



City of San Diego – Audit Committee

- Seeking Candidates:** For 3 Public Audit Committee Member positions.
- Background:** On June 3, 2008, voters approved Proposition C which, in part, provided for City Charter language addressing the responsibilities and composition of the City’s Audit Committee. Specifically, the new Charter language calls for a reconfigured Audit Committee comprised of two members of the City Council (one to serve as Chair of the Committee) and three public members. The Audit Committee is currently comprised of three City Councilmembers.
- City Charter Specified Qualifications:** At least 10 years of experience as a certified public accountant or as a certified internal auditor, or ten years of other professional financial or legal experience in audit management.
- Audit Committee Member Responsibilities:**
- Oversight responsibility regarding the City’s auditing processes, audit findings related to internal controls and any other financial or business practices required by the Charter.
 - Responsible for directing and reviewing the work of the City Auditor.
 - Recommend the annual compensation of the City Auditor and the annual budget of the Office of the City Auditor to the City Council.
 - Conduct an annual performance review of the City Auditor.
 - Recommend to the City Council the retention of the City’s outside audit firm and, when appropriate, the removal of such firm.
 - Monitor the engagement of the City’s outside auditor and resolve all disputes between City management and the outside auditor with regard to the presentation of the City’s annual financial reports, reporting such disputes to the City Council.
 - Perform additional Audit Committee responsibilities and duties specified by City Council ordinance.

Meeting Frequency: Meet 1-2 times a month at 202 “C” Street, 12th Floor Council Committee Room. Meetings held on Monday at 9:00 a.m.

- Other Considerations:**
- 3 Public Audit Committee Members needed.
 - 2, 3 and 4 year appointment terms available.
 - City Council will select 3 Audit Committee Members from all qualified candidate applications.
 - Appointments anticipated to become effective as early as October 2008.
 - Volunteer positions – no compensation.
 - Qualifications subject to verification.
 - Background check required.
 - Members subject to conflict of interest laws.
 - Members subject to City’s Ethics Ordinance (link below).
 - Members must file an annual Statement of Economic Interest (Form 700 – link below).

Application Deadline: Friday, November 14, 2008

Downloadable Application & Info: <http://www.sandiego.gov/iba/pdf/auditcommapp.pdf>

Additional Information:

Contact: Jeff Kawar	(619) 533-4764
E-mail:	jkawar@sandiego.gov
(or) Elaine DuVal	(619) 236-6457
E-mail:	eduval@sandiego.gov

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

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

Frequently Asked Questions Related to Above Links:
<http://www.sandiego.gov/ethics/faqs/index.shtml>



THE CITY OF SAN DIEGO

**City of San Diego – Audit Committee
Candidate for Public Audit Committee Member Appointment**

Candidate Application Form

Applicant’s Name: _____ Business Affiliation: _____

Home Address: _____ Business Address: _____
(Including ZIP) (Including ZIP)

Telephone: _____ Business Telephone: _____

E-Mail Address: _____ Business E-Mail: _____

**** PLEASE ATTACH A RESUME WITH YOUR QUALIFICATIONS AND
BRIEFLY PROVIDE THE INFORMATION REQUESTED BELOW:**

Educational Background:

Audit Related Experience:

Professional Credentials:
(CPA, CIA, or other financial or legal)

Professional Audit or Financial
Organization Memberships:

Experience or Special Knowledge
Pertaining to Audit-Related Matters:

Civic or Community Experience
(Committees, Boards, Commissions, etc.)

Applicant Signature

Date

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

Please send completed Application & Resume by e-mail (to sdiba@sandiego.gov), fax (619-236-6556) or mail to:
The Office of the Independent Budget Analyst, 202 C Street, MS3A, San Diego, CA 92101, Attn: Jeff Kawar

**CITY OF SAN DIEGO
AUDIT COMMITTEE: PUBLIC MEMBER APPLICATION**

APPLICATION FORM

(If you need more space to answer any of the questions, you may attach additional pages.)

- ~ New Applicant
- ~ Reappointment

1. Mr. _____
Mrs. _____
Ms. First Middle Last

2. Please list all other names that you have used:

3. Residence Address: _____
 Street City State Zip

Voting Address: _____
 Street City State Zip

Please list all the phone, fax, and cell / pager numbers at which you can be reached.

Hm. Phone: () _____ Hm. Fax: () _____ Hm. Cell: () _____

Hm. E-mail Address: _____

Wk Phone: () _____ Wk. Fax: () _____ Wk. Cell: () _____

Wk. E-mail Address: _____

If you have resided at your current address less than 10 years, please list all previous residences during the last 10 years.

