



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE EMPLOYMENT SECTION**

**Language Skills Assignment Pay Questionnaire**

**Date Submitted:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

If the Elected Official/Department Head is interested in designating multiple positions for bilingual pay incentive please complete the HR 2016-02 for each position.

|                        |                              |
|------------------------|------------------------------|
| Name: _____            | Emp. Number: _____           |
| Department Rep: _____  | Department: _____            |
| Position Number: _____ | Contact number: _____        |
| Grade: _____           | Language to be tested: _____ |
| Email: _____           |                              |

- Has this position been previously designated to receive language skills pay?  
Yes  No
- Does fifty percent (50%) or more of the job duties of the position involve working directly with the public?  
Yes  No
- Does the position use the language skill on average twenty percent (20%) ( 8 hour) or more during the work week.  
Yes  No
- Does the position use the language skill to provide services to the public that are essential to the successful performance of official functions?  
Yes  No
- Is the position's twenty percent (20%) frequency of use of the language skill necessary for service to the public (i.e., the frequency is not due to the position selecting to communicate in another language even though the resident/customer can speak English)?  
Yes  No

6. Has the employee in the position been previously tested for language skills proficiency?

Yes  No

7. Does the employee in the position profess to speak and or write and read the language to be tested proficiently? Eligible language skills pay employees must pass a language proficiency test in one or more areas.

Yes  No

8. Are there any employees, who were bilingual hires, working in the same section, division or department as this position that is also designated as a bilingual position?

Yes  No

9. If yes, what position(s) (please list position numbers or employee names if filled)?

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10. Can the language skills be satisfied by an employee who is ineligible for language pay (See Table 1 Eligibility Criteria's for Bilingual Pay Incentive Pilot Program, Excluded Employees).

Yes  No

If no, why not?

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11. Is the employee reasonably available to assist the Department with bilingual language related needs?

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12. How are the additional language skills beneficial in the performance of job duties and service to your customers and constituents?

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13. How will the presence of additional language skills have a positive impact on the department's delivery of service to your customers and constituents?

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## **Good Faith Compliance**

The Department verifies that the information provided herein is true and correct and made in good faith. The Department also asserts that the position selected for language pay is solely based on a good faith assessment of the **bilingual or continued bilingual business and organizational needs** of the Department, without favoritism or preference given to any employee. The Department further asserts that the selection of the position for language skills pay comports with Dallas County's policies and procedures related to non-discrimination.

- a) The employee assigned in the designated bilingual position uses his/her language skills to perform their job; thus, adding value to County related business by providing assistance to customers on **a regular basis as defined in the Bilingual Incentive Pay Program Policy** while ensuring that spoken, reading, and/or written communication to non-English speaking citizens and employees is accurate and clear.
- b) Employee occupies a designated bilingual skills position as identified by the Elected Official/Department Head, recommended by the HR Department and designated by the Auditors' Office.

\_\_\_\_\_  
**Signature Supervisor/Department Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Official Title**

**Note: The language for which additional pay is requested should be one that is commonly spoken in the Dallas County area and which are necessary to provide services and essential to successful performance of official functions.**

### **Return this form to:**

Dallas County Human Resources/Civil Service Employment  
1201 Elm St. Renaissance Tower  
Suite 2300 B  
Dallas, Texas 75270  
214.653.7638 (phone) (214) 653-7636 (fax)  
Monday - Friday, 8:30 am to 4.30 pm

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**CERTIFICATION – This section to be completed by HR**

The above request to designate position \_\_\_\_\_ for bilingual incentive is;

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

\_\_\_\_\_  
Signature Human Resource Director

\_\_\_\_\_  
Date

CC: Employee's Personnel Department File, Civil Service File