

## BILINGUAL DESIGNATION REQUEST FORM – PER59A

**INSTRUCTIONS:** This form must be used to designate a position as bilingual.

To learn more about the bilingual pay differential, click on the following hyperlinks:

[Personnel Regulation 164.J](#) and [PAM Section IX.10](#)

<b>EMPLOYEE INFORMATION</b>	
Date:	
Department:	
Classification Title:	
Position Number:	
Budget Index/GL Key:	
Name of Supervisor:	
Alternately Staffed:	<input type="checkbox"/> N/A <input type="checkbox"/> Yes    Alt 1: _____ Alt 2: _____ Alt 3: _____ Alt 4: _____

<b>REQUEST TO DESIGNATE POSITION AS BILINGUAL</b>	
Mark one of the following:	
<input type="checkbox"/> <b>Level I</b> (oral fluency)	<ul style="list-style-type: none"> <li>Defined as “the ability to converse in the second language; and to read English and translate orally into the second language”.</li> </ul>
<input type="checkbox"/> <b>Level II</b> (oral, reading, and writing fluency)	<ul style="list-style-type: none"> <li>Defined as the “ability to converse in the second language; to read English and translate orally and/or in writing into the second language; read the second language and translate orally and/or in writing into English; and to write in the second language”.</li> </ul>
<b>Percentage of time bilingual skills are used in this position</b>	_____ %

<b>YOU MUST PROVIDE THE FOLLOWING SUPPORTING DOCUMENTS:</b>	
In addition to the items noted below, other documents and/or information may be requested to complete a review of this request.	
<b>For Both Levels:</b>	<ul style="list-style-type: none"> <li>Submit justification in the text box provided on the last page.</li> <li>An organizational chart indicating the positions that are receiving bilingual pay at Level I and/or Level II in the specific unit/division.</li> </ul>

<b>For Level II Only:</b>	<ul style="list-style-type: none"> <li>• Submit examples of the different types of materials in Spanish that must be read and translated into English in writing. Include an explanation of the purpose of these materials and frequency of their occurrence in the justification box/memo.</li> <li>• Submit examples of the different types of materials in English that must be written in Spanish. Include an explanation of the purpose of these materials and frequency of their occurrence in the justification box/memo.</li> </ul>
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**DEPARTMENT HEAD SIGNATURE**

I certify this position requires bilingual skills as indicated above and meets all of the conditions as stated in the Personnel Regulation Section 164 J. Bilingual Pay Differential.

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**Department Head Signature** **Date**

<b>TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT</b>	
<b>Position Designated:</b> <b>Level I</b> <input type="checkbox"/> <b>or</b> <b>Level II</b> <input type="checkbox"/>	
_____ <b>Analyst Signature</b>	_____ <b>Date</b>

<p><b>JUSTIFICATION:</b></p> <p><b>In the text box below, explain the duties of this position as it relates to the bilingual need.</b></p>
Empty space for justification text

