

MEMORANDUM OF TRANSMITTAL



To: Ana Palenzuela, Human Resources Director

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Date: October 10, 2018

Subject: Follow-up Review of Personnel Hiring Process (Report No. 19-01)

Attached is a summary of the status of recommendations as determined from our follow-up review of our audit of the Personnel Hiring Process (Report No. 18-01), issued October 12, 2017.

This review consisted of inquiries of City personnel and examinations of supporting documentation. It is substantially less in scope than an audit made in accordance with generally accepted government auditing standards. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters may have come to our attention that would have been reported to you and our conclusions may have needed to be modified.

We are pleased to report that all recommendations are implemented.

We would like to thank the management of the Human Resources Division for their cooperation during this follow-up review.

GJM

Attachment

C: Lisa Early, Families Parks and Recreation Director
Deborah Girard, Deputy Chief Administrative Officer
Rodney Williams, Recreation Division Manager

Personnel Hiring Process Implementation Summary

#	Recommendations	Response	Original Management Action Plan	Original Target Date	Implementation Status	
					Current Status	Comments
1	Human Resources should reiterate with its employees the importance of thorough documentation for the issues identified with the Employment Eligibility Verification process.	Concur	HR management will meet with Records and Employment staff to reinforce the importance of thoroughly documenting the I-9 process and of maintaining all relevant records. In addition, HR management will reiterate to staff that any name changes that occur from when an applicant is offered a job and the time that employee is on-boarded must be documented/noted on the file.	N/A	Implemented	Records and Employment sections met and discussed the process. Additional training was rolled out to staff to ensure compliance.
2	Human Resources should initiate with the Families Parks and Recreation Department a re-evaluation of the current business practices with regards to the hiring and on-boarding of Recreation seasonal and temporary employees.	Concur	HR staff will meet with FPR Director and Recreation Division Manager to discuss the recommendations outlined in the audit since FPR is responsible for temporary/seasonal recruiting and controls the process.	N/A	Implemented	Employment met with both parties as well as entire leadership team to roll out results. Extra training was held that rolled out Employment best practices and metrics. The focus was to ensure City Policy & Procedures are being followed.
3	Human Resources should analyze its performance over a selected future period to determine if it is necessary to request an appropriate body to independently assess whether their current staffing levels are appropriate to ensure that performance is meeting expectations.	Concur	Staffing needs were evaluated by the HR Director. As a result, an additional HR Analyst position was requested for FY17/18 to support Employment and Civil Service Testing. The position was approved and HR is currently recruiting for this position.	N/A	Implemented	New HR Analyst Hired on 2/5/2018.
4	Human Resources should implement a tracking/monitoring system for open position requisitions that have been open for an extended period of time.	Concur	Management concurs with the recommendation. John Kinloch, Employment Supervisor will develop a tracking system to monitor open requisitions and will work with Division Managers and the Budget office to close requisitions not formally being acted upon by the Employment Section.	N/A	Implemented	Employment identifies aged job postings and requisitions via reporting in Workday & Neogov. Contact with hiring authorities to discuss staffing needs is made. Based on those discussions we close out those that are not needed. This effort has achieved thus far a 82% mark of job requisitions that are 2018 (within the current year) only.