



SECTION: HR
TOPIC: BILINGUAL DESIGNATION
GENERAL
JULY, 2025

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: BILINGUAL DESIGNATION OF A POSITION

DEFINITIONS:

Bilingual Designated position and Bilingual designations are defined in Dane County Ordinance, Chapter 18: Section 18.04; as,

“(6m) Bilingual designated position shall mean a position where a bilingual employee regularly uses their language skills to perform their essential job duties in two or more languages.”

“(6n) Bilingual designations shall mean the process by which the Division determines whether an employee demonstrates an acceptable level of language proficiency in the target language, and whether an employee’s position requires its job duties to be regularly performed in two or more languages.”

Forms Needed

Request for Bilingual designation Change Memo

Position Description that shows the work that will be performed in the other language

1. **Bilingual Designations:** These are positions that provide a substantial amount of service in a language other than English. Designated Bilingual employees provide direct language support as they serve the clients/customers directly in the client/customer’s preferred language. For example, a bilingual designation may be appropriate when a position must perform their job assignment in the other language for a minimum of five (5) hours per week.
2. Departments may submit requests to the Employee Relations Division to designate positions as bilingual or to remove the bilingual designation. The Director of Administration may approve requests to change the bilingual designation without a resolution to the County Board.
3. **Documents required by Employee Relations:** Memo from department requesting the bilingual designation change and a position description describing the essential functions being performed in the language other than English.
4. If a request is denied, the denial may be appealed to the County Executive within 10 days of being notified. The denial will be heard by the reclassification and reallocation appeals board for a recommendation. Appeals not submitted to the County Executive may not be re-submitted to Employee Relations for review until one (1) year has passed.