



## 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, 12<sup>th</sup> 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:** Wednesday, September 3, 2008

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

**Additional Information:**

Contact: Jeff Kawar	(619) 533-4764
E-mail:	<a href="mailto:jkawar@sandiego.gov">jkawar@sandiego.gov</a>
(or) Elaine DuVal	(619) 236-6457
E-mail:	<a href="mailto:eduval@sandiego.gov">eduval@sandiego.gov</a>

**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)

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\_\_\_\_\_

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 this completed Form and Resume by e-mail (to [sdiba@sandiego.gov](mailto: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**