# CITY OF EL PASO, TEXAS
# DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

**DEPARTMENT:** **Human Resources**

**AGENDA DATE:** **04/21/09**

**CONTACT PERSON/PHONE:** **Human Resources, Linda Ball Thomas, (915) 541-4509**

**DISTRICT(S) AFFECTED:** **City Wide**

**SUBJECT:**

**APPROVE**: Resolution for the creation of the proposed Job Specifications for **Sign Language Interpreter**

**BACKGROUND / DISCUSSION:**

The creation of the proposed job class for **Sign Language interpreter** was requested by the Municipal Clerk to implement strategic and operational efficiencies. This classification will provide communication from English and Spanish for hearing impaired customers that utilize city services. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY2010

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 4/09/09

*******************REQUIRED AUTHORIZATION***********************

**LEGAL:** (if required) ____ **FINANCE:** (if required) _____

**OTHER:** _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

***Information copy to appropriate Deputy City Manager***

**APPROVED FOR AGENDA:**

**CITY MANAGER:** _____ **DATE:** _____

# RESOLUTION

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **SIGN LANGUAGE INTERPRETER** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **10935.** The Grade is **PM 125**.

**PASSED AND APPROVED** this_____day of _____ 2009

THE CITY OF EL PASO

_____
John F. Cook
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
John R. Batoon
Assistant City Attorney

APPROVED AS TO CONTENT:

_____
Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date:___April 9, 2009_____

By:_____
Secretary

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SERVICE SOLUTIONS SUCCESS

THE CITY OF EL PASO TEXAS

# HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
DATE: April 2, 2009
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

| | TITLE | CODE | GRADE |
|---|---|---|---|
| **PROPOSED** | **Sign Language Interpreter** | **10935** | **PM 125** |

The creation of the proposed job class was requested by the Municipal Clerk to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. By

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Code 10935
Grade PM 125

## JOB SPECIFICATION

# SIGN LANGUAGE INTERPRETER

### *General Purpose*

Under general supervision, provide Sign Language interpretation and training regarding deaf awareness.

### *Typical Duties:*

Provide communication from English and Spanish for hearing impaired customers that utilize city services. Involves: Perform sign language interpretation and other communication assistance to citizens who utilize city sponsored services, including emergency services. Provide communication between City employees with hearing impairments and the general public and/or other City employees. Evaluate and review invoices from independent agencies and contractors to ensure appropriate payment of services.

Assist with City programs. Involves: Act as a liaison with City programs involving the community with hearing impairments. Attend community planning sessions related to issues involving the community with haring impairments. Conduct training about hearing impairments and the culture of individuals with hearing impairments. Develop program content for training sessions relating to hearing impairments. Perform a variety of other duties as assigned such as exercise independent judgment to evaluate emergency call outs and make sound decisions in dealing with the delivery of customer service to patrons with hearing impairments and emergency personnel.

### *Knowledge, Skills, and Abilities*

- Application of good knowledge of local, state and federal accessibility laws, rules and regulations.
- Application of good knowledge of local social service agencies for disabled persons.
- Application of good knowledge of personal computer hardware and software.
- Application of some knowledge of City's geography, landmarks, streets.
- Ability to interpret between spoken English and Spanish, and American Sign Language.
- Read, interpret, and communicate in English, Spanish, and American Sign Language.
- Clear concise oral and written communication to prepare and present information.
- Establish and maintain effective working relationships with coworkers, officials, contractors, and the general public.

### *Other Job Characteristics*

- On call twenty-four (24) for emergencies.
- Must have hearing correctable to normal range to hear spoken words to interpret them.
- Fluent communication in American Sign Language, Spanish, and English.

### *Minimum Qualifications*

Education and Experience: A Bachelor's degree in Business or Public Administration, Social Work, Psychology, or related field, and three (3) years of professional sign language interpretation experience.



*As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*

Licenses and Certificates: Department of Assistive and Rehabilitative Services (DARS) Advance or Level III certification required within six (6) months of appointment. Court Interpreter certification by the department of Assistive and Rehabilitative Services or Legal Interpreting Certification by Registry of Interpreter for the Deaf required within six (6) months of appointment. Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head



*As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*

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S E R V I C E  S O L U T I O N S  S U C C E S S

**TO:** **Mayor and City Council**

**FROM:** **Linda Ball Thomas, Human Resources Director** LBT

**THRU:** **Joyce A. Wilson, City Manager**

**DATE:** **April 20, 2009**

**SUBJECT:** **City Council Agenda Item # 3D Sign Language Interpreter**

City Council Agenda Item 3D contains an amendment to the classification and compensation plan for which Human Resources is asking for Council approval. This new position is being brought before City Council for approval because Council approves the budget, the Civil Service Commission recommends approval and City Council approves new job specification.

Municipal Clerk requested this new position to allow for implementation of strategic and operational efficiencies. The Civil Service Commission unanimously recommended approval of the addition of the new classification of Sign Language Interpreter at their April 9, 2009 meeting. A competitive examination will be conducted to fill the position. Funds were previously budgeted.


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HUMAN RESOURCES DEPARTMENT
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