



## Legislation Details (With Text)

**File #:** 18-385      **Version:** 1      **Name:**  
**Type:** Request      **Status:** Passed  
**File created:** 6/11/2018      **In control:** City Commission  
**On agenda:** 7/17/2018      **Final action:** 7/17/2018  
**Title:** REQUEST THE SELECTION OF CANDIDATE TO FILL INTERNAL AUDITOR POSITION  
**Sponsors:** Human Resources Department  
**Indexes:**  
**Code sections:**

**Attachments:** 1. Agenda Cover Report, 2. Attachment A- Position Description with Pay Range, 3. Attachment C- Recruitment Timeline, 4. Attachment B- Recruitment Brochure

Date	Ver.	Action By	Action	Result
7/17/2018	1	City Commission	approved	

**TO:** Mayor and Commissioners  
**FROM:** Sharon Liebowitz, Human Resources Director  
**THROUGH:** Mark R. Lauzier, City Manager  
**DATE:** July, 17, 2018

REQUEST THE SELECTION OF CANDIDATE TO FILL INTERNAL AUDITOR POSITION

### **Recommended Action:**

Based upon the results of the interviews, City Staff recommends the selection of one of the proposed candidates to fill the Internal Auditor position.

Attachments: A. Position Description with Pay Range  
B. Recruitment Brochure  
C. Recruitment Timeline

### **Background:**

On April 17, 2018, the City of Delray Beach (City) Commission decided to move forward in filling the position of the Internal Auditor which will report directly to the City Commissioners. A position description with recommended pay range, brochure, and recruitment timeline were created and approved at the May 8, 2018 City Commission Workshop. Please see attachments A, B, and C respectively.

The position was posted on May 15, 2018 and advertised on the following sites:

- Governmentjobs.com
- Government Finance Officers Association (GFOA)

- Florida GFOA
- Association of Internal Auditors
- Association of Inspector Generals
- Florida League of Cities
- Florida Association of Counties
- LinkedIn

The posting closed on June 15, 2018. A total of sixty-three (63) applications were received. The Human Resources Director, Sharon Liebowitz, reviewed the applications, identified those meeting the minimum qualifications for the position, and forwarded the thirteen (13) most highly qualified candidates to the Mayor and City Commissioners on June 18, 2018 for their review.

The Mayor and City Commissioners were requested to individually rank order their top five candidates and submit their lists to the Human Resources Department for tabulation by June 29, 2018.

The top five finalists were: Alexander Fern, Stuart Grifel, Julia Davidyan, John Cashmon, and David Medrano. All of the finalists will participate in one-on-one interviews with the Mayor and Commissioners on July 16, 2018 except for David Medrano whose interviews will be done via SKYPE on July 11, 2018. Group interviews are scheduled for July 17th during the Special Session just prior to that evening's Commission Meeting.

**NOTE:** Alexander Fern notified us on July 9, 2018 that he no longer wishes to participate in the selection process.

**Funding Source/Financial Impact:**

Funding for the Internal Auditor position is 001-11-000-511 - General Fund, City Commission, Administration, Legislative. The fiscal impact will depend upon the terms and conditions negotiated in the offer. However, the base salary cannot exceed the maximum of the pay range which is \$152,295 annually.