

Memorandum



Date: September 21, 2026

Agenda Item No. 2(B)(3)
October 20, 2026

To: Honorable Chairman Anthony Rodriguez
and Members Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Report on Implementation of a County Employee Hiring Preference –
Directive No. 241880

This report is in response to Resolution No. R-954-24 (Resolution) sponsored by Commissioner Oliver G. Gilbert, III, and adopted by the Board of County Commissioners (Board) on October 16, 2024. The Resolution establishes a County policy to give a hiring preference to former County employees who left in good standing and current County employees who remain in good standing in the filling of vacant job positions if the following minimum criteria are met: (a) the applicant meets the qualifications for the position; (b) the applicant must have no previous disciplinary action in their employment history; (c) if applicable, the employee's prior separation from County service must be due to retirement, separation, or resignation in good standing; and (d) if the former employee's separation was due to retirement, they must be eligible to return to work without penalty or impact to their Florida Retirement System (FRS) pension benefits or any potential liability of the County, and must meet all requirements of Miami-Dade County Implementing Order 7-44. Additionally, the Resolution then directs the County Mayor or Mayor's designee to submit a report to the Board describing when and how the hiring preferences in the Resolution were implemented.

Executive Summary

This report provides an update by the People and Internal Operations Department (PIOD) on the establishment and implementation of a hiring preference policy in the competitive recruitment process that recognizes the contributions and value of current and former County employees. Accordingly, PIOD has developed a procedure outlining a hiring preference that will be awarded during the competitive recruitment process for former and current County employees who meet the eligibility criteria outlined in the Resolution.

Background

Historically, the County has applied a hiring preference for eligible veterans in the filling of certain positions in accordance with federal and state law, as formalized in County Procedure Number 483, Veterans' Preference. Additionally, current County employees who apply for job opportunities with a testing requirement receive "seniority points," which are calculated based on continuous years of service and then added to the passing exam score.

The Board, at its October 16, 2024, regular meeting, adopted the Resolution which establishes a County policy to give a hiring preference to former County employees who left in good standing and current County employees who remain in good standing in the filling of vacant job positions if certain criteria are met. The Resolution, among other things, directed the County Mayor or County Mayor's designee to prepare and submit a report to the Board describing when and how the hiring preferences in the Resolution will be implemented.

Implementation and Next Steps

As part of the recruitment process, a new County procedure has been established and is attached to this report as Attachment 1. This procedure outlines specific eligibility criteria, and the steps County departments must follow to award hiring preference points to current and former County

employees. Eligible applicants will receive additional preference points added to their overall interview score after all interviews have concluded and prior to finalizing the tally sheet. This preference does not guarantee automatic selection in the competitive recruitment process.

Procedure Number 492 - *Hiring Preference for Current and Former County Employees*, was implemented in February 2026 and published on the Miami-Dade County website under the County Procedures page. The procedure was also introduced and discussed with Department Personnel Representatives (DPRs) during the DPR meeting held on February 5, 2026, and has continued to be reviewed in subsequent in-person meetings with departmental HR staff.

Pursuant to rule 5.06(j) of the Board's Rules of Procedure, this report will be placed on the next available Board agenda. Should you have any questions or require additional information, please do not hesitate to contact Raimundo Delgado, Director, PIOD, at 305-375-1113.

Attachment

c: Geri Bonzon-Keenan, County Attorney
 Jess M. McCarty, First Assistant County Attorney
 Office of the Mayor Senior Staff
 Department Directors
 Yinka Majekodunmi, Commission Auditor
 Basia Pruna, Director, Clerk of the Board Division
 Christina M. Cicilia, Director, Office of Policy and Budgetary Affairs
 Eugene Love, Agenda Coordinator

HIRING PREFERENCE FOR CURRENT AND FORMER COUNTY EMPLOYEES

SUMMARY

Miami-Dade County (County) is committed to recognizing the contributions of its current and former employees. Accordingly, a hiring preference will be awarded to current and former County employees who meet the specified eligibility criteria. This policy outlines the eligibility criteria and procedure for awarding hiring preference points to current and former County employees participating in the competitive recruitment process.

ELIGIBILITY CRITERIA

The County will award a hiring preference for current employees in good standing as well as former County employees who separated in good standing, provided the following criteria are met:

- (a) Minimum Qualifications:
 - The applicant must meet the minimum qualifications for the position.
- (b) County Employees:
 - County employees must have no previous disciplinary actions (DAR) in their employment history.
- (c) Former County Employees:
 - Former County employees must have separated from County service due to retirement, separation, or resignation and have no previous disciplinary actions (DAR) in their County employment history.

PROCEDURE

1. Eligibility Verification
 - Eligibility for preference points shall be verified for all interviewed candidates after interviews are completed and prior to the finalization of interview scores.
 - Departments must verify applicant eligibility by reviewing and validating required credentials and employment history, including any disciplinary records and, when applicable, the reason for separation, in accordance with established eligibility criteria.
 - Applicants must self-identify as former County employees by completing the required "Former County Employee" field in the electronic application. This designation will be reflected in the application report for departmental review.
2. Application of Preference Points
 - Eligible County employees shall receive five (5) preference points, and eligible former County employees shall receive three (3) preference points, to be added to their final interview score.
 - Preference points will be applied only to applicants who achieve a minimum passing score in the interview process and meet the eligibility criteria.

- Departmental Personnel Representatives (DPRs) are responsible for ensuring that applicable preference points are accurately applied to the applicant's interview before finalizing the tally sheet.
- Preference points may be awarded to an eligible applicant in more than one recruitment, provided eligibility criteria are met for each recruitment.
- Eligible applicants may receive both employee preference points and veterans' preference points for the same recruitment, in accordance with applicable procedures.

3. Auditing Documentation

- All calculations for preference points must be audited for accuracy before making a candidate selection and finalizing recruitment.
- A record of the points assigned, including documentation verifying eligibility, must be maintained in the recruitment file.

CONTACT(S):

Department / Division

People and Internal Operations Department

Recruitment, Testing and Career Development Division