



AUHR 1.01 DUTIES AND AUTHORITY OF THE CITY AUDITOR FOR HUMAN RESOURCES

Purpose

The role the Auditor's Office in the City of Portland is to promote accountability and transparency. Impairments to the Auditor's credibility exist when observers suspect that the Auditor's objectivity is compromised, because the Auditor's Office is beholden to or dependent on those it audits and investigates. To be credible in its oversight role, the Auditor's Office must be independent.

Voters approved amendments to the City Charter in 2017 to increase the independence of the Auditor's Office by removing decision-making control from officials and bureaus that are audited and investigated by the Auditor's Office. The Charter authorizes the Auditor to adopt rules for human resources for Auditor's Office employees.

The Auditor's Human Resources rules consistently mirror those of the Bureau of Human Resources. Exceptions generally are made when the City's rules are not applicable to the operations of the Auditor's Office or, in the Auditor's judgment, adversely affect the independence of the Office.

Authority of the City Auditor

The City Auditor is responsible for the coordination and control of the administrative and technical activities related to the human resources of the Auditor's Office.

Chapter 2, Section 2-506(b) of City Charter authorizes the City Auditor to:

- Appoint a Chief Deputy;
- Appoint other employees;
- Establish their compensation;
- Establish human resources policies and administrative rules, including classification and compensation, consistent with the City's;
- Provide functionally equivalent employee protections to the City's Classified Service;

Auditor's Office employees will participate in benefits programs provided by the City. The Bureau of Human Resources will administer payroll for the Auditor's Office.

The Bureau of Human Resources is responsible for labor negotiations, and represented employees in the Auditor's Office will be governed by their union contracts.

The Auditor's Office will have access to City systems, such as NeoGov and SAP, to conduct technical administrative steps required to process human resources activities, such as personnel actions, employee recruitment, and hiring.

The City Auditor will formulate, approve, administer and monitor administrative rules for the Auditor's Office, including provisions for:

1. Recruitment, examination, certification and appointment on the basis of applicants' knowledge, skills and ability;
2. Classification;
3. Preparation and maintenance of an equitable compensation plan;
4. Employee behavior and expectations;
5. Disciplinary guidelines with notice to employees of prohibited practices;
6. Employee training and development;
7. Affirmative Action and Diversity

Scope of Administrative Rules

These administrative rules apply to all employees of the Auditor's Office except those represented by a union. Represented employees will continue to be governed by the City's Human Resources Administrative Rules and their collective bargaining agreement.

It is expected that division managers and supervisors in the Auditor's Office will administer these rules in a consistent manner. The provisions of these rules are not conditions of employment and may be modified, revoked or changed in accordance with the steps outlined in the **Administrative Rule Development and Issuance**.

Violation of Rules

Any person violating these rules may be subject to discipline up to and including termination of employment. These rules and procedures are to be read in conjunction with related federal and state statutes and local ordinances, as applicable.

Severability Clause

If any section, subsection, sentence, clause or phrase of the City Auditor's Human Resources Administrative Rules is found to be invalid by any court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions of these Rules.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 1.01 Duties & Authority of the Director of Human Resources Mission & Vision of the Bureau of Human Resources.

Adopted by Council March 6, 2002.

Last revised April 25, 2016.