

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF )  
ESTABLISHING THE ) RESOLUTION NO. 95-1432  
BI-LINGUAL SERVICES ) AGREEMENT NO.  
PROGRAM )  
)

UPON MOTION OF SUPERVISOR Harness , SECONDED BY  
SUPERVISOR Maze , THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD December, 19, 1995,  
BY THE FOLLOWING VOTE:

- AYES: Supervisors Sanders, Richmond, Maze, Harness and Maples
- NOES: None
- ABSTAIN: None
- ABSENT: None

CAO  
All Depts.  
FN 10793  
  
12/20/95

ATTEST: THOMAS F. CAMPANELLA, COUNTY ADMINISTRATIVE  
OFFICER/ CLERK BOARD OF SUPERVISORS

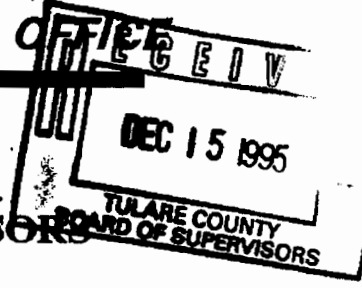
BY: *Janice McFarlin*  
Deputy Clerk



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Adopt the attached Bi-Lingual Services Program. Reclassify positions listed in TABLE B to the bi-lingual classification shown at five (5) ranges above the standard class. Authorize payment of two and one half percent (2.5%) bi-lingual pay for the Moderate translation classes listed in TABLE D. Adopt the amendments to Memoranda of Understanding with CLOCEA, SEIU, TCCA, TCDSA and UAW. (This is subject to meet and confer with Bargaining Units 12, 13 and 15)

**TULARE COUNTY ADMINISTRATIVE OFFICE**



**AGENDA ITEM  
BEFORE THE BOARD OF SUPERVISORS**

**Agenda Date:** December 19, 1995

**Item No.** \_\_\_\_\_

**Subject:** Request to adopt a program to provide bi-lingual public contact services in County departments.

**Recommendation(s):** Adoption of the attached program to provide bi-lingual public contact services in County departments.

**Summary:** We continue to see dramatic growth in the County population with insufficient English skills to effectively obtain necessary County services. We have been attempting to meet the need through focused recruitment and selection processes seeking employees with bi-lingual skills. We are now at the point where it is both necessary and appropriate that we establish a more formal program that includes expanded testing to validate the bi-lingual skills, special bi-lingual classifications to protect our ability to provide these services should staff reductions become necessary, and compensation for those regularly required to exercise their language skills on the job.

We have surveyed departments for current usage and needs and, with their assistance and input, have developed and are recommending to you the following program:

- 1) Establish a three tier program for recognizing necessary use of bi-lingual skills while meeting the service needs of the public.
  - a) **Full Use Bi-lingual Positions:** Translation is a regular, ongoing critical function of the job. Incumbent frequently spends over 60% of his/her time translating.
    1. The primary translation class(es) for the department. Each department would be assigned enough to cover areas of regular public contact with persons who need to transact County business in a language other than English.
    2. Special bi-lingual classifications (e.g. Clerk II-Bilingual)
    3. Bi-lingual designated classifications are protected in layoff
    4. Provide 5% added compensation
    5. Must pass test of proficiency in speaking, reading and writing

- b) **Moderate Use Bi-lingual Positions:** Translation is a frequent need but is not the primary function of the job. Incumbent can spend 40% to 60% of his/her time translating.
1. The secondary translation class(es) for the department. Each department assigned enough to provide back-up for the primary translation class(es) for vacation and sick leave coverage and to provide an entry level incentive for bi-lingual employees to preserve and enhance their skills and prepare for future openings in bi-lingual positions.
  2. Regular classifications
  3. Classes not protected in layoff
  4. Provide 2.5% added compensation
  5. Must pass test of proficiency in speaking, reading and writing
- c) **Occasion Use Bi-lingual Positions:** Translation need is occasional.
1. All other bi-lingual employees are encouraged to maintain and enhance their language skills.
  2. Regular classifications
  3. Classes not protected in layoff
  4. No added compensation
  5. Not tested
- 2) The primary languages for this program are Spanish and the South East Asian group. Other languages can be added to meet demonstrated need.
- 3) Other languages should be handled by:
- a) Identifying bilingual employees within our employee group, testing their proficiency, and making those who qualify available on an inter-departmental basis throughout the County. Depending on the time they spend translating, they should be compensated as outlined above.
  - b) Identifying community resources who can and will provide occasional translation.
  - c) Using the ATT long distance translation service.

Our specific recommendations by department are attached as TABLE A. The recommended levels are goals to be achieved as certified bi-lingual employees become available. Existing employees can be certified upon qualification. Normal turnover will provide vacancies for additional bi-lingual employees. We should allow waivers for employees in similar classes to be certified when insufficient employees/candidates are available in the listed classes. We should be cautious, however, about allowing high level positions to spend more than incidental time translating for any work other than their own.

