



Office of the City Auditor

CONSENT CALENDAR
March 7, 2006

To: Honorable Mayor and
Members of the City Council

From: Ann-Marie Hogan, City Auditor

Subject: Limited Tuolumne Camp Staff Review

RECOMMENDATION

Request the City Manager to report back before the end of December 2006 regarding the implementation status of each of the City Auditor's recommendations in the attached report, Limited Tuolumne Camp Staff Review, and to continue to report back every six months thereafter, until all recommendations have been implemented.

SUMMARY

A performance review was conducted to determine if the work arrangement for two City employees at the City's Tuolumne Camp program was appropriate. One of the employees is a full-time, career Recreation Coordinator who has been responsible for the Tuolumne Camp program operations since 1986. The other employee is his wife, who was a part-time, hourly Recreation Activity Leader with the City until February 2005 and has worked summers at Tuolumne Camp since 1986. During the summer of 2005 she worked at Tuolumne Camp as a seasonal, daily-rated Assistant Camp Manager.

The following concerns were identified during the review:

Recreation Activity Leader / Seasonal Assistant Camp Manager

- Permitted to work from home (practice discontinued February 2005) even though the City does not have a program that permits employees to work from home. (Finding 1)
- Supervised by her husband, without the required written approval to do so from the City Manager. (Finding 1)
- Until the summer of 2005, appeared to be earning much more than other camp staff performing similar duties according to job descriptions. It also appears she was performing duties beyond the scope of her job description. (Finding 1)
- Permitted to work significantly more hours each week during the summer than documented City policy allows. (Finding 1)

Recreation Coordinator

- It appears his job classification and job description do not recognize the true nature of his job, and its unique duties and responsibilities. (Finding 2)

FISCAL IMPACTS OF RECOMMENDATIONS

When the Human Resources Department determines what the proper job classification and job description is for the Recreation Coordinator, his wages may increase or decrease, as appropriate.

If the former hourly Recreation Activity Leader works each summer at Tuolumne Camp as a seasonal Camp Activity Supervisor instead of an hourly Recreation Activity Leader, the City will realize a savings of approximately \$97 each day she works, or about \$6,500 each camp season.

RATIONALE FOR RECOMMENDATIONS

The audit report contains three audit findings and five recommendations. The recommendations are intended to resolve the concerns identified above in the SUMMARY.

CONTACT PERSON

Ann-Marie Hogan, City Auditor, 981-6750

Attachments:

1: Limited Tuolumne Camp Staff Review