



## Notice of Opportunity to join Ecology's Multilingual Interpretation and Translation Team (MITT) – Chinese team

The Chinese team of MITT is now accepting applications for one team member.

### **Translator-Interpreter team member**

Actively participates in Ecology's Multilingual Interpretation and Translation Team (MITT) in order to enhance the Agency's service delivery to the Chinese-speaking community. Translates English language documents and website content into Chinese and vice versa. Interprets English oral presentations, discussions, phone calls, and site visits with Chinese speaking audiences or clients, and vice versa. May attend other Ecology and key stakeholder meetings in order to provide or prepare for MITT services. Some travel, including over-night travel, may be involved. Other responsibilities may include assisting with outreach efforts to the Chinese-speaking community including radio, social media, or other news and public relations involvement, helping other Ecology employees obtain services from the MITT team, promoting MITT services to the Agency, and improving the MITT team's service.

### Requirements:

Any full-time employee of Ecology **who effectively speaks and/or reads and writes Chinese** AND who actively demonstrates the Ecology CORE competencies:

- **Service focus:** Treat our fellow employees, our clients and the public as partners and collaborators who are equally committed to a healthy, prosperous Washington. Build and maintain internal and external satisfaction with the services offered by the agency. Consistently strive to exceed expectations.
- **Adaptability and flexibility:** Solve problems, consider different perspectives, and find new, creative ways to accomplish our work. Adapt easily to changing needs, conditions, and work responsibilities. In dynamic situations, adapt approaches, goals, and methods to achieve successful solutions and results.

- **Communication:** Communicate clearly, accurately, and in a timely manner. Actively listen and engage in open, respectful and professional dialogue. Perform work in a helpful, friendly, and positive manner.
- **Accountability:** Accept personal responsibility and accountability for the quality and timeliness of our work and for meeting workplace expectations. Achieve excellent results with little need for oversight. Link agency mission/vision/values to everyday work.

## Commitment:

Each MITT Chinese team member dedicates a minimum of 26 hours per quarter:

- Translating Ecology documents, presentations, news releases, websites, social media posts, presentations, letters, signs, and more. (Translator-Interpreter only)
- Providing Chinese/English interpretation services as necessary for presentations, discussions, phone calls, and site visits. These responsibilities may include working outside of the employee's normally scheduled work hours.
- Using bilingual Chinese/English skills to provide direct customer service.
- May attend other Ecology and key stakeholder meetings in order to provide or prepare for MITT services.
- Helping other Ecology employees obtain services from the MITT teams.
- Some in-state travel, including over-night travel, may be involved.
- Other responsibilities may include assisting with outreach efforts to the Chinese speaking community including radio, social media, or other news and public relations involvement.
- Participation may involve attending quarterly MITT meetings.

## Compensation:

Each team member receives assignment pay of two pay ranges (approximately 5%) added to their base salary for the use of their bilingual abilities, in accordance with WAC 357-28-175/180 and Article 42.22 (A) of the CBA.

## Application process:

All interested Ecology applicants, who meet the MITT requirements, should email their applications to: [Careers@ecy.wa.gov](mailto:Careers@ecy.wa.gov) **by July 12, 2019**. Please use the following title for your email when submitting your application: "**Chinese MITT team application - due July 12, 2019.**" See next page for a description of what an application includes.

**For general information** please see the [FAQ document](#), and the [MITT SharePoint site](#).

The present MITT Chinese team members are available to discuss the opportunity along with the roles and responsibilities with any interested candidate to understand what being a member is about along with the structure of the team.

**Chinese MITT Team Members:**

Gary Lee – 360-407-6291

Sunny Becker – 425-649-7187

An application consists of the following:

- Letter of interest (in English).
- A resume and/or a copy of any certificate indicating or demonstrating that you have learned the Chinese language.
- If you have a certificate or supporting materials showing experience in translation work – please include it in your application.
- A memo signed by your supervisor that gives permission to the candidate to serve on the Chinese MITT team and includes the following understanding from the supervisor:
  - The Program must be able to provide the “assignment pay” compensation through the Program’s budget. As the team member provides services throughout the quarter, MIC codes provided for each project offset the costs. However, if services are not required for the month, the Program will incur the costs of the assignment pay.
  - A change to the successful candidate’s Position Description and Performance and Development Plan to include his/her participation on the team.
  - An acknowledgement to accommodate the MITT Chinese team work to be included into the work load of the successful candidate.

**Review process:**

1) Upon receipt of a complete application, all materials are reviewed based on requirements of MITT duties by the Chinese MITT team leads. Applications that appear to meet the requirements become candidates for further consideration.

2) The oral exam will have:

- An oral presentation for approximately 10 minutes.
- Testing of interpretation skills through role play of a site visit or inspection with a panel of Chinese team members present.

3) The written exam will contain a series of questions to test the candidate's understanding of Chinese language and English to Chinese translation skill, administered by an existing MITT team member at an Ecology location.

4) The executive team sponsor, Dale Jensen (Spills Program Manager), will interview the final candidates and contact the successful candidate's supervisor to reference check and also to ensure that the supervisor understands and agrees to the additional work requirements of MITT team members and agrees to accommodate and prioritize the program work load appropriately.