Meet and confer is required before implementation of portions of this program. We provided all Employee Organizations an opportunity to meet to discuss the program. Bargaining Units and Employee Organizations directly impacted by this proposal are: Units 1, 3, 6, and 7 - CLOCEA; Units 2, and 5 - UAW; Unit 4 - SEIU; Unit 12 - TCCA; and Unit 13 - TCDSA. Agreement has been reached with these organizations. The proposal also impacts unrepresented employees in Units 00, and 21 with whom we have no meet and confer obligation. Our meet and confer obligation has been met.

The full proposed program is shown in TABLE A. We recommend immediate implementation of this program. The classifications we are recommending for reclassification as Full bi-lingual with a five (5) Range increase are listed in TABLE B. TABLE C lists the classifications to be included in the program along with their Unit and representing organization, if any. The classifications we are recommending for implementation as Moderate bi-lingual are listed in TABLE D.

**Financing:** Where necessary, budgets will be adjusted during the mid-year review. The program will be phased in as vacancies occur and qualified candidates become available.

**Involvement of other Departments or Agencies:** All County departments are involved in this program.

**Signature Requirements:** None

Sincerely,

  
Thomas F. Campanella  
County Administrative Officer

cc: Each Board Member  
County Counsel  
Personnel

[BI-LING.BRD]

Board of Supervisors  
County of Tulare


**SUBJECT: BILINGUAL SERVICES PROGRAM**


The undersigned representatives for CLOCEA and the County of Tulare agree upon the bilingual services program as outlined below.

.....  
Both parties agree to the bilingual services program as attached effective January 7, 1996.

The County will transfer any current employee who has been hired off a second language list for their current position into an appropriate bilingual position. Any remaining bilingual positions not filled by this process would be filled as the position becomes vacant.

The number of employees indicated in the attachment may be modified to meet demonstrated need.

  
FOR THE COUNTY  
12/15/95  
DATE

  
FOR CLOCEA  
12-15-95  
DATE

# COUNTY OF TULARE

## BI-LINGUAL SERVICES PROGRAM

The Bi-lingual Services Program establishes a matrix of positions recognizing the need for translation services in the provision of County services to members of the public who can best transact County business in a language other than English.

- 1) **Full Use Bi-lingual Positions:** Translation is a regular, ongoing critical function of the job. Incumbent frequently spends over approximately 60% of his/her time translating.
  - a) The primary translation class(es) for the department. Each department would be assigned enough to cover areas of regular public contact with persons who need to transact County business in a language other than English.
  - b) Special bi-lingual classifications (e.g. Clerk II-Bilingual)
  - c) Bi-lingual designated classifications are protected in layoff
  - d) 5% added compensation
  - e) Must pass test of proficiency in speaking, reading and writing
- 2) **Moderate Use Bi-lingual Positions:** Translation is a frequent need but is not the primary function of the job. Incumbent can spend approximately 40% to 60% of his/her time translating.
  - a) The secondary translation class(es) for the department. Each department assigned enough to provide back-up for the primary translation class(es) for vacation and sick leave coverage and to provide an entry level incentive for bi-lingual employees to preserve and enhance their skills and prepare for future openings in bi-lingual positions.
  - b) Regular classifications
  - c) Classes not protected in layoff
  - d) 2.5% added compensation
  - e) Must pass test of proficiency in speaking, reading and writing
- 3) **Occasion Use Bi-lingual Positions:** Translation need is occasional.
  - a) All other bi-lingual employees are encouraged to maintain and enhance their language skills.
  - b) Regular classifications

**BI-LINGUAL SERVICES PROGRAM**

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- c) Classes not protected in layoff
- d) No added compensation
- e) Not tested

The primary languages for this program are Spanish and the South East Asian group. Other languages can be added to meet demonstrated need.

Other languages should be handled by:

- 1) Identifying bilingual employees within our employee group, testing their proficiency, and making those who qualify available on an inter-departmental basis throughout the County. Depending on the time they spend translating, they should be compensated as outlined above.
- 2) Identifying community resources who can and will provide occasional translation.
- 3) Using the ATT long distance translation service.

Table A lists the positions identified a bi-lingual.

