



THE CITY OF SAN DIEGO

Audit Committee Public Member Appointment

Seeking Candidates to Serve as:

Audit Committee Public Member

Background:

The City Charter requires the Audit Committee to be comprised of two members of the City Council (one to serve as Chair of the Committee) and three public members. The City Council is looking to appoint a public member to a four-year term on the Audit Committee beginning January 2016. *The City is currently soliciting applications in order to make this important appointment.*

City Charter Specified Qualifications:

At least 10 years of experience as a certified public accountant or as a certified internal auditor, or 10 years of other professional financial or legal experience in audit management

Audit Committee Member Responsibilities:

- Oversight responsibility for the City's auditing, internal controls and any other financial or business practices required by the Charter
- Responsibility for directing and reviewing the work of the City Auditor, who reports directly to the Audit Committee
- Recommend to the City Council the annual compensation of the City Auditor and the annual budget of the Office of the City Auditor
- Conduct an annual performance review of the City Auditor
- Recommend to the City Council the retention and, if appropriate, termination of the City's outside audit firm
- Monitor the engagement with the City's outside auditor, resolve any disputes between City management and the outside auditor with regard to the presentation of the City's financial reports, and report such disputes to the City Council
- Perform additional Audit Committee responsibilities and duties specified by City Charter and/or the San Diego Municipal Code

Meeting Frequency:

Meetings are typically held once a month at 202 C Street in the 12th Floor Council Committee Room. In 2015, Audit Committee meetings are generally scheduled on Wednesdays at 9:00 a.m. and may last up to three hours. It is possible that the day and/or time could change when the 2016 legislative calendar is set.



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Other Considerations:

- 4 year appointment term
- City Council will select one Audit Committee public member from candidates recommended by the screening committee.
- This is an uncompensated volunteer appointment.
- Appointment is anticipated to become effective in early 2016.
- Audit Committee Members are subject to City's Ethics Ordinance (see link below).
- Members are subject to conflict of interest laws and must file an annual Statement of Economic Interests, Form 700 (see link below).
- Applicant qualifications are subject to verification.
- Applications are public documents, although confidential information will be redacted.
- A background check is required.

Application Deadline:

Wednesday, September 16, 2015

See attached 8-page application for instructions on how to apply.

Contact Information:

Telephone: (619) 236-6555

E-mail: sdiba@san Diego.gov

Related Information Links:

Audit Committee Information & Responsibilities:

<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art06Division17.pdf>

City of San Diego Ethics Ordinance:

<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art07Division35.pdf>

Ethics Commission FAQs:

<http://www.sandiego.gov/ethics/faqs/index.shtml>

Statement of Economic Interests:

<http://www.sandiego.gov/city-clerk/elections/eid/economic.shtml>



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Application for Audit Committee Public Member Appointment

(This is a fill-in PDF form.)

If you need additional space to answer any of the following questions, please provide the information in an attachment.

Section A - General Information				
Title				
Mr. Ms.				
Name <i>(last, first, middle)</i>				
List All Other Names You Have Used in the Past				
Email Address				
Primary Telephone				
Number:	Specify Type:	Mobile	Work	Home
Alternate Telephone (optional)				
Number:	Specify Type:	Mobile	Work	Home
Current Address <i>(number, street, city, state, ZIP code)</i>				
List All Previous Residences During the Past 5 Years <i>(number, street, city, state, ZIP code)</i>				
APPLICATION SUBMISSION				
To submit your application, please complete and transmit the following information to the office listed below.				
1. All 8 pages of the completed and signed <u>application form</u> ,				
2. A <u>copy of your resume</u> ,				
3. <u>Copies of any licenses or certifications</u> referenced in your application or resume, and				
4. Any additional information you believe relevant to your application.				
Office of the Independent Budget Analyst (IBA)				
Attn: Lisa Byrne, 202 C Street, MS-3A, San Diego, CA 92101				
If submitted by e-mail: e-mail to sdiba@sandiego.gov (see NOTE below)				
If submitted by fax: fax to (619) 236-6556				
NOTE: To send your application as a PDF by email, print the completed fill-in form and manually sign the signature areas (do not use an electronic signature). Then scan the signed application, resume, and other required documents; and attach the scanned PDF to an email with a subject line of "Confidential Audit Committee Application".				
Your application is deemed submitted when you receive an acknowledgement from the IBA.				



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Section B - Licenses or Certifications Relevant to the Position

Type	Issuing State/Entity	License #	Date of Issue/Expiration Date

Section C - Education (College/University or Other Educational History)

School	Degree	Major	Year Earned

Section D - Civic/Community/Volunteer Experience Over Past 5 Years

Organization Name	City/State	Activity/Type of Work	Dates: From/To

Section E - Professional/Other Relevant Organizations Over Past 5 Years

Organization Name	City/State	Activity/Type of Work	Dates: From/To

Section F - Three References Familiar With Your Qualifications for This Appointment

Reference Name	Your Association With Reference	Telephone Number



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Section G - Employment History Over Past 10 Years

Employer Name	Type of Business
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Title/Position

Duties

Employer Telephone Number	Employer Website
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Employer Address (<i>number, street, city, state, ZIP code</i>)

Start Date	End Date	Reason for Leaving
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Employer Name	Type of Business
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Title/Position

Duties

Employer Telephone Number	Employer Website
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Employer Address (<i>number, street, city, state, ZIP code</i>)

Start Date	End Date	Reason for Leaving
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Employer Name	Type of Business
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Title/Position

Duties

Employer Telephone Number	Employer Website
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Employer Address (<i>number, street, city, state, ZIP code</i>)

Start Date	End Date	Reason for Leaving
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Section G - Employment History Over Past 10 Years *(Continued)*

Employer Name	Type of Business	
Title/Position		
Duties		
Employer Telephone Number	Employer Website	
Employer Address <i>(number, street, city, state, ZIP code)</i>		
Start Date	End Date	Reason for Leaving

Section H - Charter-Required Qualifications

Please explain how you meet the Charter-required qualifications described below. Reference any relevant experience, licenses, or certifications/credentials that support your candidacy to serve on the Audit Committee. You may alternatively attach a cover letter to respond to this question.

