



LANE COUNTY PERFORMANCE AUDIT COMMITTEE MEETING

Agenda

September 29, 2022
3:00-4:30 p.m.

In-Person Location:

Lane County Public Service Building

125 E. 8th Avenue, Eugene, OR 97401

2nd Floor, Board of County Commissioner's Conference Room

Or Virtual Meeting Via:

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 945-468-5504,,126884407#](#)

Phone Conference ID: 126 884 407#

Voting Citizen Members

Shanda Miller (A), Chair

Leah Ladley (B), Vice Chair

Paula Brown (C)

Matthew Snyder (D)

Non-Voting Ex Officio Members

Michael Cowles, County Assessor

Mike Finch, Technology Services Director

Steve Mokrohisky, County Administrator

Christine Moody, Budget & Financial Planning Manager

Greg Rikhoff, Operations Director

Voting County Commissioner Member

Pat Farr

Guest: Steve Dingle, County Counsel

Guest: Mary Vuksich-Shafer, Deputy Assessor/Assessor Elect

Staff Liaison: Laura Holtgrieve, Executive Assistant

1) Call to Order

2) Public Comment

3) Audit Committee Business:

A. Approval of June 22, 2022 Meeting Minutes (*Attachment A*)

Pages 1-3

B. Steve Dingle, County Counsel
Fraud, Waste and Abuse Hotline Report (*Attachment B*)

Page 4

C. Steve Dingle, County Counsel
Follow-up to June 22, 2022 Action Item:
• Draft Verbiage to County Staff: FWA Hotline Service and Links (*Attachment C*)

Pages 5-7

D. Appoint County Assessor-Elect, Mary Vuksich-Shafer to Vacated Assessor Ex-Officio Position, effective January 1, 2023

Discussion

E. Committee Bylaws Change: Discuss verbiage to change committee terms to three, 3-year terms for Board consent item on October 18, 2022. (*Attachment D*)

Pages 8-15

F. Committee Ice Breaker Exercise

(Agenda continued on next page)

3) Audit Committee Business: (continued)

G. **4:15 p.m. Time Certain** – Alana Holmes, Chief Human Resources Officer and
Eliza Kashinsky, Sr. Management Analyst, Human Resources
Performance Auditor Recruitment Discussion

- Performance Auditor Posting (Draft) (*Attachment E*)
- Performance Auditor Salary Update (*Attachment F*)

Pages 16-18

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4) Members' Items and Announcements

5) Close/Adjourn



LANE COUNTY PERFORMANCE AUDIT COMMITTEE MEETING

Minutes – June 22, 2022

Board of County Commissioners Conference Room
Public Service Building, 125 East 8th Ave., Eugene, OR 97401 / HYBRID Meeting

Voting Citizen Members PRESENT

Shanda Miller (A), Chair
Leah Ladley (B), Vice Chair
Paula Brown (C)
Matt Snyder (D)

Non-Voting Ex Officio Members PRESENT

Steve Mokrohisky, County Administrator
Mike Cowles, Assessor (Elected Official)
Christine Moody, Budget & Financial Planning Manager

Voting County Commissioner Member PRESENT

Pat Farr

Absent: Greg Rikhoff, Operations Director; Mike Finch, Technology Services Director

Staff Liaison: Laura Holtgrieve, Executive Assistant

Guest: Steve Dingle, County Counsel

1) Call to Order and Introductions: 3:02 p.m.

05:20 2) Public Comment:
John Barofsky, a former Performance Audit Committee member, is attending today's meeting to learn the status of the performance auditor recruitment.

07:00 3) Audit Committee Business:

Chair Miller requested an agenda change: Move the performance auditor update from Members' Announcements to occur before Item D, Staggered Terms.

08:09 A. Fraud, Waste and Abuse (FWA) Hotline Report:

Mr. Dingle reported that Lane County contracts with Lighthouse Services, a third-party that provides FWA hotline services and explained the process. The March complaint was about temperature changes in the public service building and was forwarded to the facilities department. The April complaint was about the emergency rental assistance program, and was forwarded to the State of Oregon to research because they administer the program.

