INTERNAL AUDITOR PERFORMANCE EVALUATION

SUGGESTED INSTRUCTIONS

Evaluate the Internal Auditor on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so, in the "N/O" column next to the factor.

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) Employee's work performance is inadequate and definitely inferior to the

standards of performance required for the job. Performance at this level

can not be allowed to continue.

Improvement

Needed (2) Employee's work performance does not consistently meet the standards of

the position. Serious effort is needed to improve performance.

Meets Job

Standard (3) Employee's work performance consistently meets the standards of the

position.

Exceeds Job

Standard (4) Employee's work performance is frequently or consistently above the

level of a satisfactory employee, but has not achieved an overall level of

outstanding performance.

Outstanding (5) Employee's work performance is consistently excellent when compared to

the standards of the job.

I.	PERFORMANCE EVALUATION AND	ACHI	EVEN	<u>IENTS</u>			
1.	City Commission Relationships	1	2	3	4	5	N/O
A.	Effectively implements policies and programs approved by the City Commission (Audit/Strategic Plan)						
B. Reporting to the City Commission is timely, clear, concise and thorough. (Activity Report)							
C.	Accepts direction/instructions in a positive manner. (Communications from Commission, One on One Meetings, City Management requests)						
D.	Keeps the City Commission informed of current plans and activities of administration, legislation, governmental practices and regulations, etc. (<i>Strategic plan/Activity Report</i>)						
E.	Provides the City Commission with information on anticipated issues that could come before the City Commission. (Formal/Informal one on one meetings, Emails, phone calls)		_			_	_
Com	ments:						
2.	Public Relations	1	2	3	4	5	N/O
A.	Projects a positive public, and professional image. (Attend City Commission Meetings, participate in Professional associations, volunteer in Community, and professionally)				_	_	
B.	Is courteous to the public and City employees at all times. (Communication/Meetings with City Employees during audits)						
C.	Maintains effective relations with media representatives. (Not applicable)						

Com	ments:						
3.	Effective Leadership of Staff	1	2	3	4	5	N/O
A.	Delegates appropriate responsibilities. (Audit/Work Assignments to staff)						
B.	Conducts training in internal audit policies, methods, procedures, internal controls. (Audit Programs Review, Draft & Final Reports Review)						
C.	Evaluates staff performance in accordance with City policies & procedures (Employee Annual Evaluations)						
Com	ments:						
4.	Fiscal Management (Budgeting Process)	1	2	3	4	5	N/O
A.	Prepares realistic annual budget						
B.	Controls expenditures in accordance with approved budget						
C.	Keeps City Commission informed about revenues and expenditures, actual and projected.						
D.	Ensures that the budget addresses the City Commission's goals and objectives.						
Com	ments:						
5.	Communication	1	2	3	4	5	N/O
A.	Oral communication is clear, concise and articulate. Advises City Manager on						

a continuing basis of any fiscal or other operation within the City which should be reviewed (Risk Assessment, Strategic plan, Audit entrance/exit meetings) (One on One, Activity Report Presentation, Audit Entrance/Exit Meetings)

B.	Written communications are clear, concise and accurate. (Memos/Audit Reports, Activity Report, Emails)						
C.	Discusses audits and recommendations of department officials, and assists in implerecommendations (Exit conference/Recommendations follow up)						
D.	Coordinates the preparation of the City's reply to the external auditor management letter (<i>If there are findings to respond to</i>	nt					
Com	aments:						
6.	Personal Traits	1	2	3	4	5	N/O
A.	Initiative.						
B.	Judgment.						
C.	Fairness and Impartiality.						
D.	Creativity.						
Com	nments:						
7.	Intergovernmental Affairs	1	2	3	4	5	N/O
A.	Maintains effective communication						

with local, regional, state, and federal government agencies (<i>Meetings/communications</i> with other City Auditors)							
В.	Contributions to good government through regular participation in local, regional and state committees and organizations (<i>Broward County Shelter Manager training, Florida CPA, AICPA</i>)		_	_	_		_
Com	iments:						
8.	Essential Duties	1	2	3	4	5	N/O
A.	Provides for a review of the internal control of administrative and accounting mechanisms to ensure a sound administration and to deter the occurrence of fraudulent acts (<i>Reviews of policies & procedures, technical assistance, draft contracts review</i>)						
В.	Performs tests and evaluations to assure compliance with contracts and grant requirements (Audits of revenues/expenditures deemed significant based on risk assessment, Fed/State grants audits)		_				
C.	Develops, implements, schedules, assigns compliance with contracts and grants and updates the annual audit program, and coordinates internal audit efforts with those of the external auditor and the Director of Finance (Strategic plan update, Annual audit assistance with Fed/State grants)						
D.	Provides for any analysis and assessment of the relevance and efficiency of the activity structures of the organization, its plans and objectives, and its use of human and material resources (Audits of policies & procedures, capital improvements projects, contracts/agreements)						

II. ACHIEVEMENTS RELATIVE TO OBJECTIVE FOR THIS EVALUATION PERIOD: (Annual Activity Report & related audit memos/reports, extra curricula activities)

Accomplishments:

- 1. Presented to the Commission the Activity Report (July 2020) the required reporting to the Commission
- 2. Completed 4 audit projects, with another 3 in progress for a total of \$ 31 million, and in addition, more than 45 technical assistance assignments for/from City Departments for \$ 10 million; and two Management requests -\$8 million
- 3. Attended via ZOOM, all Commission meeting in the reporting period
- 4. Completed 40 hours of professional educational training, above the minimum that is required by City and professionally to maintain CPA certification in two States; classes included 4 professional ethics hours, FEMA emergency management classes, COVID-19 Contact Tracing, and Open Source Intelligence (OSINT) Courses (3)
- 5. Participated in the City Strategic Planning process, and kept up with the required updates to report completion of specific projects
- 6. Frequently provided consultation (outside official audit projects) with/for different Department Heads/personnel regarding matters raised/initiated by Department Heads, or other personnel, including discussions related to cyber security risk mitigation in the City, process improvements, fixed assets verification, suspected fixed assets misuse, etc.
- 7. Volunteered for/with Feeding America projects more than six times distributing food to the needy in the community
- 8. Worked with outside auditors to satisfy the contract requirements for annual audit participation, specifically on the Federal and State Grant single audit, and on CRA expenditures, and CDBG
- 9. Completed annual staff evaluations

III. SUMMARY RATING

	nance stand	_	_	d against established e following rating is
Unsatis	factory	Improvement _ Needed	_ Meets Job Standards	_ Outstanding
Comments:				

IV. FUTURE GOALS AND OBJECTIVES

Share goals and objectives to be achie	eved in the next evaluation period. (Share item(s)
you wish to have the Internal Auditor	r focus on)
YOR/COMMISSIONER	Deusdedit C. (DC) Kiyemba
TRICT	INTERNAL AUDITOR