

Follow-up 23-02 Civil Service Audit

August 28, 2024



C I T Y O F
RENO

Purpose of the Audit

- February 8, 2024 - Report Discussion
- Audit Objectives:
 - To clarify the criteria surrounding the Civil Service function;
 - Assess the overall processes and data used;
 - To determine if Civil Service is conducting due diligence;
 - To determine if staff is adequately protecting personally identifying information; and
 - To evaluate the risk of fraud, waste, and abuse relative to these objectives

Independent ✓

Objective ✓



Audit Follow-up

- Requirement of the International Standards for the Professional Practice of Internal Auditing Standards

(The IIA Standard #2500.A1)

“...monitor and ensure management actions have been effectively implemented or that senior management has accepted the risk of not taking action”

Internal Audit Division follow-up reporting *every 6 months*

Audit Findings

Program Administration & Duties

1. Clarify Program Administration
2. Clarify Due Diligence Responsibilities

- partially implemented



Security

3. Enhance Security of Documents



Expenses

4. Include Properly Supporting Documentation



Audit Findings

Training

5. Provide Hiring Manager Training

- partially implemented

6. Provide Staff Training



7. Provide Training on PII Security

- partially implemented

Internal Audit Function @ City

- To provide the City of Reno with an independent appraisal function designed to assist the Reno City Council, constituents, and City management in establishing accountability, transparency, and a culture of continuous improvement in City operations.
- At its core, Internal Audit helps the organization achieve its objectives.



Recommended Motion

I move to accept the audit follow-up reporting document.