Member Cowles asked how often employees are reminded of the hotline service. Mr. Dingle stated that the hotline number is available on the intranet but there hasn't been recent communication about it. Ms. Moody reported that the hotline number is printed on all employee pay advices.

Member Brown suggested including guidance on when to use the hotline (even if the complaint isn't FWA related), the process, and to encourage staff to speak with their supervisor prior to using the hotline). Mr. Dingle will draft FWA hotline verbiage for the committee to review (prior to sending communication to all staff) and will confirm where the number is listed, if the number is included on vendor checks, and if it's listed on the County Counsel and Human Resources websites.

- 17:10 B. Minutes:
Member Brown motioned to approve the January 24, 2022 meeting minutes.
Member Snyder seconded the motion. The minutes were approved among voters present.
- 18:44 C. County Performance Auditor's Office Budget:
Ms. Moody reported that no notable changes were made to the FY22-23 Performance Auditor's Office Budget.
- 20:24 Member Announcement (Agenda Order Change) Performance Auditor Recruitment Update:
Mr. Mokrohisky reported that Human Resources is reviewing the Performance Auditor position.
- County Counsel is retiring at the end of this year and the Board of County Commissioners (BCC) has prioritized the recruitment for that position. After that process, Human Resources can begin work with a recruitment firm for the Performance Auditor position. Recruitment is expected to occur in October or November 2022.
- Ms. Brown expressed concern with potential recruitment occurring so late in the year. Mr. Mokrohisky shared that the county has recruited several key senior level positions in the last few months and feels that the time frame planned is suitable. However, an issue could occur with the quality of the recruitment pool.
- Mr. Cowles suggested utilizing a signing bonus from unspent budget funds due to the tight labor market. Mr. Mokrohisky stated that the county would need to review whether the state law still allows that option. The Pay Equity law has hampered the ability to pay bonuses because it has an impact on equity. He is optimistic with the county's ability to recruit good talent for this position.
- Vice Chair Ladley asked if the job description has been reviewed and updated. Mr. Mokrohisky shared that the Human Resource Analyst is currently reviewing the compensation, classification and job description and the information will be forwarded to the BCC, Performance Audit Committee, and recruitment firm in the next month or so for review.
- Member Brown asked if the county looks internally to fill the County Counsel and Performance Auditor positions and explained the benefits that internal staff would offer by already knowing the county culture, systems, departments, and people. Mr. Mokrohisky replied that the county does look at qualified internal applicants.
- Mr. Mokrohisky will provide an update on the Performance Auditor recruitment at the September Performance Audit Committee meeting. Chair Miller and Ms. Holtgrieve will schedule a mid-late September meeting date.
- 45:44 D. Committee Staggered Terms:
Chair Miller reported that two committee member terms were extended last year which has resulted in three committee terms expiring on January 31, 2023.

Option 1: Extend the three terms expiring January 31, 2023 one more year to keep continuity on the committee for the Performance Auditor recruitment process.

Option 2: Create new staggered terms and update the Bylaws.

Chair Miller mentioned there had been a previous proposal to change term lengths to three consecutive terms and asked the committee if they wanted to keep the two consecutive terms or change it to three terms. Mr. Dingle stated that there isn't an issue in amending the committee bylaws to extend consecutive term lengths.

Vice Chair Ladley stated that if there is a concern on extending term lengths, that the bylaws could be updated to reflect that if the Performance Auditor position is vacant for a certain amount of time that the committee would have three year terms in an effort to keep the committee positions filled.

BCC Chair Farr's preference is to extend term lengths to three consecutive terms until a decision to hire a Performance Auditor is made. At that time, a term reset of the entire committee should occur.

Member Snyder requested sending revised bylaws verbiage (regarding extending committee terms to three consecutive terms) to the committee prior to the September meeting for review. The committee could vote on bylaws changes in the fall and send recommendations to the BCC to approve afterwards. The committee agreed with this recommendation.

