

LANGUAGE SURVEY ROLES AND RESPONSIBILITIES

Language Survey Task	Dept Coord/ Master User ¹	Dept Rep Asst ²	Dept PCE ³	CalHR Role
Develop Survey training materials; conduct training				X
Request Survey login	X	X		
Complete and Submit "Declaration of Intent"	X			
Identify Survey dates	X			
Identify Reporting Assistants	X			
Identify Reporting Groups, Local Offices/Units	X	X		
Identify Public Contact Employees	X	X		
Train Public Contact Employees	X	X		
Mark Public Contacts on tally sheets during Survey dates			X	
Submit tally sheets to Reporting Assistant			X	
Enter tally sheet results into online Survey application	X	X		
Review "indicator" of position deficiencies; prepare analysis to identify if the deficiency is an "actual" position deficiency; consult with unit manager's that reported the deficiencies to assist in developing the analysis.				
Identify translated documents	X			
Identify materials required to be translated	X			
Identify any written document deficiencies and explain how they will be made available to the non-English speaking public that met the 5% threshold				
Identify anticipated bilingual position vacancies (may consult with Personnel and/or managers)	X			
Complete Survey checklist	X			
Print out transmittal letter and Unit Summary Report; obtain Director's signature; submit to CalHR before October 1 of even-numbered year	X			
Answer questions about Survey coordination				X
Advise agency/departments on resolving deficiencies				X
Provide resources to assist departments with serving LEP				X
Prepare report to Legislature				X

¹ Bilingual Services Coordinator and Master User

² Reporting Assistant
³ Public Contact Employee