**TABLE A: Bi-Lingual Classes**

AGENDA: December 19, 1995

- Positions designated FULL use to be reclassified with suffix "Bi-lingual" and provided five per cent (5%) increase in salary when filled by a qualified employee.
- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt. # Emp.	Recommended as Bi-Lingual		Classification	Language
			F*	M*		
Aging Services Main Food Prep IHSS	3	36.39	3	2	Program Aide	Spanish
Subtotals:			3	2		
Total Full Usage:			3	8%		
Combined Total Usage:			5	14%		
Agriculture Main Central Road Yard	2	53.5		2	Ag & Stds Inspector III Ag & Stds Inspector II Office Assistant II/III <input type="checkbox"/> Need South East Asian	Spanish Spanish Spanish
Subtotals:			0	6		
Total Full Usage:			0	0%		
Combined Total Usage:			6	11%		
Assessor/Recorder Main Clerk Tulare Porterville Dinuba Visalia	6	72	2	1	Assessment Clerk Legal Document Examiner	Spanish Spanish
Subtotals:			6	3		
Total Full Usage:			6	8%		
Combined Total Usage:			9	13%		
Auditor-Controller	1	29			None	
Subtotals:			0	0		
Total Full Usage:			0	0%		
Combined Total Usage:			0	0%		
Board of Supervisors	1	6			None	
Subtotals:			0	0		
Total Full Usage:			0	0%		
Combined Total Usage:			0	0%		
County Administrator Main Cap. Proj./Redevelop	2	21.75	1	1	Office Assistant II/III	
Subtotals:			1	1		
Total Full Usage:			1	5%		
Combined Total Usage:			2	9%		

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.



**TABLE A: Bi-Lingual Classes**

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- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt. # Emp.	Recommended as Bi-Lingual		Classification	Language
			F*	M*		
Co-op Extension	1	9	1	0	Office Assistant III	
Subtotals:			1	0		
Total Full Usage:			1	11%		
Combined Total Usage:			1	11%		
County Counsel	3	38	1	1	Legal Office Assistant II/III	Spanish
Main			1	1	Election Clerk	Spanish
Workers' Comp						
Elections						
Subtotals:			2	2		
Total Full Usage:			2	5%		
Combined Total Usage:			4	11%		
District Attorney	4	122	4	2	Witness Coord./LOA I/II	Spanish
Main			1	1	Witness Coord./LOA I/II	SEA
Juvenile/Welfare Fraud			3	1	Investigator, DA	Spanish
Porterville			1		Investigator, DA	SEA
Tulare			5	3	Investigator, Welfare Fraud	Spanish
				1	Office Assistant II	Spanish
Subtotals:			14	8		
Total Full Usage:			14	11%		
Combined Total Usage:			22	18%		
DA-Family Support	1	187	4	4	Family Support Officer	Spanish
			1	1	Family Support Officer	SEA
			4	3	Family Support Assistant	Spanish
			1		Family Support Assistant	SEA
			3		Office Assistant II	Spanish
			1		Paralegal	Spanish
			1		Investigator, Family Support	Spanish
Subtotals:			15	8		
Total Full Usage:			15	8%		
Combined Total Usage:			23	12%		
Fire	1	21	2	1	Communication Operator	Spanish
Subtotals:			2	1		
Total Full Usage:			2	10%		
Combined Total Usage:			3	14%		
General Services (when consolidated)	1	44	0	0	None	
Subtotals:			0	0		
Total Full Usage:			0	0%		
Combined Total Usage:			0	0%		

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE A: Bi-Lingual Classes**

AGENDA: December 19, 1995

- Positions designated FULL use to be reclassified with suffix "Bi-lingual" and provided five per cent (5%) increase in salary when filled by a qualified employee.
- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt # Emp.	Recommended as Bi-Lingual		Classification	Language
			F*	M*		
Health Services		572.5	5	2	Clerk II	Spanish
Hillman	8		1		Community Education Specialist	Spanish
Visalia Clinic			20	9	Community Health Technician	Spanish
Lindsay Clinic			5		Community Health Technician	South EA
Porterville Clinic			5	4	Eligibility Worker II	Spanish
Refugee Center			37		Health Aide	Spanish
Visalia Obstetrics			5		Health Aide (Extra Help)	South EA
Dinuba Clinic			8		Health Program Assistant	Spanish
Criminal Justice			2		Health Program Assistant	SEA
			5	3	Licensed Vocational Nurse	Spanish
			7	3	Public Health Nurse I	Spanish
			18		Nutrition Assistant I/II	Spanish
			5		Nutrition Assistant III	SEA
			1		Telephone Operator	Spanish
			4	2	Env. Health Specialist II	Spanish
			5	2	Patient Account Rep	Spanish
			5	2	Registered Nurse	Spanish
			5	2	Social Svcs. Worker II	Spanish
			1	1	Childrens Services Worker	Spanish
			1	1	Dietician Coordinator	Spanish
			7		Office Assistant II	Spanish
			2		Office Assistant II	SEA
Subtotals:			154	31		
Total Full Usage:			154	27%		
Combined Total Usage:			185	32%		
JTPA	17	46	2	1	Job Training Assessment Technica	Spanish
			2	1	Employment Training Specialist	Spanish
			1	1	Office Assistant II	Spanish
Subtotals:			5	3		
Total Full Usage:			5	11%		
Combined Total Usage:			8	17%		
Library	8	35.7	10	5	Library Assistant II	Spanish
Main						
Dinuba						
Exeter						
Farmersville						
Lindsay						
Woodlake						
Three Rivers						
Subtotals:			10	5		
Total Full Usage:			10	28%		
Combined Total Usage:			15	42%		

