



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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MICHAEL F. EASLEY
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STATE PERSONNEL DIRECTOR

MEMORANDUM

TO: Agency and University Human Resources Directors
Directors, Local Departments of Social Services
Directors, Local Departments of Public Health
Area Directors, Area Mental Health Programs (LMEs)

FROM: Patrick McCoy, PHR, CPM
Assistant HR Managing Partner

DATE: May 17, 2005

SUBJECT: New Foreign Language Interpreter II Classification (63T)

The purpose of this memorandum is to let you know that the NC Office of State Personnel has established a new classification to address the need for public agencies and universities to provide a more advanced level of foreign language interpretation services for clients. Presently, most agencies and universities that have the need to provide foreign language interpretation services utilize the existing Foreign Language Interpreter classification at salary grade 60T. Based on recent labor market reviews and the rapid demand for these more specialized services, especially in the health and human services settings, we have established this higher level role in order to recognize positions that provide a range of interpreting services that include both verbal and written, and require an understanding of programmatic terminology and protocol. In addition, this new classification will greatly assist health and human services agencies to meet compliance issues related to Title VI of the Civil Rights Act of 1964.

The new classification is as follows:

Schematic Number 35119 Foreign Language Interpreter II Salary Grade 63

Minimum Education and Experience Requirements: High School or GED and one year of experience in interpreting and translating English and the required foreign language in a setting that requires a knowledge of the programs or services. Demonstrates the fluency and skill necessary to meet the needs of the organization and client populations served.

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In addition, we will retain the current Foreign Language Interpreter classification that generally provides basic interpreting services and often has a mixed role that includes office support functions recognized in the Office Support series. The higher role is distinguished at the para-professional level where the duties are concentrated on providing foreign language interpreting services in a university or agency setting, or local health and human services agencies.

The effective date of this new classification is June 1, 2005. If you have any questions or would like to implement this new classification, please contact your HR Partner at the Office of State Personnel.

PJM/pjm

c: Thomas H. Wright, State Personnel Director
Drake Maynard, HR Managing Partner
OSP HR Managing Partners
OSP HR Partners