


Memorandum



Date: July 12, 2021

To: Department Directors

From: 
Arleene Cuellar, Director
Human Resources

Subject: Recruitment – Conflict of Interest Disclosure and Upcoming Recruitment Workshop

In our continued efforts to ensure integrity, consistency and transparency in the countywide recruitment process, Human Resources (HR) has revised the current nepotism forms required to be filled out by the applicant and the interview panelists. Hiring managers (or anyone who makes a recommendation to the Department Director to hire) will also be required to complete a disclosure form.

Effective immediately, the applicant, panelists, and hiring manager will be required to complete a **Nepotism and Conflict of Interest Disclosure Form** (attached). These revised forms, available on the HR website ([HR Forms](#)) include a conflict-of-interest disclosure statement regarding “personal relationships”. The revised forms will require the applicant to disclose any personal relationships; and the panelists and the hiring manager to disclose any personal relationships that may affect their ability to be impartial in the process and which may present a potential conflict of interest in the recruitment process. A conflict of interest of this nature may ultimately violate the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance. Furthermore, if an applicant, panelist, or hiring manager indicates a potential conflict of interest, the process will require a review and approval by either the Division Director, Assistant Director or Deputy Director and by the Department Director (or designee) who ultimately approves the applicant for hire.

The next Department Personnel Representatives (DPR) Training will be dedicated to an in-depth Recruitment Workshop. This workshop will be held on August 30, 2021. A meeting invitation has been sent to all DPRs and all DPRs are required to attend. This workshop will highlight the following topics:

- Conflicts of Interest in the Recruitment Process
- Reference checks
- Strategies for Hard to Fill Positions
- Minimum Qualifications
- Career Fairs

Guest speakers from the County Attorney’s Office and the Commission on Ethics and Public Trust will discuss the new disclosure requirement and further elaborate on potential conflicts of interests in the recruitment process.

Additionally, we are also currently conducting a six-part DPR Certification Training to thirty-five participants where the Recruitment module will be presented on Wednesday, July 14, 2021. The revisions to the disclosure forms will be addressed at this meeting as well.

Should you have any questions, please feel free to contact Virginia Washington, Division Director, Recruitment, Testing and Career Development at virginia.washington@miamidade.gov .

Attachments

c: Honorable Harvey Ruvlin, Clerk of Courts
Honorable Pedro J. Garcia, Property Appraiser
Office of the Mayor Senior Staff
Felix Jimenez, Inspector General
Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust
John E. Dixon, Jr., Executive Director, Miami-Dade Economic Advocacy Trust
Aileen Bouclé, Executive Director, Transportation Planning Organization
Melanie McLean, HR Deputy Director
Virginia Washington, Division Director, Human Resources
Department Personnel Representatives



NEPOTISM AND CONFLICT OF INTEREST DISCLOSURE APPLICANT

Chapter 112.3135 of the Florida Statutes prohibits employment of anyone who is related by blood or marriage to elected or appointed governmental officials who have the authority to appoint, employ, promote or advance such individuals, or to recommend such appointment or advancement within an agency of the County.

“Related” means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandchild or grandparent.

Miami-Dade County policy requires the review of any relative as defined above regardless of the position applied for or appointed to or held by the relative who is presently a _____ Department employee. Please indicate below if you have a relationship with any personnel presently employed by _____ Department.

1. This is to certify that I have read and understand the above-mentioned policy, and that I do / do not have a relative of any personnel presently employed by _____ Department. (If you do have a relative, complete the section below). I realize that this may be a condition of employment and failure to comply with this policy may result in termination.
2. IT IS FURTHER UNDERSTOOD THAT SHOULD I BECOME “RELATED”, AS DEFINED ABOVE, I WILL NOTIFY THE _____ DEPARTMENT OF THE CIRCUMSTANCES OF THE RELATIONSHIP TO BE SUBMITTED TO THE DIRECTOR’S OFFICE FOR REVIEW.

CONFLICT OF INTEREST DISCLOSURE

3. This is to **disclose** that I do / do not have a **personal relationship** with a panelist or an employee in the _____ Department. Personal relationship is defined as past or present connections, including but not limited to, emotional bonds and interactions formed between people.
(If you do have a personal relationship, complete the section below). **I understand that as an Applicant, a familial or personal relationship with a Panelist/ Hiring Manager may be a conflict of interest and subject me to penalties under the Miami-Dade Conflict of Interest and Code of Ethics.**

Applicant Name: _____

Signature: _____

Date: _____

Name of person who is either a relative or for whom I have a personal relationship with which may present a conflict of interest:

Employee: _____ Relation: _____

Explanation: _____

Division/Assistant/Deputy Director comments and signature:

Comments: _____

Division/Assistant/Deputy Director Date

Approved _____ Disapproved _____

Department Director Date

Approved _____ Disapproved _____

Panelist/Hiring Manager's Name: _____ Date of Interview: _____

Recruited Position: _____

NEPOTISM AND CONFLICT OF INTEREST DISCLOSURE
PANELISTS AND HIRING MANAGERS

**RESTRICTIONS ON EMPLOYMENT RECOMMENDATION FOR RELATIVES AND/OR
CONFLICTS OF INTEREST**

Chapter 112.3135 of the Florida Statutes prohibits employment of anyone who is related by blood or marriage to a public official who has the authority to appoint, employ, promote or advance such individuals, or to recommend such appointment or advancement within an agency of the County.

"Relative", for purposes of this section only, means: father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandchild or grandparent.

Miami-Dade County policy prohibits panel members from serving on any interview committee wherein a "relative", as defined above regardless of the position applied for, is being considered for any _____ Department position. Please indicate below if you have a relative to be interviewed.

1. This is to certify that I have read and understand the above-mentioned policy, and that I do / do not have any relative to be interviewed for employment by this panel in which I am serving. (If you do have a relationship, complete the section below.)
2. IT IS FURTHER UNDERSTOOD THAT SHOULD I BECOME "RELATED", AS DEFINED ABOVE, I WILL NOTIFY THE _____ DEPARTMENT OF THE CIRCUMSTANCES OF THE RELATIONSHIP TO BE SUBMITTED TO THE DIRECTOR'S OFFICE FOR REVIEW.

CONFLICT OF INTEREST DISCLOSURE

3. This is to disclose that I do / do not have a **personal relationship** with an applicant or someone in the _____ Department that may impact my ability to be impartial. Personal relationship is defined as past or present connections, including but not limited to, emotional bonds and interactions formed between people. **I understand that as Panelist/ Hiring Manager, a familial or personal relationship with an Applicant may be a conflict of interest and subject me to penalties under the Miami-Dade Conflict of Interest and Code of Ethics.** If you have a personal relationship, complete the section below.

Panel Member/Hiring Manager's Signature: _____ Date: _____

Name of person who is either a relative or for whom I have a personal relationship with which may present a conflict of interest:

Employee: _____ Relation: _____

Explanation: _____

Division/Assistant/Deputy Director comments and signature:

Comments: _____

Division/Assistant/Deputy Director *Date* *Approved* _____ *Disapproved* _____

Department Director *Date* *Approved* _____ *Disapproved* _____