- 1:04 4) Members' Items and Announcements:
- Member Cowles reported that he is a non-voting ex-officio member and is retiring at end of this year. He suggested having Mary Vuksich-Shafer, Assessor Elect, fill his position. Ms. Holtgrieve will research whether a recommendation to the BCC in the fall for approval is necessary.
- Commissioner Farr shared that Tom Turner (former Sheriff) passed away. He was one of the original members who wrote and started the Performance Audit Committee.
- Member Brown recapped the action items from the meeting.
- Chair Miller asked the committee an ice breaker question prior to adjournment.
- 5) The meeting adjourned at 4:14 p.m.

Fraud, Waste, and Abuse Report – June – August, 2022



Monthly Hotline Activity Summary for Lane County, OR

Period: June 2022

Total Activity: 2

1. The complaint was forwarded to the State of Oregon, Oregon Emergency Rent Assistance Program fraud department.
2. The complaint was forwarded to the State of Oregon. It was a rent assistance payment issue via the state online system.



Monthly Hotline Activity Summary for Lane County, OR

Period: July 2022

Total Activity: 2

1. The complaint was valid and Lane County cancelled the contract with the vendor.
2. The complaint was forwarded to the State of Oregon, Oregon Emergency Rent Assistance Program fraud department.



Monthly Hotline Activity Summary for Lane County, OR

Period: August 2022

Total Activity: 1

1. This complaint is being investigated by Lane County Human Resources.

Dear Performance Audit Committee,

At the last meeting you requested specific language that:

- Remind staff of the hotline service;
- Where to find number and information;
- How FWA complaints are handled; and
- Encourage employees to speak to their supervisor first before using hotline

SUGGESTED Text:

Dear Lane County Employees,

I wanted to take a minute and remind you that Lane County Maintains a Fraud, Waste and Abuse Hotline. The Hotline is maintained and run by an outside vendor and the County does not have the ability to access any information about complaints except what the complainant chooses to permit the vendor to disclose. After a complaint is received the vendor sends an e-mail. The complaint is triaged by County Counsel, the Human Resources Director and the Operations Director to determine how the complaint should be investigated (reported to law enforcement, referred to an outside agency, or investigated internally by the County) depending upon the nature of the complaint. Each month, a report is generated by the vendor and County Counsel reports to the Performance Audit Committee quarterly what was done to respond to each complaint. Employees are reminded the Hotline is just one way a complaint can be made. The complaint can also be made to a supervisor or manager.

Screenshots of where the FWA Information is posted is noted on the following pages.

The link to the Fraud, Waste and Abuse Hotline can be found in the following places:

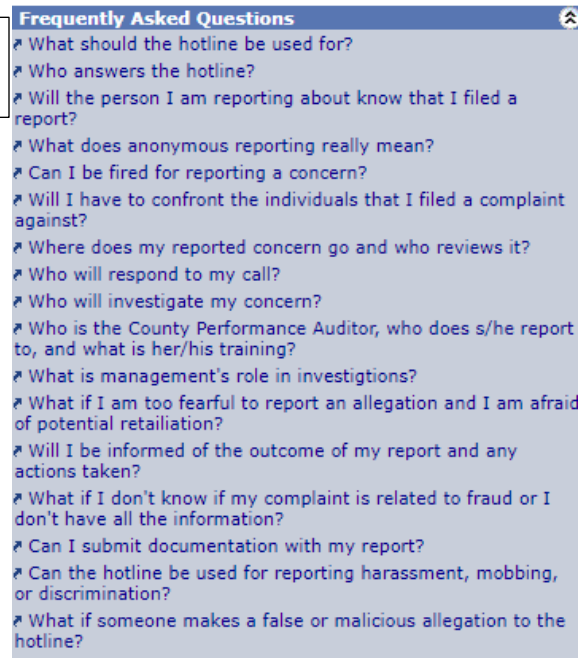
1. A. Home Page of Intranet Website:

B. What is on the page after you click the link:

1.A



1.B



Lane County Fraud, Waste & Abuse Hotline



Lane County Fraud, Waste and Abuse Hotline

This hotline is for Lane County employees, volunteers and vendors. The purpose of this hotline is for reporting suspected fraud or other criminal behavior without fear of retaliation or retribution. The [APM Chapter 2 Section 26](#) contains a more complete description of the purpose of the hotline.

