

BILINGUAL LEVEL III CERTIFICATION

The County's designation of a bilingual position as a level III is dependent upon the services offered by the department/agency, and the duties and responsibilities required of each bilingual position. The bilingual designation level is not determined by the proficiency level of the employee in the position.

A position will be given a level III bilingual designation if the job requires the use of a higher level of oral fluency than level I/II bilingual oral duties and responsibilities a minimum of five (5) times per week.

Level III

A level III requires employees to have an extensive vocabulary and be able to read and write in Spanish and English; be able to interpret from one language to another; and be able to translate written documents from one language to another.

I, _____, certify that the position
(Print Name of Supervisor)
held by _____, Employee ID _____
(Print Name of Employee)
meets the minimum requirements of a bilingual level I/II designation.

Signature - Supervisor

Agency

Date

Instructions: Please turn in your form to your Agency's HR Representative. Your HR Representative will email this signed form to Bilingual.Certification@ventura.org. Candidates without authorization will not be allowed to participate in the examination process.