San Diego City Charter Section 39.1 states, "Public members of the Audit Committee shall possess the independence, experience and technical expertise necessary to carry out the duties of the Audit Committee. This expertise includes but is not limited to knowledge of accounting, auditing and financial reporting. The minimum professional standards for public members shall include at least 10 years of experience as a certified public accountant or as a certified internal auditor, or 10 years of other professional financial or legal experience in audit management."



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Section I - Elected or Appointed Positions

Do you currently or have you ever served in any elected or appointed office or on any local, state, or federal government board, commission, committee, or other elected or appointed position?

Yes (If yes, provide information below.) No

Table with 3 columns: Entity, Position, Dates: From/To. Contains 4 rows for data entry.

Section J - Relationships/Relatives

To the best of your knowledge, do you have a spouse, registered domestic partner, or other relative who is currently an employee or appointee of the City of San Diego?

Yes (If yes, provide information below.) No

Table with 3 columns: Name, Position With City, Relationship to You. Contains 4 rows for data entry.

Section K - Affiliations

To the best of your knowledge, are you currently, or have you ever been, affiliated (as a director, officer, partner, trustee, employee, owner, advisor, or consultant) with any institution, organization, or business entity that might present an actual, potential, or apparent conflict of interest should you be appointed? An example would include, but not be limited to, a contract with the City.

Yes (If yes, please explain below.) No

Large empty rectangular box for providing details or explanations.



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Section L - Financial Holdings and Property

To the best of your knowledge, do you have financial holdings in or receive income from any source or own real property or personal property that might present an actual, potential, or apparent conflict of interest should you be appointed?

Yes (*If yes, please explain below.*)

No

Section M - Disciplinary Actions

Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct in any court, administrative agency, professional association, disciplinary committee, or other professional group?

Yes (*If yes, please explain below.*)

No

Section N - Civil Litigation or Administrative Proceeding

In the last 10 years, have you been a party in any capacity in any civil litigation or administrative proceeding that is relevant to this appointment?

Yes (*If yes, please explain below.*)

No



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Section O - Tax Lien/Collection Proceedings

Has a local, state, or federal agency or authority ever placed a tax lien or filed any other collection proceeding against you?

Yes (If yes, please explain below.)

No

Please provide the date, a brief description of the events leading to the proceedings, and whether the matter has been resolved.

I CERTIFY that my responses and attachments to this application are full, true, and correct to the best of my knowledge. I understand that I may be disqualified from consideration if I knowingly make false or misleading statements on this application or omit material information.

I AUTHORIZE the City of San Diego through its elected officials, officers, employees, agents, and representatives, hereinafter referred to as the "City," to obtain a consumer credit report; to investigate my current/past employment, references, education records, and military records; to perform a background check into any criminal history; and to make any other inquiries that may be needed to arrive at an appointment decision. Further, I authorize any business, institution, or organization to release any records sought by the City in connection with my application.

I RELEASE the City, its officers, agents, and employees and all individuals, organizations, educational institutions listed as a reference on my application from all liability claims or damages that may result to me on account of compliance or any attempts to comply with this authorization by any person or party.

I UNDERSTAND and ACKNOWLEDGE the following:

- Nothing in this application constitutes an express or implied contract for employment with the City of San Diego;
• Some information related to my application may be subject to disclosure under the California Public Records Act. However, the City will protect the confidentiality of the information to the extent permissible under applicable law;
• I may elect to withdraw from the appointment process at any time.

Signature of Applicant

Date

Date of Birth

Social Security Number

CA Driver's License Number

PLEASE FEEL FREE TO PROVIDE ADDITIONAL INFORMATION OR LETTERS OF ENDORSEMENT. THANK YOU FOR YOUR INTEREST IN SERVING OUR CITY GOVERNMENT.



THE CITY OF SAN DIEGO

**FAIR CREDIT REPORTING ACT
CANDIDATE DISCLOSURE AND AUTHORIZATION**

DISCLOSURE

As a condition of your consideration for appointment to the Audit Committee for the City of San Diego (“City”), the City may obtain a consumer report. Such a report may include information about your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living.

Pursuant to the California Labor Code, the City may obtain a consumer credit report about you because you are seeking appointment to a City position that involves access to confidential or proprietary information and has oversight responsibility regarding the City’s auditing, internal controls and other financial or business practices required by the City Charter.

The Consumer Reporting Agency that will prepare and process the report(s) is:

Experian, P.O. Box 2002, Allen, TX 75013
1 888 EXPERIAN (1-888-397-3742)

I request a free copy of the consumer credit report obtained by the City.

AUTHORIZATION

I, *[enter name to the right]* _____, authorize the City, including its elected and administrative officials and employees, to obtain a consumer report about me. I understand that the City will use the consumer report to evaluate my creditworthiness or similar characteristics. I also authorize the City to obtain background information including employment, licensing and education verifications, social security verification, criminal and civil history, tax lien/collections proceedings, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. Further, I understand that if any information contained in my consumer report is used, wholly or partly, in making an adverse decision regarding my fitness for appointment to the Audit Committee, before making the adverse action, the City will provide me with a copy of the report and a description in writing of my rights under the law.

Signature of Applicant

Date