[Watch Video](#)

Employees are encouraged to use the hotline for serious and sensitive issues relating to fraud or other serious violations and where anonymity is desired. Such reports may be made anonymously, and your anonymity will be protected to the extent possible by law. You are also protected by [whistleblower laws](#). Persons making a report to the hotline are asked to provide as much detail as possible in the report.

Employment-related concerns such as harassment, discrimination, or mobbing should continue to be reported through your normal channels and as detailed in the Administrative Procedures Manual ([APM Chapter 3 Section 53](#)).

Other reporting options

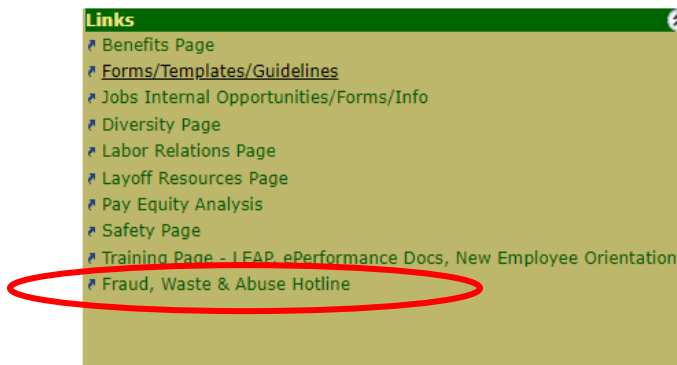
Toll-Free Telephone: English speaking: 844-290-0008; Spanish speaking: 800-216-1288

E-mail: reports@lighthouse-services.com (must include company name with report)

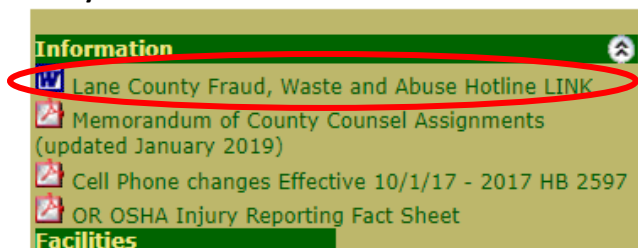
Fax: (215) 689-3885 (must include company name with report)

As an alternative to the Lane County hotline, you have the option of calling the Oregon Secretary of State hotline instead at 800-336-8218 or online at <https://oregonsos.alertline.com>.

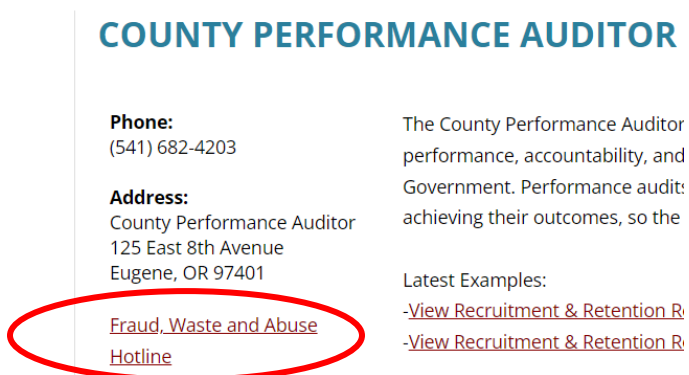
2. Human Resources Intranet Website:



3. County Counsel Intranet Website:



4. Lane County Internet: County Performance Auditor Page:



5. Lane County Internet: Performance Audit Committee Page:



6. In addition, the FWA hotline number is listed on employee payroll remittances and on vendor checks.

Performance Audit Committee Bylaws
(Updated & Approved, 2/9/2021)

ARTICLE I
NAME

The name of the Advisory Committee is Performance Audit Committee.

ARTICLE II
PURPOSE

The Performance Audit Committee provides valuable input to the Board of Commissioners on significant audit matters and is responsible for ensuring the performance audit program functions well. The Committee also promotes the independence of the performance audit function.

ARTICLE III
DECISION MAKING

Section 1 – Process

Committee meetings will be organized to allow member participation, debate, and decisions, as well as to manage conflict and problems. The Committee will work with County staff to anticipate and provide the information needed for decisions. The Committee will provide an annual written report of its findings and recommendations to the Board of County Commissioners.

