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Memorandum Date: September 1, 2006  
Order Date: September 13, 2006

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**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Greta Utecht

**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF APPOINTING AND ESTABLISHING THE SALARY AND BENEFITS FOR THE INTERNAL AUDITOR

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**I. MOTION:**

MOVE APPROVAL OF ORDER 06-09-13- IN THE MATTER OF APPOINTING AND ESTABLISHING THE SALARY AND BENEFITS FOR THE INTERNAL AUDITOR

**II. AGENDA ITEM SUMMARY**

The Board is being asked to approve the appointment, the salary and the benefits of a new internal (performance) auditor.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The Board of County Commissioners directed Human Resources staff to advertise the position of Performance (Internal) Auditor in various professional journals and publications, and major newspapers in the northwest. The recruitment effort resulted in nine (9) applications meeting the minimum standards as described in the position description and posting. The supplemental questionnaires of those applications were then scored by a representative from the County's external auditing firm and by two County staff persons who are knowledgeable about the requirements of a Performance (Internal) Auditor.

The Board of County Commissioners reviewed the applications and other materials submitted by the top candidates; and interviewed them on July 11, 2006. The Human Resources Director has completed a reference check on the top candidate, Stewart Bolinger, and found his references to be unanimously positive; and incorporating all the information collected to date, the Board has deliberated and elected to offer the exempt, non-represented, unclassified position of

Performance (Internal) Auditor to Stewart Bolinger.

**B. Policy Issues**

This position serves at the pleasure of the Board of County Commissioners and reports directly to them. Human Resources recommends that the benefits accorded to this position be equal to those accorded to non-elected department directors and that the initial salary be set at \$65,000. Furthermore, as with other new County employees, the Board should conduct a performance evaluation of Mr. Bolinger six months from the date of the appointment.

**C. Board Goals**

The County's Strategic Plan directs the County to measure the performance of the services delivered. The appointment of an Internal/Performance Auditor is a key ingredient in our ability to improve the effectiveness of our services.

**D. Financial and/or Resource Considerations**

This position is a budgeted position within the County Administration budget, and Mr. Bolinger has accepted a salary within the range set for the position. There are no additional costs associated with this appointment.

**F. Alternatives/Options**

1. Approve the attached order appointing Mr. Bolinger.
2. Decline to approve the order and direct staff to modify the order.
3. Decline to approve the order and direct staff to recruit for other candidates.

**IV. TIMING/IMPLEMENTATION**

If option one is approved, then Mr. Bolinger will begin employment with the County on Monday, September 18, 2006.

**V. RECOMMENDATION**

Staff recommends that the Board approve option one and approve the motion stated above. Mr. Bolinger comes with excellent references, was the number one candidate after completion of the County's selection processes, and is enthusiastic and professionally motivated to help the Board achieve the County's goals.

**VI. ATTACHMENTS**

Board Order

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**RESOLUTION AND** ) **IN THE MATTER OF APPOINTING**  
**ORDER 06-** ) **AND ESTABLISHING THE SALARY**  
 ) **AND BENEFITS OF THE INTERNAL**  
 ) **AUDITOR**  
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**WHEREAS**, the Board of County Commissioners has conducted a recruitment and selection process for the Internal Auditor position which serves at the pleasure of the Board; and

**WHEREAS**, the successful candidate is Stewart Bolinger; and

**WHEREAS**, it is the Board's intention to compensate Stewart Bolinger commensurate with his qualifications, experience and responsibilities; and

**WHEREAS**, it is proposed that an initial performance evaluation and salary review of Stewart Bolinger be conducted six months from the date of appointment and further evaluations annually thereafter, which may result in potential merit increases, now, therefore,

**IT IS HEREBY RESOLVED AND ORDERED**, that, Stewart Bolinger be appointed Internal Auditor at an annual salary of \$65,000, said appointment to be effective September 18, 2006; and it is further

**ORDERED** that Stewart Bolinger receive the same benefits as those accorded to non-elected department directors; and it is further

**ORDERED** that a performance evaluation be conducted six months from the effective date of the appointment.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2006.

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Bill Dwyer, Chair  
Board of County Commissioners

**APPROVED AS TO FORM**  
Date 7/24/06 Lane County  
*Jesse J. J. J.*  
**OFFICE OF LEGAL COUNSEL**