

Administrative Order



Administrative Order No.: 7-21

Title: Personnel Policy for Centralized Employment Services

Ordered: 11/5/1998

Effective: 11/15/1998

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Section 2-26 of the Code of Miami-Dade County .

SUPERSEDES:

This administrative order supersedes Administrative Order 7-21, ordered and effective July 17, 1979.

POLICY:

The policy of Miami-Dade County is to employ qualified persons and to provide uniform hiring procedures Countywide that ensure a fair and merit-oriented personnel system that also enables the County to fulfill its operational objectives. In addition, the system is designed to aid affirmative action efforts and provide equitable promotional opportunities to employees. This policy shall be consistent with the Equal Employment Opportunity policy as established in Administrative Order 7-6 and the Affirmative Action policy set forth in Ordinance 77-2.

RESPONSIBILITY:

The Employee Relations Department shall be responsible for the administration of a centralized recruitment, screening and referral service for all County employment activities to ensure that all qualified candidates have an opportunity to be considered for employment and to maintain equitable and valid employment practices. All departments are required to fully utilize the centralized employment referral service.

COVERAGE:

All full-time classified and exempt positions up to and including the department director level will be included in this administrative order.

PROCEDURE:

The centralized employment referral service will be governed by the following procedure:

(1) PERSONNEL REQUISITION

County departments that have an existing vacant position will review the classification specification and prospective job duties and initiate a Personnel Requisition for approval by the Office of Management and Budget and the Employee Relations Department. The proposed qualifications in terms of education and experience will comply with those established for the job classification by the Employee Relations Department.

(2) EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION POLICIES

All County departments and agencies are responsible for ensuring compliance with all applicable laws and regulations concerning equal opportunity employment practices and for conducting all recruitment activities in a non-discriminatory manner. Any employment or selection process that deviates from routine procedure utilized by a hiring department must be reviewed by the County's Office of Fair Employment Practices to ensure non-discriminatory employment practices. Questions regarding non-discriminatory employment practices should be directed to the County's Office of Fair Employment Practices.

The County's Office of Fair Employment Practices shall monitor such procedures to ensure compliance with County policy and shall require departments to submit periodic reports, as deemed necessary.

Hiring departments shall further be held responsible for complying with all approved departmental affirmative action plans aimed at addressing minority and female underutilization in specific occupational categories. Hiring departments shall review these plans and evaluate appropriate special recruitment efforts prior to conducting a centralized recruitment process to fill department vacancies. This may include, but is not limited to, special recruitment efforts for targeted minority or female populations wherein an underutilization exists.

(3) CLASSIFICATION ACTION

Departments must submit to the Compensation Section of the Personnel Services Division a Request for Classification Action Form for new positions, positions not previously reviewed, or positions whose duties have been altered. The Compensation Section will classify the position, assign or approve an occupational title, establish a salary range, and determine qualifications.

(4) NECESSARY APPROVALS

Recruitment action will only be initiated for Personnel Requisitions approved by the Office of Management and Budget and the Compensation Section. The Recruitment Section of the Personnel Services Division will consult with the requesting department to determine the recruitment method and

appropriately publicize the vacant position.

(5) SCREENING OF APPLICANTS

Applicants will be screened based on the appropriate recruitment methodology as determined by the Employee Relations Department. This may include, but is not limited to, written examination, performance test, assessment center, job simulation, structured interview, or any combination of these as determined appropriate by the Employee Relations Department Director and the concerned hiring department.

(6) ELIGIBILITY

The Employee Relations Department will be responsible for certifying the qualifications of any applicant to be appointed to a position.

(7) CREDENTIALS VERIFICATION

The Employee Relations Department will establish the minimum qualifications for all positions and will be responsible for ensuring that applicants who have been selected for appointment have submitted all required employment documentation, including proof of education and any other required licenses or certifications.

The hiring department shall be responsible for evaluating the authenticity of all required employment documents and employment claims made with regard to the applicant selected for employment as it deems necessary.

(8) SELECTION

The hiring department's appointing authority shall be responsible for the final selection decision after proper consideration and evaluation of qualified applicants for the position. The hiring department shall also be responsible for ensuring that the selection process is conducted in a non-discriminatory manner without regard to race, ethnicity, gender, national origin, disability, familial status or religious affiliation and that the selection decision is based upon an appropriate assessment of the relative merit and fitness of qualified candidates for the position as it relates to the requirements of the position.

(9) ELIGIBLE LISTS

A list with an entry indicating the selected candidate for eligible list referrals will be returned to the Recruitment Section, Personnel Services Division, at the completion of the recruitment process and coded accordingly. For tested positions, a list with an entry indicating action taken on each candidate will be returned to the Testing and Validation Section, Personnel Services Division.

(10) JUSTIFICATION FOR ALTERNATIVE RECRUITMENT

In the event the department is unable to select a qualified candidate from the centralized employment referral services, a justification must be submitted to the Personnel Services Division Director for alternative recruitment efforts. This justification should demonstrate how the initial recruitment failed to

produce an appropriately qualified candidate.

(11) RECRUITMENT AGREEMENTS

The Employee Relations Department may delegate some recruitment responsibilities to a hiring department when unique recruitment needs have been mutually recognized. The hiring department will enter into a formal written agreement with the Employee Relations Department outlining the recruitment terms. However, the responsibility for establishing minimum qualification standards, final eligibility determination, and basic recruitment methodology will remain with the Employee Relations Department and is not transferable.

(12) CENTRALIZED EMPLOYMENT SERVICES (CES) WAIVERS

The County Manager may establish a special employment selection process for specific positions waiving the Centralized Employment Services process. This process will be limited to extraordinary circumstances and will ensure that those applicants meet the minimum qualifications for a position. Centralized Employment Services (CES) Waiver requests must be properly documented and approved by the County Manager.

This administrative order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M. R. Stierheim

County Manager