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**Sponsor:** Human Resources

**Meeting Date:** 8/12/2025

**Title:** Salary Schedule and Grade for New Classified Positions -  
Internal Auditor and Internal Auditor Senior

**File Number:** 2025-293

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**Background and Rationale:**

As provided in Minnesota Statute 383A.285, the Chief Human Resources Officer has approved the creation of two new unrepresented job classifications: Internal Auditor and Internal Auditor Senior. The Internal Auditor and Internal Auditor Senior meet the standards and criteria to be placed in the classified service pursuant to Minnesota Statutes 383A.281 - 383A.301.

The new job classifications will be assigned in two functional areas, Internal auditing and Technology auditing. Departments do not conduct their own internal audits according to Internal Audit standards which includes a thorough analysis of processes, risks, and controls. Departments are typically audited by outside agencies. Internal Audit is an independent function that operates as a disinterested party to oversee regulatory and policy compliance. The purpose of the internal audit function is to provide independent, unbiased, and objective assurance and advisory services that add value and improve Ramsey County operations.

The internal audit function enhances and protects the delivery of Ramsey County services by providing risk-based and objective assurance, advice, and insight. The Internal Auditor Senior position is responsible for leading audits. As part of that they will be responsible for creating an audit plan which details interviews, documentation requests, and testing steps that are required. They will be responsible for leading walkthrough meetings to understand processes, analyzing county processes for risks, making recommendations to improve county processes, and ensuring audits are properly documented before being submitted. These classifications are a direct report to the Deputy Director Internal Audit.

Ramsey County is committed to administering a classification and compensation program in a manner that is fair and equitable. Human Resources conducted a comprehensive compensation study while incorporating Talent Priority recommendations for classifications that align with Ramsey County's vision, mission, and goals.

The recommended salaries are in alignment with Ramsey County's core market comparators, job evaluation procedures and policies and compensation policy and practices consider internal equity.

Recommended salary plan placement for the new job classifications:

- Internal Auditor: Salary Plan 102A, Grade 27 \$61,357 - \$92,035 annually/\$24.50 - \$44.25 hourly.
- Internal Auditor Senior: Salary Plan 102A, Grade 35 \$71,779 - \$107,668 annually/\$34.51 - 51.76 hourly.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

Approve the recommended salary of two new job classifications within the Compliance and Ethics Department in accordance with Minnesota Statutes 383A.282.

<u>Job Classification</u>	<u>Schedule</u>	<u>Grade</u>	<u>Annual Salary Schedule</u>
Internal Auditor - Classified	102A	27	\$61,357 - \$92,035
Internal Auditor Senior - Classified	102A	35	\$71,779 - \$107,668

A motion to approve was made by Commissioner Moran, seconded by Commissioner McGuire.

Motion passed.

Aye: - 7: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

By:   
Jason Yang, Chief Clerk - County Board