



Office of the City Auditor
Policies and Procedures

Number: 6.2.2**Title:** Training Coordination

Original Date:**Revision Date:****Approved By:**

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I. Policy

The Office of the City Auditor shall develop and maintain a systematic approach to the skills development of employees with auditing and investigative responsibilities.

II. Purpose

A systematic approach to the development of skills will help to ensure consistency throughout the Office of the City Auditor in its approach to audits, investigations, and customer service, and will help to ensure that all employees are given an equitable opportunity to succeed.

III. Definitions

None

IV. Procedures

The City Auditor shall appoint a Training Coordinator for the Office of the City Auditor. This coordinator shall be chosen from among the available professional staff.

V. Responsibilities**The Training Coordinator shall:**

- A. Develop a training system based on needs assessment that reflects a comprehensive approach to the skills development of employees with auditing and investigative responsibilities.
- B. Develop a plan for the implementation of the training system and draft any policies necessary for its implementation and administration.

- C. Annually review each employee's CPE file by scrubbing CPE data for consistency year using PAS report "Training Courses by Plan Requirement" (Reconciliation Report). This should occur prior to reconciliation of plan requirements to staff training records.
- D. Annually, reconcile plan requirements to staff training records.
 - 1. This can be done by each staff member, using a copy of the current Training Plan Requirements and the PAS report "Comparison of Training Received to Plan", which shows the employee's progress on their training plan.
 - 2. The Training Coordinator should provide this information to staff to verify the reconciliation.
- E. Review and address any employee feedback or grandfathering requests.
- F. Report the status of the training plan and the status of office training to the Executive Management Team.
- G. Be available to the Executive Management Team for consultation on training requests.