It is the policy of Lane County that the public has a right to inspect any public records maintained by the County, consistent with state law (ORS Chapter 192). All records not exempt from public inspection related to the Committee process will be made available to the public pursuant to state law. Within a reasonable amount of time, documents related to Committee process including, but not limited to, the annual written report of the Committee or other formal written reports to the Board of County Commissioners will be posted in an online format for the convenience of all interested parties.

Section 2 – Function

The Committee advises the Board of County Commissioners on significant audit matters including:

- a. The selection, compensation, or dismissal of the County Performance Auditor;

- b. Increases and decreases to the requested budget for the County Performance Auditor's Office; and
- c. Auditing principles and guidelines of established generally accepted government auditing standards and ensuring the performance audit program performs its function.

Section 3 – Responsibilities

In addition to the above-cited responsibilities, the Committee shall also have the following responsibilities:

- a. Review the County Performance Auditor's audit plan annually and provide suggestions and comments for the annual audit plan.
- b. Perform regular annual evaluations of the County Performance Auditor and reporting results to the Board of County Commissioners. Evaluations are based on expectations listed in the County Performance Auditor's job description, Lane County standards and expectations, and government auditing standards.
- c. Ensure that audit reports are transmitted to the Board of County Commissioners and to the public.
- d. Monitor follow-up on reported findings.
- e. Maintain the confidentiality of personnel matters while taking responsibility for appropriate disclosure to the Board of County Commissioners or to the public.
- f. Ensure that a system of quality control is established, adhered to, maintained, and designed to provide the performance audit function with reasonable assurance that the function and its personnel comply with professional standards and applicable legal and regulatory requirements.
- g. Review the fieldwork plans for each audit, and provide suggestions and comments on each fieldwork plan.
- h. Evaluate the findings and recommendations of the quality assurance review as required by recognized government auditing standards.
- i. Review and provide suggestions and comments on the County Performance Auditor's program goals.
- j. Review the County Performance Auditor's Office annual statement of independence.
- k. Ensure maximum coordination between work of the County Performance Auditor's Office and contracted audit efforts.
- l. Review the County Performance Auditor's compensation and staffing annually.
- m. Review the County Performance Auditor's Office budget annually.

The Committee shall make appropriate recommendations concerning the performance audit function to the Board pursuant to the above responsibilities and shall report to the Board on problems or problem areas at such times as deemed appropriate.

The Committee will designate an annual meeting for planning its goals and objectives and reviewing its prior year performance. The Advisory Board/Committee will retain flexibility and maintain the ability to respond to incidents as they emerge.

Section 4 – Task Force

A Task Force (of the Performance Audit Committee) will be formed as needed in an effort to research information on behalf of the entire Performance Audit committee. The Task Force:

- a. Does not constitute a quorum of the Performance Audit Committee or have authority to make decisions.
- b. Presents researched information back to the Performance Audit Committee for discussion and voting.

ARTICLE IV **MEMBERSHIP**

Section 1 – Committee Size

The Committee will have five voting members, one County Commissioner and four at-large members, appointed by the Board of County Commissioners, and five ex-officio non-voting members.

The method of selecting candidates to fill the at-large positions is determined by the Board of Commissioners.

Section 2 – Membership Requirements

The four at-large members must be residents of the County, not employed by or under contract with the County, and collectively possess sufficient knowledge in performance auditing and public management practices. Desirable qualifications to be considered may include experience as a performance auditor, a Certified Public Accountant, Certified Internal Auditor, public manager, or other relevant professional experience.

The five ex-officio non-voting members of the Committee consist of one County-wide elected official (sheriff or assessor) or designee, and the County Administrator or designee. The County Administrator may appoint three additional members from within the County.

Section 3 – Terms

Of the four at-large members, one member will be appointed for a term expiring on January 31, 2017; one member will be appointed for a term expiring on January 31 of the following year; and two members will be appointed for a term expiring on January 31 of the subsequent year. Thereafter, members will be appointed to three-year terms. See the table below for specific term expiration dates.

