

AGENDA

Committee on Personnel August 13, 2024 at 1:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

UPDATED 8/12/2024

Council Member Hussain, Chairperson
Council Member Garza, Vice Chairperson
Council Member Spadafore, Member
Council Member Jackson, Member

1. **Call to Order**
2. **Public Comment on Agenda Items (Up to 3 Minutes)**
3. **Discussion/Action:**
 - A. City Council Internal Auditor Interview - Candidate #21115660
 - B. DISCUSSION - Internal Auditor Position
4. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

EMPLOYMENT APPLICATION		
	<p>City of Lansing 124 W Michigan Avenue</p> <p>Lansing, Michigan - 48933 http://www.lansingmi.gov (http://www.lansingmi.gov) Municipal Internal Auditor</p>	<p>Received: 6/6/24, 6:12 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>

PERSONAL INFORMATION	
POSITION TITLE: Municipal Internal Auditor	Job Number: 00325
NAME: (Last, First, Middle)	PERSON ID: 21115660
ADDRESS: (Street, City, State, Zip Code)	
EMAIL ADDRESS:	

PREFERENCES	
SHIFTS YOU WILL ACCEPT: Day	
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	

EDUCATION		
SCHOOL NAME: The University of Michigan		
LOCATION:(City , State) Flint, MI	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR/MINOR: Accounting		UNITS COMPLETED: 8

WORK EXPERIENCE		
DATES: from July/2019 to July/2024	EMPLOYER: Various Account & Audit roles	POSITION TITLE: manager
ADDRESS: (Street, City, State, Zip Code): 2338 S Penn Ave Lansing, MI 48910		
PHONE NUMBER: (810) 919-3333	SUPERVISOR: charles randall	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$12,000.00	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Available upon request		
REASON FOR LEAVING: looking for a challenge and to give back to the community.		
DATES: from July/2018 to July/2019	EMPLOYER: Lansing Board of Water and Light	POSITION TITLE: Internal Audit Senior
ADDRESS: (Street, City, State, Zip Code): washington Lansing, MI 48910		

PHONE NUMBER: (517) 702-6006	SUPERVISOR: Dick P. - CEO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	
DUTIES: Lead and perform internal audit engagements and test steps. Perform annual risk assessment and audit planning schedule. Prepare and review workpapers to document audit testing to support reported results. Present results to business owners and management.		
REASON FOR LEAVING: .		
DATES: from October/2016 to January/2018	EMPLOYER: AF Group	POSITION TITLE: Internal Audit Manager
ADDRESS: (Street, City, State, Zip Code): Grand ave Lansing, MI 48910		
PHONE NUMBER: (800) 555-1212	SUPERVISOR: Michael	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Manage audit team and preform risk-based audits of business processes and controls. Consider, design and supervise data analysis to increase audit efficiency and effectiveness. Prepare and present ad-hoc and management reporting, including the Audit Committee of Board of Directors. Develop working relationships with key leaders within the organization. Prepare and review workpapers to document audit testing to support reported results. Present results to business owners and management.		
REASON FOR LEAVING: .		
DATES: from February/2016 to October/2016	EMPLOYER: Toukan & Company	POSITION TITLE: Client Service Director
ADDRESS: (Street, City, State, Zip Code): charring dr Westerville, OH 43081		
PHONE NUMBER: (614) 901-7100	SUPERVISOR: Mr Toukan	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	
DUTIES: Manage and preform audit and reviews of financial statements for various industries, including for profit and non-profit, as well as, employee benefit plans. Assess risks of financial statement misstatement, identify testing approach and considerations, perform testing account balances and accounting transactions, and prepare financial statements and related disclosures. Address as needed the existence of ITGC and application controls, internal controls for financial reporting, and accuracy of financial reporting.		
REASON FOR LEAVING: .		
DATES: from November/2013 to January/2016	EMPLOYER: Self Employed	POSITION TITLE: Self Employed
ADDRESS: (Street, City, State, Zip Code): home address Westerville, OH 43081		
PHONE NUMBER: (810) 919-3333	SUPERVISOR: charles h randall, cpa	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 1

