

Memorandum



Date: September 24, 2026
Agenda Item No. 2(B)(4)
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 Legal Advice Provided and Legal Duties Performed for the Board of County Commissioners, the County Mayor, and all County Departments, Offices, and Agencies
- Directive No. 241290

This report is in response to Resolution R-633-24 (Resolution), sponsored by Commissioner Oliver G. Gilbert, III, and adopted by the Board of County Commissioners (Board) on July 2, 2024. The Resolution directed the County Mayor or the County Mayor's designee to provide a report listing any current job positions under the Miami-Dade County (County) Mayor's purview that include any of the following: (a) require a law degree or that the employee be a licensed attorney as a minimum qualification for the position; and (b) have a job title or job description that includes the term "legal," "counsel," "paralegal," "attorney," or any other term connoting the providing of legal advice or legal support services. In addition, the Resolution directs the County Mayor to include in the response an explanation as to the non-legal duties performed by such positions and the basis for having these positions under a County department rather than the County Attorney's Office. The report shall not include any positions within offices that do not fall under the County Mayor's purview, such as the Property Appraiser, Office of Inspector General, and Commission on Ethics and Public Trust.

Executive Summary

Pursuant to this Resolution, the People and Internal Operations Department (PIOD) conducted research to identify those job positions or classifications that meet the criteria set forth in the Resolution. PIOD contacted all County departments under the Mayor's purview that currently possess classifications meeting the above-stated criteria and has identified 16 job classifications in five (5) departments that reside outside the County Attorney's Office (CAO). The departments are Miami-Dade Fire Rescue (MDFR), Regulatory and Economic Resources (RER), Community Services (CSD), Miami-Dade Corrections and Rehabilitation (MDCR), and Internal Compliance (ICD). Generally, with some exceptions described below and in the attachment to this memorandum, these classifications perform administrative non-legal functions as coordinators or liaisons with the CAO on the numerous legal issues or matters directly impacting their respective departments. The duties or services assigned to these classifications are to be performed only after consultation with, in accordance with, and to complement, the legal work performed by the CAO. These classifications are in two distinct groups; those that require a Juris Doctor (J.D.) degree, and those that are staff supporting roles such as paralegals, secretaries, etc. Attachment 1 is a comprehensive list of all such classifications, along with a synopsis of the duties performed and the basis for these classifications residing outside the CAO.

Only four (4) departments - RER, MDCR, MDPR, and CSD - possess classifications for which a J.D. degree is required in the minimum qualifications, and there are nine (9) such job classifications. Three (3) of these nine classifications, found in CSD, do not collaborate with the CAO to provide legal services to the County. These job classifications are funded to provide legal services for specific programs or grants. A fourth classification, found in RER, provides legal services in accordance with Miami-Dade County Code requirements. The remaining five classifications, found in RER, MDCR and MDPR, perform paralegal or administrative services only after consultation with and in accordance with the advice and counsel of the CAO, and may function as liaisons with one or more entities including the CAO, State Attorney's Office, Office of the Inspector General, or the Commission on Ethics and Public Trust. Additionally, seven (7) staff support classifications, including claims adjusters, a claims investigator, paralegals and a secretary, are found in ICD, MDCR, MDPR, and RER.

MDC001

Next Steps

Pursuant to the Resolution, PIOD is providing the information requested pertaining to countywide legal support classifications. PIOD will prepare a memorandum for departments to support compliance with, and implementation of, the policy outlined in Sections 1 and 2 of the Resolution. The purpose of the forthcoming memorandum is to reaffirm, in accordance with section 5.06 of the Home Rule Charter, that no employee shall relay advice on legal issues, law, and policies or provide paralegal assistance to departmental personnel unless following consultation with the CAO and consistent with the advice and counsel provided by the CAO.

This report will be placed on the next available Board Agenda without committee review pursuant to rule 5.06(j) of the Board's Rules of Procedure. Should you require further information please contact Eneldo Hernandez, Chief, HR Compensation and Job Analysis, PIOD, at Eneldo.hernandez@miamidade.gov.

Attachment

c: Geri Bonzon-Keenan, County Attorney
Jess M. McCarty, First Assistant County Attorney
Office of the Mayor Senior Staff
Felix Jimenez, Inspector General
Ignacio J. Vazquez, Jr., Executive Director, Commission on Ethics and Public Trust
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust
William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust
Aileen Bouclé, Executive Director, Transportation Planning Organization
Yinka Majekodunmi, Commission Auditor
Basia Pruna, Director, Clerk of the Board
Christina M. Cicilia, Director, Office of Policy and Budgetary Affairs
Eugene Love, Agenda Coordinator