Street City State Zip

Street City State Zip

4. In which Council District do you reside? _____

5. Are you a United States citizen? Yes _____ No _____

6. Are you a citizen of a country(ies) other than the United States? Yes _____ No _____

If so, please list country(ies): _____

7. Driver's License Number: _____

8. Date of Birth: _____

9. Position Sought (*Name of Board or Commission*). Please list in order of preference.

A). Audit Committee

B). _____

C). _____

10. Employment History (*current to last 10 years*).

A. Employer

Type of Business

Title/ Position

Duties

Address

(_____) _____

Phone

From Date

To Date

Website of Current Employer

B. Employer

Type of Business

Title/ Position

Duties

Address

(_____) _____

Phone

From Date

To Date

C. Employer

Type of Business

Title/ Position

Duties

Address

(_____) _____

Phone

From Date

To Date

D. Employer

Type of Business

Title/ Position

Duties

Address

()

Phone

From Date

To Date

11. Educational History:

High School / College / University / Other
(include full name)

City / State

Degree

Major

12. Please list professional licenses and certificates that you have received and the dates that they were issued.

A). _____ B). _____

C). _____ D). _____

13. Please list honors and awards that you have received.

A). _____ B). _____

C). _____ D). _____

14. Please list all organizations and societies that you have been a member of during the last 10 years.

Entity

Position

From / To

15. Please list all volunteer work that you have performed over the last 10 years that is relevant to this position:

Organization	City / State	Type of Work

16. Many positions require the appointment of people with special background, experience, or expertise. Please mark the categories for which you qualify.

- | | | |
|---|--|--|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Construction Industry | <input type="checkbox"/> Arts |
| <input type="checkbox"/> Engineering (_____) | <input type="checkbox"/> Environment Services | <input type="checkbox"/> Financial Institution |
| <input type="checkbox"/> Health Care (_____) | <input type="checkbox"/> Higher Education | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> International Affairs | <input type="checkbox"/> Labor | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Small Business | <input type="checkbox"/> Tourism | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Land Developer | <input type="checkbox"/> Other _____ | |

17. If you served in the military, were you honorably discharged? (Please give date.) Yes ___ No ___

If no, please explain: _____

18. YES NO Do you currently or have you ever served in any elected or appointed office or on any local, state, or federal government board, commission, or committee?

Entity	Position	Dates

19. YES NO 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? If yes, please explain.
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20. YES NO To the best of your knowledge, 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 a potential conflict of interest or the appearance of a conflict of interest with your requested appointment? If yes, please explain.
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21. YES NO 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 a potential conflict of interest or the appearance of a conflict of interest with your requested appointment? If yes, please explain.
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22. YES NO Have you ever been convicted of a violation of any federal, state, county, or municipal law, regulation, or ordinance (*including driving under the influence of alcohol or drugs, reckless driving, or hit and run accidents*)? If yes, please explain.
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23. YES NO To the best of your knowledge, are you currently under federal, state, or local investigation for possible violation of a criminal law or an ordinance? If yes, please explain.
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24. YES NO Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If yes, please explain.
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25. YES NO Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please explain.

26. YES NO In the last 10 years, have you been a party to any civil litigation or administrative proceeding as either a plaintiff, defendant, petitioner, respondent? If yes, please explain.

27. YES NO Have you ever authored and published any books or articles? If yes, please explain.

28. YES NO Is there anything in your background that, if made known to the general public through your appointment, would cause embarrassment to you and/or to the City? If yes, please explain.

29. YES NO Are you able, with reasonable accommodation if needed, to perform the essential functions of the position for which you are applying?

ADDITIONAL INFORMATION

All my responses and attachments to this application are full, true, and correct to the best of my knowledge. The City may thoroughly investigate my background, including my educational record, employment history, personal references, and any military or criminal records and may make any other inquiries that are necessary in considering my application.

I understand that the City will retain the confidentiality of the information provided in connection with my application. In addition, absent my consent, this information will not be available under a public records act request. I may elect to withdraw from the appointment process at any time. Upon notification of my withdrawal, the City shall seal the record of my application but shall retain the information as confidential, not subject to a public records act request, for a period of at least 2 years.

I understand that if I knowingly make false statements on this application or omit material information, I might be disqualified from consideration.

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, and employers from all liability in responding to or providing writings connected with my application.

Applicant Signature

Date

Thank you for your interest in serving the City of San Diego.

(3-1-06)