

# OFFICE OF AUDITS & ADVISORY SERVICES



## DEPARTMENT OF ENVIRONMENTAL HEALTH OFFICERS' TRANSITION AUDIT

*FINAL REPORT*

Chief of Audits: Juan R. Perez  
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# County of San Diego

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**JUAN R. PEREZ**  
CHIEF OF AUDITS

November 9, 2016

TO: Elise Rothschild, Director  
Department of Environmental Health

FROM: Juan R. Perez  
Chief of Audits

FINAL REPORT: DEPARTMENT OF ENVIRONMENTAL HEALTH OFFICERS' TRANSITION  
AUDIT

Enclosed is our report on the Department of Environmental Health Officers' Transition Audit (Harbert to Rothschild). As there are no findings and recommendations in the report, no audit response is required.

Thank you for the courteousness and cooperation extended to the Office of Audits & Advisory Services during the course of the audit.

If you have any questions, please contact me at (858) 495-5661.

JUAN R. PEREZ  
Chief of Audits

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Enclosure

c: Sarah Aghassi, Deputy Chief Administrative Officer, Land Use and Environment Group  
Tracy M. Sandoval, Deputy Chief Administrative Officer/Auditor and Controller  
Yuliya Leina, Group Finance Director, Land Use and Environment Group

## INTRODUCTION

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<b>Audit Objective</b>	The Office of Audits & Advisory Services (OAAS) has completed an officers' transition audit for the Department of Environmental Health (DEH). The objective of the audit was to determine if there is reasonable assurance that the outgoing interim officer, Amy Harbert, and incoming officer, Elise Rothschild, took appropriate actions and filed required reports as of June 13, 2016 in compliance with California Codes, County regulatory requirements, and County policies and procedures. These requirements were explained in the instruction letter provided to each officer.
<b>Background</b>	The County Charter, Section 801.1(a), requires that the OAAS conduct such an audit when County officers leave or assume office to determine if certain affidavits, authorizations, disclosures, and reports are properly completed and processed. These actions provide for an orderly transition of officers, establish proper accountability for public assets and promote the County's General Management System (GMS), including its key disciplines of accountability, transparency and ethical conduct; fiscal stability; and continuous improvement and innovation.
<b>Audit Scope &amp; Limitations</b>	<p>The reports are the responsibility of the officer who signs them. The OAAS' responsibility is to provide an opinion on the reports based upon the audit.</p> <p>This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.</p>
<b>Methodology</b>	OAAS reviewed all the reports filed by the outgoing and incoming officers, obtained supporting documentation, and performed limited internal control testing.

## AUDIT RESULTS

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<b>Summary</b>	In our opinion, there is reasonable assurance that the outgoing and incoming officers took appropriate actions and filed required reports without exception, and in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer's transition.
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### Office of Audits & Advisory Services

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