# Process for Identifying the Language Requirements of a Position







# **Objectives**



To present the changes to the process for identifying the language requirements of a position



To answer your questions

# Hello Bonjour

# Context

### Section 91 of the Official Languages Act

Identifying the language requirements of a position Commissioner's special report on the implementation of Section 91



#### PSPC's Instrument of Human Resources Delegation

Obligation to consult with the Official Languages Program to obtain a recommendation



Creation of a position

Changes to the language requirements or to the linguistic profile of a position

# **Operational Procedures**

Creation of positions

The subdelegated manager remains responsible for the decision

Submit request to classification

**Form 516** 

Obtain recommendation from official languages\*

\* max. 5 working days

Inform HR of the decision

Obtain confirmation that the action has been completed

Provide a justification if the OL's recommendation isn't followed

Change to the language requirements of a position

Submit request to classification

**Form 516** 

Obtain recommendation from official languages\*

\* max. 5 working days

Obtain the approval required under the Instrument of delegation

Obtain confirmation that the action has been completed

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# **Documentation required**

1 Form 516

2 Job description

3

### Organization chart

- Position location
- Job code
- Language requirements of positions



# Positions tied to a standardized job description

Possibility of different language requirements (bilingual/unilingual)

Bilingual positions must have the same linguistic profile (BBB/BBB or CBC/CBC)

> AS-05 CBC/CBC

AS-03 JC012345 BBB/BBB AS-03 JC012345 BBB/BBB

AS-03
JC012345
English essential

AS-03 JC012345 CBC/CBC AS-03 JC012345 BBB/BBB

# Bilingual capacity of the work unit

Manager
AS-07
CBC
JC0123456
Position 127654

Analyst
AS-05
CBC
JC7089450
Position 235648

Analyst
AS-05
CBC
JC7089450
Position 847591

Analyst
AS-05
English essential
JC7089450
Position 852963

Manager
AS-07
CBC
JC0123456
Position 987653

Analyst
AS-05
CBC
JC7089450
Position 526873

Analyst
AS-05
CBC
JC7089450
Position 362478

Analyst
AS-05
French essential
JC7089450
Position 235649

# Coding of communication requirements

Services to the public	0- Not required
Personal services	1- English and French
Central services	2- English only
Supervision	3- French only
Grievances	4- English or French
Other	

**Burolis**: to get support, please contact <a href="mailto:TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca</a>

# Risks

- Complaints
- Suspension of staffing processes
- Legal action in federal court
- > Reports of the Commissioner of Official Languages
- Revocation of appointment
- > Decreased opportunities for career advancement
- Inequitable workload between bilingual and unilingual employees
- Impact on the management of public funds
- Lost of delegation authority

## **Benefits**



#### Informed decision

Recommendation provided by subject matter experts



Standardized and objective process



#### Integrity of data

- o File documentation
- Increased accountability capacity



#### Enhanced compliance

- Official Languages Act
- Instrument of Human Resources Delegation
- Commissioner's special report recommendations

# **Useful links**

Instrument of Human Resources Delegation

<u>Directive on Official Languages for People Management</u>

<u>Directive on Official Languages for Communications and Services</u>

Qualification Standards in Relation to Official Languages

Reference guide for identifying the language requirements of a position

# **Questions**



### To contact us:

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