

*City of*  
*Gainesville*

*Inter-Office Communication*

January 31, 2005

**TO:** Audit and Finance Committee  
Mayor Pegeen Hanrahan, Chair  
Mayor-Commissioner Pro Tem Tony Domenech, Member

**FROM:** Brent Godshalk, City Auditor

**SUBJECT:** Proposed Reorganization of the City Auditor's Office

**RECOMMENDATION**

The Audit and Finance Committee recommend the City Commission approve the following proposed reorganization of the City Auditor's Office:

- 1) Replacing the budgeted vacant Assistant City Auditor position with two entry-level Staff Auditor positions,
- 2) Upgrading the current budgeted Staff Auditor to a Senior Auditor position, and
- 3) Reclassifying the current Staff Assistant II to an Executive Assistant position.

**EXPLANATION**

The recent transition in leadership within the City Auditor's Office resulted in a loss of approximately 23 years of government auditing experience. While this specific experience can never be replaced, the City Auditor's Office currently has a unique opportunity to reallocate existing budgeted resources, enabling the Office to maintain the stability it has enjoyed, while bringing in fresh perspectives and energy. Over time, as the new employees become acclimated to government auditing, we will be able to deliver enhanced services to the City.

The first part of the proposed reorganization replaces the budgeted vacant Assistant City Auditor position with two entry-level Staff Auditor positions. This action will allow us to expand audit coverage, over time, as new employees receive training and develop experience. It will also allow us to more efficiently and effectively conduct necessary recurring annual reviews that lend themselves well to less experienced audit staff, such as reviews of procurement card transactions, purchasing transactions and travel expenditures. Based on a salary survey of comparable government audit organizations and a review of internal comparables, the two Staff Auditor positions are proposed at Management, Administrative and Professional pay grade EXD, with a minimum annual salary of \$35,188 and a maximum of \$48,384. The remaining Assistant City Auditor position is proposed at pay grade EXL, with a minimum annual salary of \$64,521 and a maximum of \$88,716.

The second action is necessary to better reflect the high level of expertise, responsibility and duties our current Staff Auditor has been providing the City for some time now. The Senior Auditor position is proposed at pay grade EXH, with a minimum annual salary of \$46,993 and a maximum of \$64,615 and is based on a job description for a Performance Auditor II position previously utilized within the City Auditor's Office. The establishment of the Senior Auditor position also provides an intermediate level position between the Staff Auditor and Assistant City Auditor positions.

The third action results in the placement of our current Staff Assistant II (part time) into the Management, Administrative and Professional pay plan as an Executive Assistant at pay grade EXB, with a minimum annual salary of \$15,225 and a maximum annual salary of \$20,934, as recommended through the citywide staff assistant series review.

Proposed and current organization charts, a summary of proposed position changes, a listing of internal comparables and proposed job descriptions are attached.

### **FISCAL IMPACT**

The proposed reorganization, on an annualized basis, is expected to result in a decrease in the overall approved budget of the City Auditor's Office. For Fiscal Year 2005, it is anticipated that more than \$30,000 will be returned to the General Fund due to vacancies incurred during this transition.