

2024 OA-004

AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF ORDINANCES,  
REGARDING BILINGUAL DESIGNATION AND TITLE CHANGES

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 18.04(6m) is created to read:

(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.

ARTICLE 3. Section 18.04(6n) is created to read:

(6n) *Bilingual designation* 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.

ARTICLE 4. Section 18.04(44m) is created to read:

(44m) *Title change* shall mean a change in the title of a position or classification based on market reasons that demonstrate a change is necessary to more accurately describe the work that a position or classification performs. A title change does not mean a change in a position or classification's responsibilities or salary range.

ARTICLE 5. Section 18.23(6) is created to read:

(6) *Bilingual designation*. When a position is identified as benefitting from a language skill based on community need, an appointing authority can request that the position receive a bilingual designation. Employees not in a bilingual designated position may also request the Division to designate their position as bilingual. Upon receipt of the request, the Division shall determine whether a bilingual designation is appropriate and make its recommendation to the Director of Administration. An appointing authority or employee whose request is denied may appeal the denial to the reclassification and reallocation appeals board for recommendation. The board shall make a recommendation to the County Executive on the disposition of any such appeal.

ARTICLE 6. Section 18.23(7) is created to read:

(7) *Title changes*. An appointing authority may request the Division to review the title of a position or classification to determine whether a title change is warranted. The Division will investigate and make a recommendation to the Director of Administration. Any position or classification that is approved for a title

47 change shall retain the benefits afforded to it under the Employee Benefit  
48 Handbook.

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50 *[EXPLANATION: This amendment codifies the bilingual designation process set*  
51 *forth in the Employee Benefit Handbook, and creates a new process to allow*  
52 *changes to a position or classification's title.]*