



# City of Chattanooga

Stan Sewell  
Director

INTERNAL AUDIT  
City Hall  
Chattanooga, Tennessee 37402

Ron Littlefield  
Mayor

October 22, 2010

Mayor and City Council  
City of Chattanooga  
Chattanooga, TN 37402

RE: Post Audit Review of New Hire Policy & Procedures, Audit 09-07

Dear Mayor Littlefield and Council Members:

On October 20, 2009, the Internal Audit Division released an audit on the New Hire Policy & Procedures. We performed certain procedures, as enumerated below, with respect to activities of the Personnel department in order to render a conclusion on the status of the recommendations made as a result of that audit.

This Post Audit Review consisted principally of inquiries of City personnel and examinations of various supporting documentation. It was substantially less in scope than an audit in accordance with generally accepted government auditing standards.

The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters might have come to our attention that would have been reported to you and our conclusions may have been modified.

The conclusions of Audit 09-07 were that:

1. The personnel records included all required employment forms and documentation for new hires processed through the Personnel department. However, new hires not processed through the Personnel Department lacked assurance that prudent (and required) practices have taken place.

The audit contained 2 recommendations that addressed the audit's findings. Based on the review performed, we concluded that recommendations 1 and 2 were implemented.

### **Recommendations Implemented [1,2]**

We recommended (Recommendation 1) that the Personnel Department manage the hiring process for all City employees (full-time, part-time, permanent, or temporary). This process would include ensuring all new hires receive proper background checks, complete necessary employment forms and attend a new hire orientation that provides, at minimum, information in regards to the City's Personnel policies and procedures.

Based on discussions with Personnel staff and a limited review of department processes, the Personnel department is now processing all employees as recommended in the audit finding.

We further recommended acknowledgement forms for policies received be completed by all new hires (regular, temporary, full-time, part-time, and elected officials) and maintained in centralized personnel files, along with all other employee documents.

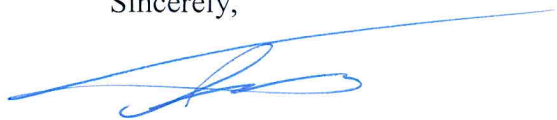
Based on discussions with Personnel staff, all new hires attend orientation and sign acknowledgement forms for policies. However, limitations still exist regarding the extent of orientation and documentation the Personnel department can conduct or obtain for Elected Officials.

We recommended (Recommendation 2) that Personnel Department management conduct an assessment of their staffing to determine if any adjustments or additions are needed to more effectively and efficiently operate the Personnel department.

Based on discussions with Personnel staff and observations, an assessment of their staffing was conducted and an additional staff person has been assigned dedicated duties to assist the Records Officer.

We thank the personnel in Personnel department for their assistance in conducting this review. We will consider this report to be final unless directed to continue our review.

Sincerely,



Stan Sewell, CPA, CGFM  
Director of Internal Audit

cc: Dan Johnson, Chief of Staff  
Audit Committee  
Donna Kelley, Personnel Administrator