

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

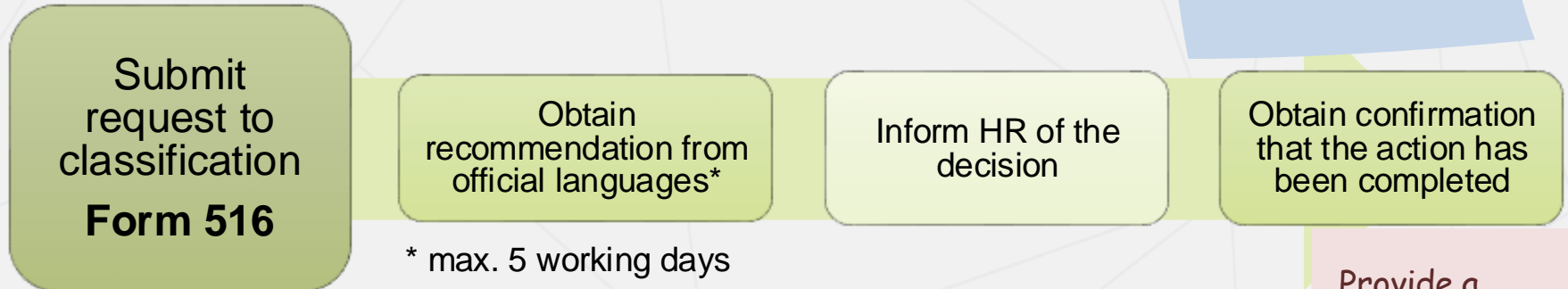


Creation of a position

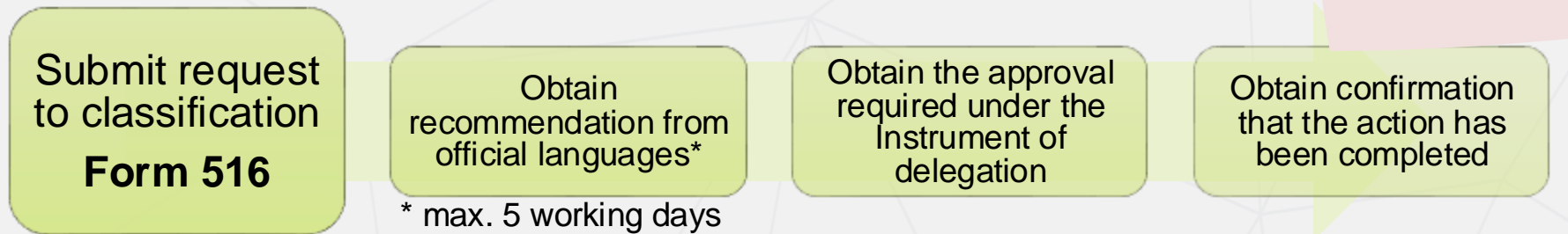
Changes to the language requirements or to the linguistic profile of a position

