File No. 16-0533

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of two Chief Internal Auditor positions, Office of the Controller, from the Civil Service provisions of the City Charter.

Recommendation for Council action:

APPROVE the exemption of two Chief Internal Auditor positions for the Office of the Controller from the Civil Service provisions of the City Charter, as amended, pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE - JUNE 3, 2016

(LAST DAY FOR COUNCIL ACTION - JUNE 3, 2016)

Summary:

On May 18, 2016, your Committee considered a May 10, 2016 Communication from the Mayor relative to the exemption of two Chief Internal Auditor positions, Office of the Controller, from the Civil Service provisions of the City Charter. According to the Mayor, Chief Internal Auditor is a civil service classification for which examinations have been given in the past; however, the exemptions are needed to temporarily and immediately fill critical vacancies resulting from retirements. Once a viable civil service list is established, they plan to fill the positions from that list and vacate the exempt authorities.

The Chief Internal Auditors will be responsible for planning, directing, coordinating, reviewing and approving the work of a group of senior-level professional employees engaged in performing financial, performance and compliance audits of departments. Additionally, the positions will manage multiple audit teams and monitor the progress of fieldwork to ensure timely completion of audits; perform detailed documented review of work papers of senior-level auditors, and provide direction and guidance in the audit planning process, including review and approval of audit programs, time budgets, and other planning documents.

Chief Internal Auditors will also perform general administrative work, provide staff support to executive-level managers, act as liaison to and maintain effective working relationships with line and operating departments, program directors and other management personnel. Finally, the Chief Internal Auditor positions will represent the City and Controller at municipal committee meetings and before government officials and provide leadership, training, and administrative direction to assigned staff.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemptions as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

MEMBER	VOTE
KORETZ:	YES
RYU:	ABSENT
HARRIS-DAWSON:	YES

ARL
5/18/16

-NOT OFFICIAL UNTIL COUNCIL ACTS-