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE A: Bi-Lingual Classes**

AGENDA: December 19, 1995

- Positions designated FULL use to be reclassified with suffix "Bi-lingual" and provided five per cent (5%) increase in salary when filled by a qualified employee.
- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt # Emp	Recommended as Bi-Lingual		Classification	Language
			F*	M*		
Marshal	5	24	1	1	Legal Office Assistant II	Spanish
Visalia			5	2	Deputy Marshal (Max. 1/court)	Spanish
Central						
Dinuba						
Porterville						
Tulare/Pixley						
Subtotals:			6	3		
Total Full Usage:			6	25%		
Combined Total Usage:			9	38%		
Mental Health Services	5	137	4	1	Office Assistant I/II	Spanish
Visalia Adult			5	2	Community M.H. Worker I/II	Spanish
Visalia Alcohol & Drug			3	1	Psychiatric Social Workers I/II	Spanish
Dinuba Adult					<input type="checkbox"/> Need South East Asian	
Porterville Adult						
Tulare Adult						
Subtotals:			12	4		
Total Full Usage:			12	9%		
Combined Total Usage:			16	12%		
Municipal Courts	4	103	2	1	Collector I	Spanish
Collections			5	6	Legal Office Assistant II	Spanish
Visalia				2	Court Clerk II	
Central						
Tulare/Pixley						
Porterville					<input type="checkbox"/> Need South East Asian	
Dinuba						
Subtotals:			7	9		
Total Full Usage:			7	7%		
Combined Total Usage:			16	16%		
Parks	8	18		6	Parks & Grds Worker	Spanish
Main Office			1	3	Secretary I	Spanish
Mooney Grove Park					Gate Attendant (EH)	Spanish
Cutler Park						
Balch Park						
Pixley Park						
Bartlet Park						
Success Lake						
Kaweah Lake						
Subtotals:			1	9		
Total Full Usage:			1	6%		
Combined Total Usage:			10	56%		
Personnel	1	18	1	1	Office Assistant II/III	Spanish
Subtotals:			1	1		
Total Full Usage:			1	6%		
Combined Total Usage:			2	11%		

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

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AGENDA: Decem... 19, 1995

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- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt # Emp	← Recommended as Bi-Lingual →		Language
			F*	M*	
Planning & Development	1	57.25	2 1	1 1	Office Assistant II Building/Zoning Inspector I-II
Subtotals:			3	2	
Total Full Usage:			3	5%	
Combined Total Usage:			5	9%	
Probation	4	241	3	2	Office Assistant III
Main			6	3	Group Supervisor I/II
Juvenile Hall			1	1	Group Supervisor I/II
Probation Center			10	5	Dep Probation Officers I/II
Boot Camp			2	1	Dep Probation Officers I/II
			1		Collector I
Subtotals:			23	12	
Total Full Usage:			23	10%	
Combined Total Usage:			35	15%	
Public Defender	4	55.5	4		Investigator
Main			1		Investigator
Juvenile & Investigations			2	1	Public Defender Interviewer I
Porterville			1	1	Public Defender Interviewer I
Tulare			1	1	Legal Office Assistant
					Office Assistant II
Subtotals:			9	4	
Total Full Usage:			9	16%	
Combined Total Usage:			13	23%	
Public Social Services	8	688	52	36	Eligibility Worker I/II
Main			15	8	Eligibility Worker I/II
Lindsay			8	3	Eligibility Worker III
Dinuba			2	1	Eligibility Worker III
Porterville			8	3	Office Assistant / Clerk
Tulare			2	1	Office Assistant / Clerk
CPS (Hyde)			2	1	Collector Trainee/I
Veterans			4	2	Social Worker I/II
			8	3	Social Worker III/Practitioner
			2	1	Social Worker III/Practitioner
			8		Social Services Assistants
			2		Social Services Assistants
Subtotals:			113	59	
Total Full Usage:			113	16%	
Combined Total Usage:			172	25%	

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE A: Bi-Lingual Classes**

AGENDA: Decer. 19, 1995

- Positions designated FULL use to be reclassified with suffix "Bi-lingual" and provided five per cent (5%) increase in salary when filled by a qualified employee.
- Positions designated MODERATE to retain current classification and be provided two and one half per cent (2.5%) increase in salary when filled by a qualified employee.

