

## CIVIL SERVICE PERSONNEL

### BACKGROUND

The City of Tampa Civil Service's "Rules and Regulations," dated July 12, 1982, governs classified employee hiring practices. It was adopted from the Civil Service Law, Chapter 24927, Laws of Florida, as amended to July 1, 1981.

The Recruitment and Testing Section of the Department of Administration (Personnel) is responsible for the screening and testing of new hires and existing employees for advancement, transfer, or reassignment. The Classification Section is primarily responsible for the evaluation of new and existing positions.

### SCOPE

The audit period was from October 1, 1994, through September 30, 1995. Test work was limited to new hiring, promotion, and reclassification transactions (classified positions only) completed during the audit period.

### STATISTICS

|                     | FY94      | FY95      | FY96      |
|---------------------|-----------|-----------|-----------|
| Budget:             |           |           |           |
| Personnel Services  | \$574,353 | \$595,124 | \$642,339 |
| Operating Expenses  | 33,851    | 37,526    | 37,443    |
| Number of Positions | 12        | 12        | 13        |

### PLANNING

1. Prepare an engagement letter and send to the Director of Administration.
2. Review the Mission and Management statement, any applicable City Code sections, and the City Charter.
3. Arrange for and hold an entrance meeting with management. Obtain an organizational chart and document the meeting. Arrange for a departmental contact person.
4. Conduct a preliminary survey in order to gain an understand of the personnel hiring, promotion, reclassification, and dismissal process.
5. Provide a copy of the preliminary survey memo to the auditee to review, make changes as necessary.
6. Perform a risk analysis listing all weaknesses and corresponding internal controls that would correct the weakness. Note exceptions. Index to test work performed.
7. Prepare the audit program listing specific audit steps and tests to be performed.
8. Submit work papers to the Audit Supervisor for review.
9. Clear review notes and make changes, if necessary.

## **OBJECTIVE # 1**

Determine extent of compliance with the stated rules and regulations of the Civil Service law for new hires and promotions truncations during the audit period.

1. Obtain the Personnel Manager's Log of the fiscal year transactions. This log details all personnel transactions initiated and completed during the audit period.
2. Determine the total number of new hires and promotion transactions that occurred during the audit period.  
Compute a sample size using a confidence level of 95%, an expected error rate of 2%, with a precision level of + or - 5%. As a minimum randomly select 30 transactions for new hires and 30 for promotions.
3. Ensure the sample selected is for classified positions only. Trace job title to "Job class" and sort by title.
4. Trace classified positions to the "Position Classification Plan."
5. Test sample transactions for various attributes of the Civil Service Law.
6. Summarize and conclude.

## **OBJECTIVE # 2**

Ensure that judgmental or subjective decisions associated with the new hire and promotion transactions are properly documented and reasonable.

1. Examine all documentation associated with scheduled tests.
2. Schedule attributes on workpapers, using the Civil Service Law as a guide; and analyze.
3. Summarize and conclude.

## **WRAP-UP**

1. Complete and organize the working papers.
2. Prepare a preliminary draft of the audit report and turn in to the Audit Supervisor for review.
3. Clear review notes and make changes as appropriate.
4. Send a copy of the draft report to the Fire and Communications Chief for written responses.
5. Schedule an exit conference, if necessary.
6. Incorporate auditee's responses into the final report and send to the printer.