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ORDINANCE NO. 2012- 38

AN ORDINANCE AMENDING ORDINANCE NO. 2008-32 FIXING THE SALARY AND BENEFITS FOR THE POSITION OF PART-TIME INTERNAL AUDITOR AND DECLARING AN EMERGENCY.

WHEREAS, on April 10, 2008, Council adopted Ordinance No. 2008-32 an ordinance establishing the position of Internal Auditor; a part-time position under the direction of the Finance Director, 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, Ordinance No. 2008-32 established the major duties and responsibilities of the position of Internal Auditor as follows:

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, 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, per the Mayor's recommendation, the Council of the City of Willoughby Hills has by this Ordinance adjusted the salary range and benefits for the part-time position of Internal Auditor and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said salary range and benefits for the part-time 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 salary range for the position of **Part Time Hourly Position of Internal Auditor** has been set as follows with said salary range being retroactive to July 1, 2012:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Internal Auditor	\$23.00	to \$35.00

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

SECTION 3. The average Work Week for said position shall be based on twenty-five (25) hours.

SECTION 4. 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 5. 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 6. Along with the above mentioned salary range, the part-time hourly Internal Auditor shall receive the following additional benefits, with said benefits being retroactive to July 1, 2012:

The Part-Time Internal Auditor, based on experience, shall be entitled to two (2) to four (4) weeks of vacation time. A day shall constitute five (5) hours of pay. Vacation days must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of vacation shall be subject to prior approval of the Mayor.

The Part-Time Internal Auditor shall be entitled for each completed twenty-five (25) hours of regular straight time service, to sick leave of two and one-half (2.50) hours. Sick time must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of sick time shall be subject to prior approval of the Mayor.

The Part-Time Internal Auditor shall be entitled to Life Insurance Benefits in the amount of twenty-five thousand dollars (\$25,000.00).

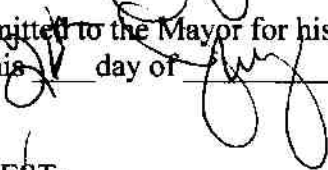
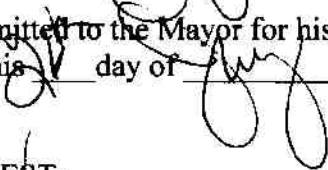
SECTION 7. All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance.

SECTION 8. 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 9. 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 salary range and compensation for the position of **Internal Auditor** for the calendar year of 2012 with said salary range and benefits to be retroactive to July 1, 2012; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED:  , 2012

Submitted to the Mayor for his approval
on this  day of  , 2012

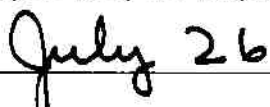
ATTEST:


Victoria Ann Savage, CMC
Clerk of Council



David A. Reichelt
President of Council

Approved by the Mayor

 , 2012



Robert M. Weger
Mayor