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Office of Equity and Human Rights Logo


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**Language Pay Differential Request Form**

**Section 1: Employee information (can be completed by employee, third party, or manager/supervisor)**

Employee Name:       Employee PERNR:

Employee Phone Number:       Employee Email Address:

Union:       Job Class Name:

Position Number:       Job Class Number:

Language:

**Section 2: Bureau confirmation - to be completed if the employee’s classification and/or the language spoken is NOT listed below.**

Proposed pay differential start date:

Supervisor Name:       Supervisor Signature/Date:

Supervisor Title:       Supervisor Phone Number:

Supervisor Email Address:       Cost Center:

Timekeeper Email Address:

Indicate whether you support the Language Pay Differential (Yes/No):

**Section 3: Testing Date Preferences – REQUIRED: Do not leave blank.**

**Please list two (2) different dates (must be on a weekday) that are at least five (5) business days out from when you submit this form.**

**Please also list a 3-hour time window (between 8 am to 5 pm) for when the employee is available for testing (ex: 8:30 am – 11:30 am or 2 pm to 5 pm).**

|  |  |  |  |
| --- | --- | --- | --- |
| Language Testing Employee Availability | | | |
| Option 1 Date: |  | Option 1 Time: |  |
| Option 2 Date: |  | Option 2 Time: |  |

**Send the completed form to** [**BHRBusinessServices@portlandoregon.gov**](mailto:BHRBusinessServices@portlandoregon.gov)

**Submission of this form indicates the employee affirms the use of a language skill other than English to provide enhanced services during the course of their regulator duties and responsibilities as a City employee.**

**Language Pay Differential Job Classification Eligibility List (as of 11/17/2021)**

|  |  |
| --- | --- |
| **Classification Title** | **Representation** |
| Analyst Series – Includes I, II, III | Non-Rep |
| Coordinator Series – Includes I, II, III, and IV | Non-Rep |
| Commissioners Staff Classifications (CSR, Senior CSR, CASS, COS, DCOS) | Non-Rep |
| 311 Customer Service Operator | DCTU |
| Customer Account Specialist | DCTU |
| Development Services Trainee | PTE17 |
| Development Services Technician I | PTE17 |
| Development Services Technician II | PTE17 |
| Emergency Communications Call Taker | PPA-BOEC |
| Emergency Communications Fire Dispatcher | PPA-BOEC |
| Emergency Communications Police Dispatcher | PPA-BOEC |
| Emergency Communications Dispatcher, Sr. | PPA-BOEC |
| Housing Community Outreach & Information Rep | DCTU |
| Firefighter Classifications | PFFA, Non-Rep |
| Portland Street Response Classifications | PFFA, Non-Rep |
| Housing Loan Coordinator | DCTU |
| Seasonal Park Ranger | PCL |
| Park Ranger | PCL |
| Peer Support Specialist | Non-Rep |
| Sworn Police Officer Classifications | Portland Police Association, PPCOA, Non-Rep |
| Public Safety Support Specialist | Portland Police Association |
| Recreation Associate | Recreation (Local 483) |
| Recreation Coordinator | Recreation (Local 483) |
| Recreation Leader | Recreation (Local 483) |
| Aquatics Coordinator | Recreation (Local 483) |
| Aquatics Leader | Recreation (Local 483) |

**Qualifying Languages (as of 10/2023)**

Spanish, Vietnamese, Mandarin, Cantonese, Russian, Ukrainian, Somali, French (West African), Swahili, Arabic, Romanian, Nepali, Chuukese, Lao, Tagalog, Cambodian, Japanese, Korean, Karen, Marshallese, Thai, Amharic, Burmese, Tigrinya, Farsi, American Sign Language (ASL), Bosnian, Croatian, Haitian Creole, Hindi, Indonesian, Serbian, Zomi.