

STAFF REPORT

Date: February 28, 2024

To: Mayor and City Council

Thru: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Presentation, discussion, and possible action regarding the 23-02 Civil Service Audit Report.

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 is operating consistently, efficiently, equitably, and in accordance with documented policies, procedures, and laws. We also evaluated the risk of fraud, waste, and abuse relative to the audit objectives.

This audit identified seven findings; a finding is noted when Audit identifies an area of noncompliance with documented policies or best practices. Simply put, findings identify areas of risk. The seven findings are categorized into four distinct sections: Program Administration and Duties, Security, Expenses, and Training.

Alignment with Strategic Plan:

Fiscal Sustainability

Previous Council Action:

There is no recent Council action relevant to this item.

Background:

The audit is to provide an independent, objective analysis of Civil Service processes and to determine if departmental procedures are reasonable and in compliance with established policies and best practices. To achieve these objectives, Audit interviewed applicable City employees, reviewed departmental policies and procedures, sample-tested report metrics, and evaluated current procedures against best business practices.

The Civil Service Commission functions as the City's oversight board for the Civil Service System. The Commission was provided the 23-02 Civil Service Audit for review and discussion

at the January 11 Civil Service Commission 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 for review, discussion, and approval at the February 8 committee meeting.

Discussion:

Audit Findings:

Program Administration and Duties

- Confusion around administration of recruiting/hiring tasks
- Confusion on Due Diligence

Security

- No processes/training regarding use/distribution of paper or electronic application materials that may contain personal identifying information

Expenses

- Additional documentation needed to support purchase of food and/or beverages

Training

- Specific, iterative training not provided to Hiring Managers
- Specific, iterative training not provided to Civil Service Staff
- Specific, iterative training not provided regarding the handling of personally identifiable information or sensitive information

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

Management responses from the Chief Examiner and the City Manager are included in the audit report. These responses adequately address the findings following the audit recommendations.

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 report.

Proposed Motion:

I move to approve staff recommendation.

Attachments:

23-02 Civil Service Audit Report - draft report