DUTIES: Advise, lead and supervise components of continuously improving business processes including; accounting / finance, IT systems, enterprise risk management, audit, and compliance with federal, state and local laws and regulations. Clients include: Cooper Tire & Rubber, Marathon Petroleum Corporation, M/I Homes, Sabarro, LLC, Ohio Bureau of Workers' Compensation o Process standardization / documentation; control identification, application mapping, key stakeholders and handoffs o Internal control testing related to: Financial Statements, Inventory, Journal Entries, Account Reconciliations, Month-End Close, Treasury, Equity-based compensation, Capital lease, and Leasehold improvement valuation. o Design IT risk assessment process, audit plan, audit test steps, supervise testing and assess impact of results. Topics included: ITGC / SDLC and Application Controls, NIST Security Controls. o Co-Champion implementation of audit management system (Teammate). o Strategically advising on board of directors reporting timeline, content and subject matter. o Interview chiefs of staff for annual / continuous risk assessment.		
REASON FOR LEAVING: Located a full-time, permanent position with a connection to the community, impactful presence with clients, expanding knowledge, skills and abilities.		
DATES: from January/2009 to November/2013	EMPLOYER: Mission Essential Personnel, LLP	POSITION TITLE: Director - Internal Audit
ADDRESS: (Street, City, State, Zip Code): unk Columbus, OH 43215		
PHONE NUMBER: (800) 555-1212	SUPERVISOR: Susan Zidek - General Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$9,000.00	# OF EMPLOYEES SUPERVISED: 3
DUTIES: (Federal Government Contractor) <ul style="list-style-type: none"> • Stood-up internal audit program from ground zero using IPPF framework for risk-control based testing to PCAOB requirements aligned with Defense Contract Audit Agency –Contract Audit Manual. Audit charter included compliance with laws and regulations, accuracy of management reporting (operational and financial), and efficient use of company resources (lean 6 sigma type process improvement). Internal control universe included: IT-General Controls, IT-Application Controls, IT-System Development Life Cycle (SDLC), finance / accounting controls, operational controls, compliance process, and control environment. • Managed Department budget (build, spend and forecast) and reported audit findings, department activities and project status to senior management and Board of Managers. Directly managed and supervised staff in project performance, assignment of duties and responsibilities and professional development activities. • Advised Policy Steering Committee in the initial development and continued refinement of company level policies and procedures to be designed for auditability and written clearly for broad scope understanding. • Lead implementation of Cost Accounting Standards process in accordance with Cost Accounting Standards Board. Coordinate with accounting and compliance department in preparation of Accounting System Review IAW FAR 31. • Designed and implemented risk assessment process to develop audit schedule for board approval. Managed and lead audit / investigation teams. Drafted, reviewed and approved audit reports. • Utilized data analytics and continuous controls monitoring to maximize use of audit resources and proactively identify risky business activity. • Interfaced directly with external auditors (DCAA). 		
REASON FOR LEAVING: .		
DATES: from March/2005 to November/2008	EMPLOYER: Ernst & Young, LLP	POSITION TITLE: Manager - Business Risk Services
ADDRESS: (Street, City, State, Zip Code): detroit Detroit, MI 48226		
PHONE NUMBER: (800) 555-1212	SUPERVISOR: Detroit office	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 40

