

EMPLOYEE RECRUITMENT

SUMMARY

This procedure explains the process to fill vacant non-tested positions. The People and Internal Operations Department (PIOD) Recruitment Section is responsible for the review, eligibility determination and approval of all final candidate selections. The division is also charged with ensuring that proper due diligence is conducted when evaluating and selecting candidates, while overseeing the effective administration of an equitable and fair recruitment process countywide. PIOD will work collaboratively with other County departments to develop strategic recruitment plans to maximize recruitment efforts and generate the best pool of qualified applicants.

PROCEDURE

1. Departments initiate the recruitment process to fill a specific vacancy, by creating a Job Opening through INFORMS, which will electronically route to the Office of Management and Budget (OMB) and subsequently to PIOD for approval.
2. Vacant positions may be filled in any of the following ways:
 - a. Recall: PIOD will be notified electronically through the job opening approval process of classifications for which there is a Recall List. Personnel on the Recall List will be listed in layoff retention score rank order for placement in the available vacancies, as prescribed in the Miami-Dade County Layoff Procedures Manual.
 - b. Job Advertisement: Job openings may be advertised internally visible only to County employees, and/or externally visible also to the public, on the Miami-Dade County's Careers website. These positions may also be advertised externally in local periodicals, professional publications, social media and other websites, at the request of the hiring department. PIOD will work collaboratively with the hiring department to identify advertising strategies to meet each department's specific recruitment needs
 - Departments must route requests for job advertisements on external sites/platforms through the PIOD Recruitment Section, in lieu of posting jobs independently. Departments shall communicate with their recruitment liaison and provide details of the advertisement to include recommended external websites, duration of advertisement and proposed recruitment notes. Job advertisements on external websites may have an associated cost that will be charged. Departments must provide chartfield information when requesting the advertisement through additional platforms.
 - All job advertisements must include recruitment notes to highlight, at a minimum, the position overview/job description. Departments may also consider adding preferences to the advertisement. The proposed preferences and recruitment notes must be reviewed and approved by the PIOD, Recruitment and Compensation and Job Analysis Section, prior to advertising the position.
3. Once a job advertisement closes, the Departmental Personnel Representative (DPR) or designee shall process the system screening to generate the recruitment list of qualified candidates. A candidate resume and application report shall be generated by the DPR and

designee to conduct additional screenings and identify those qualified candidates who may be considered for interviews.

4. A competitive recruitment and selection process shall be conducted. Applicants may not be appointed to a position without having participated in the interview process.
5. Once a finalist is selected, the DPR is responsible for ensuring that all the required due diligence is conducted, to validate the selected candidate's work experience, educational credentials and/or licenses/certifications, to include reference checks. For internal applicants, relevant employment records (performance evaluations, special recognitions, disciplinary actions, attendance records, etc.) shall be reviewed.
6. Selection of candidates for Division Director level or higher positions (Supervisory Level 1-7) resulting from a competitive recruitment process require approval from the Mayor's Office prior to appointment to the position, and must be routed through PIOD for review.
7. Job Offer approvals must be submitted through INFORMS to PIOD, with the accompanying Recruitment - Eligibility and Due Diligence Checklist.
8. Contingent Job Offer/Job Offer Acknowledgement letters must be provided to external and internal candidates.
9. A criminal history background screening and pre-employment applicable medical must be completed for all external applicants.
 - Departments must also review the background screening results on file for internal applicants prior to finalizing a hiring decision.
 - Internal candidates who have background screening results on file which are older than three (3) years, must submit to a new background screening if transferred, or promoted within the County.
 - The review and evaluation of an applicant's criminal background history relative to the position in which they are being considered must comply with Section 2-31 of the County Code, including the "Ban the Box" guidelines.
 - Employees transferring to classifications within a job series and where the duties are comparable may not require an additional background screening (i.e. Engineer 1/Engineer 2).
 - DPRs, in consultation with HR, will determine if the intra/interdepartmental transfer requires an additional background screening, as applicable.
10. Upon conclusion of the recruitment process, each department must process the hire through INFORMS prior to the candidate's start date.
11. DPRs must ensure that all records pertaining to the recruitment process for each job opening are retained in a recruitment file. This will provide a record of all applicants who were evaluated for a particular vacancy during the recruitment/selection process. These records are required for auditing purposes in the event of any challenges to the selection process, such as, but not limited to, Veterans' Preference or Equal Employment Opportunity claims.
12. The Mayor may establish a special employment selection process waiving the competitive recruitment process by utilizing a Centralized Employment Services (CES) Waiver for specific positions. This process will be limited to extraordinary circumstances and requires that selected applicant meet the minimum qualifications for the position.
 - The County Mayor has directed County departments to submit, through the PIOD, CES Waiver requests for review and approval.
 - The County Mayor may authorize placements and/or appointments of employees to vacant positions, as recommended by the PIOD and waive the competitive recruitment

process when employees may be impacted by:

- Workforce reduction or relocation;
- Restructuring of County operations;
- Combining, eliminating and/or streamlining departmental functions; and
- Other economic circumstances.

CONTACT(S):

Department/Division

People and Internal Operations Department

REFERENCE DOCUMENT(S):

Administrative Order 7-21, Personnel Policy for Centralized Employment Services

Procedure 417- Layoffs, Miami-Dade County Procedures Manual

Procedure 489 – Interviewing Guidelines, Miami-Dade County Procedures Manual