



AGENDA
Committee on Personnel
Thursday, June 2, 2016 @ 3:30 p.m.
10th Floor Conference Room, City Hall

Councilmember, Jessica Yorke, Chair
Councilmember Judi Brown Clarke, Vice Chair
Councilmember Patricia Spitzley, Member
Councilmember Jody Washington, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - May 19, 2016
- 4. Public Comment**
- 5. Discussion/Action:**
 - A. Internal Auditor Posting and Process
- 6. Adjourn**



MINUTES
Committee on Personnel
Thursday, May 19, 2016 @ 12:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 12:03 p.m.

ROLL CALL

Council Member Jessica Yorke, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson- excused
Council Member Patricia Spitzley, Member- arrived at 12:09 pm
Council Member Jody Washington, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Mark Dotson, Deputy City Attorney
Jim DeLine, Internal Auditor

DISCUSSION/ACTION

City Council Internal Auditor Position- Temporary Contract Extension

Council Member Yorke distributed an email from Donna Black with HR that provided written feedback from Phil Perkins with BWL on the filling of the position, posting, interview, etc. The Committee was asked to review and provide comments at the June 2, 2016 at which Mr. Perkins will also be in attendance.

Council Member Yorke then distributed a copy of a September 21, 2010 legal opinion that she was provided by Council Member Houghton.

MINUTES

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM MAY 5, 2016 AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment

City Council Internal Auditor Position- continued

The Committee reviewed the resolution drafted and signed off by the Deputy City Attorney Dotson, and also confirmed the end date of the October 1, 2016. The Committee then reviewed the contract extension that was approved and signed off by Human Resources, along with the Scope of Work. The Contract will have the end dates of October 1, 2016, and

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the scope will now remove the budget items, add "Training" to the processes, and also "Training and Transition of new Internal Auditor". The Ways and Means meeting dates were updated, and the LEPFA attendance was removed.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE RESOLUTION TO EXTEND THE TEMPORARY EMPLOYMENT CONTRACT FOR INTERNAL AUDITOR JAMES DELINE FROM MAY 31, 2016 TO OCTOBER 1ST, 2016. MOTION CARRIED 3-0.

Council Member Yorke asked Council staff to add "Committee on Personnel Report on the Status of the Internal Auditor Position."

ADJOURN

The meeting was adjourned at 12:18 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on_____.

May 23, 2016 Report from Committee on Personnel

Timeline / Summary of Process to fill Internal Auditor Vacancy and Address Interim IA Needs
prepared by Council Vice President Jessica Yorke, Personnel Committee ChairSummary

In late-January, 2016, council was made aware of the retirement of Mr. Jim Deline, who at that time held the position of Internal Auditor (IA). The Committee has met seven times since this time. Two of these meetings were principally for the purposes of dealing with contracting with Mr. Deline on a temporary basis. One of these meetings lacked quorum and no actions were taken. At the other four meetings, the committee has reviewed and discussed models and approaches for adjusting some of the expectations and qualifications of the IA, and the committee reviewed and responded to draft position descriptions and interview and exam questions. The next scheduled meeting of the committee is June 2, and the anticipated start date of a permanent, full-time Internal Auditor is September 6. Below is a recap and summary of the committee's meetings this year and a timeline for the next steps in the hiring process.

The Committee on Personnel met on February 2 in order to:

- a) Consider contracting with Mr. Deline on a temporary, part-time basis to assist with the transition and hiring of a new Internal Auditor, for a period to end on May 31 due to Mr. Deline's time constraints.
- b) Discuss a restructuring of the Internal Auditor position prior to posting and filling.

Results:

- a) Temporary contract was moved out of committee to begin February 9.
- b) Judi Brown-Clarke explained the steps she had taken in Ways & Means Committee with Mr. Deline, where he was asked to conduct research to aid in the restructuring of the position, and other thoughts about the opportunity to expand the position. She also explained that Mr. Deline had connected with the IA at BWL, who would present at the upcoming joint meeting with council where the full council could learn about the roles and responsibilities of the BWL IA.

The Committee on Personnel met on March 9 in order to:

- a) Consider options for other temporary, contractual services to be utilized to bridge any gaps between the May 31 contract end-date with Mr. Deline and the hiring of a new, permanent auditor.
- b) Discuss aligning the core functions, responsibilities and proficiencies of the Internal Auditor position with those of an auditor charged with performance-based audits.

