

City of Carson City
Agenda Report

Item # 7

Date Submitted: August 7, 2007

Agenda Date Requested: August 16, 2007

Time Requested: 10 minutes

To: Mayor and Board of Supervisors

From: Ann Silver, Human Resources Director

Subject Title: Action to approve job specification and compensation range for the full-time City Auditor position.

Staff Summary: A full-time City Auditor position reporting to the Board of Supervisors was approved on July 19, 2007. Human Resources was directed to develop a job specification, and a compensation range that reflects the required skills, experience, and level of responsibility.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve the City Auditor job specification and set the compensation range.

Explanation for Recommended Board Action: The Board of Supervisors approved the recruitment and hire of a full-time City Auditor. The job duties, scope of work and the appropriate salary must be approved to enable the Human Resources Department to proceed.

Applicable Statute, Code, Policy, Rule or Regulation: Carson City Charter Sec. 3.075

Fiscal Impact: Compensation range is recommended at Grade 139 (set at comparable Director level).
• Finance Director
• IT Director
• Human Resources Director

Funding Source: Internal Audit budget would be required to be augmented for increased compensation over approved budget amount.

Alternatives: Position staffed at lower grade.

Supporting Material: Draft position description, applicable provision of City charter, comparable unclassified salary grades.

Prepared By:

Reviewed By:

[Signature]
(Department Head)

Date: 8-3-07

[Signature]
(City Manager)

Date: 8-7-07

Melanie Burkett
(District Attorney)

Date: 8-7-07

[Signature]
(Finance Director)

Date: 8/7/7

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

CONSOLIDATED MUNICIPALITY OF CARSON CITY

OPEN POSITION JOB SPECIFICATION

(Draft)

Position title: City Auditor

Reports To: Board of Supervisors

Annual Salary: \$78, 849 to \$110,388 (D.O.Q.)
prorated for payment on a biweekly basis

Department: Board appointed position

Adopted: 8/07

Open: TBD

Closes: No less than 15
days from posting

DEFINITION: This is an exempt, full-time position. Under the administrative direction of the Board of Supervisors, the Auditor plans, coordinates, and conducts financial audits, performance audits, compliance audits, and special research projects in accordance with issued directives.

EXAMPLES OF DUTIES: The following is a partial description of job duties and is not all inclusive:

- Performs complex administrative audits to evaluate, determine and improve the quality and effectiveness of the city's policies, procedures, and processes;
- Collects and analyzes statistical, numerical, systems-related and other relevant data on operational objectives adopted by the Board of Supervisors;
- Evaluates internal controls, review records, and examines financial, operational, and procedural processes to determine compliance with applicable ordinances, regulations, laws, contracts, policies, and best organizational practices;
- Uses appropriate audit methodologies to prepare and present formal written audit reports to the Board of Supervisors, to summarize audit findings to department heads and City Manager, and to provide recommendations on city-wide programs, policies, procedures, and public services;
- Makes public presentations to the Board of Supervisors and citizens regarding ongoing audit activity, audit reports, and to answer questions;
- Supervises or conducts follow-up audit reviews to ensure the implementation of audit recommendations; consults with City Manager and department heads to ensure timely and efficient implementation of design and implementation of revised policies, procedures, or processes;
- Serves as Chair of the City Audit Committee; and
- As requested by the Board of Supervisors, coordinates special projects aimed at improving city-wide operations that link financial and operational strategies to pre-determined objectives.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university with major coursework in Finance, Accounting, Business, Business Management, Public Administration or a related field;
- A minimum of four (4) years of progressively responsible auditing experience which included organizational and/or management analysis and the development of procedures, policies, or processes.
- Ability to conduct public sector audits in accordance with governmental guidelines and directives, and Federal, State, and local laws, codes, and regulations.
- Experience with research and analysis of complex processes and techniques.
- Effective oral presentation, business writing, and report preparation skills.
- Ability to use modern office equipment and computer technology on regular basis.
- Ability to exercise sound judgment, decisiveness, and conflict resolution skills in the implementation of all job duties.

If offered employment, the candidate must successfully complete a pre-employment background check, drug screening, provide a current DMV report if a valid driver's license is required for job related duties and a typing certificate from a professional testing center. Inability to meet these requirements will preclude the applicant from further consideration for employment.

Carson City is an Equal Employment Opportunity Employer.

Persons requesting accommodation under the Americans with Disabilities Act must advise the Human Resources Department prior to the start of employment.

For further information please contact:
Roger Scott, Recruitment and Training Manager

rscott@ci.carson-city.nv.us

Or apply online at:

www.carson-city.nv.us

201 N. Carson Street

Carson City NV 89701

(775) 887-2027 ext. 1404

CARSON CITY CHARTER, Sec. 3.075

Sec. 3.075 Internal Auditor: Appointment; compensation; duties.

1. The Board shall appoint a part-time or full-time Internal Auditor and fix his compensation. The Internal Auditor shall report directly to the Board.

2. The Internal Auditor shall:

(a) Investigate each office and department of Carson City to determine compliance with the Accounting Procedures Manual.

(b) Recommend changes in accounting procedures which would, in the opinion of the Internal Auditor, improve efficiency of internal controls.

(c) Conduct special investigations at the direction of the Board into any financial matter of any office or department of Carson City.

(d) Perform other duties as directed by the Board.

(Added—Ch. 690, Stats. 1979 p. 1862)

CITY AUDITOR

<u>GRADE</u>	<u>COMPARABLE POSITIONS</u>	<u>RANGE</u>
139	Finance Director	\$78,849.24 - \$110,388.11
139	IT Director	\$78,849.24 - \$110,388.11
139	Human Resources Director	\$78,849.24 - \$110,388.11