

CIVIL SERVICE COMMISSION POLICY

SUBJECT: BILINGUAL TESTING	FILED UNDER:	ITEM NO: 1.70 PAGE 1 of 1
APPROVED BY: _____		EFFECTIVE DATE: 5-19-93
AUTHORIZED SIGNATURE		
NOTES: Policy statement on bilingual assessments procedures		

POLICY STATEMENT: ADOPTED BY CIVIL SERVICE COMMISSION JULY 31, 1986.

In classifications where specific positions require bilingual communication abilities, the hiring authority may request the Civil Service Department to assess the level of bilingual ability among job candidates. The Civil Service Department will administer the Bilingual Proficiency Assessment to appraise candidate bilingual proficiency in job-related tasks in a non-English language.

The Bilingual Proficiency Assessment will be conducted in classifications with tasks that require extensive, direct contact with the public. The Civil Service Department has established a Bilingual Proficiency Assessment procedure for the conduct of English/Spanish and other non-English language proficiency testing.

Where selective certification is necessary, Bilingual Proficiency Assessment procedures will be implemented in accordance with the Civil Service Commission Policy Regarding Selective Certification and the Civil Service Rules and Regulations.