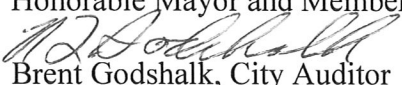


## MEMORANDUM

**To:** Honorable Mayor and Members of the City Commission

**From:**   
Brent Godshalk, City Auditor

**Date:** April 17, 2014

**Subject:** City Auditor's Comments Related to Legistar Item 130625

During the March 6, 2014, City Commission meeting, the Equal Opportunity Director presented the hiring report for the 2012-2013 Fiscal Year. At the conclusion of the report, the EO Director made the following recommendations: (1) Continue with training and education of hiring managers with Annual Affirmative Action Workplan Workshop with required attendance; (2) Continue with PRAF protocols; (3) Continue with aggressive recruitment strategies and plans including the hiring of a professional recruiter; (4) Interview all internal candidates meeting minimum qualifications; and (5) Create racially diverse panels for all interviews for supervisor positions and above. The EO Director indicated to the Commission that the City Attorney objected to Recommendations #4 and #5. The City Commission then voted to request written recommendations from the City Attorney and other Charter Officers regarding the Annual Hiring Report Recommendations.

The City Auditor's comments on these recommendations from the EO Director are as follows:

I support the concepts of diverse interview panels and interviewing internal candidates meeting minimum qualifications. I have a limited number of staff in my office and have experienced minimal turnover in recent years, so these issues will not impact the function of my office significantly. However, I would be glad to work with the EO Director and the other Charter Officers to refine the concepts into a written City policy. Typically, the first step in implementing a new policy would be to draft the language for the policy and solicit input from the Charter Officers prior to returning to the City Commission with the recommended policy.