



## **Departmental Standard Operating Procedure (DSOP)**

### **DSOP No. 13-03**

**Last Amended: September 24, 2021**

**Effective Date:** September 19, 2022

## **SUBJECT: MIAMI-DADE AVIATION DEPARTMENT INTERVIEW PROCESS**

**PURPOSE and SCOPE:** To establish the Miami-Dade Aviation Department's policy for the interview process for employment opportunities.

### **I. AUTHORITY:**

- A. Operational Directive No. 99-03, Written Directive System.
- B. Departmental Operating Procedures No. 00-01, Departmental Standard Operating Procedures.
- C. Miami-Dade County Structured Interview and Selection Techniques.
- D. Miami-Dade County Procedures Manual – Human Rights and Fair Employment Practices.
- E. Miami-Dade County Procedures Manual – Employee Transfers.
- F. Miami-Dade County Procedures Manual - Employee Recruitment.
- G. Miami-Dade County Procedures Manual – Merit System Written Examination and Eligible Lists.
- H. Miami-Dade County Procedures Manual – Interviewing Guidelines.
- I. Administrative Order 7-21, Personnel Policy for Centralized Employment Services.
- J. Chapter 119 Florida Statutes – Public Records

### **II. POLICY and GUIDELINES:**

It is the policy of the Miami-Dade Aviation Department (MDAD) to establish uniform hiring procedures that ensure a fair and equitable system to employ qualified

**Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 13-03**

**Effective:** September 19, 2022

personnel and provide current employees opportunities for diversification or promotion. All interviews will be conducted in accordance with the Miami-Dade County Procedures Manual and Administrative Order 7-21, as reiterated and outlined below:

- A. Employees interested in being considered for a position must submit an online application for employment via Miami-Dade County's web portal.
- B. MDAD employees who submit an application, meet the minimum qualifications, possess the required skill set(s) and experience of the recruited position may be granted an interview at the discretion of the hiring manager after consulting and receiving concurrence from the MDAD Human Resources Division.
- C. The MDAD Human Resources Division will screen applicants requested by the hiring division. The preliminary screening listing those requested applicants that meet the minimum qualifications will be submitted to the hiring division.
- D. The Department will make reasonable efforts to ensure all interview panels are diverse in terms of race, ethnicity, and gender. One member must be from an area not under the purview of the Assistant Director conducting the recruitment, and all panel members' classifications must be of an equivalent level or higher than the position being recruited. The President or Vice President of AFSCME Local 1542 will assign a member of the union leadership to participate as a voting member on all interview panels for positions covered by its bargaining unit. Whenever possible, the union representative will not be an employee of the affected division.
- E. Before scheduling interviews, the division will submit the interview questions and the selected panel members to the MDAD Human Resources Division for review and approval.
- F. Interview questions and the rating forms completed by panel members for each applicant are exempt from public records disclosure and will not be released. An applicant may, however, review their own interview rating forms.
- G. All interviews will be conducted in Building 5A for proper monitoring by the MDAD Human Resources Division. The MDAD Human Resources Division reserves the right to have a representative attend any/all interviews as an observer.
- H. All interviewees will be advised if the selection process will include second interviews when applicable.



**Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 13-03**

**Effective:** September 19, 2022

- I. Once interviews are completed, each interview panel participant will submit all interview materials to the MDAD Recruitment Specialist before exiting the interview room.
- J. A selection will not be announced until a final screening of the selected applicant is conducted by the Miami-Dade Human Resources Department and confirmation has been given to the division by the MDAD Recruitment Specialist that the selected candidate is qualified. Interview scoresheets will be available only after the recruitment process has been completed.
- K. Before announcing a selection, the Division Director will inform all employees under their purview of their non-selection.
- L. Candidates that interview for professional, supervisory, and/or non-bargaining positions that are not selected will not be interviewed for the same position until six (6) months from the date of the initial interview. This provision does not apply to operation and trade classifications.
- M. Any questions pertaining to the interview process will be directed to the MDAD Human Resources Division.
- N. All panel members will be required to take a virtual training course annually, or as determined by the MDAD Human Resources Division, on Panel Interview Strategies and Protocol.

**III. ENFORCEMENT:**

- 1. MDAD does not accept any liability when actions are in violation of this policy.
- 2. Employees who violate this policy may be subject to appropriate administrative action as defined and deemed appropriate by the MDAD Human Resources Division and Department Management.

**IV. AMENDMENTS:**

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

**V. REVOCATION:**

Revocations and removal of establish Department policies requires written justification by requesting division management for review and concurrence by the

**Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 13-03**

**Effective:** September 19, 2022

Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive by an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

**VI. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

**Approved By:**



**Ralph Cutié, Aviation Director**

**Date:** 9/19/22