Department	Key Sites	Bdgt. # Emp.	Recommended as Bi-Lingual		Classification	Language
			F*	M*		
Public Works	5	239.8		1	Office Assistant II	Spanish
Road Yards				1	Account Clerk	Spanish
Porterville						
Central						
Dinuba						
Terra Bella						
Subtotals:			0	2		
Total Full Usage:			0	0%		
Combined Total Usage:			2	1%		
Refuse	4	63	4		Refuse Site Caretaker	Spanish
Teapot			3		Refuse Site Attendant	Spanish
Earlimart						
Woodville						
Visalia						
Subtotals:			7	0		
Total Full Usage:			7	11%		
Combined Total Usage:			7	11%		
Retirement	1	6			None	
Subtotals:			0	0		
Total Full Usage:			0	0%		
Combined Total Usage:			0	0%		
Sheriff	7	432.3	20	10	Deputy Sheriff	Spanish
Main			5	3	Deputy Sheriff	SEA
Orosi			15	8	Detention Specialists	Spanish
Pixley			5	3	Detention Specialists	SEA
Porterville			6	2	Office Assistant II/III	Spanish
Main Jail			6	3	Communication Operators	Spanish
Detention Center			2	1	Communication Operators	SEA
Bob Wiley						
Subtotals:			59	30		
Total Full Usage:			59	14%		
Combined Total Usage:			89	21%		
Superior Courts	1	70.35	2		Office Assistant II	Spanish
Subtotals:			2	0		
Total Full Usage:			2	3%		
Combined Total Usage:			2	3%		
Treasurer	1	18		1	Account Clerk	Spanish
Subtotals:			0	1		
Total Full Usage:			0	0%		
Combined Total Usage:			1	6%		

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE B: Reclassification to Bi-lingual a...ve (5) Ranges above base class.**

Each Bi-lingual class is to have the same characteristics (Unit, FLSA, EEO, Medical Group, Competitive Status, etc.) as its Base Class.