Position	Expiration of Term on January 31 of the Following Years					
A	2020	2023	2026	2029	2032	<i>Plus 3 years, etc.</i>
B	2021	2024	2027	2030	2033	<i>Plus 3 years, etc.</i>
C	2022	2025	2028	2031	2034	<i>Plus 3 years, etc.</i>
D	2022	2025	2028	2031	2034	<i>Plus 3 years, etc.</i>

The length of terms may be adjusted in order to create or maintain staggered terms. **When a Performance Auditor is on staff**, the four at-large members are limited to two full consecutive terms, with one year intervening before they become eligible for reappointment.

When a Performance Auditor position is vacant, the four at-large members may serve three consecutive terms (instead of two terms) to allow for continuity on the committee and to ensure the committee positions are filled to assist with onboarding a new Performance Auditor. Once a Performance Auditor is hired, a calendar year term reset to allow for staggered terms (and two consecutive terms) would be reapplied to the committee term schedule.

Section 4 – Officers

The officers of the Committee will be a Chairperson and a Vice-Chairperson to be elected annually at the first quarterly meeting. The officers will hold office for a period of one year, beginning at the first quarterly meeting. Officers must be members of the Committee. An officer may be reelected without limitation on the number of terms the officer may serve. The Chair will preside over meetings, as well as provide input on topics for the agenda.

a. Chair

The Chair of the Committee will be elected by a majority vote of the Committee and will:

- 1) Set dates and times for regular and special meetings of the Committee.
- 2) Preside over meetings of the Committee and utilize Robert's Rules of Order or alternative rules selected by the Chair.
- 3) The Chair will be the official spokesperson of the Committee.

b. Vice-Chair

The Vice-Chair of the Committee will exercise the duties and responsibilities of the Chair of the Committee when the Chair is unable to exercise them or requests the Vice-Chair to act on his or her behalf.

A vacancy of any officer will be filled not later than the second regular meeting of the Committee following the vacancy.

Section 5 – Attendance

Members will attend meetings regularly and participate actively in Committee meetings. If a member is absent and unexcused for two consecutive meetings, that member will be recommended for removal by the Committee. An unexcused absence is defined as an absence without notifying the Chair of the Committee, the Chair's designated appointee, or County staff, prior to the beginning of the Committee's regular quarterly meeting.

Recommendation for removal will be provided by the Committee to the Board of County Commissioners for a final determination.

Section 6 – Removal

An officer may be removed from office, by vote of the Committee. Committee members may be removed from their positions by a majority vote of the Committee recommending removal, and that recommendation for removal will be provided by the Committee to the Board of County Commissioners for a final determination.

Section 7 – Vacancies

A letter of resignation signed by the resigning member must be submitted to the Board of County Commissioners by the department staff liaison before advertising for a vacancy on the Committee. In the absence of such a letter, the department staff liaison will include the reason for resignation in a memorandum to the Board of County Commissioners along with the request to advertise the vacant position.

If a vacancy occurs on the Committee, the Board may, as soon as practicable, appoint a person to serve the unexpired portion of the former member's term.

A person currently serving on the Committee who wishes to be considered for another term must complete and submit a new application. It will be the responsibility of the department staff liaison to notify current members and the Board of County Commissioners at least two months prior to the expiration of terms.

Following written notification to the Board of County Commissioners, a news release will

be prepared with the following information:

- a. The name of the Committee, membership, Committee charge, number of vacancies on the Committee, and any special needs or qualifications of applicants;
- b. Closing date for submitting applications; and
- c. Where to obtain an application and how to submit an application.

Vacancies will be advertised for 30 days.

All completed applications must be submitted to the department staff liaison by 5:00 p.m. on the closing date to be considered for appointment unless otherwise indicated

Section 8 – Appointment

Members of the Committee will be appointed by the Board of County Commissioners.

ARTICLE V **MEETINGS OF MEMBERS**

Section 1 – Quorum and Action

A quorum will consist of a simple majority of the currently appointed membership except that persons on approved leave of absences will not be counted in determining a quorum. In no event will a quorum consist of fewer than three members. Decision-making will be subject to a majority vote of the members present, provided that a quorum has been established. An ex-officio member has no vote.