DUTIES: <ul style="list-style-type: none"> • Project manager of 12 US based direct reports and 12 international teams on multi-objective risk based internal audits covering ICoFR (including IT controls) based audits and special projects of \$8.5B Tier I Automotive Manufacturing Supplier. Direct interaction with client executives and external financial auditor. Reduced budget 50%, year-over-year, while maintaining testing scope and detail. Managed completion of current year SOXa phase 1 testing 28% under budget. • Reporting and presentation responsibilities including: departmental status reports, special project analysis and results / position memos, and committee / board of directors presentations. • Project management of a cross-functional and multi-disciplinary global team to research and pilot a holistic solution to Segregation of Duties risks, from an application prospective, for \$178B Automotive OEM. • Consulting on COSO internal controls (including IT controls) for Sarbanes-Oxley Act compliance processes using PCAOB requirements; development and execution of risk based testing approach. Spearheading related special projects; including internal control framework rationalization and optimization, and control testing optimization. Co-led high profile, time sensitive project to identify, document and validate the existence of key controls for the North American operations of \$10B Tier I Automotive Manufacturing Supplier. • Directly managed and supervised staff in the performance of project requirements, meeting client needs, and professional development. 		
REASON FOR LEAVING: .		
DATES: from July/2000 to March/2005	EMPLOYER: Champion Enterprises, Inc	POSITION TITLE: Internal Auditor Supervisor
ADDRESS: (Street, City, State, Zip Code): big beaver rd Troy, MI 48084		
PHONE NUMBER: (800) 555-1212	SUPERVISOR: Stefan	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 3
DUTIES: <ul style="list-style-type: none"> • Co-Led, with Internal Audit Director, all aspects of internal audit department, including special investigations, research projects and department professional development. Communicated with corporate and operational management testing results, findings, issue remediation recommendations, and best practice development. Supervised up to 5 staff members in performance of simultaneous multi-location projects. • Project lead for development of Sarbanes-Oxley - Section 404 compliance using PCAOB standards for all manufacturing facilities (23 locations; \$1B net sales, \$300M Total Assets). Initial identification of internal controls using COSO framework for non-homogenous accounting and management structure. Identified areas for improvement in Controllers Policies & Procedures Manual and presented roll-out SOx A internal control documentation and testing process at Annual Controllers Conference and Materials Managers' Conference. Efforts resulted in zero significant deficiencies reported in year one of 302 certification. Interfaced directly with external auditors. 		
REASON FOR LEAVING: .		
DATES: from June/1999 to July/2000	EMPLOYER: Coastlog Industries Ltd	POSITION TITLE: Manager - Accounting & Administration
ADDRESS: (Street, City, State, Zip Code): unk Novi, MI 48375		
PHONE NUMBER: (800) 555-1212	SUPERVISOR: sree	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 1
DUTIES: <ul style="list-style-type: none"> • Responsible for managing overall strategic planning, budget and cost analysis, and day-to-day financial affairs of \$10M annual sales international manufacturing company. • Prepared financial reporting packages and maintained relationship with financing institutions and auditors. • Key member of executive management team involved in long-term corporate strategic planning. • Completed design and implementation of ERP system and trained staff on day-to-day usage. • Point of contact for performance of external and bank audits. 		
REASON FOR LEAVING: .		
DATES: from September/1996 to June/1999	EMPLOYER: Deloitte & Touche, LLP	POSITION TITLE: Senior Auditor
ADDRESS: (Street, City, State, Zip Code): main st Ann Arbor, MI 48109		

PHONE NUMBER: (800) 555-1212	SUPERVISOR: partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: Lead financial statement and compliance audits in accordance with GAAS, GAS and OMB Circular A-133. Manage testing of internal financial control effectiveness and develop recommendations for improvements. Compile and review financial statements with related footnotes of middle market organizations in accordance with GAAP. Performed research of technical accounting issues and determined impact of pronouncements. Client industries: Manufacturing (70%), Government / Not-For-Profit (10%), and Other Industries (20%).			
REASON FOR LEAVING: .			
DATES: from January/1992 to September/1994			
EMPLOYER: Michigan Army National Guard		POSITION TITLE: MLRS Technician	
ADDRESS: (Street, City, State, Zip Code): lake margerete Grayling, MI 49738			
PHONE NUMBER: (800) 555-1212	SUPERVISOR: Governor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 4	SALARY: \$10,000.00		
DUTIES: National Defense			
REASON FOR LEAVING: .			
DATES: from June/1988 to January/1992			
EMPLOYER: US Army		POSITION TITLE: Track Vehicle Mechanic	
ADDRESS: (Street, City, State, Zip Code): 1600 Penn Ave NW Washinton DC, AE 09142			
PHONE NUMBER: (800) 555-1212	SUPERVISOR: POTUS	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 4	
DUTIES: National Defense Cold War / Operation Desert Shield / Operation Desert Storm			
REASON FOR LEAVING: .			

