

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SIGN LANGUAGE INTERPRETER

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to positions at the Department of Public Instruction, or other departments, or institutions providing the services of voice-to-sign and sign-to-voice interpretations. The classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist in the position, or those that result from changing program emphasis in the future.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions included in this classification are those who provide, for the majority of the time, voice to sign and sign to voice interpretations for state agencies.

B. Exclusions

Excluded from this classification specification are the following types of positions:

1. Positions which perform the interpretative services described in this classification for less than a majority of the time, or provide interpretive services not described in this classification; and
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into the Classification

Employees enter positions in this classification through competition.

II. DEFINITIONS

SIGN LANGUAGE INTERPRETER

The majority of duties (more than 50%) include providing interpretive services including voice-to-sign and sign-to-voice communications with the hearing and hearing impaired persons in the professional and lay communities including hearing parents of hearing impaired persons, the Wisconsin Association of the Deaf, various advisory councils and committees, school districts, parent-teacher organizations, civic groups and the community as a whole. The positions will interpret all telephone communications between hearing and hearing impaired parties not using a telecommunications device (TDD) or a telephone/TDD relay system. These positions may also provide various administrative support services (less than 50% of their time) such as maintaining records, planning and participating in special studies, surveys or research activities regarding the hearing impaired, and/or providing information about hearing impaired programs.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirements: Positions must be licensed in accordance with Department of Safety and Professional Services (DPS), Chapter 440; specifically, s. 440.032, Wis. Stats. – Sign Language Interpreting.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective November 10, 1996, in CC/SC Bulletin 60 as a result of the Professional Program Support Survey. The change to the classification specification is to include a confidential designation, effective September 13, 1998, as announced in Bulletin CC/SC-91.

This classification specification was modified effective March 24, 2024, and announced in Bulletin DPM-0619-CC/SC to update the qualifications section to reflect licensing requirements under Wisconsin Chapter 440; specifically s. 440.032, Wis. Stats. – Sign Language Interpreting. Other administrative updates to the introductory language were completed.

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