Section 2 – Regular Meetings

The Committee will hold one regular meeting each quarter. There will be no fewer than four meetings per year. Regular meetings will be open to the public, except as otherwise provided by law. Regular meetings will comply with all public notification requirements as stipulated by state law. Notice of all regular meetings shall be given to all members and ex-officio members at least three weeks prior to such meetings.

Section 3 – Special and Emergency Meetings

In addition to regular meetings, special and emergency meetings may be called. The meetings will be noticed and conducted pursuant to the Oregon Public Meetings Law by
ATTACHMENT D

the Chair or Vice-Chair.

Special meetings require at least 24 hours' notice (ORS 192.640(3)). An emergency meeting is one called on less than 24 hours' notice (ORS 192.640(3)).

Section 4 – Executive Sessions

As needed, executive sessions may be held. Executive sessions will be conducted and governed by the provisions of the Oregon Public Meetings Act.

Section 5 – Participation by Telecommunication

At all public regular or special meetings of the Committee every effort will be made to provide telecommunication access for those unable to attend. If the contents of the meeting are unable to be provided in real time, the video or audio recording will be made available on the County's public website.

Section 6 – Public Comment

All meeting agendas will include a time when members of the public are allowed to address the Committee. Limits of time and rules for public comment will be specified by the Chair at the beginning of each meeting. Additionally, the Chair will have discretion to limit public testimony as necessary to facilitate the orderly conduct of the Committee's business.

Section 7 – Minutes

The Committee will maintain minutes in accordance with state law and be made available on the County's public website.

ARTICLE VI **STAFF SUPPORT AND INFORMATION GATHERING**

The Committee will be adequately staffed and resourced by the County within existing budget constraints. Staff support may include coordinating meetings, maintaining minutes and other Committee records, and as time permits gathering information recommended by the Committee to be reviewed which the Committee believes will aid in fulfilling its purpose.

ARTICLE VII **AMENDMENTS OF BYLAWS**

ATTACHMENT D

The Bylaws will be reviewed annually by the Committee. These Bylaws may be amended or repealed, and new Bylaws adopted, by the Committee by majority vote, if a quorum is present. Prior to the adoption of the amendment, each Committee member will be given at least 21 days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice will state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and will contain a copy of the proposed amendment. All such amendments, after adoption by the Committee, become effective upon approval by the Board of County Commissioners.



LANE COUNTY
invites applications for the position of:

Performance Auditor - Program manager

SALARY: \$96,824 - \$142,355.20 Annually

OPENING DATE: XX

CLOSING DATE: XX

DESCRIPTION:



About the Position

The Lane County Board of Commissioners is recruiting for a Performance Auditor who will perform internal performance audits throughout the organization. The Performance Auditor is one of three Lane County employees who report directly to the Board of County Commissioners. The County Performance Auditor is the Chief Performance Auditor, and is responsible for the operation of the performance audit function. The Performance Auditor will plan and perform senior professional level risk-based internal audit work including: financial; compliance; performance; investigative and operational audits of considerable breadth and difficulty; with the goal of adding value to county services and the organization. They will provide internal consulting and advisory services, including assistance and guidance to County management and staff regarding audits and regulatory interpretations, policies and procedures. The Performance Auditor will assess and audit County business processes to identify opportunities for improved efficiency, internal controls, compliance with various federal, state and local laws, and County policies and procedures.

The performance audit function conducts independent performance audits to provide relevant, timely analysis and information to assist the county in the control of operations, ongoing improvement efforts, and effective achievement of the County's broad objectives. In early 2016, the Board of Commissioners added the position of Performance Auditor to Lane Code, and made other policy updates to strengthen the audit function. The Board also created a citizen-majority Performance Audit Committee to provide oversight and promote the independence of the performance audit function.