DEPARTMENT	POSITIONS	UNIT	BASE CLASS	BI-LINGUAL CLASS	BI-LINGUAL CLASS CODES	LANGUAGE
Aging Services	3	6	Program Aide I/II	Program Aide I/II...Bi-lingual	2423 2424	Spanish
Assessor/Recorder	2	1	Assessment Clerk	Assessment Clerk...Bi-lingual	0238	Spanish
Assessor/Recorder	4	1	Legal Document Examiner I	Legal Document Examiner I...Bi-lingual	2072	Spanish
Co-op Extension	1	1	Office Assistant III	Office Assistant III...Bi-lingual	2514	Spanish
County Administrator	1	1	Office Assistant II/III	Office Assistant II/III...Bi-lingual	2513 2514	Spanish
County Counsel	1	1	Election Clerk	Election Clerk...Bi-lingual	0788	Spanish
County Counsel	1	1	Legal Office Assistant I/II/III	Legal Office Assistant I/II/III...Bi-lingual	2115 2116 2117	Spanish
DA-Family Support	1	1	Family Support Assistant	Family Support Assistant...Bi-lingual	1524	SEA
DA-Family Support	4	1	Family Support Assistant	Family Support Assistant...Bi-lingual	1524	Spanish
DA-Family Support	1	3	Family Support Officer	Family Support Officer...Bi-lingual	1529	SEA
DA-Family Support	4	3	Family Support Officer	Family Support Officer...Bi-lingual	1529	Spanish
DA-Family Support	1	5	Investigator, Family Support	Investigator, Family Support...Bi-lingual	1807	Spanish
DA-Family Support	3	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish
DA-Family Support	1	3	Paralegal	Paralegal...Bi-lingual	2302	Spanish
District Attorney	1	5	Investigator, DA	Investigator, DA...Bi-lingual	1806	SEA
District Attorney	3	5	Investigator, DA	Investigator, DA...Bi-lingual	1806	Spanish
District Attorney	5	5	Investigator, Welfare Fraud	Investigator, Welfare Fraud...Bi-lingual	1809	Spanish
District Attorney	1	1	Witness Coordinator	Witness Coordinator...Bi-lingual	3581	SEA
District Attorney	4	1	Witness Coordinator	Witness Coordinator...Bi-lingual	3581	Spanish
Fire	2	3	Communication Operator I	Communication Operator I...Bi-lingual	0967	Spanish
Health Services	1	4	Childrens Services Worker	Childrens Services Worker...Bi-lingual	0730	Spanish
Health Services	5	1	Clerk II	Clerk II...Bi-lingual	0919	Spanish
Health Services	1	6	Community Education Specialist	Community Education Specialist...Bi-lingual	0740	Spanish
Health Services	5	6	Community Health Technician	Community Health Technician...Bi-lingual	0744	South EA
Health Services	20	6	Community Health Technician	Community Health Technician...Bi-lingual	0744	Spanish
Health Services	1	6	Dietician Coordinator	Dietician Coordinator...Bi-lingual	0216	Spanish
Health Services	5	4	Eligibility Worker I/II	Eligibility Worker I/II...Bi-lingual	1453 1454	Spanish
Health Services	4	6	Env. Health Specialist II	Env. Health Specialist II...Bi-lingual	1487	Spanish
Health Services	37	6	Health Aide	Health Aide...Bi-lingual	1641	Spanish
Health Services	5	0	Health Aide (Extra Help)	Health Aide (Extra Help)...Bi-lingual	7050	South EA
Health Services	2	6	Health Program Assistant	Health Program Assistant...Bi-lingual	1653	SEA
Health Services	8	6	Health Program Assistant	Health Program Assistant...Bi-lingual	1653	Spanish
Health Services	5	6	Licensed Vocational Nurse	Licensed Vocational Nurse...Bi-lingual	2125	Spanish
Health Services	5	6	Nutrition Assistant I/II	Nutrition Assistant I/II...Bi-lingual	2283 2284	SEA
Health Services	18	6	Nutrition Assistant I/II	Nutrition Assistant I/II...Bi-lingual	2283 2284	Spanish
Health Services	2	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	SEA
Health Services	7	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish
Health Services	5	1	Patient Account Rep. I/II	Patient Account Rep. I/II...Bi-lingual	2315 2316	Spanish
Health Services	7	6	Public Health Nurse I	Public Health Nurse I...Bi-lingual	2472	Spanish
Health Services	5	6	Registered Nurse	Registered Nurse...Bi-lingual	2535	Spanish
Health Services	5	4	Social Svcs. Worker I/II	Social Svcs. Worker I/II...Bi-lingual	3136 3151	Spanish
Health Services	1	1	Telephone Operator	Telephone Operator...Bi-lingual	3471	Spanish
JTPA	2	7	Employment Training Specialist	Employment Training Specialist...Bi-lingual	1828	Spanish
JTPA	2	4	Job Training Assessment Technica	Job Training Assessment Technican...Bi-lingual	1823	Spanish
JTPA	1	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish
Library	10	1	Library Assistant II	Library Assistant II...Bi-lingual	2110	Spanish
Marshal	5	5	Deputy Marshal (Max. 1/court)	Deputy Marshal (Max. 1/court)...Bi-lingual	1164	Spanish
Marshal	1	1	Legal Office Assistant II	Legal Office Assistant II...Bi-lingual	2116	Spanish
Mental Health Services	5	4	Community M.H. Worker I/II	Community M.H. Worker I/II...Bi-lingual	0983 0984	Spanish
Mental Health Services	4	1	Office Assistant I/II	Office Assistant I/II...Bi-lingual	2512 2513	Spanish
Mental Health Services	3	4	Psychiatric Social Workers I/II	Psychiatric Social Workers I/II...Bi-lingual	2444 2445	Spanish
Municipal Courts	2	3	Collector I	Collector I...Bi-lingual	0937	Spanish
Municipal Courts	5	1	Legal Office Assistant II	Legal Office Assistant II...Bi-lingual	2116	Spanish
Parks	1	21	Secretary I	Secretary I...Bi-lingual	2689	Spanish
Personnel	1	1	Office Assistant I/II/III	Office Assistant I/II/III...Bi-lingual	2513 2514	Spanish
Planning & Development	1	3	Building/Zoning Inspector I-II	Building/Zoning Inspector I-II...Bi-lingual	0718 0716	Spanish
Planning & Development	2	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish
Probation	1	3	Collector I	Collector I...Bi-lingual	0937	Spanish
Probation	2	12	Dep Probation Officers I/II	Dep Probation Officers I/II...Bi-lingual	2404 2407	SEA
Probation	10	12	Dep Probation Officers I/II	Dep Probation Officers I/II...Bi-lingual	2404 2407	Spanish
Probation	1	12	Group Supervisor I/II	Group Supervisor I/II...Bi-lingual	1561 1576	SEA
Probation	6	12	Group Supervisor I/II	Group Supervisor I/II...Bi-lingual	1561 1576	Spanish
Probation	3	1	Office Assistant III	Office Assistant III...Bi-lingual	2514	Spanish
Public Defender	1	3	Investigator, PD	Investigator, PD...Bi-lingual	1808	SEA
Public Defender	4	3	Investigator, PD	Investigator, PD...Bi-lingual	1808	Spanish
Public Defender	1	1	Legal Office Assistant I/II/III	Legal Office Assistant I/II/III...Bi-lingual	2115 2116 2117	Spanish
Public Defender	1	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish
Public Defender	2	3	Public Defender Interviewer I	Public Defender Interviewer I...Bi-lingual	2451	Spanish
Public Social Services	2	3	Collector Trainee/I	Collector Trainee/I...Bi-lingual	0939 0937	Spanish
Public Social Services	2	4	Eligibility Worker III	Eligibility Worker III...Bi-lingual	1455	SEA
Public Social Services	8	4	Eligibility Worker III	Eligibility Worker III...Bi-lingual	1455	Spanish
Public Social Services	15	4	Eligibility Worker I/II	Eligibility Worker I/II...Bi-lingual	1453 1454	SEA
Public Social Services	52	4	Eligibility Worker I/II	Eligibility Worker I/II...Bi-lingual	1453 1454	Spanish
Public Social Services	2	1	Office Assistant II/ Clerk II	Office Assistant II/ Clerk II...Bi-lingual	2513 0919	SEA
Public Social Services	8	1	Office Assistant II/ Clerk II	Office Assistant II/ Clerk II...Bi-lingual	2513 0919	Spanish
Public Social Services	2	4	Social Services Assistant I/II	Social Services Assistant I/II...Bi-lingual	3563 3564	SEA
Public Social Services	8	4	Social Services Assistant I/II	Social Services Assistant I/II...Bi-lingual	3563 3564	Spanish
Public Social Services	2	4	Social Worker III/Practitioner I/II	Social Worker III/Practitioner I/II...Bi-lingual	3186 3124 3127	SEA
Public Social Services	8	4	Social Worker III/Practitioner I/II	Social Worker III/Practitioner I/II...Bi-lingual	3186 3124 3127	Spanish
Public Social Services	4	4	Social Worker I/II	Social Worker I/II...Bi-lingual	3136 3151	Spanish

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE B: Reclassification to Bi-lingual at or above (5) Ranges above base class.**

Each Bi-lingual class is to have the same characteristics (Unit, FLSA, EEO, Medical Group, Competitive Status, etc.) as its Base Class.

