

City of Willoughby Hills

ORDINANCE NO. 2008-32

AN ORDINANCE FIXING THE COMPENSATION FOR THE POSITION OF INTERNAL AUDITOR AND DECLARING AN EMERGENCY.

WHEREAS, the position of Internal Auditor is hereby established and under the direction of the Finance Director will be expected to perform internal auditing functions to assess the effectiveness of management controls, maintain and verify accuracy of financial records and the efficiency of accounting system/city operations; will assist external auditors and provides financial records and other required documents, performs related work as required; and

WHEREAS, the major duties and responsibilities of the position of Internal Auditor are:

1. Assist the state or private external audit firms in the annual or other special audits of the City;
2. Oversee the coordination of external auditors; arrangements for space/facilities; oversee the flow/control of City records/answer questions and respond to requirements for obtaining required city records or documents;
3. Ensure the receipt of audit reports from outside jurisdictions, receive the agency funds and verifies the amount of funds received and expended are in compliance with federal regulations;
4. Evaluate financial records, internal controls and City operations and develop written instructions for correction/improvement; inspects accounting systems to determine efficiency and internal control;
5. Analyze data obtained through examination and work processes for evidence of deficiency, duplication, extravagance, fraud and compliance with laws, regulations and agency policies, prepare a report of findings and recommendations for management;
6. May perform other related work as required; and

WHEREAS, the position of Internal Auditor is to be a part time position; and

WHEREAS, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

WHEREAS, further Section 2.27 of the Charter of the City of Willoughby Hills states "Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

WHEREAS, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Internal Auditor**.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The range of compensation for the position of **Part Time Hourly Position of Internal Auditor** has been set as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Internal Auditor	\$18.50 to \$23.00	

SECTION 2. The required Staffing Level for said position shall be (1) **Part-Time Hourly Internal Auditor**.

SECTION 3. The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Internal Auditor** within the fixed compensation range.

SECTION 4. Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

SECTION 5. All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance.

SECTION 6. All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 7. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the Finance Department, and further reason being to immediately adjust the range of compensation for the position of **Internal Auditor** for the calendar year of 2008; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: April 10, 2008

Kevin D. Malecek
President of Council

Submitted to the Mayor for his approval
on this 10 day of April, 2008

Approved by the Mayor
April 10, 2008

ATTEST:

Victoria Ann Savage
Victoria Ann Savage, CMC
Clerk of Council

Robert M. Weger
Robert M. Weger
Mayor