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Date: November 19, 1999
To: Human Resources Directors
From: Cathy Robinson
Senior Director
Human Resources Administration

Subject: CAMPUS NEEDS ASSESSMENT SURVEY:
INTERPRETER/TRANSLITERATORS and REAL TIME CAPTIONERS

Human Resources Administration has developed a survey to assist in better understanding campus needs relating to Interpreter/Transliterater and Real-Time Captioner work. The survey objective is to gain essential information for updating the existing classifications in this area and developing new classifications where needed. We are requesting your help by completing this survey.

During the last contract negotiations between the California State Employees' Association (CSEA) and the California State University (CSU), a Lead Interpreter/Transliterator classification was created for campus use; however, a classification standard needs to be developed. In addition, a need was expressed for a classification that captured real-time captioning work.

The attached survey package includes the following:
1. Campus Needs Assessment Survey
2. Existing classification standards for the Interpreter/Transliterator I and II
3. A recent newspaper article on the increase demand for real-time captioning
4. A sample position description for a real-time captioner

Responses are due back to Human Resources Administration by December 15, 1999.

Your contribution is critical to the success of this project and your time and effort are appreciated. If you have any questions or would like an electronic version of the survey, please contact Gina Caywood at (562)951-4416 or via e-mail at gcaywood@calstate.edu. We will accept your input via e-mail, U.S mail or fax at (562)951-4954. Questions may also be directed to Celeste Giunta at (562)430-9994. Thank you.

CR/gc

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