


Memorandum



Date: March 3, 2022

To: Department Directors

From: Arleene Cuellar, Director 
Human Resources

Subject: Job Classification Minimum Qualification Changes Phase 2

Miami-Dade County's Human Resources Department has been conducting comprehensive reviews of existing policies and procedures in order to address the hiring challenges resulting from the on-going tight labor market, modernize our recruitment practices, expand hiring opportunities and applicant job pools, as well as to expand promotional opportunities to our existing workforce. In late 2021, at the completion of our Phase 1 Study, two important changes were implemented; revising the minimum qualifications of over 90 job classifications to allow a bachelor's degree to substitute for the work experience requirement and eliminate typing requirements for many of our secretarial/clerical classifications.

In early 2022, a Phase 2 Study was conducted of numerous county classifications to determine if it was appropriate to grant full work experience substitution if a college degree requirement existed. As a result of this comprehensive review, over 100 entry and mid-level professional classifications have been identified which had previously included a bachelor's degree as a component of the minimum qualification requirements. Our review concluded that for these classifications, relevant work experience may be just as valuable as a college degree. In fact, current studies confirm that depending on the profession, a college degree requirement may be hampering organizations from prospering as talented prospective candidates or employees are not being considered for available positions, due to the lack of educational credentials. This practice may result in impeding many individuals from accessing job opportunities that could provide or enhance economic advancement. These changes are unprecedented but are also an important component of HR's ongoing strategy to enhance the county's recruitment and hiring practices.

Attached is the list of classifications for which relevant work experience may substitute for the requisite college degree. These classifications will still maintain their current minimum qualification requirements which call for a college degree and work experience. However, these classifications will now also include a clause allowing the substitution of work experience for the college degree requirement on a year for year basis. It is anticipated that these changes will enhance the County's ability to expand job applicant pools, improve our ability to attract, recruit and hire a more diverse workforce, as well as provide more promotional opportunities to current employees, for whom the lack of a college degree may have been stifling their ability for professional and economic growth.

These changes to the minimum qualifications will be effective for new job postings effective March 7, 2022. If you are submitting a Job Opening (JO) for any of these classifications in the next few weeks, please contact Eneldo Hernandez before submitting the JO request in order to ensure the changes have been applied to system.

If you have any questions regarding the minimum qualification changes, please contact Eneldo Hernandez, Chief, Office of Compensation and Job Analysis at Eneldo.hernandez@miamidade.gov. If you have questions regarding recruitment and hiring practices, please contact Virginia Washington at Virginia.washington@miamidade.gov.

Attachment

c: Honorable Harvey Ruvlin, Clerk of Courts
Honorable Pedro J. Garcia, Property Appraiser
Lazaro Solis, Deputy Property Appraiser
Jose J. Arrojo, Executive Director, Commission on Ethics & Public Trust
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust
Aileen Bouclé, Executive Director, Transportation Planning Organization
William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust
Felix Jimenez, Inspector General
Office of the Mayor Senior Staff
Departmental Personnel Representatives
HR Senior Staff
HR Recruitment Staff
Office of Compensation and Job Analysis

Miami-Dade County
Classifications Where Work Experience May Substitute for College Degree
Effective 3/7/2022

