

City Auditor's Office Position Titles and Salary Schedule

**Finance, Audit & Accountability
Committee**

September 25, 2006

Background

- Resolution 06-0569 was approved on a temporary basis by Council on February 8, 2006 subject to appointment of the City Auditor and a recommendation regarding permanent implementation
- Resolution authorized new personnel titles and a salary schedule to provide flexibility in hiring for the City Auditor's Office

Position Titles

- Position titles were changed from designations as specific types of auditors to a system where all audit staff are classified as Assistant City Auditors
- Assistant City Auditors were classified into four levels based on responsibilities and expertise
- Administrative and Grant Compliance titles were not changed and remain consistent with other City offices

Structure of the Existing Salary Schedule

- The salary schedule was designed for flexibility to allow the City Auditor's Office to remain competitive in hiring and retaining employees.
- The salary schedule consists of 4 overlapping pay bands:
 - A1 – Administrative Staff
 - A2 – Grants Monitoring Staff
 - A3 – Audit Staff
 - A4 – Management Staff

Development of a Modified Salary Schedule

- Working with the Human Resources Department to perform a salary survey.
- Reviewing the knowledge, skills and abilities developed for the classifications to ensure clarity of requirements and performance expectations.
- Goal is to develop overlapping pay bands for each classification with a salary range defined for each classification.

Recommendation

- Approval and permanent implementation of the City Auditor's Office personnel position titles cited in resolution 06-0569
- Continuation of the temporary schedule until the modified salary schedule is complete in November 2006.

Questions

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