorized to allow. The policies are explained in the State Budget Manual, available from the main OSBM website at: <http://www.osbm.state.nc.us/>.

Related Statutes, Rules and Policies

State Budget Manual

G.S. 143C-4-7

G.S. 143C-6-6(a)

http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf.

DST Reference:	FOD-POL-5280-FOD	Page 1 of 4
Title:	Salary Reserve Policy	
Cross reference	N/A	
Chapter:	Departmental Accounting	
Current Effective Date:	May 1, 2014	

DST POLICIES AND PROCEDURES

Policy

The purpose of this document is to define and establish the policy for salary reserve. It is the policy of the Department of State Treasurer (DST) to operate in accordance with all laws, in an organized and efficient manner and with fairness and integrity based on established policies and procedures. Maintaining position control over salaries and salary reserve and maintaining an accurate number of positions is the responsibility of each individual agency. OSBM's responsibilities include oversight of these agency activities. The Financial Operations Division (FOD) is responsible for compliance with salary reserve for DST.

Implementation

Salary Control is a monitoring tool to prevent overspending of salary line items on an annual basis and to show the detail transactions to resolve salary related issues. Salary Control shows the annualized budget for salaries and the current salary obligation for positions for each budget code, fund code and salary account code. In addition to budget and salaries, Salary Control also maintains the authorized position (IBIS FTE) count and the HR position (BEACON FTE) count. Salary reserve varies during the year as employees are hired, separated or given salary changes. Salary reserve can be created by reducing the current budget of a vacancy. However, the reduction is not permitted below the minimum of the classification of the position being reduced. Salary reserve can be used to increase the salary of other positions due to promotion, reclassification or filling a position at a salary higher than that at which the position was vacated.

When DST Management approves the use of salary reserve to create a new position or to change the funding source of an existing position on an approved Personnel Action Clearance Form (PAC), FOD is responsible for submitting a budget revision to OSBM. If FOD is granted approval by OSBM, the FOD Assistant Controller is notified of the approval. The Deputy Treasurer/Chief Financial Officer (CFO) shall not honor a voucher in payment of a payroll that includes a new position or a change in an existing position that has not been approved by OSBM. (N.C. Gen. Stat. § 143C-6-6(a)).

Salary reserve may be budgeted for ongoing salary requirements, those of a recurring nature, such as increasing the salary of other positions due to promotion, reclassification, or filling a position at a salary step higher than that at which the position was vacated. OSBM has delegated the authority to state agencies to use salary reserve, for the purposes outlined above, within a given fund/purpose without prior approval by State Budget. The BEACON and IBIS budgeted position counts should be equal except during the time the BD606 or HR transaction is awaiting the proper approvals. The total of the HR salaries should not be greater than the total budgeted salary.

DST Reference:	FOD-POL-5280-FOD	Page 2 of 4
Title:	Salary Reserve Policy	
Cross reference	N/A	
Chapter:	Departmental Accounting	
Current Effective Date:	May 1, 2014	

DST POLICIES AND PROCEDURES

OSBM posts adjustments from BEACON and BD606s each night to IBIS to show all changes pertaining to salaries and full-time equivalent (FTE) counts. This is necessary to find situations where HR actions are not matched to budget actions and used during the reconciliation process.

Salary reserve may be transferred from one fund/purpose to another only with prior approval of OSBM. Transfer of salary reserve is allowed only to permanent salary lines of like funding source (i.e., from state appropriations to state appropriations, like receipts to like receipts).

Monthly Reconciliation

FOD Assistant Controller is responsible for reconciling the salary reserve and position count by division each month by the 15th business day. FOD Assistant Controller reconciles salary reserve each month using the IBIS system and the BO149 report out of BEACON for each division. The Assistant Controller sends the CFO a summary of salary control by division for review prior to releasing the information to the Division Directors. The CFO shares the summary document with the Chief of Staff monthly.

There are two documents prepared by division each month. One is a roll forward of salary reserve activity used/created during the month. The second is a summary by employee of budgeted and actual salary with the ending salary reserve amount for that division. The Salary Reserve worksheets are sent to division directors each month and discussed at budget meetings as needed.

Establishing a Position

When a budget revision includes a request to establish a new position, the identifying information for positions on the budget revision must be entered by each position and in the special fields set up for this purpose in IBIS on the Position Detail tab. This information includes the fund number, expenditure account number, classification, 8-digit position number, annual salary and full time equivalent. The OSBM analyst may require additional position information.

For any new position that is to be funded in whole or in part through receipts, the “Establish New Receipt-Supported Positions” form must be completed and submitted to OSBM (refer to the “Forms” section on OSBM’s website). Once the form has been approved by OSBM, a budget revision should be submitted to establish the new position.

Certified Budget

The IBIS system is initialized for a fiscal year by OSBM each July by creating cumulative transactions for the Certified Budget (BD307) and for the annual salary obligations recorded in BEACON on July 1. As budget revisions are approved by OSBM, and position salary or position

DST Reference:	FOD-POL-5280-FOD	Page 3 of 4
Title:	Salary Reserve Policy	
Cross reference	N/A	
Chapter:	Departmental Accounting	
Current Effective Date:	May 1, 2014	

DST POLICIES AND PROCEDURES

count changes are approved in the BEACON system, OSBM automates the creation of appropriate transactions overnight to the IBIS system in Salary Control.

Enforcement

The CFO shall have authority to interpret and apply this procedure. This procedure may be modified or amended at any time. Failure to comply with this procedure could result in disciplinary action up to and including dismissal.

Revision History

Version/Revision	Date Approved	Description of Changes
V1.0	May 1, 2014	New Policy

*For questions or clarification on any of the information contained in this policy, please contact the policy owner or designated contact point: **Tammy Ward at 919-508-5969 or tammy.ward@nctreasurer.com**. For general questions about department-wide policies and procedures, **contact the DST Policy Coordinator**.*

DST Reference:	FOD-POL-5280-FOD
Title:	Salary Reserve Policy
Cross reference	N/A
Chapter:	Departmental Accounting
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