



June 10, 2008

Number: U8028

The City of San Diego is accepting resumes for the unclassified position of

PRINCIPAL AUDITOR OFFICE OF THE CITY AUDITOR

Salary Range: Open within an established range of \$60,000 to \$110,000, dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **Open until filled.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals. This process may be used to fill future unclassified positions within this Department.

The City:

With more than 1.2 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is affectionately known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2009 operating budget of approximately \$3.3 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

The Office of the City Auditor is a newly created office charged with providing audit services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government. The Office of the City Auditor is an independent office that reports to the City Council's Audit Committee. Through performance audits, financial-related audits and special investigations, the Office of the City Auditor provides essential information to assist the City Council and the Mayor in its decision-making process. The Office of the City Auditor also provides valuable information to City management and the general public. Our mission is to advance open and accountable government through accurate, independent, and objective audits that seek to improve the economy, efficiency, and effectiveness of City government.

Principal Auditor, Office of the City Auditor

Page 2 of 3

***The Position:**

Under the general direction of the City Auditor the Principal Auditor will perform challenging and innovative work to improve the economy, efficiency, and effectiveness of City government services and programs.

Additional responsibilities include but are not limited to:

- Analyze City programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness;
- Identify areas of risk and evaluate internal controls over financial reporting;
- Develop and execute audit programs to identify and document areas for improvement;
- Assist in audit planning, conduct field work, and document audit steps and working papers;
- Use specialized data analysis techniques and approaches to analyze agency performance;
- Apply knowledge of budgeting, public administration, and generally accepted governmental auditing standards;
- Develop and communicate audit findings to City staff and identify recommendations to improve City operations;
- Negotiate and assist in the resolution of audit issues;
- Write reports to the San Diego City Council identifying audit findings and recommendations; and
- Maintain a professional rapport with management and work to ensure recommendations are implemented.

Qualifications:

The ideal candidate will possess the following qualifications:

- Ability to collect, compile, analyze, interpret and present data and draft audit findings;
- Excellent written and verbal communication skills;
- Ability to analyze technical workflow and business processes and develop appropriate solutions;
- Ability to organize and prioritize multiple assignments, using initiative to accomplish results;
- Ability to balance competing priorities with both internally and externally imposed deadlines;
- Ability to complete assignments with accuracy and in a timely manner;
- Demonstrate a well-developed understanding of government/accounting/finance/economic processes and apply understanding of such to assigned projects;
- Ability to review, interpret, apply and explain municipal codes, administrative regulations, rules, policies and procedures;
- Strong business and political acumen to work effectively with the public, external agencies and businesses, and elected officials;
- Strong interpersonal leadership skills, with the ability to successfully interact with a wide variety of stakeholders; and
- Commitment to public service, fiscal responsibility and innovation in government.

Principal Auditor, Office of the City Auditor

Page 3 of 3

Any combination of education, experience and training equivalent to completion of advanced undergraduate coursework in accounting, business administration, public administration or related field from an accredited college or university with at least eighteen semester units of accounting, finance, economics, or policy analysis; **and** two years of professional performance auditing, analytical or policy work experience. An advanced degree or professional certification may be substituted for the required years of professional experience. Proficiency in MS Word, Excel, PowerPoint and Access is required. Advanced data analysis skills are highly desirable.

Management Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and, optional deferred compensation (457) and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a mandatory contribution of 3.00% of salary and up to 3.05% voluntary contribution. The City will match salary contributions up to 6.05%, which vest at 20% per year of participation. Benefits currently offered to employees may be subjected to future modifications.

Selection Process:

To be considered for this position, please submit two copies of your current resume, a letter of interest highlighting your relevant work experience and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, Mail Station 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Principal Auditor, Office of the City Auditor*** or email materials to PersUnclassified@sandiego.gov. **EOE/ADA.**



Hadi Dehghani
Personnel Director