



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits
Director

Veronica Rudychev
Labor Negotiator

BILINGUAL DESIGNATION

Please submit the required information and a current job description to the Director of Employee Relations for review and approval.

Title: _____

Dept. /Division: _____

To assign a bilingual designation, the position must meet all the criteria listed below:

- ☐ Public contact that requires regular and frequent use (at least 25% of available time) of bilingual skills.
- ☐ Bilingual skills are necessary to provide service to the community and are essential to the successful performance of the department's functions.
- ☐ Bilingual skills are required to perform the essential functions of the job.
- ☐ The position is performed in a setting with a demonstrated public need for the designation.

Please attach a written justification for the bilingual designation request, including the percentage of time spent on translation and/or interpretation, the approximate percentage of customer interaction that requires bilingual skills, which essential functions require bilingual skills, and demographic information relative to the residents served by the incumbent. Please indicate whether the position requires interpretation (verbal), translation (written) or both as well as the language required.

Requests approved by the Employee Relations Director will be recommended for bilingual designation in the Positions Ordinance. An incumbent in a designated bilingual position must pass an assessment by the Department of Employee Relations to demonstrate the ability to perform translation and/or interpretation in the designated second language, based on the essential functions of the job.

Department Head

Department of Employee Relations

Approved Yes ____ No ____

Signature Date

Signature Date

Bilingual Designation (position control): Add: _____ Remove: _____