CERTIFICATES AND LICENSES

TYPE: CPA - State of Ohio (Inactive)			
DATE ISSUED: February 2014	EXPIRATION DATE: December 2018	NUMBER: CPA.50796	ISSUING AGENCY: State of Ohio
TYPE: CPA - State of Michigan (Inactive)			

DATE ISSUED: August 2000	EXPIRATION DATE: December 2013	NUMBER: 1101026741	ISSUING AGENCY: Department of Licensing and Regulatory Affairs
TYPE: Certified System Information Auditor (CISA)			
DATE ISSUED: April 2019	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY: Information Systems Audit and Control Association (ISACA)

SKILLS

OFFICE SKILLS:

Nothing Entered For This Section

OTHER SKILLS:

Nothing Entered For This Section

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION**Professional Associations**

American Institute of Certified Public Accounts (AICPA)
Information Systems Audit and Control Association (ISACA)
Michigan Association of Certified Public Accountants (MICPA)
Ohio Society of Certified Public Accountants (OHCPA)
- Accounting & Audit Committee – Member (2015-2021)
Institute of Internal Auditors (IIA)

Honors & Awards

B.B.A - Accounting, with Distinction (GPA: 3.6/4.0)

Volunteer Experience

Westerville City School District – Audit Committee (2015-Present)
Finance Committee - First Presbyterian Church of Fenton, MI (2007-2009)
Mott Community College - Citizen/Lay Advisory Committee (2006-2007)
Treasurer - Glen Devon Condominium Owners Association (2004-2005)

Military Service

Various combat and non-combat related awards and honors.

Volunteer Experience

Westerville City School District - Audit Committee Member (2015-2018)
Ohio Society of Certified Public Accountants - Accounting and Audit Committee Member (2015-2021)

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Susan Zidek

POSITION:

General Counsel

ADDRESS: (Street, City, State, Zip Code)**EMAIL ADDRESS:**

unknown@email.com

PHONE NUMBER:

(216) 288-7432

REFERENCE TYPE:

Professional

NAME:

Jimmy Parker

POSITION:**ADDRESS:** (Street, City, State, Zip Code)**EMAIL ADDRESS:**

unknown1@email.com

PHONE NUMBER:

(630) 460-5087

REFERENCE TYPE: Professional	NAME: Eric Hammond	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: unknown2@email.com		PHONE NUMBER: 937-760-8110

Agency - Wide Questions

1. ELIGIBILITY

Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.
Yes

2. Are you at least eighteen (18) years of age?
Yes

3. CITY OF LANSING EMPLOYMENT STATUS

Are you now, or have you ever been employed by the City of Lansing?
No

4. If Yes, enter the following:

- Start Date
- End Date
- Job Title
- Department

5. Please check the appropriate box for your current employment status with the City of Lansing.

6. NEPOTISM DISCLOSURE

Are you related to a current City employee/official?
No

7. PREVIOUS APPLICATIONS

Have you ever applied to the City of Lansing before?
Yes

8. If Yes, when?
a long time ago. don't remember the position but you have an account for my email address. I'm sure it's on file.

9. GENERAL INFORMATION

Wage/Salary Desired
in line with experience, educations, knowledge, skills and abilities

10. **Availability to work (select all that apply)**

Monday
Tuesday
Wednesday
Thursday
Friday

11. **Hours Available**
40

12. **How did you hear of this vacancy?**
Internet *

13. *** Please Specify**
world wide web

Job Specific Supplemental Questions

1. **What is your highest level of education?**
Bachelor's Degree

- 2. Identify your major or area of concentration**
this information is in the education section of the application process and the attached resume.
BBA-accounting
- 3. What is your skill level using MS Word?**
Advanced
- 4. What is your skill level using MS Excel?**
Advanced
- 5. Do you have certification in any of the following? Check all that apply**
Certified Public Accountant
- 6. Identify the area(s) that you have professional work experience:**
Auditing consulting
- 7. Identify your number of years work experience in this area**
More than five years
- 8. Do you have experience with participating in public televised meetings?**
No

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.