

Brian J. Gaines

EDUCATION

CERTIFIED PUBLIC MANAGER CREDENTIAL

South Carolina Human Resources Division
May 2014

MASTER OF PUBLIC ADMINISTRATION

University of South Carolina
December 2006

BACHELOR OF ARTS IN POLITICAL SCIENCE

University of South Carolina
May 2004

PROFESSIONAL EXPERIENCE

STATE BUDGET DIRECTOR

SC Department of Administration, Executive Budget Office

01/2017 – present

- Manages the day-to-day operations of the Executive Budget Office within the Department of Administration. Develops the annual Executive Budget ensuring all funding recommendations are aligned with the priorities established by the Governor.
- Leads a team of professional staff in the development, monitoring, and administration of the State's operating and capital budgets. Prepares and justifies funding and program recommendations to the Director of the Department of Administration and the Governor.
- Leads the development of an enterprise performance metrics system that incorporates the priorities established by the Governor and the requirements established by the General Assembly.

DEPUTY STATE BUDGET DIRECTOR

SC Department of Administration, Executive Budget Office

11/2015 – 12/2016

- Managed the day-to-day operations of the Executive Budget Office. Developed the annual Executive Budget ensuring all funding recommendations are aligned with the priorities established by the Governor.
- Led a team of professional staff in the development, monitoring, and administration of the State's operating and capital budgets. Prepared and justified funding and program recommendations to the Director of the Executive Budget Office, Director of the Department of Administration, and the Governor.
- Led the development of an enterprise performance metrics system that incorporates the priorities established by the Governor and the requirements established by the General Assembly.

POLICY AND PUBLIC AFFAIRS DIRECTOR

SC Department of Administration, Office of the Executive Director

7/2015 – 11/2015

- Directed the legislative, communications, budget development, analysis, and policy development activities for the central administrative agency for South Carolina state government.
- Led a team of professionals that serve as the single point of contact for members of the South Carolina General Assembly, media, and other governmental entities.
- Served as a senior advisor to the Executive Director and Chief of Staff in the preparation, analysis, and implementation of the agency's budget, legislative, and other major policy issues affecting the agency's programs.
- Directed the evaluation of administrative, business management, and operational policies and procedures and makes recommendations for improvement.

POLICY AND PUBLIC AFFAIRS DIRECTOR

SC Budget & Control Board, Office of the Executive Director

5/2014 – 6/2015

- Directed the legislative, communications, budget development, analysis, and policy development activities for the central administrative agency for South Carolina state government.
- Led a team of professionals that serve as the single point of contact for members of the South Carolina General Assembly, media, and other governmental entities.
- Served as a senior advisor to the Executive Director and Chief of Staff in the preparation, analysis, and implementation of the agency's budget, legislative, and other major policy issues affecting the agency's programs.
- Directed the evaluation of administrative, business management, and operational policies and procedures and makes recommendations for improvement.

GOVERNMENTAL AFFAIRS DIRECTOR

SC Budget & Control Board, Office of the Executive Director

12/2011 – 5/2014

- Served as agency legislative liaison to members of the General Assembly, legislative staff and Governor's Office providing information on legislative matters affecting the agency.
- Served as a senior advisor to the Executive Director and Chief of Staff in the preparation, analysis and implementation of the agency's budget, legislative and other major policy issues affecting the programs of the agency.
- Directed the coordination of responses and resolution of problems identified by the Governor's Office, legislature, and other governmental agencies involving policy and program operations.
- Directed the development, coordination and implementation of all strategic planning activities relating to legislative matters, budget preparation and policy initiatives.
- Reviewed and developed pertinent legislative proposals and developed fiscal and programmatic impacts on agency divisions.
- Attended various legislative and State financial meetings to present and receive information for discussion and decision-making purposes.

ASSISTANT TO THE DIRECTOR, UNEMPLOYMENT INSURANCE

SC Department of Employment & Workforce

7/2011 – 12/2011

- Advised Executive Director and Division heads on legislative matters and assisted Agency in reviewing and monitoring current and pending legislation.
- Reviewed evaluations and prepared reports based on unemployment insurance programs for management, US Department of Labor, General Assembly and Governor.
- Evaluated processes and recommended improvements to Agency procedures, program operations, inter-departmental workflow, and organizational designs.
- Developed policies and procedures for the unemployment insurance program in conjunction with the Policy, Procedure, and Oversight Department Manager, regional, and national offices.
- Prepared trust fund estimates and developed unemployment tax rates each year based on Congressional Budget Office estimates.
- Identified areas in need of training in all statewide unemployment insurance programs.

BUDGET RESEARCH COORDINATOR

SC Budget & Control Board, State Budget Division

7/2009 – 7/2011

- Prepared in-depth analysis, information and research documents concerning statewide budget issues for use by the State Budget and Control Board, Governor's Office and South Carolina General Assembly.
- Served as liaison to Governor, House of Representatives, and Senate staffs through all phases of the State budget process.
- Coordinated logistical requirements for responses to requests for information to include research, development and analysis of State budget and legislative data.

- Designed and coordinated completion of various special projects, presentations and other research concerning statewide budget issues and policy.
- Managed the preparation and dissemination of publications and reports (regular and ad-hoc) including national finance and budget organization surveys.
- Attended various legislative and State financial meetings to present/receive information for discussion and/or decision-making purposes and responds to information requests.

HUMAN RESOURCES CONSULTANT

SC Budget & Control Board, Office of Internal Operations

5/2007 – 7/2009

- Provided consulting services to assigned Offices and Divisions of the agency on administering human resources policies and procedures
- Managed classification and compensation activities of assigned Offices and Divisions, conducted research and analysis, recommended and processed related decisions
- Conducted classification studies and audits to ensure compliance with the delegation programs of the State Office of Human Resources
- Advised agency management on employee relations matters ensuring compliance with agency disciplinary policy
- Assisted with the agency's benefits communication program ensuring effective, strategic and timely communication of all current benefit options and pending legislative changes
- Facilitated training for agency supervisors on various human resource topics and conducted bi-monthly orientation for new employees