Results:

- a) Donna Black and Ashley Banks from HR agreed to request resumes from Account Temps and/or Robert Half.
- b) Donna Black and Sherrie Boak agree to obtain and/or provide at the next committee meeting examples of position descriptions and postings for auditor positions aligned with the performance-based model.

The Committee on Personnel met on March 30 in order to:

- a) Review sample position descriptions, interview questions, and test questions that could be used in the process of filling the IA position.
- b) Discuss hiring timeline.

Results:

- a) Jessica Yorke agreed to work from what was provided to draft a sample position description for the committee to review.
- b) The committee agreed to hold May 5 as a meeting date to review accountemps resumes, with a temp to start on May 16 for training with Jim from May 16-31. HR explained that once a position description, interview questions, test questions and rating scales are finalized, it is a three-month period to fill a position. Given the complexity of a major overhaul of the position description and hiring process, June 2 was projected as an expected date for the committee to finalize the PD and interview and exam questions.

The Committee on Personnel met on April 7 in order to:

- a) Review draft position description and test and interview questions.

Results:

- a) Due to lack of quorum, no actions were taken in committee at this meeting.

The Committee on Personnel met on April 19 in order to:

- a) Review draft position description and test and interview questions.

Results:

- a) Committee reviewed revised position description and offered comments and suggestions to strengthen it.

The Committee on Personnel met on May 5 in order to:

- a) Begin finalizing the position description, interview questions and exam questions.
- b) In light of new information from Mr. Deline regarding his availability, consider extending his contract to October 1 to allow him to directly train and provide transition to the new permanent IA.

Results:

- a) The draft position description was finalized by the committee, with a request that it be reviewed by Phil at BWL and/or someone at Account Temps with extensive experience in audits prior to posting. The committee discussed interview questions that seemed appropriate for the position, and also asked that the questions they selected be reviewed, and additional questions about audits be suggested by Phil from BWL or someone from Account Temps. Along the same lines, the committee discussed having someone from Account Temps and/or Phil from BWL serve on the interview panel for the hiring process.
- b) Decision to meet on May 18 for the purposes of reviewing and voting on a contract extension for Mr. Deline.

The Committee on Personnel met on May 18 in order to:

- a) Vote on a contract extension for Mr. Deline through October 1.

Results:

- a) Contract extension was voted out of committee.

NEXT STEPS:

- Committee meets on June 2, 2016 to finalize position description, interview questions and exam questions / format
- June 6-24, 2016: committee products described above undergo EEO review
- June 27-July 22, 2016: position is posted
- August 1 – 12, 2016: candidates complete exams and schedule interviews
- August 15 – 26, 2016: interviews held
- August 29 – September 2, 2016: final candidate(s) receive offer of employment
- September 6, 2016: projected start date of new, permanent full-time Internal Auditor

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City of Lansing DEPARTMENT OF HUMAN RESOURCES NON-BARGAINING UNIT JOB POSTING

Department: City Council

Job Title: Internal Auditor 42

GENERAL SUMMARY OF DUTIES: Responsible for providing independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations and ensure integrity of City finances. Furthers City of Lansing goals and priorities by bringing a systematic, disciplined and thorough approach to evaluate and improve the effectiveness of risk management, control, governance and operational processes. Reports to the Lansing City Council.

EDUCATION & EXPERIENCE REQUIREMENTS*: Master's degree or equivalent in Business Administration, Accounting or related field and six (6) years of professional experience in auditing, accounting ~~or consulting~~, or an equivalent combination of education, training and experience **which may include consulting in the field**. Certification as CPA, CIA or CFE preferred. If not already CPA, CIA or CFE, certification must be obtained within one year of employment as a condition of continued employment.**

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Knowledge of governmental auditing and accounting principles. Knowledge of internal controls and financial management practices. Skill in performing a wide range of professional auditing functions including auditing of general ledgers and accounts, analyzing and interpreting financial records and communicating financial information; and skill in preparing a wide range of special and annual studies and reports. Knowledge of and skill in coordinating work for financial, operational and performance-based audits. Ability to develop and coordinate annual internal auditing processes and timelines. Ability to evaluate internal control systems and make recommendations for improvement. Skill in utilizing computers and computer software, with advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Access, PowerPoint, and financial databases. Ability to maintain effective working relationships and work in a team-based environment; organize, plan and prioritize projects; identify problems; propose and implement solutions; **conduct group presentations; facilitate group meetings and lead successful change initiatives. Effective in oral and written communication skills.**

ESSENTIAL JOB FUNCTIONS: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Other Annual Reporting and Budgeting: Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.

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- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.
- And other duties as assigned.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment.

* The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

** Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.