



Las Vegas

Agenda Item No.: 7.

AGENDA SUMMARY PAGE
AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 17, 2008

DEPARTMENT: CITY AUDITOR
DIRECTOR: RADFORD SNELDING

Consent Discussion

SUBJECT: Discussion and possible action of Audit of Human Resources - Personnel Services - Employee Records Audit (0501-0708-07)

Fiscal Impact:

No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

To review the audit report Audit of Human Resources - Personnel Services - Employee Records Audit (0501-0708-07). This audit was part of the authorized Audit Plan FY 2007-2008.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Audit of Human Resources - Personnel Services - Employee Records Audit (0501-0708-07)
2. Submitted at Meeting PowerPoint Presentation

Motion made by STEVE WOLFSON to Approve

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1
JOSE TRONCOSO, LARRY BROWN, PAUL WORKMAN, STEVE WOLFSON; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-MICHAEL W. KERN)

Minutes:

City Auditor Radford Snelding introduced Nancy Beaty, the lead auditor on this project. Ms. Beaty gave a PowerPoint presentation on the Audit of the Human Resources Department and a brief summary of the audit findings. The audit was released on June 30, 2008 and the Human Resources Department has indicated that they have completed five of the six recommendations, which is currently in the process of being verified.

Member Wolfson asked which recommendations have been completed. Ms. Beaty replied that the Human Resources Department has discontinued eight of the Oracle reports because they determined not to use Social Security numbers but rather use employee ID numbers. For the reconciliation of the final paycheck, it was determined that the process was being completed only for full-time employees and not for substitute or hourly employees. Now a process has been

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implemented to include all employees. The process requiring that two employees share passwords was removed. The Oracle for access for an independent consultant was removed. Human Resources worked with staff to update their records and implemented a process to ensure all employees go through the education and employment verification process.

Member Workman asked Ms. Beaty if she is confident that they will implement a records retention schedule. Ms. Beaty replied that last summer the policy changed, it was updated and a draft policy was in place but not finalized. She compared the policy to the States and she made some recommendations. However, as far as how long the records need to be retained, needs clarification.

City Auditor Snelding acknowledged that Claudette Enus, Director of Human Resources, was cooperative, all of the issues were quickly addressed and the critical items were completed already.

