

# **Follow-up 23-02 Civil Service Audit**

*August 28, 2024*



# 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.