

Linguistic Identification of Positions - FAQ

- When should the linguistic identification of positions be reviewed?

Every time a human resources activity or transaction (e.g. reorganization, reclassification, or staffing process) takes place, the language requirements and the linguistic profiles should be reviewed by the manager to ensure the linguistic identification of the position still reflects the duties to be performed.

- How is the linguistic identification of positions determined?

The linguistic identification of positions must be objectively determined, must reflect the functions of the position, and must respect the principle of equal status of the two official languages (e.g. CCC/CCC). The location of the position and the nature of services to be provided (e.g. services to the public, supervisory functions) must also be considered. In addition, for bilingual positions, levels of proficiency (A, B, C or P) must be defined for the three language skills – written comprehension, written expression and oral proficiency.

- Can two bilingual positions within an organization with the same tasks and functions have different language proficiency levels?

No. Two bilingual positions with the same tasks and functions must have the same language proficiency levels (e.g. both BBB/BBB or both CBC/CBC). There can, however, be a mix of English essential, French essential and bilingual positions, depending on the location of the positions and the nature of services to be provided.

- How is a change to the linguistic identification of a position initiated?

To change the linguistic identification of a position, managers **must** submit a request (with supporting rationale) to the Human Resources Service Centre.

- What resources are available to support managers in establishing the linguistic identification of positions?

The TBS Qualification Standards in Relation to Official Languages define the levels of proficiency required in the second official language for each of the three language skills. Managers can also turn to the following tool: Determining the Linguistic Profile of Bilingual Positions.

For more information, consult the Manager's Toolkit.