

STAFF REPORT

Date: August 28, 2024

To: Mayor and City Council

Through: Jackie Bryant, Interim City Manager

Subject: Staff Report (For Possible Action): Acceptance of the audit follow-up regarding the 23-02 Civil Service Audit issued February 28, 2024.

From: Rob Miller, Staff Auditor

Department: City Manager's Office – Internal Audit

Summary:

The purpose of the audit was to determine if the administration of the Civil Service program is operating consistently, efficiently, equitably, and in accordance with documented policies, procedures, and laws. The risk of fraud, waste, and abuse relative to the audit objectives was also evaluated.

Seven findings resulted from the audit. A finding is noted when audit testing identifies an area of noncompliance with documented policies or best practices. Simply put, findings identify areas of risk. Four of the findings have been resolved by the corrective actions identified by management. Three audit findings have been partially implemented and additional follow-up is scheduled in six months. The remaining audit exceptions relate to comprehensive and iterative training programs, the Classification and Compensation Guidelines Manual, and City Charter updates.

The Civil Service Commission received a presentation at their August 8, 2024, meeting.

The Financial Advisory Board (FAB) functions as the City's Audit Committee to provide expertise and a review of audit reports. The FAB was provided the 23-02 Civil Service Audit follow-up document for their August 8, 2024, meeting for discussion, review, and approval.

Alignment with Strategic Plan:

Governance and Organizational Effectiveness

Previous Council Action:

February 28, 2024 - The 23-02 Civil Service Audit Report was provided to Council and accepted.

Background:

International Standards for the Professional Practice of Internal Auditing Standards require a follow-up of formal audit recommendations to “monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.” (Standard #2500.A1)

The follow-up audit procedures included reasonable care and professional skepticism required by industry standards. The resultative findings are based on sufficient, reasonable, and appropriate evidence obtained during fieldwork.

Discussion:**Financial Implications:**

There are no financial implications associated with this item.

Legal Implications:

Legal review completed for compliance with City procedures and Nevada law.

Recommendation:

Staff recommends Council accept the audit follow-up.

Proposed Motion:

I move to approve staff recommendation.

Attachments:

Internal Audit Follow-up – 23-02 Civil Service Audit