



CITY OF DELRAY BEACH
MARK R. LAUZIER, CITY MANAGER



100 N.W. 1st AVENUE □ DELRAY BEACH, FLORIDA 33444 □ (561) 243-7015

DATE: May 2, 2018

TO: Mayor and City Commission

CC: Max Lohman, City Attorney; Sharon Liebowitz, Human Resources Director; Kim Ferrell, Finance Director; Faye Henry, Treasurer; Caryn Gardner-Young, Assistant City Manager; India Adams, Assistant to the City Manager

FROM: Mark R. Lauzier, City Manager

SUBJECT: Internal Auditor – Item #2 Workshop May 8th

Hello Mayor and City Commission:

At the goal setting meeting of April 20th, I was directed to initiate implementation of the City Commission's budget policy for 2018 that provided for the funding of the position of Internal Auditor. The position classification for an Internal Auditor was previously developed by the Human Resources Department based upon research on the position. Highlights of the research and implementation considerations are as follows:

- The position classification is set at a Pay Grade 124 which is comparable to the salary of a department head (direct report to the City Manager) with a salary range of \$95,184 - \$152,295.
- The comparable position description for the Internal Auditor in Pompano Beach is attached and provides a salary range of \$100,618 - \$141,580.
- This position would be one of three direct reports to the City Commission and, as such, the entire City Commission will need to participate in the process. Executive sessions may be authorized but the City Attorney will need to be consulted on the best review process.
- The City has budgeted a salary of \$97,697 for the position but it is up to the City Commission to determine the salary based on applicant pool, qualifications and experience.
- It will be up to the City Commission to develop an offer letter or employment agreement outlining the terms and conditions of employment with the assistance of the HR Director and City Attorney unless you desire assistance from the City Manager. It was the City Manager's belief that the City Commission would not want the City Manager involved or influencing a direct Commission report.

Implementation considerations/recommendations:

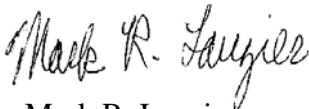
1. The Human Resources Director will act as the recruitment coordinator on behalf of the City Commission. Should the Commission desire to have any input from the City Manager, that is a matter for the Commission to determine and request via the HR Director.
2. An informative brochure containing a profile of the community, the position profile and any baseline expectations should be developed. Included in the brochure should be ideas on anticipated

topics and focus since there is a distinct variation between the roles and duties of a financial compliance auditor versus a management/performance auditor. Key roles are found in the attached position description.

3. Professional organizations the City Commission should consider publishing the opening with include the Government Finance Officers Association (GFOA), the Florida GFOA, the Association of Internal Auditors, the Association of Inspector Generals, the Florida League of Cities, and the Florida Association of Counties. We have also established a corporate LinkedIn account and will be using this platform as a targeted, talent acquisition tool.
4. The Commission might also consider involvement of subject matter experts on the interview panel, such as the City Manager, a current Internal Auditor and/or a senior executive of the Office of Inspector General who perform audit work.
5. In assisting with the recruitment, HR can compile draft interview questions for the Commission's consideration and perform basic background and records checks. I have asked HR to develop a detailed timeline and bring it to the workshop for the discussion. Lead times for advertisements and allowing time for responses, not to mention summer vacations, will push this start date to late fiscal 2018 or early 2019 depending on City Commission availability.

City staff stands ready to assist in any way we can toward helping you bring aboard an Excellence Team member to help implement an internal audit program that can help us achieve Performance Excellence in All We Do.

Sincerely,



Mark R. Lauzier
City Manager