



## Office of the City Auditor Policies and Procedures

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**Number:** 6.1.1

**Title:** OCA Alternative Pay System

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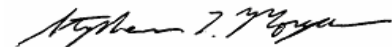
**Original Date:**
**Revision Date:**
**Approved by:**

01/27/1994

06/01/1996

08/02/2002

10/12/2005




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### I. Policy

All auditors and audit investigators shall adhere to a set of performance expectations that address professional skills and behavior.

### II. Purpose

The purpose of this policy is to:

- A. provide clear guidance and examples of performance expectations so that each auditor and audit investigator can determine what is expected of him/her at each level and zone, and
- B. facilitate consistency in the preparation of performance appraisals.

### III. Definitions

- A. **Performance Expectations** – A set of eight (8) performance categories that list core competencies and performance examples for each category. This document also includes a matrix of distinguishing criteria. There are two sets of performance expectations, one for auditors and one for audit investigators.
- B. **Core Competencies** – A base set of expectations for each category that *every* auditor and investigator is expected to meet.
- C. **Performance Examples** – A list of work-related skills, identified by level and zone, for auditors and investigators. Auditors and investigators should be proficient at the skills in their level and zone. Each performance example in a level and zones builds on the skills acquired in the previous level and zone. This list is an example of skills and should not be considered exhaustive.

- D. **Distinguishing Criteria** – A matrix that identifies a general set of roles, responsibilities, and credentials required for each level and zone.

#### **IV. Procedures/Responsibilities**

The performance expectations are to be used by auditors and supervisors when creating development plans and performance appraisals. See policies 6.1.2, 6.1.3, and 6.1.4. The performance expectations are included at the end of this policy.