

Martin Matson
Comptroller

Aycha Sawa, CPA, CIA
Deputy Comptroller



Toni Biscobing
Special Deputy Comptroller

Rocklan Wruck, CPA
Special Deputy Comptroller

Office of the Comptroller

February 18, 2019

Maria Monteagudo
Employee Relations Director
City Hall – 7th Floor

Re: Comptroller's Office – Internal Audit Division Pay Study

Dear Ms. Monteagudo:

This letter comes to you after many conversations with different staff and managers in your department. They suggested that we request a formal pay study for our Internal Audit division. As you may be aware, we have had significant turnover within the division in the last eight years.

Attached is a spreadsheet that shows the turnover that the division has encountered since 2010. The total cost for the vacancies are calculated from 2011 through end of 2018. It is calculated by vacancy weeks and then converted to hours. Then we multiplied those hours by median Auditor and Auditor Lead salaries that were averaged together as the rate of pay.

We are requesting two studies for the Internal Audit division. The first is a pay study to analyze if our salary ranges are in line with the market. We would ask if an adjustment is necessary, if the salaries could be adjusted once completed.

Secondly, we would ask for flexible structured recruitment authority. This would be based on experience and certifications within the accounting and auditing fields. This will give more flexibility with salary when hiring and will give current employees incentives to work towards certifications. Examples are CIA (Certified Internal Auditor) and CGAP (Certified Government Auditing Professional).

Enclosed, please find the vacancy history and vacancy cost estimation for the Internal Audit Division for the last eight years. Please contact Aycha Sawa, my Deputy if you should have further questions at x2303. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Martin Matson".

Martin Matson
Comptroller

MM:as

attachments