

DEPARTMENT OF RECREATION AND YOUTH SERVICES  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
EMPLOYEE FIELD CHECKS

The Office of Public Integrity  
Date: October 7, 2013

## I. EXECUTIVE SUMMARY

In this review, we verified the presence of employees at their assigned job locations and determined that the departmental units properly authorize and correctly account for employee absences. The results of this review established general compliance with these guidelines.

## II. ASSIGNMENT, OBJECTIVES AND SCOPE

### A. Assignment

The Office of Public Integrity (OPI) annually conducts surprise employee field checks in various City departments. OPI conducted 15 employee field checks between July 23, 2013 and August 15, 2013. These field checks included nine units within the Department of Environmental Services (DES) and six units within the Department of Recreation and Youth Services (DRYS).

### B. Objectives and Scope

The objectives of this examination are to verify the presence of employees on the job and to ensure that the units selected for review properly authorize and correctly account for employee absences. OPI selected the areas to be tested in advance and arrived at the locations unannounced.

Management is responsible for establishing and maintaining a system of internal accounting and administrative control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of accurate, informative reports that are fairly stated.

Because of inherent limitations in any system of internal accounting and administrative control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any system evaluation to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with procedures may deteriorate.

### III. RESULTS OF REVIEW

The Office of Public Integrity conducted 15 employee field checks. The following is a summary of the areas included in the review.

#### Departmental Units Selected For Review

##### Department of Environmental Services

<u>Date</u>	<u>Bureau/Division</u>	<u>Supervisor/Assignment</u>	<u>No. Of Employees</u>
08/12/13	Special Services	Corey Cook/Forestry	16
08/02/13	Water	Tom McNally/Hydraulic Maintenance	11
07/23/13	Solid Waste	Barr Miesch/Area C	16
07/31/13	Equipment Services	Anthony Mayer/Night Shift	19
08/08/13	Cemeteries	Dave Holley/Jason Madison	25
08/14/13	Special Services	Don DeCarlo/Sidewalks & Utility Cuts	18
08/09/13	Building Services	John Butkevitch/Building Operations	20
08/13/13	Water	Joe Thompson/Meter Services	13
08/15/13	Special Services	Lauren Nelson/Parks Operations	<u>31</u>
	Employee Count (DES)		<u>169</u>

##### Department of Recreation and Youth Services

##### Bureau of Recreation

<u>Date</u>	<u>Center/Unit</u>	<u>Supervisor</u>	<u>No. Of Employees</u>
07/23/13	Aquatics/Monroe H.S.	John Picone	6
07/23/13	Aquatics/Jefferson/Marshall H.S.	John Picone	12
08/02/13	Adams St.Community Center	Joe DiLiberto	48
07/31/13	David F. Gantt Community Center	Preston Sanders	25
07/23/13	Edgerton Community Center	Kevin Holman	47
07/24/13	Flint St Community Center	Annie Pride	<u>56</u>
	Employee Count (DRYS)		<u>194</u>

OPI verified, at the time of our visit, the physical presence of employees on the job assigned within each area. In most cases, the supervisors noted above, or individuals acting on behalf of the regular supervisors, accompanied us.

For those employees not on the job at the time of our visit, the Office of Public Integrity obtained and examined HRS weekly time cards to determine whether employees properly received non-duty time codes (vacation, sick, personal, no-pay) for the periods in which they were absent. Based on the results of the tests

performed, the Office of Public Integrity accounted for all employees assigned to the areas selected for review.

Based on the results of these field checks, OPI does not anticipate any additional audit procedures.