



# Chief Internal Auditor Recruitment Options

Mary Wiggins, Chief Human Resources Officer  
August 19, 2025

# Council Meeting August 5th

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## Item 67:

- Motion made by Representative Acevedo, seconded by Representative Chavez, and carried to **NOT NAME** an interim Chief Internal Auditor at this time and **MOVE** administrative/operational functions to the City Manager and **KEEP** governance intact with the FOAC until a new Chief Internal Auditor is named and further move to **DIRECT** the City Manager and City Attorney to present options on a search for a Chief Internal Auditor to include internal and external options.

# Agenda

- Recruitment Options
- Internal Timeline
- External Timeline
- Advertising Sites
- Final Recommendation

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# Recruitment Options

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## **Internal:** (Estimate 4 -6 Months)

- Internal Recruitment by Human Resources staff

## **External:** (Estimate 6 -9 Months)

- Robert Half & Associates (through Cooperative Agreement on EP Marketplace) - 30% of Total Compensation for first year annual salary

# Internal Timeline Estimate

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Project Milestones	Timeline
Meetings with Council	2 weeks
Position profile and recruitment brochure development	1 week
Approve brochure and begin advertising	2 weeks
Recruitment is open and receiving applications	4 -5 weeks
Applicant screening and recommendation of semi-finalists	2 -3 weeks
Creation of Interview Questions for Committee	2 – 3 days
Coordinate final process for on-site interviews with finalists	1 -2 days
On-site interviews with finalists	1 -2 days
Council discussion and final selection	1 week
Background checks, reference checks and academic verifications	1 week
Offer made/accepted	1 -2 days

# Candidate Selection Process

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- Contract with Lea Ream, Outside Counsel, as Recruitment Facilitator
- Advertise recruitment in industry specific sites for approximately 4 weeks
- All applications are evaluated in accordance with education and experience requirements
- All *Qualified* Applications are submitted to Council for consideration
- Council members will select their top five applicants to interview

# Candidate Interview Process

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- Recruitment Facilitator works with Council to develop Interview questions.
- Recruitment Facilitator works with Council to develop Applicant Scoring Sheet
- Recruitment Facilitator will work with Council to develop three interview panels
- Council will interview selected candidates
- Council will score all qualified applicants using the Applicant Scoring sheet and submit to Recruitment Facilitator for final tally.
- Council votes on selection





# External Timeline Estimate

Project Milestones	Timeline
Meetings with Council	2 weeks
Position profile and recruitment brochure development	1 week
Approve brochure and begin advertising	2 weeks
Recruitment is open and receiving applications	4 -5 weeks
Applicant screening and recommendation of semi-finalists	2 -3 weeks
Creation of Interview Questions for Committee	2 – 3 days
Coordinate final process for on-site interviews with finalists	1 -2 days
On-site interviews with finalists	1 -2 days
Council discussion and final selection	1 week
Background checks, reference checks and academic verifications	1 week
Offer made/accepted	1 -2 days

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# City Proposed Recruitment Platforms To Advertise

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## Government Platforms

- GovernmentJobs.com
- Texas Municipal League
- International City/County Management Association
- National League of Cities

## Industry Specific Platforms

- Association of Local Government Auditors
- Institute of Internal Auditors
- Texas Society of Certified Public Accountants

## Professional Platforms

- LinkedIn

# Final Recommendation

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Recommend that City Human Resources staff be directed to advertise and handle the recruitment of the Chief Internal Auditor position.

Recommend that Lea Ream, outside Counsel, be contracted to serve as the Recruitment Facilitator for this position.

## MISSION



Deliver exceptional services to support a high quality of life and place for our community.

## VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



## VALUES

Integrity, **R**espect, **E**xcellence,  
**A**ccountability, **P**eople

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## MISIÓN



Brindar servicios excepcionales  
para respaldar una vida y un  
lugar de alta calidad para  
nuestra comunidad

## VISIÓN



Desarrollar una economía regional  
vibrante, vecindarios seguros y  
hermosos y oportunidades  
recreativas, culturales y educativas  
excepcionales impulsadas por un  
gobierno de alto desempeño



## VALORES

Integridad, Respeto, Excelencia,  
Responsabilidad, Personas

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