TECHNICAL LETTER
HR/PCOS 2013-03

Date: July 31, 2013

To: Human Resources Officers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: Revised Interpreter Classification Standard (Certification Requirement)

Overview

Audience: HR professionals responsible for hiring and classifying employees

Action Item: Information only

Affected Employee Group(s)/Unit(s): Employees in Interpreter II and Lead Interpreter classifications

Summary

This Technical Letter provides notification to the campuses that the certification requirement listed on the Interpreter classification standard has been revised. Those listed in the audience above should review the remainder of this Technical Letter for more detailed information.

This Technical Letter updates the certification requirement listed on the classification standard as follows:

**Interpreter II - Range A:** "Incumbents must possess and maintain skills certification in either interpreting or transliteration as issued by the National Registry of Interpreters for the Deaf (RID) or possess and maintain NIC (National Interpreter Certification) certification issued by the National Registry of Interpreters for the Deaf (RID) or comparable certification."

**Interpreter II - Range B:** "Incumbents must possess and maintain skills certification in both interpreting and transliteration from RID or possess and maintain NIC Advanced (National Interpreter Certification) certification issued by the National Registry of Interpreters for the Deaf (RID) or comparable certification."

Distribution:

CSU Presidents
Vice Chancellor, Human Resources

All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
**Lead Interpreter:** “Lead Interpreters must possess and maintain skills certification in both interpreting and transliteration from RID or possess and maintain NIC Advanced (National Interpreter Certification) certification issued by the National Registry of Interpreters for the Deaf (RID) or comparable certification.”

The classification and qualification standard may be viewed and printed at Human Resources Classification Standards Web site: [http://www.calstate.edu/HRAdm/Classification/index.shtml](http://www.calstate.edu/HRAdm/Classification/index.shtml).

Questions regarding this technical letter should be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management’s Web site at: [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

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