

CHIEF AUDIT OFFICER

Port of Oakland, CA





THE PORT OF OAKLAND

The Port of Oakland includes the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is among the top ten busiest container ports in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 375 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. The Port employs approximately 500 individuals and has annual revenues of \$359 million. Together, through Port operations and those of its tenants and users, the Port generates more than 73,000 jobs in the region and is connected to nearly 827,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland.

For more information, visit the Port's website at www.portofoakland.com

THE COMMUNITY

Nestled between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate - rated the best in the nation - combined with a vast network of arts, entertainment, recreational and educationally-enriching amenities make Oakland a thriving setting for its 447,000 residents and a tourist destination for thousands of visitors annually. The City's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. Oakland's diversity is also reflected in more than 600 year-round cultural fairs and events citywide. Other recreational, cultural and entertainment activities take place in 106 parks, Lake Merritt, Jack London Square, Knowland Park Zoo, the Oakland Museum of California and the Paramount Theater, among other welcoming venues.

For sports fans, Oakland is the only city in California with the "big three" professional football, baseball and basketball franchises: NFL Oakland Raiders, MLB Oakland Athletics and the NBA Golden State Warriors. Oakland is in close proximity to some of California's most famous destinations - San Francisco is just minutes away and the world renowned Napa Valley wine country is a short distance further. In addition, Oakland is just three hours from Lake Tahoe and the Sierra Mountains, less than three hours from Monterey, Carmel and Mendocino, and a short one-hour flight to Southern California. For longer trips, travelers can take advantage of the generous flight schedule offered by the numerous major carriers at Oakland's International Airport. Encompassing a wide range of housing and educational choices for its residents while providing all the elements of an attractive urban city make Oakland a great place to live and work.

THE CHIEF AUDIT OFFICER

In this executive management position, the Chief Audit Officer is charged with directing an independent comprehensive program responsible for performing operational and financial internal auditing within all offices of the Port, including: examining and evaluating all Port operations to ensure compliance with applicable laws and regulations and Port policies and procedures; identifying opportunities to institute and strengthen internal controls to promote operating efficiencies and prevent financial losses, and to detect fraudulent activities; offering sound recommendations to responsible managers for corrective action; and, reporting findings, recommendations, and corrective actions taken to senior management and the Board of Port Commissioners. The Chief Audit Officer and members of the audit staff are authorized to have full, unrestricted access to Port records, property, and personnel, and this position reports to the Board of Port Commissioners as one of its direct reports.

The main responsibilities of the Chief Audit Officer are:

- Develops and executes a comprehensive audit program to audit and evaluate the internal controls and operations in Port departments to safeguard Port assets from loss and improve the efficiency and effectiveness of Port operations.

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- Establishes policies for the internal auditing activity and directs its technical and administrative functions, including defining the nature, frequency, scope, objectives, and detailed procedures to be utilized in the conduct of each audit.
- Performs audits as a working-level manager and directs and supervises the activities of internal audit staff in the performance of the internal audit function, including assignment and oversight of work, development of staff, training, and formal review of performance.
- Coordinates audit engagements with department managers to schedule and explain the audit plan, review results, and discuss recommendations for corrective actions.
- Reviews and evaluates departmental procedures and records for their adequacy to accomplish intended objectives, for adequate managerial and internal accounting controls to protect Port assets from loss, and for compliance with Port policies and procedures and with applicable laws and regulations.
- Analyzes audit findings and evaluates their significance, writes the formal audit report with recommendations for improvements, and presents it to senior management and to the Executive Director and the Board of Port Commissioners.
- Appraises the adequacy of the action taken by operating management to correct reported deficient conditions; accepts adequate corrective action; performs continuing reviews with appropriate management personnel on action considered to be inadequate until there has been a satisfactory resolution of the matter.

THE IDEAL CANDIDATE

The ideal Chief Audit Officer have outstanding leadership skills and will understand the Port's complex operations and organizational structure. In addition, he/she will have a combination of public and private sector audit experience and possess the following expertise and attributes:

- A seasoned professional with hands on experience in the profession's core competencies (accounting, auditing, investigation and information technology). Also someone who has demonstrated success in working collaboratively with a variety of audience in a public setting.
- Has in-depth experience conducting concession contract audits and performance audits. Able to deal with complex accounting issues and communicate effectively with tenants, staff, the Board of Port Commissioners, chief financial officers and controllers.
- A forward and strategic thinker knowledgeable of the principles and practices of auditing all business functions, including electronic data processing, financial management and accounting principles, and the unique operations of airport, maritime, and commercial real estate.
- The ability to define management issues and analyze problems; and provide a wide range of in depth analysis to Port problems and the appropriate solutions to the Board of Port Commissioners and Port executives.
- Communicates effectively, makes timely decisions, and maintains effective working relationships within the Port, while simultaneously maintaining independence and objectivity, including negotiating persuasively but diplomatically for needed changes.

TOP PRIORITIES

The top areas of focus for the new Chief Audit Officer are:

- **Best Practices** – Stay abreast of current best practices. Review the Port's current audit process and improve where needed.
- **Concession Contract Audits** – Approximately 60% of the Chief Audit Officer's time is spent conducting about 20 to 25 concessions audit a year. The new Chief Audit Officer must be able to hit the ground running and continue to complete these audits.
- **Transparency and Accountability** - The Port is committed to upholding its stakeholders' trust by adhering to the highest ethical standards of business conduct and promoting a culture of transparency and accountability. In doing so, the management of the Port recognizes its responsibility to create an environment in which suspected acts of impropriety are brought forward timely without fear of retaliation, and a process that ensures appropriate, consistent, and timely institutional response to all reports of improprieties. The Whistleblower Hotline (Hotline) is part of the Board-adopted program that supports the foregoing commitment. The Chief Audit Officer will manage the program and appoint dedicated staff to operate this in conjunction with EthicsPoint, a third-party independent provider.

Education, Certifications and Experience

- This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree in Accounting, Finance, or Business Administration (an advanced degree is preferable and encouraged) plus 8-10 years of public or internal audit experience or a combination of both. Some experience in another analytical discipline may substitute for part of the experience requirement. A background in a public agency environment is desirable to provide depth to the position.
- Must be credentialed as a Certified Public Accountant and/or a Certified Internal Auditor.

Candidates from both the public and private sector are encouraged to apply.

COMPENSATION

The salary range for this position will commensurate with qualifications and experience of the successful candidate. The Port's benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Port also offers an attractive benefits package including:

- California Public Employees Retirement System (CalPERS) formula of 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a pre-tax Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

To learn more, visit <http://www.portofoakland.com/business/human-resources/>.

HOW TO APPLY

Please apply **on-line** by **August 31, 2018** at www.allianceRC.com.

For questions and inquiries, please contact:

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