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**Title:** Action on the New Job Specifications for Performance Auditor I/II, Senior Performance Auditor, and Audit Manager, and Set Salary Ranges for Each

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**Attachments:** 1. Job Specification for Performance Auditor I/II, 2. Job Specification for Senior Performance Auditor, 3. Job Specification for Audit Manager

Date	Ver.	Action By	Action	Result
6/25/2019	1	City Council and Authorities Concurrent	Approved	

**REPORT TO COUNCIL**

**SUBJECT**

Action on the New Job Specifications for Performance Auditor I/II, Senior Performance Auditor, and Audit Manager, and Set Salary Ranges for Each

**BACKGROUND**

The Performance Auditor I/II, Senior Performance Auditor, and Audit Manager positions are new management positions in the City’s unclassified service and the incumbents will serve at the discretion of the City Manager in an “at will” basis. Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications.

**DISCUSSION**

The Human Resources Department worked with the Finance Department to create a Performance Auditor series of specialized classifications to provide oversight and execution of performance auditor services for the City Auditor’s Office. The Human Resources Department conducted a market study for the Performance Auditor series and found that comparator agencies have more than one level within the series. The creation of this series will allow for promotional opportunities within the department. The Proposed Biennial Operating Budget for Fiscal Years 2019/20 and 2020/21, includes the addition of 1.0 Senior Performance Auditor position to support the audit function.

The job descriptions incorporate the expectations for the incumbents to adhere to the City’s Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. This report captures key elements for each of the positions.

Performance Auditor I/II - with an annual salary range of \$89,760 - \$116,170 (I) and \$107,712 - \$139,404 (II).

The Performance Auditor I is the entry-level Auditor classification in the City Auditor's Office. An incumbent in this classification participates in designing and conducting performance audits designed to improve the efficiency and effectiveness of City programs. The Performance Auditor II performs more complex work, requires relevant work experience and may have more responsibility. These positions are entry level management positions in the unclassified service that are flexibly staffed and responsible for performing a variety of professional tasks, including, but not limited to, planning and conducting performance audits of City Programs and departments; serving as the fraud, waste, and abuse hotline administrator, responding to complaints received through the hotline, and coordinating the response with responsible officials; assisting in conducting audit follow-up to ensure that the status of recommendations and cost savings realized are accurately reported; and participating in audit entrance and exit conferences, and interviewing department and program management and staff to gather information for audits.

Senior Performance Auditor - with an annual salary range of \$126,144 - \$163,236.

The Senior Performance Auditor is the journey level Auditor classification in the City Auditor's Office. This position is responsible for determining the audit scope, designing the audit program, providing guidance and technical assistance, and ensuring completeness, accuracy, and objectivity of audit reports. This position will lead the review of City program objectives, program results, organization structure, administrative processes, procedures and controls, to determine operational and program consistency with established objectives and goals. The position will also investigate complaints received through the City's Fraud, Waste, and Abuse hotline and coordinate the results with responsible officials and law enforcement officials as appropriate, and report audit findings and make recommendations for improving the administration and fiscal operation of the City. As mentioned above, the Proposed Biennial Operating Budget for Fiscal Years 2019/20 and 2020/21, includes the addition of 1.0 Senior Performance Auditor position to support the audit function.

Audit Manager - with an annual salary range of \$148,716 - \$192,456.

The Audit Manager is the highest level classification in the Performance Auditor classification series in the City Auditor's Office. This position provides full supervision of other professional auditors in completing internal audits and other assignments with tasks including, but not limited to, leading complex audits and special projects, working with all levels of management in identifying areas where efficiency and effectiveness can be improved upon and developing recommendations for process improvements; monitoring and controlling assignments through participating in audit planning, monitoring fieldwork, and performing detailed quality assurance reviews of work papers and report drafts, to ensure that audits are completed in a timely manner, meet the objectives, and comply with government auditing standards; and producing final audit and management reports.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

The Proposed Biennial Operating Budget for Fiscal Years 2019/20 and 2020/21 includes the addition of 1.0 Senior Performance Auditor. If the City Council approves this position, there are no additional

costs for this position.

### **COORDINATION**

This report has been coordinated with the Finance Department and City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve the new job descriptions for Performance Auditor I (with an annual salary range of (\$89,760 - \$116,170), Performance Auditor II (with an annual salary range of (\$107,712 - \$139,404), Senior Performance Auditor (\$126,144 - \$163,236), and Audit Manager (\$148,716 - \$192,456).

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Job Specification for Performance Auditor I/II
2. Job Specification for Senior Performance Auditor
3. Job Specification for Audit Manager