<u>TITLE</u>	<u>JOB CODE</u>	<u>UNION</u>
ADMINISTRATIVE OFFICER 1	810	GSAF/OPEIU LOCAL 100 - PROF
ADMINISTRATIVE OFFICER 2	811	GSAF/OPEIU LOCAL 100 - PROF
ADMINISTRATIVE OFFICER 3	812	GSAF/OPEIU LOCAL 100 -SUPV
AIRPORT PROTOCOL OFFICER	5360	GSAF/OPEIU LOCAL 100 - PROF
AIRPORT SR PERSONNEL SPECIALIS	5392	AFSCME - AVIATION
AV CUSTOMER SERVICE SUP	5207	GSAF/OPEIU LOCAL 100 -SUPV
AV MARKETING SPEC	5234	GSAF/OPEIU LOCAL 100 - PROF
AV SPT COMPLIANCE COOR	5315	GSAF/OPEIU LOCAL 100 - PROF
AVIATION PROJECTS DEV COOR	5293	NON-BARGAINING UNIT
BUSINESS DEV SPEC 1	3676	GSAF/OPEIU LOCAL 100 - PROF
BUSINESS DEV SPEC 2	3677	GSAF/OPEIU LOCAL 100 - PROF
BUSINESS RESOURCES COORDINATOR	277	GSAF/OPEIU LOCAL 100 - PROF
CAPITAL IMPROVEMENT PROJECT ANALYST	725	NON-BARGAINING UNIT
CAUSEWAY OPS ADMIN	1285	NON-BARGAINING UNIT
CONT CERTIFICATION SPEC 1	3625	GSAF/OPEIU LOCAL 100 -SUPV
CONT CERTIFICATION SPEC 2	3626	GSAF/OPEIU LOCAL 100 -SUPV
CULTURAL AFF, MKT&PUB AFF OFC	8912	NON-BARGAINING UNIT
CULTURAL AFFAIRS PROJ ADMIN	8917	NON-BARGAINING UNIT
DEERING EST EXHIBITS&COL COOR	7276	GSAF/OPEIU LOCAL 100 - PROF
DEERING EST MARKETING SPEC	7295	GSAF/OPEIU LOCAL 100 -SUPV
DEERING ESTATE SPC EVENTS COOR	7275	GSAF/OPEIU LOCAL 100 -SUPV
DEERING ESTATE VIST SVC COOR	7291	GSAF/OPEIU LOCAL 100 - PROF
DEPARTMENTAL ADA COORDINATOR	889	GSAF/OPEIU LOCAL 100 -SUPV
DSWM CONTRACTS COMP ANALYST	6336	GSAF/OPEIU LOCAL 100 - PROF
DTPW LOSS PREVENTION COOR	8259	GSAF/OPEIU LOCAL 100 - PROF
DTPW QUALITY ASSURANCE ANALYST	8277	GSAF/OPEIU LOCAL 100 - PROF
ELIGIBILITY SUPERVISOR	3012	GSAF/OPEIU LOCAL 100 -SUPV
EMPLOYEE RECOGNITION COOR	2310	GSAF/OPEIU LOCAL 100 - PROF
EMPLOYEE DEVELOPMENT SPEC	442	GSAF/OPEIU LOCAL 100 - PROF
EXECUTIVE PRODUCER	2337	NON-BARGAINING UNIT
FILM & ENTERTAIN PERMIT COOR	7804	GSAF/OPEIU LOCAL 100 -SUPV
GRANT SPECIALIST	804	GSAF/OPEIU LOCAL 100 - PROF
HR COMPENSATION & JOB ANALYST	553	NON-BARGAINING UNIT
HR FINANCE SPECIALIST	446	NON-BARGAINING UNIT
HR Operations Support Coordinator	454	GSAF/OPEIU LOCAL 100 -SUPV
HR PERSONNEL SERVICES SPECIAL	543	NON-BARGAINING UNIT
HR PROGRAM COORDINATOR	640	NON-BARGAINING UNIT
HR PROGRAM SUPPORT SPECIALIST	642	NON-BARGAINING UNIT
HR SERVICES COORDINATOR	431	NON-BARGAINING UNIT
HRD APPEAL OFFICER	436	NON-BARGAINING UNIT
HUMAN RESOURCES MANAGER	416	NON-BARGAINING UNIT
HUMAN RIGHTS & FAIR EMP SPEC	639	NON-BARGAINING UNIT
HUMAN RIGHTS & FAIR EMP SUPV	641	NON-BARGAINING UNIT
INFORMATION OFFICER	2307	GSAF/OPEIU LOCAL 100 - PROF
INTERPRETIVE PROGRAMS MANAGER	7433	GSAF/OPEIU LOCAL 100 -SUPV
ISD OPERATIONS COORD	290	GSAF/OPEIU LOCAL 100 - PROF
ISD PARKING OPERATIONS SUP	234	GSAF/OPEIU LOCAL 100 - PROF
JOB DEVELOPER	3806	GSAF/OPEIU LOCAL 100 - PROF
LABOR RELATIONS SPECIALIST	474	NON-BARGAINING UNIT
LABOR RELATIONS SPECIALIST	475	NON-BARGAINING UNIT
LIBRARY MEDIA PROJECT COOR	7115	GSAF/OPEIU LOCAL 100 - PROF
LIBRARY MEDIA PROJECT SPEC	7117	GSAF/OPEIU LOCAL 100 - PROF
LIBRARY SERVICES SPECIALIST	7106	GSAF/OPEIU LOCAL 100 -SUPV
LIBRARY SOCIAL SERVICE COORD	7129	GSAF/OPEIU LOCAL 100 - PROF
MANAGER, PROCUREMENT& CONTRACT	6348	GSAF/OPEIU LOCAL 100 -SUPV
MARKETING SPECIALIST	7345	GSAF/OPEIU LOCAL 100 - PROF
MDPD BUSINESS MANAGEMENT OFFICER	4359	GSAF/OPEIU LOCAL 100 - PROF
ME ADMINISTRATIVE COOR	2925	GSAF/OPEIU LOCAL 100 - PROF
MEDIA & PUBLIC RELATIONS OFC	842	GSAF/OPEIU LOCAL 100 - PROF
MGR, DTPW MKT & COMMUNICATIONS	8352	GSAF/OPEIU LOCAL 100 - PROF
MGR, PROCURMENT & FLEET DIV	7330	NON-BARGAINING UNIT

Miami-Dade County
Classifications Where Work Experience May Substitute for College Degree
Effective 3/7/2022