DEPARTMENT	POSITIONS	UNIT	BASE CLASS	BI-LINGUAL CLASS	BI-LINGUAL CLASS CODES	LANGUAGE
Public Works	3	2	Refuse Site Attendant	Refuse Site Attendant...Bi-lingual	2529	Spanish
Public Works	4	2	Refuse Site Caretaker	Refuse Site Caretaker...Bi-lingual	2537	Spanish
Sheriff	2	3	Communication Operator I	Communication Operator I...Bi-lingual	0967	SEA
Sheriff	6	3	Communication Operator I	Communication Operator I...Bi-lingual	0967	Spanish
Sheriff	5	13	Deputy Sheriff I/II	Deputy Sheriff I/II...Bi-lingual	1244	SEA
Sheriff	20	13	Deputy Sheriff I/II	Deputy Sheriff I/II...Bi-lingual	1244	Spanish
Sheriff	5	13	Detention Specialist I/II	Detention Specialist I/II...Bi-lingual	1244	SEA
Sheriff	15	13	Detention Specialist I/II	Detention Specialist I/II...Bi-lingual	1244	Spanish
Sheriff	6	1	Office Assistant II/III	Office Assistant II/III...Bi-lingual	2513	Spanish
Superior Courts	2	1	Office Assistant II	Office Assistant II...Bi-lingual	2513	Spanish

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE C: Current classifications to be included in BI-lingual Program**

UNIT	EMP. ORG.	CLASS	UNIT	EMP. ORG.	CLASS
0	(Unrep.)	Gate Attendant (EH)	4	SEIU	Childrens Services Worker
0	(Unrep.)	Health Aide (Extra Help)	4	SEIU	Community M.H. Worker I/II
1	CLOCEA	Account Clerk	4	SEIU	Eligibility Worker I/II/III
1	CLOCEA	Assessment Clerk	4	SEIU	Job Training Assessment Technican
1	CLOCEA	Clerk II	4	SEIU	Psychiatric Social Workers I/II
1	CLOCEA	Court Clerk II	4	SEIU	Social Services Assistants
1	CLOCEA	Election Clerk	4	SEIU	Social Svcs. Worker I/II
1	CLOCEA	Family Support Assistant	4	SEIU	Social Worker III/Practitioner
1	CLOCEA	Legal Document Examiner	5	UAW	Deputy Marshal (Max. 1/court)
1	CLOCEA	Legal Office Assistant I/II/III	5	UAW	Investigator, DA
1	CLOCEA	Library Assistant II	5	UAW	Investigator, Family Support
1	CLOCEA	Office Assistant I/II/III	5	UAW	Investigator, Welfare Fraud
1	CLOCEA	Clerk	6	CLOCEA	Community Education Specialist
1	CLOCEA	Patient Account Rep	6	CLOCEA	Community Health Technician
1	CLOCEA	Telephone Operator	6	CLOCEA	Dietician Coordinator
1	CLOCEA	Witness Coordinator	6	CLOCEA	Env. Health Specialist II
2	UAW	Parks & Grds Worker	6	CLOCEA	Health Aide
2	UAW	Refuse Site Attendant	6	CLOCEA	Health Program Assistant
2	UAW	Refuse Site Caretaker	6	CLOCEA	Licensed Vocational Nurse
3	CLOCEA	Ag & Stds Inspector II	6	CLOCEA	Nutrition Assistant I/II
3	CLOCEA	Ag & Stds Inspector III	6	CLOCEA	Program Aide
3	CLOCEA	Building/Zoning Inspector I/II	6	CLOCEA	Public Health Nurse I
3	CLOCEA	Collector Trainee/I	6	CLOCEA	Registered Nurse
3	CLOCEA	Communication Operator	7	CLOCEA	Employment Training Specialist
3	CLOCEA	Family Support Officer	12	TCCA	Probation Officers I/II
3	CLOCEA	Investigator, Public Defender	12	TCCA	Group Supervisor I/II
3	CLOCEA	Paralegal	13	TCDSA	Deputy Sheriff
3	CLOCEA	Public Defender Interviewer I	13	TCDSA	Detention Specialist I/II
			21	(Unrep.)	Secretary I

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.



