

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: BILINGUAL PAY DIFFERENTIAL	Date Issued: July 25, 199
Section: RATES OF PAY	Date Revised: May 4, 2000
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PURPOSE:

To describe the requirements for position designation and individual testing to receive bilingual pay.

LEGAL BASIS:

Personnel Regulations Section 164.J. - Bilingual Pay

POLICY:

- I. Employees in the General Representation Unit, Law Enforcement Unit or Corrections Officer Representation Unit or any other bargaining unit as indicated in a Memorandum of Understanding or Personnel Regulations may receive bilingual pay provided that all of the following conditions are met:
 - A. The position is designated by the Personnel Director as requiring bilingual skills as either:
 1. Level I - the ability to converse in the second language and to read English and translate orally in the second language. Requires fluency in the second language and in English.

OR

 2. Level II - the ability to converse in the second language, read the second language and translate orally into English, and to write in the second language. Requires fluency in the second language and in English.
 - B. the employee is certified by the Personnel Director as qualified at Level I or Level II.

AND

 - C. the employee is assigned by his/her department to use the skill.
- II. Position Designation
 - A. Position designation occurs through:

1. Classification of a new position or reclassification of a designated position. The analyst in Personnel will note on the Position Allocation Notice (PAN) form if the position is designated and which level is appropriate.

OR

2. A special request from the department using the Bilingual Program Form (PER 59).

B. The elements reviewed include:

1. The duties of the position

AND

2. The percentage of time the skill is used (25% or greater)

AND

3. The responsibility of the position in relationship to other designated positions

C. Designation of a position or positions will need to reoccur if:

1. the bilingually designated position is split in half

OR

2. two bilingually designated positions are combined

OR

3. there is a request for bilingually designated position to be designated for a different language

D. Job classes or a work location may receive a blanket designation using the above criteria, where a need is established by the department and approved by Personnel. (See current listing attached)

III. Bilingual Skills Certification:

A. Bilingual skills are certified through a formal testing process:

1. In conjunction with a recruitment

OR

2. Through a special administration or certification

B. Test Administrators of the Santa Cruz County bilingual skills test are certified through a formal qualification and testing process.

- C. All testing processes for Spanish - Level I and Level II are administered by the standard testing program procedures on file with the Personnel Department.
- D. Testing may be administered by a vendor approved by the Personnel Department.

IV. Bilingual Pay Activation:

- A. For bilingual pay to be activated, the position must be designated at either Level I or Level II AND the employee must be certified at the same level or higher proficiency.
- B. The amount of the pay received will depend upon the designation of the position and operational needs of the department and not the Level of certification of the employee.
- C. Bilingual pay is effective the first of the next pay period after all conditions are met and there is no retroactivity.
- D. Bilingual pay may only be received for one language and one level at a time.

- V. All activities related to the Bilingual Program - designation, verification of testing and activation of the pay, are documented using the Bilingual Program Form (PER 59) - attached.

PROCEDURE:

- I. Designation of the position:

The department completes the appropriate section of the Bilingual Program Form (PER 59) and submits it for review and approval to Personnel.

- II. Certification of the employee:

The department requests:

- A. Certification of an eligible list by the appropriate Level using the Certification Request Form;
- B. Verification of an employee's certified level using PER 59;
- C. Special administration of a test to certify the employee's level using PER 59.

- III. Activation of Bilingual Pay

The department submits the Bilingual Program Form (PER59), along with an action form to Personnel for approval and processing. Copies are distributed to departments after all actions are complete.

