

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, February 27, 2017 9:17 AM
To: Sanchez, Rodzandra (COE)
Subject: , Shawntia Kirkland, Personnel Specialist 2, Miami-Dade Corrections & Rehabilitation Department (outside employment) INQ 17-54

INQ 17-54 Kirkland

From: Turay, Radia (COE)
Sent: Friday, February 24, 2017 4:54 PM
To: Sanchez, Rodzandra (COE) <Rodzandra.Sanchez@miamidade.gov>
Cc: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>
Subject: FW: INQ 17-54, Shawntia Kirkland, Personnel Specialist 2, Miami-Dade Corrections & Rehabilitation Department (outside employment)

From: Turay, Radia (COE)
Sent: Friday, February 24, 2017 4:53 PM
To: Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>
Subject: INQ 17-54, Shawntia Kirkland, Personnel Specialist 2, Miami-Dade Corrections & Rehabilitation Department (outside employment)

Dear Ms. Kirkland,

You have inquired whether a conflict of interest exists under the Ethics Code between your County employment and your proposed outside employment as an owner/coordinator for TK Creations Printing and Party Planning.

Background

You are a personnel specialist 2 for the Miami-Dade Corrections and Rehabilitation Department (MDCR). Your current job responsibilities include overseeing and facilitating the bi-annual bid process; researching, analyzing and reconciling data to determine bid seniority dates; collaborating with executive management to establish operational staffing requirements for bid; researching, verifying and entering employee's disciplinary actions and sanctions.

You are seeking to engage in outside employment as the owner/coordinator for TK Creations Printing and Party Planning. In your role as an owner/coordinator you will ensure events are properly scheduled accordingly and in a timely manner; ensure tables, chairs, and other event rentals are delivered/picked up as scheduled; and provide customized obituaries, invitations; programs, and booklets upon request. You are not seeking to do business with MDCR, nor are you seeking to do business with any other department in the Miami-Dade County government system.

Legal Analysis

Sections 2-11.1(j) and (k) of the County Ethics Code prohibit County employees from engaging in outside employment which would impair the County employee's independence of judgment in the performance of his or her official duties. Based on the information that you have provided to us at this time, it appears to be unlikely that the type of

outside employment that you are seeking to engage in would impair your independence of judgement in the performance of your duties as a personnel specialist 2 for the Miami-Dade Corrections and Rehabilitation Department (MDCR).

As a reminder, pursuant to the Miami-Dade County Code at Section 2-11, government employees are required to request permission to engage in outside employment from their supervisor on a yearly basis. In addition, Sec. 2-11.1(k)(2) of the Code requires filing an outside employment disclosure form on a yearly basis. Government employees are also cautioned that they may not engage in any activity which would require them to disclose confidential information acquired by reason of their official position, nor use such information directly or indirectly for their personal gain or benefit. See Sec. 2-11.1(h), Ethics Code. Lastly, a government employee may not use his or her official position to secure privileges or exemptions for themselves or others. See Sec.2-11.1(g), Ethics Code.

This opinion is based on the facts presented. If any of the facts presented here change, or if you have any further questions, please contact us.

Sincerely,

RADIA TURAY

Staff Attorney
Miami-Dade Commission on Ethics and Public Trust
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Tel: (305) 350-0601
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From: Kirkland, Tina (MDCR)
Sent: Tuesday, February 21, 2017 5:00 PM
To: Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: Ethics Opinion for Shawntia Kirkland
Importance: High

Greetings Ms. Turay,

Pursuant to our telephone conversation, today at 4:44 pm, please see the revised attached Outside Employment Request for Shawntia Kirkland.

Thanks

Shawntia Kirkland, Personnel Specialist 2
Personnel Management Bureau, Employee Relations
Miami-Dade Corrections & Rehabilitation Department
2525 NW 62nd Street, Suite 2000
Miami, Florida 33147
(Office) 786-263-6196 (Fax) 786-263-6127
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