



Human Resources & Equity

Chief Auditor Selection Process

**School Board Workshop
January 30, 2024**

Introduction

RATIONALE

Chief Auditor position will be vacant as of 4/12/2024.

The goal is to have the Chief Auditor final candidates interviewed and a candidate selected at the March 12, 2024, Regular School Board Meeting.

TODAY'S TAKEAWAYS

- Establish the timeline for all phases of the recruitment process
- Determine screening, interviewing, selection, and onboarding processes
- Outline contract negotiation protocols

PURPOSE

To discuss all recruitment phases for the position of the next Chief Auditor

2022-2027 STRATEGIC PLAN

Business Operations

POLICY ALIGNMENT

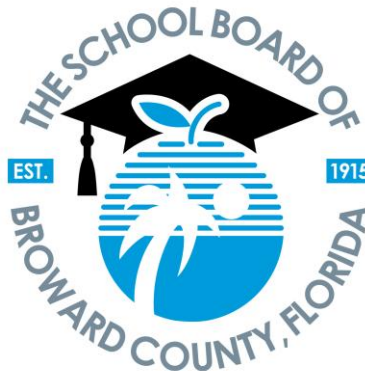
Policy 1700:
Office of the Chief Auditor

REQUEST OF SCHOOL BOARD

Provide input and feedback to the Superintendent and Human Resources Team to guide the recruitment and selections processes of the next Chief Auditor.

Financial Impact:

There is no financial impact for this item.



Proposed Timeline

01/23/24	School Board approved an item Directing the Superintendent to promptly advertise the position and schedule workshop item
01/26/24	Job advertisement begins (1/26 – 2/11, 11 business days)
01/30/24	Board Workshop to discuss recruitment phases
02/16/24	Qualified list of candidates sent to Board Members
02/27/24	Hold a Special School Board Meeting to select final candidates to interview
03/04-08/24	One-on-ones scheduled between candidates and Board Members
03/12/24	Regular School Board Meeting item to interview final candidates, select the next Chief Auditor, and authorize the Chair to negotiate employment contract with the selected candidate
03/18 – 22/24	Employment contract negotiation window between the Chair and the selected candidate
04/09/24	Hold a Special School Board Meeting to approve the Chief Auditor employment contract



Screening Process

- Job advertisement ends February 11, 2024
- Sites advertised include LinkedIn, CGCS, AICPA, FICPA, EdWeek
- Resumes/apps screened by Chief People Officer and Executive Director, Talent Management
- Preliminary background checks completed by TAO-NI department
- Qualified list of candidates verified and sent to Board Members on or before February 16, 2024
- Initiate method(s) of community input
- Final candidates selected for interviews at the February 27, 2024, Special School Board Meeting

CGCS: Council of Great City Schools

FICPA: Florida Institute of Certified Public Accountants

AICPA: American Institute of Certified Public Accountants

TAO-NI: Talent Acquisition & Operations - Noninstructional



Interview/Selection Process

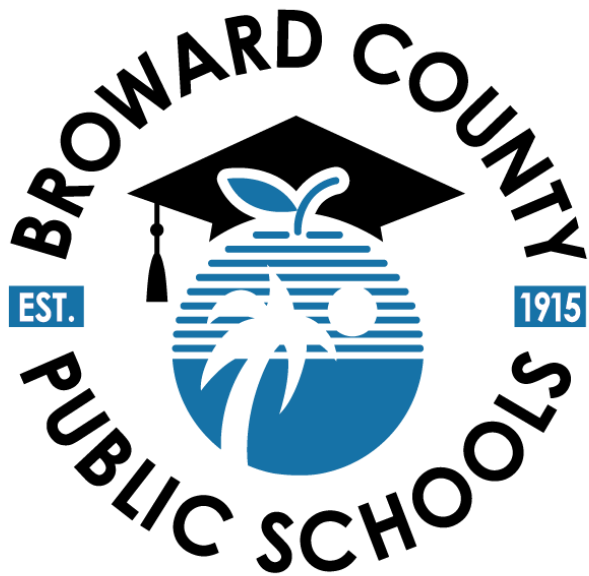
Interview Process

- One-on-ones conducted week of March 4-8, 2024
- Interviews conducted at the March 12, 2024, Regular School Board Meeting
- Interview format, interview time, number of questions, scoring
- Final candidates to be sequestered

Selection Process

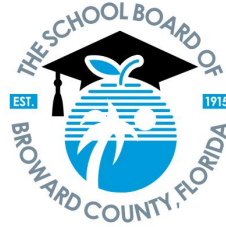
- Method to select next Chief Auditor after interviews
- Choose candidate with “X” or rank order





Board Discussion and Guidance





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