

# **City Auditor's Office Salary Schedule**

**Finance, Audit & Accountability  
Committee**

January 9, 2006

# Changes to the City Charter

- The November 2005 charter election had propositions that affected the personnel administration of the City Auditor's Office.
  - Removed the City Auditor's Office from civil service
  - Authorized the City Auditor to hire assistants and act on the City Auditor's behalf

# **Effect of Charter Changes**

- Provided the City Auditor's Office with a welcome change and additional flexibility in defining and acquiring the necessary human resources to accomplish the mission of the office.
- To implement the charter changes, we are developing new policies and procedures affecting the City Auditor's Office staff.

# Position Titles

- It is our desire to title all auditors as Assistant City Auditors; no more Auditors, Electronic Data Processing Auditors or Investigative Auditors.
- Assistant City Auditors would be classified into different experience and responsibility levels; levels 1, 2, 3, 4, and 5.
- Administrative and Grant Compliance Personnel will continue to use their existing titles.

# **Rationale for Position Titles Change**

- No defined limits on the type of auditors. City Auditor can hire what is needed to do the tasks required.
- Title change is in line with other similar classifications within the City such as the City Attorney's Office.
- Use of levels is consistent with other classifications (Auditors I-III, Managers I-II, Coordinators I-IV)

# Salary Schedule

- A new salary schedule will allow us to remain competitive in hiring and retaining employees.
- In developing the new salary schedule, we reviewed information from:
  - City of Dallas, as approved for fiscal year 2005-2006
  - City of Dallas, Legal Salary Schedule
  - Federal General Schedule for the locality - pay area of Dallas-Ft Worth
  - Dallas Independent School District (DISD)
  - State of Texas, State Auditor's Office
  - Dallas Area Rapid Transit (DART)

# **Structure of the Salary Schedule**

- The proposed salary schedule would consist of 4 pay bands; management, audit personnel, grant compliance personnel and administrative staff.
- Incorporates pay ranges already existing in the City of Dallas approved pay schedule
  - No one receives an immediate pay increase
  - Current salaries fit into the proposed pay schedule

## City Auditor's Office Salary Schedule

<u>Description</u>	<u>1st Quartile</u>		<u>2nd Quartile</u>		<u>3rd Quartile</u>		<u>4th Quartile</u>	
A4	\$66,617.00 - \$88,267.00		\$88,267.00 - \$109,918.00		\$109,918.00 - \$116,000.00		\$116,000.00 - \$130,500.00	
	\$5,551.41	\$7,355.82	\$7,355.82	\$9,159.82	\$9,159.82	\$9,666.67	\$9,666.67	\$10,875.00
A3	\$37,604.00 - \$62,046.00		\$62,046.00 - \$68,250.00		\$68,250.00 - \$75,075.00		\$75,075.00 - \$90,841.00	
	\$3,133.63	\$5,170.48	\$5,170.48	\$5,687.53	\$5,687.53	\$6,256.28	\$6,256.28	\$7,570.10
A2	\$35,000.00 - \$37,804.00		\$37,804.00 - \$49,825.00		\$49,825.00 - \$62,046.00		\$62,046.00 - \$68,250.00	
	\$2,916.67	\$3,133.63	\$3,133.63	\$4,152.05	\$4,152.05	\$5,170.48	\$5,170.48	\$5,687.53
A1	\$28,000.00 - \$31,077.00		\$31,077.00 - \$41,177.00		\$41,177.00 - \$51,276.00		\$51,276.00 - \$56,405.00	
	\$2,333.33	\$2,589.77	\$2,589.77	\$3,431.45	\$3,431.45	\$4,273.13	\$4,273.13	\$4,700.44

# Recommendation

- Approval of the City Auditor's Office position title changes
- Approval of the City Auditor's Office salary schedule
- Approval of the use of the new titles and the salary schedule

# Questions

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## Salary Schedule Change

1. Why is this necessary?

**The City Auditor's Office needs a salary system that provides flexibility to the management of the office to attract and retain qualified staff.**

2. Why won't the current system work?

**We have worked within the current system for a number of years. Since the staff in our office is unique within the City, our office has the only people with the particular audit classifications. This is much the same with the Attorney's Office.**

**As staff in our office gain longevity, they increase their knowledge and expertise in particular audit types and areas. Additionally, personnel will assume higher levels of responsibility in the conduct and review of audits.**

**The current classification system is not suitably structured to address these areas; it is principally based upon the types and number of personnel assigned or supervised.**

3. Why now?

**The City Auditor's Office has seen the number of staff decline over the last 2 years. A number of the staff have gone to other City departments due to pay.**

**Using the current system we were not able to offer counter offers without, in effect, promoting personnel.**

4. Can this wait until the new auditor is appointed?

**With the change of the charter, personnel went from Civil Service to "At Will" employees, the nomenclature of**

**assistants changed so that all personnel are Assistant City Auditors, and the expanded responsibilities of these assistants, we felt that the time to institute this action should be in coordination with this changeover.**

5. Are people going to get pay raises from this action?

**No personnel will be given pay increases with the implementation of this schedule; merely it provides the management of the office with the tool that will allow payment of salary based upon the worth of the individuals knowledge, skills and abilities.**

6. Will this cost the City extra money in the budget?

**No extra money needs to be appropriated to our budget to institute this schedule.**