**TABLE D: Moderate Bi-lingual at two and one half percent (2.5%) above base class.**

DEPARTMENT	POSITIONS	UNIT	CLASS	LANGUAGE
Aging Services	2	6	Program Aide	Spanish
Agriculture	2	3	Ag & Stds Inspector II	Spanish
Agriculture	2	3	Ag & Stds Inspector III	Spanish
Agriculture	2	1	Office Assistant II/III	Spanish
Assessor/Recorder	1	1	Assessment Clerk	Spanish
Assessor/Recorder	2	1	Legal Document Examiner	Spanish
County Administrator	1	1	Office Assistant II/III	
County Counsel	1	1	Election Clerk	Spanish
County Counsel	1	1	Legal Office Assistant II/III	Spanish
DA-Family Support	3	1	Family Support Assistant	Spanish
DA-Family Support	1	3	Family Support Officer	SEA
DA-Family Support	4	3	Family Support Officer	Spanish
District Attorney	1	5	Investigator, DA	Spanish
District Attorney	3	5	Investigator, Welfare Fraud	Spanish
District Attorney	1	1	Office Assistant II	Spanish
District Attorney	1	1	Witness Coord./LOA I/II	SEA
District Attorney	2	1	Witness Coord./LOA I/II	Spanish
Fire	1	3	Communication Operator	Spanish
Health Services	1	4	Childrens Services Worker	Spanish
Health Services	2	1	Clerk II	Spanish
Health Services	9	6	Community Health Technician	Spanish
Health Services	1	6	Dietician Coordinator	Spanish
Health Services	4	4	Eligibility Worker II	Spanish
Health Services	2	6	Env. Health Specialist II	Spanish
Health Services	3	6	Licensed Vocational Nurse	Spanish
Health Services	2	1	Patient Account Rep	Spanish
Health Services	3	6	Public Health Nurse I	Spanish
Health Services	2	6	Registered Nurse	Spanish
Health Services	2	4	Social Svcs. Worker II	Spanish
JTPA	1	7	Employment Training Specialist	Spanish
JTPA	1	4	Job Training Assessment Technican	Spanish
JTPA	1	1	Office Assistant II	Spanish
Library	5	1	Library Assistant II	Spanish
Marshal	2	5	Deputy Marshal (Max. 1/court)	Spanish
Marshal	1	1	Legal Office Assistant II	Spanish
Mental Health Services	2	4	Community M.H. Worker I/II	Spanish
Mental Health Services	1	1	Office Assistant I/II	Spanish
Mental Health Services	1	4	Psychiatric Social Workers I/II	Spanish
Municipal Courts	1	3	Collector I	Spanish
Municipal Courts	2	1	Court Clerk II	
Municipal Courts	6	1	Legal Office Assistant II	Spanish
Parks	3	0	Gate Attendant (EH)	Spanish
Parks	6	2	Parks & Grds Worker	Spanish
Personnel	1	1	Office Assistant II/III	Spanish
Planning & Development	1	3	Building/Zoning Inspector I-II	Spanish
Planning & Development	1	1	Office Assistant II	Spanish
Probation	1	12	Dep Probation Officers I/II	SEA
Probation	5	12	Dep Probation Officers I/II	Spanish
Probation	1	12	Group Supervisor I/II	SEA
Probation	3	12	Group Supervisor I/II	Spanish
Probation	2	1	Office Assistant III	Spanish

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.

**TABLE D: Moderate Bi-lingual at two and one half percent (2.5%) above base class.**

DEPARTMENT	POSITIONS	UNIT	CLASS	LANGUAGE
Public Defender	1	1	Legal Office Assistant	Spanish
Public Defender	1	1	Office Assistant II	Spanish
Public Defender	1	3	Public Defender Interviewer I	SEA
Public Defender	1	3	Public Defender Interviewer I	Spanish
Public Social Services	1	3	Collector Trainee/I	Spanish
Public Social Services	1	4	Eligibility Worker III	SEA
Public Social Services	3	4	Eligibility Worker III	Spanish
Public Social Services	8	4	Eligibility Worker I/II	SEA
Public Social Services	36	4	Eligibility Worker I/II	Spanish
Public Social Services	1	1	Office Assistant / Clerk	SEA
Public Social Services	3	1	Office Assistant / Clerk	Spanish
Public Social Services	1	4	Social Worker III/Practitioner	SEA
Public Social Services	3	4	Social Worker III/Practitioner	Spanish
Public Social Services	2	4	Social Worker I/II	Spanish
Public Works	1	1	Account Clerk	Spanish
Public Works	1	1	Office Assistant II	Spanish
Sheriff	1	3	Communication Operators	SEA
Sheriff	3	3	Communication Operators	Spanish
Sheriff	3	13	Deputy Sheriff	SEA
Sheriff	10	13	Deputy Sheriff	Spanish
Sheriff	3	13	Detention Specialists	SEA
Sheriff	8	13	Detention Specialists	Spanish
Sheriff	2	1	Office Assistant I/II	Spanish
Treasurer	1	1	Account Clerk	Spanish

\*F = Full usage bi-lingual. M = Moderate usage bi-lingual.