TITLE	JOB CODE	UNION
MOSQ CONTROL PROJECT ADMIN	1256	NON-BARGAINING UNIT
OUTREACH SPECIALIST	7113	GSAF/OPEIU LOCAL 100 - PROF
PARATRANSIT OPERATIONS SUPV	8284	GSAF/OPEIU LOCAL 100 - PROF
PERSONNEL SPECIALIST	410	NON-BARGAINING UNIT
PHCD COMPLIANCE OFFICER	3473	GSAF/OPEIU LOCAL 100 - PROF
PHCD RESIDENT SERVICES COORD	3534	GSAF/OPEIU LOCAL 100 - PROF
PHCD WAITING LIST SPECIALIST	3430	GSAF/OPEIU LOCAL 100 - PROF
PORTFOLIO ANALYST	326	GSAF/OPEIU LOCAL 100 - PROF
PROS AQUATIC PROGRAM MANAGER	7371	GSAF/OPEIU LOCAL 100 - PROF
PROS BUSINESS SPECIALIST 2	7335	GSAF/OPEIU LOCAL 100 - PROF
PROS BUSINESS SPECIALIST 3	7336	GSAF/OPEIU LOCAL 100 - PROF
RER COMP TRAINING & DEV SPEC	2237	NON-BARGAINING UNIT
RER SUPPORT COMPLIANCE SPEC	2244	GSAF/OPEIU LOCAL 100 - PROF
RER SUPPORT SECTION SUPV	2252	GSAF/OPEIU LOCAL 100 -SUPV
RISK MANAGEMENT SAFETY OFFICER	1967	GSAF/OPEIU LOCAL 100 -SUPV
SBD CAPITAL IMPROVEMENT PROJECT SPEC	3622	GSAF/OPEIU LOCAL 100 -SUPV
SBD CONTRACTOR COMPLIANCE COORD	3621	NON-BARGAINING UNIT
SBD PROFESSIONAL SERVICES SPEC	3666	GSAF/OPEIU LOCAL 100 - PROF
SBD SENIOR PROFESSIONAL SERVICES SPEC	3667	GSAF/OPEIU LOCAL 100 - PROF
SCH CROSSING GUARD PROG ADMIN	4329	NON-BARGAINING UNIT
SEAPORT BILLING SUPERVISOR	1404	GSAF/OPEIU LOCAL 100 -SUPV
SEAPORT BUSINESS PERMITS SPEC	1403	GSAF/OPEIU LOCAL 100 - PROF
SEAPORT FLEET & MAINT OFFICER	1320	NON-BARGAINING UNIT
SEAPORT PUBLIC OUTREACH & EVENT COORD	1378	GSAF/OPEIU LOCAL 100 - PROF
SENIOR HUMAN RESOURCES MANAGER	417	NON-BARGAINING UNIT
SENIOR PERSONNEL SPECIALIST	412	NON-BARGAINING UNIT
SENIOR SOCIAL MEDIA SPECIALIST	844	GSAF/OPEIU LOCAL 100 - PROF
SIGNAGE AND DESIGN MANAGER	1813	NON-BARGAINING UNIT
SOCIAL MEDIA MANAGER	835	NON-BARGAINING UNIT
SOCIAL MEDIA SPECIALIST	843	GSAF/OPEIU LOCAL 100 - PROF
SPC PROJECTS ADMINISTRATOR 1	831	NON-BARGAINING UNIT
SPC PROJECTS ADMINISTRATOR 2	832	NON-BARGAINING UNIT
SR EMPLOYEE BENEFITS SPEC	1937	GSAF/OPEIU LOCAL 100 - PROF
SR TECH SVC PLANNER/SCHEDULER	6465	GSAF/OPEIU LOCAL 100 -SUPV
TECH SERVICES PLANNER/SCHED	6466	GSAF/OPEIU LOCAL 100 - PROF
TELECOMM BILLING & PROCESS COORD	1727	GSAF/OPEIU LOCAL 100 -SUPV
THEATER MARKETING COORDINATOR	8952	GSAF/OPEIU LOCAL 100 - PROF
TRAINING SPECIALIST 1	420	GSAF/OPEIU LOCAL 100 - PROF
TRAINING SPECIALIST 2	422	GSAF/OPEIU LOCAL 100 - PROF
TRAINING SPECIALIST 3	424	GSAF/OPEIU LOCAL 100 - PROF
TV PRODUCER	2345	GSAF/OPEIU LOCAL 100 - PROF
W&S OPERATIONS COORDINATOR	5743	NON-BARGAINING UNIT
W&S PAVING COST ESTIMATOR	5920	GSAF/OPEIU LOCAL 100 - PROF
W&S PUBLIC AFFAIRS ADMIN	5981	NON-BARGAINING UNIT
WOMEN'S PARK FACILITY MANAGER	7319	GSAF/OPEIU LOCAL 100 -SUPV
ZOO OPERATIONS SPECIALIST 2	7464	GSAF/OPEIU LOCAL 100 - PROF