



Departmental Standard Operating Procedure (DSOP)

DSOP No. 13-03

Last Amended: 5/2/2013

Effective Date: 9/28/2015

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 personnel and provide current employees opportunities for diversification or promotion. All interviews will be conducted in accordance with the

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Amended and Effective Date: 9/28/15

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. All employees of MDAD that meet the minimum qualifications of the position being recruited who submit an application reflecting their qualifications will be granted an interview.
- 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 that 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. 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 or for positions for which its members are qualified applicants. 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 are exempt from public records disclosure and will not be released. An applicant can however review his or her own completed examination.
- G. All interviews will be conducted in Building 5A for proper monitoring by the MDAD Human Resources Division. The MDAD Human Resources 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.
- I. Once interviews are completed, all interview materials will be submitted to the MDAD Recruitment Specialist by close of business the day of the interviews. If this is not possible, all materials will be submitted by noon on the business day following the interview.
- J. A selection will not be announced until a final screening of the selected applicants is conducted by the Human Resources Department and confirmation has been given to the division by the MDAD Recruitment Specialist that the selected candidate is qualified.
- K. Before announcing a selection, the Division Director will inform all employees under his/her purview of their non-selection.

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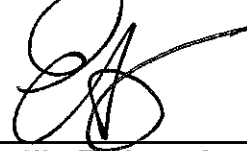
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- L. MDAD Human Resources will contact, via telephone, all remaining MDAD employees and inform them of their non-selection.
- M. Any questions pertaining to the interview process will be directed to the MDAD Human Resources Division.

IV. REVOCATION: NONE

V. CROSS REFERENCES: NONE

Approved By:



Emilio T. González, Aviation Director

Date: 9/28/15