The Board seeks candidates with the following qualifications and skills:

- Produce both quantitative and qualitative analyses of superior quality
- Excel at documenting their work, writing results, and presenting their work to audiences ranging from team members to legislative members and staff

- Demonstrate skill in project management, management control systems, research design, data collection, data analysis, and report writing
- Develop recommendations that improve performance, provide cost savings, and increase accountability
- Demonstrate the ability to use quantitative, financial, evaluation, and policy analysis methodologies and related software
- Have a functional understanding of public administration and government
- Effectively communicate verbally and in writing with a variety of audiences, including colleagues, audited agencies, and the public
- Have experience in Government Auditing Standards (Yellow Book)

About the Division

The Performance Auditor manages the internal performance audit function for Lane County under the general supervision of the County Administrator, the Board of County Commissioners, and the Internal Audit Committee. Conducts and carries out highly complex analyses, audits, and studies on a wide range of management, administrative, financial, budgetary, operational, and other organizational issues in support of the execution of the County's mission, goals and objectives. May exercise supervision over assigned staff.

Schedule: Monday - Friday; 8:00am - 5:00pm

This is a non-represented position

QUALIFICATIONS:

Training:

Bachelor's Degree in related field

Experience:

Five years of progressively responsible experience related to area assigned, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

- Oregon Driver's License;
- License as a Certified Municipal Auditor, Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, or Certified Government Auditing Professional desired and preferred.

Studies have shown that women and BIPOC individuals are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The county will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Notes:

In accordance with county policy, the incumbent of this position is required to be fully vaccinated against COVID-19, or have an approved medical or religious exception, prior to starting work.

CLASSIFICATION DETAILS:

Program Manager Classification Details

Selection Process

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Lane County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

Strategic Plan

In alignment with Lane County's Strategic Plan, incumbent(s) will be expected to demonstrate the following core behaviors: Passion to Serve, Driven to Connect, and Focused on Solutions.

The [2022 -2024 Strategic Plan](#) focuses on the areas that Lane County will pursue as a way to deliver on our vision for the residents of Lane County. To meet these challenges, we know that the basis of our efforts lies in leveraging our people and partnerships to achieve our Strategic Priorities. We also recognize that the quality and commitment of our staff is essential to a shared future where Lane County is the best place in which to live, work, and play.

[Veteran Preference Information](#)

County Performance Auditor Compensation Review

Human Resources

Updated September 12, 2022

Summary:

In July of 2020, HR completed a review of the Performance Auditor salary classification. Given the time that passed, this review updates the information and recommendation based on current information. In order to match our market comparators as closely as possible, the grade should be changed to D62, as recommended in the July 2020 review, and a new sub-range E should be created for the position. *This would be an adjustment of the range from \$82,804.80-\$121,721.60 to \$96,824.00-\$142,355.20*

Since 2020:

- Two of our comparator counties (Clackamas and Deschutes) increased staffing in their Internal Audit departments. At the time of the last analysis those counties, like Lane County, had a single County Auditor that did not manage additional staff. Currently, the County Internal Auditors at all four of our comparator counties who have internal audit departments oversee one to three other auditors.
- The July 2020 Salary Classification Review recommended that the position move to a higher sub-grade decision band (from D61 to D62.)
- In December of 2021, Lane County conducted a salary analysis for non-represented positions, and placed positions into subranges that were reflective of salary rates for similar positions at comparable counties. Based on that analysis, the Performance Auditor position was placed in subrange C, which represents a 10% increase over the base D61 salary range.

Results:

- The current Performance Auditor salary classification falls almost 20% below market when compared to other County Internal Auditors.
- Maintaining the position in the D61 classification and moving it up to sub-range E results in the position being about 13% below market compared to other County Internal Auditors.
- Implementing the 2020 recommendation to change the salary grade to D62, and placing it in a newly created subrange E, which is 2.5% greater than sub-range D, places the position 2.35% below the market for County Internal Auditors. Once Lane County's COLA for non-represented staff is implemented in roughly 5 months, the Lane County rate would be less than half a percent off market.
- As part of the "hiring pipeline" for the Performance Auditor position is senior staff auditors looking to take the next step in their career, the proposed salary range for the Performance Auditor classification at Lane County was also compared to senior staff auditors at comparator counties. The proposed salary range is 18% above the range for senior staff auditors at comparator counties.

Recommendation:

- Moving this position into grade D62 in the E subgrade would both bring it in line with the compensation for County Auditors at our comparable counties, and create competitive compensation for individuals with experience as staff auditors for other governmental entities who may be part of our recruiting pipeline.