Operational Procedures

Creation of positions

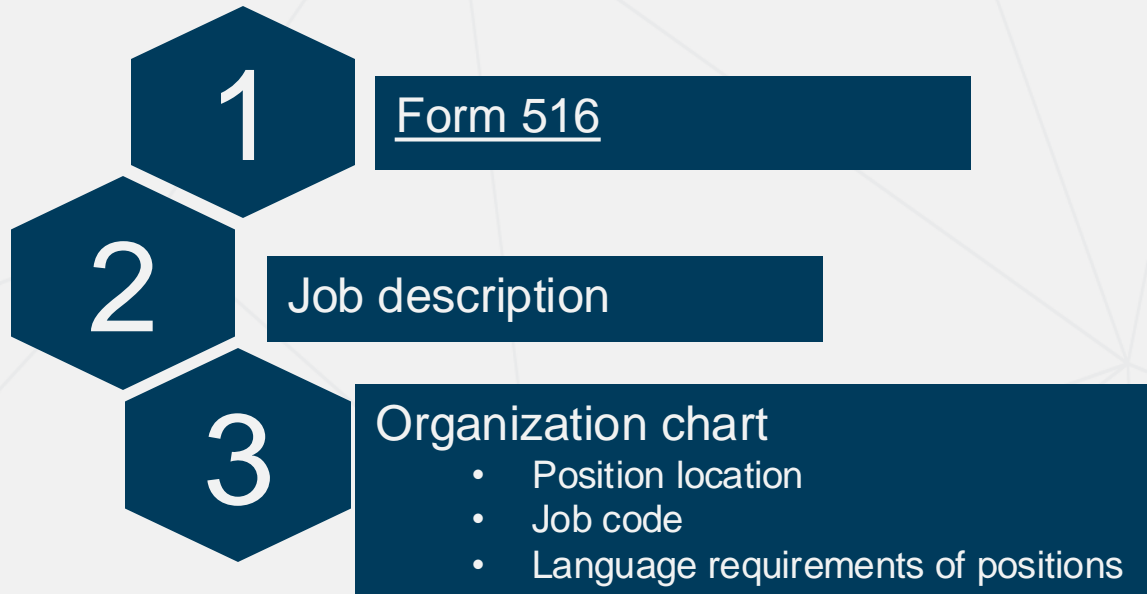


Change to the language requirements of a position



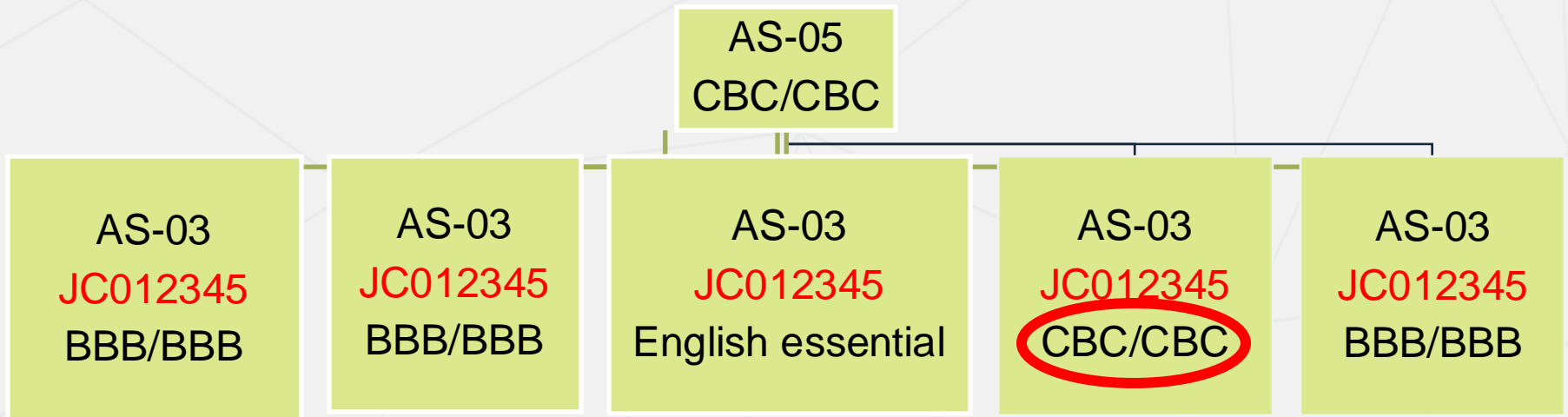
TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca

Documentation required

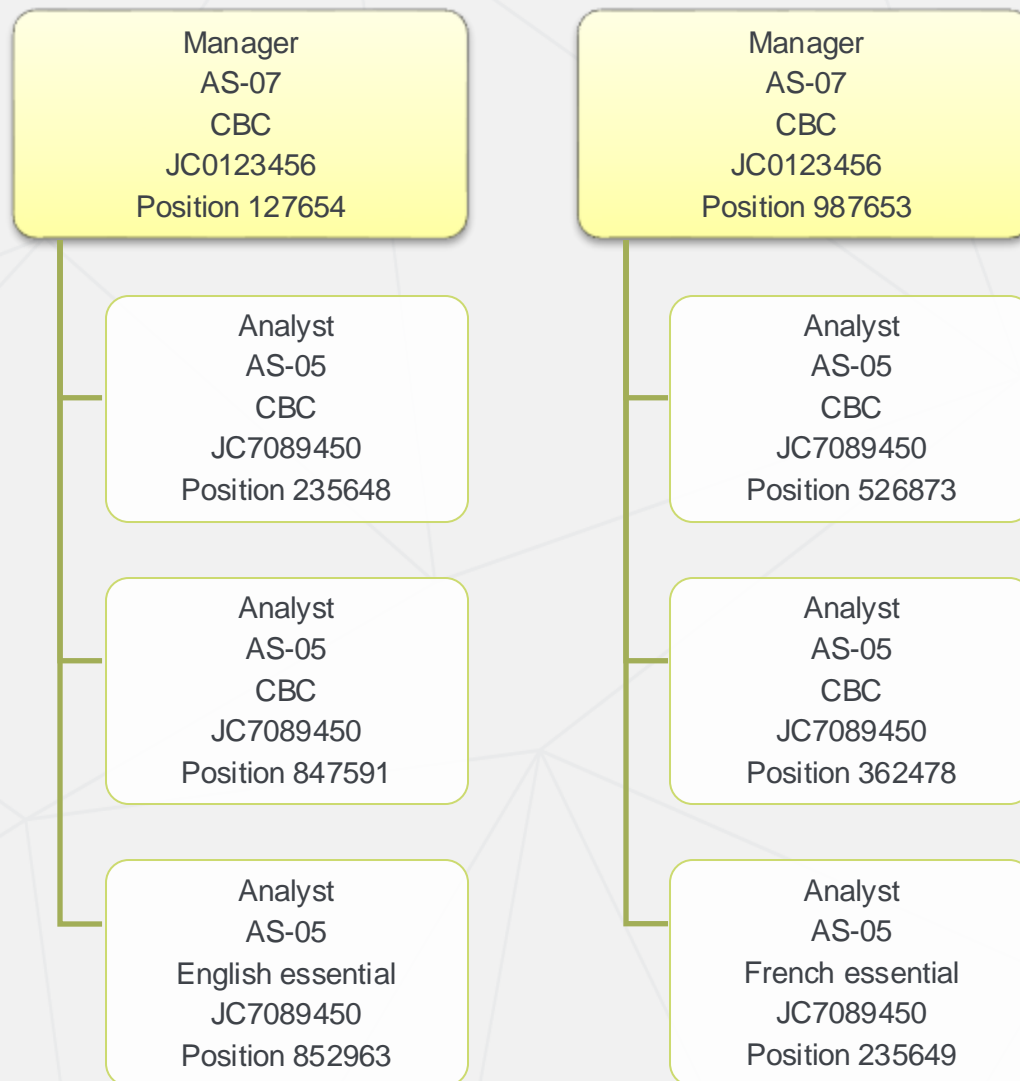


Positions tied to a standardized job description

- Possibility of different language requirements (bilingual/unilingual)
- Bilingual positions must have the same linguistic profile (BBB/BBB or CBC/CBC)



Bilingual capacity of the work unit



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 TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca

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

- 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](#)

[Directive on Official Languages for People Management](#)

[Directive on Official Languages for Communications and Services](#)

[Qualification Standards in Relation to Official Languages](#)

[Reference guide](#) for identifying the language requirements of a position

Questions



To contact us:

TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca