

*City of Brisbane*  
*Agenda Report*

To: City Council via City Manager  
From: Administrative Services Director  
Subject: Creation of the Administrative Auditor Position  
Date: October 4, 2010

**Purpose:**

Create a part-time position which provides for a person to conduct investigations related to business internal and external business practices.

**Recommendation:**

Adopt Resolution No. 2010-41 to include the classification of Administrative Auditor in the class specification manual.

Adopt Resolution No. 2010-42 to include an hourly wage of \$125 for the classification of Administrative Auditor.

Provide authority to staff to transfer \$60,000 from the Police Department's salary account to the City Manager's for this position.

**Background:**

The City has a need for ensuring the internal practices and procedures within the Police Department meet the latest standards within the industry. The City has been reduced 2 command staff within the department as well as 2 officers which has eliminated the department from being able to conduct internal reviews of their procedures. Also, the City has a need to audit the business practices of external companies which pay fees and permits to the City.

**Discussion:**

The City will hire its former Police Chief Tom Hitchcock for this position since he has investigative experience within the Police Department which will assist in his ability to complete the audit of outside business practices. Also, as a former Police Chief he has an understanding of the best practices for the Police Department.

**Fiscal Impact:**

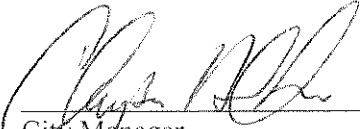
The cost of the position is \$125 an hour with a maximum number of hours of 480 between July 1 and December 31, 2010. The maximum to be spent is \$60,000 for this fiscal year. In the FY 2010/11 budget the Police Chief was listed as a part-time position with a full-time Commander. There is currently only a full-time Police Chief with no Commander. Therefore, there will be savings within the

Police Department's personnel account to allow for the transfer of \$60,000 from the Police Department's salary account to the City Manager's for this position.

**Attachments:**

Position Description for Administrative Auditor

  
\_\_\_\_\_  
Administrative Services Director

  
\_\_\_\_\_  
City Manager

**RESOLUTION 2010-41**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2001-11 TO INCLUDE THE CLASSIFICATION OF  
ADMINISTRATIVE AUDITOR  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the new classification of Administrative Auditor; and

**WHEREAS**, the class description for Administrative Auditor was developed in cooperation with and has been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Administrative Auditor meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Administrative Auditor in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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W. CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution No. 2010-41 was duly and regularly adopted at a regular meeting of the Brisbane City Council on October 4, 2010, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2010-41  
EXHIBIT "A"**

**CITY OF BRISBANE**

**ADMINISTRATIVE AUDITOR**

**Definition**

Under general direction and at the request of the City Manager, performs professional-level auditing and inspections of department processes, participates in investigations of unusual complexity or of a highly confidential or sensitive nature; and performs related duties as required.

**Class Characteristics**

Incumbents of this single position class are responsible for performing professional-level investigative, research related and analytical work on behalf of the City Manager's Office. Work is performed with considerable independence, discretion and confidentiality.

**Examples of Duties** (Illustrative Only)

- Audits and investigates a wide variety of programs, functions, processes and activities of the Police Department and other departments to evaluate their efficiency, effectiveness, economy and legal compliance.
- Interviews department staff and management to obtain information
- Audits surveys, including researching legal mandates and other background information, while determining needs of key stakeholders, indentifying potential risk areas, understanding relevant internal controls, and identifying potential sources of evidence.
- Develops audit scope and objectives, and prepares detailed internal audit programs.
- Reviews internal controls within the Police Department and other departments as assigned.
- Investigates related fieldwork, including collecting, analyzing, and documenting evidence as it relates to audit and investigation objectives
- Reconstructs records and data that may have been destroyed or falsified.
- Maintain records, files, data and supporting documentation for each audit and investigation handled; preserve evidence in a secure manner for evaluation and analysis, adhering to established customs and procedures regarding control and custody of records
- Analyze audit and investigation findings and make recommendations that are fully supported by such analysis.
- Prepares and presents audit and investigation reports that effectively communicate results.
- Maintains an appropriate level of confidentiality and sensitivity.
- Perform other related duties and responsibilities as assigned

**Qualifications**

**Knowledge of:**

- Current issues in local government, public management, and urban policy

- Existing criminal codes and laws, including Brisbane Municipal Code
- Investigation techniques and methods
- Sources of information necessary to a wide variety of investigative activities
- Program evaluation processes and methods
- Project management techniques

**Ability to:**

- Handle extremely delicate and confidential investigations with tact, resourcefulness and good judgment.
- Design audit or program evaluation procedures
- Plan and lay out detailed and confidential investigations
- Interpret and apply laws, rules and regulations, including the City of Brisbane Municipal Code
- Gather all relevant and detailed data and analyze for audit decisions using both qualitative and quantitative techniques
- Communicate effectively, both orally and in writing, including dealing with management and staff members on a variety of complex and sensitive issues
- Establish and maintain constructive working relationships with various levels of the organization as well as external stakeholders and the general public, while maintain objectivity and credibility throughout the audit or investigation process.
- Accomplish work with a minimum of supervision and with only general direction.

**Education and Experience:**

Requires a combination of education and experience of the collegiate level in criminology, penology, police science or a closely related field and responsible criminal investigative experience totaling twelve years, including at least five years of department head level supervisory experience.

**Licenses:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City areas, to operate a motor vehicle and visit various City and meeting sites and to participate in specific meetings on an occasional basis; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Approved Date:

Resolution:

Revised Date:

Resolution:

Bargaining Unit:

Resolution:

Former Titles:

Abolished:

**RESOLUTION 2010-42**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION 2001-27,  
THE PAY SCALE FOR HOURLY EMPLOYEES, TO INCLUDE  
AN HOURLY WAGE FOR THE CLASSIFICATION  
OF ADMINISTRATIVE AUDITOR**

**WHEREAS**, on April 23, 2001, the City Council approved Resolution 2001-27, which adopted a pay plan for certain classifications, as set forth in Exhibit A of said Resolution; and

**WHEREAS**, the City Manager has established a need for the new classification of Administrative Auditor and the City Council has approved Resolution 2010-41 including said classification to the Class Specification Manual; and

**WHEREAS**, the City Council wishes to amend the pay plan for Hourly Employees to include the hourly wage for the classification of Administrative Auditor, at a single rate of \$125.00 per hour;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Hourly Pay Scale, Exhibit A to Resolution 2001-27, be amended to include the hourly wage for the classification of Administrative Auditor as described above.

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W. CLARKE CONWAY  
Mayor

I hereby certify that the foregoing Resolution No. 2010-42 was duly and regularly adopted at a regular meeting of the Brisbane City Council on October 4, 2010 by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk