

REQUEST FOR LANGUAGE REQUIREMENT

SECTION III: JUSTIFICATION FOR LANGUAGE REQUEST

Give justification for this language request.

Provide documentation that can justify that the need for bilingual services exists. If applicable, attach examples of documents employees need to review and translate.

Does this position replace another position which had a bilingual requirement? Yes No

If yes, provide CSC # _____ Dept. #: _____ Status of Position: _____

Provide how the department will document the employee's use of the requested language.

List **all** positions, whether filled or vacant, that are assigned to the same work location to provide bilingual services in the requested language.

<u>Name</u>	<u>Class</u>	<u>Designated B/L Position</u>	<u>Receiving Interpreter Pay?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Describe how the duties requiring bilingual proficiency have been previously performed and the name of previous incumbent and class #.

SECTION VI: DEPARTMENT CERTIFICATION

I certify that this position requires bilingual proficiency and that the information provided above is accurate, to the best of my knowledge.

Appointing Officer of Designee Signature

Date

Notes: