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DATE ROUTED
September 12, 1990
DATE DUE
n/a

ROUTE SLIP

OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF SAN DIEGO, CALIFORNIA

TO
Norman W. Hickey, Chief Administrative Officer

SUBJECT
Attached resume from Robert L. Ruszkowski

ACTION

- [XX] FOR YOUR INFORMATION
- [ ] INVESTIGATE AND TAKE APPROPRIATE ACTION
- [ ] INVESTIGATE AND TAKE APPROPRIATE ACTION WITH REPORT TO SUPERVISOR
- [ ] YOUR COMMENTS
- [ ] OTHER

COMMENTS:

For Your Information.

Thank You,

Benelia Santos-Hunter
Chairman's Assistant, Chairman Williams' Office

BSH:bsh

RETURN THIS ROUTE SLIP WITH YOUR REPLY

RECEIVED
SEP 04 1990
Ans'd. JLS

ROBERT L. RUSZKOWSKI
20 Harmony Lane
Monroe, Connecticut 06468
(203) 261-8074

August 29, 1990

Mr. Leon L. Williams
Chairman, Board of Supervisors
County Administration Center
1600 Pacific Coast Highway
San Diego, California 92101

Dear Mr. Williams:

After careful consideration, I have decided to pursue new career opportunities in the San Diego area. This decision was predicated on the following factors:

> I have accomplished all of my objectives and have fully developed the potential of my present position.
>
> After several visits, I have concluded that the San Diego area meets my criteria for a place to work and raise my family.

I have enclosed pertinent information in order to acquaint you with my background. Although my work experience is mainly in the field of internal auditing, my current career goal is to pursue non auditing employment in order to meet new challenges and to convert new opportunities into significant contributions. My internal auditing experience has prepared me well for this next phase in my career because it has allowed me to thoroughly examine and analyze governmental operations.

I would appreciate your serious consideration and I hope that you can match my abilities and talents with career opportunities that are available.

Thank you for your time and attention.

Very truly yours,

Robert L. Ruszkowski

Robert L. Ruszkowski

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CURRENT POSITION

October, 1981 to Present:

City of Stamford, Connecticut
Internal Audit Manager

Promoted to this position after approximately eight and one half years as the City's Internal Auditor. As the first Manager of the Office of Inernal Audit, responsibilities included: the creation of the Office as an organizational unit; the staffing and supervision of three full-time auditors and part time interns; the direction of various Big Eight external audit teams for specialized audits; the creation of an internal audit charter and the establishment of a reporting channel to the Audit Committee. Additional on-going responsibilities include: the establishment, implementation and evaluation of the commercial personal property audit program for businesses and corporations; the performance of general duties which include operational auditing of various City departments, functions and agencies, the verification of the existence and security of City assets and the promotion of recognized accounting practices. The City's combined operating and capital budgets for the current year total more than one quarter billion dollars. There are approximately 3300 City employees - with one hundred assigned to the Finance Department.

EXPERIENCE

February, 1979 - October, 1981:

City of Stamford
Internal Auditor

Primary duties and responsibilities included: the examination and evaluation of the City's system of internal control; field testing of departmental financial operating procedures to determine the quality of performance in carrying out assigned responsibilities and the establishment of new programs and procedures.

June, 1973 - February, 1979:

City of Stamford
Internal Auditor/Budget Director

In addition to all of the duties of Internal Auditor, also responsible for the fiscal year planning and budgetary process. Formulated policy for the creation and establishment of the Office of Budget Director for the City of Stamford.

April, 1972 - June, 1973:

City of Stamford
Management Analyst

Reported directly to the Commissioner of Finance. Conducted special studies and analyses related to financial planning.

EDUCATION

Bachelor of Science Degree (1969) in Management/Business Administration, St. John's University, Jamaica, N.Y.
Dean's List; National Honor Society (Economics); graduated in 95th percentile of class.

Iona College, New Rochelle, N.Y. Completed twenty seven credits toward an MBA Degree in Accounting.

Completed 190 hours of continuing professional education and development.

PROFESSIONAL ASSOCIATIONS

Member of the Institute of Internal Auditors. Member of the International Association of Assessing Officers. Member of the American Management Association.

ADDITIONAL ACTIVITIES

Former Vice President and Member of Board of Directors of the Stamford Municipal Employees Credit Union and past Chairman of Supervisory Committee.

REFERENCES

Upon request.

ROBERT L. RUSZKOWSKI
20 Harmony Lane
Monroe, Connecticut 06468
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SUMMARY OF SKILLS AND ACCOMPLISHMENTS

SKILLS

- Ability to plan, organize, control and coordinate.
- Ability to analyze and solve problems, improve operations and obtain results.
- Ability to make decisions and defend positions.
- Ability to detect inefficiencies, waste and fraud.
- Ability to supervise and direct the work of others.
- Ability to deal effectively with others, both inside and outside the organization.
- Ability to communicate verbally and in writing with the Chief Executive Officer, Chief Financial Officer, legislative and fiscal boards and the media.
- Thorough knowledge of management principles and organizational theory.
- Thorough knowledge of organizational behavior principles and theory.
- Thorough knowledge of accounting and auditing procedures and theory.

ACCOMPLISHMENTS

- Created the Office of Internal Audit as an organizational unit.
- Formulated policy for the creation and establishment of the Office of Budget Director.
- Designed internal audit reporting channels to management and to the audit committee.
- Established and implemented a commercial personal property program for businesses and corporations. In five years, conducted approximately 1700 audits which resulted in new revenues totalling over $4,250,000.00.
- Successfully defended personal property audit results during meetings with corporate presidents, vice presidents, property tax managers, attorneys and accountants, many of whom were employed by Fortune 500 companies. No audit result was litigated or successfully reversed by appeal.
- Conducted thirty operational audits of municipal departments, functions, programs and procedures in the last three years which resulted in real savings and efficiencies valued at over $500,000.00.
- Instituted new procedures for the collection of delinquent accounts receivable totalling more than $1,750,000.00.
- Discovered the overpayment of Social Security taxes to the federal government totalling over $500,000.00.
- Negotiated and received an abatement refund for late payment penalties assessed by the Internal Revenue Service in the amount of $55,000.00.
- Served as communications liaison between the municipality and the Southern New England Telephone Company and effectuated changes resulting in annual savings of approximately $100,000.00.

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COMPENSATION HISTORY

City of Stamford, CT Management Analyst	$10,000.00
Internal Auditor/ Budget Director	$24,400.00
Internal Auditor	$31,700.00
Internal Audit Manager	$72,100.00