Process for Identifying the Language Requirements of a Position





Public Services and Procurement Canada Services publics et Approvisionnement Canada



Objectives



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



To answer your questions

Hello Bonjour

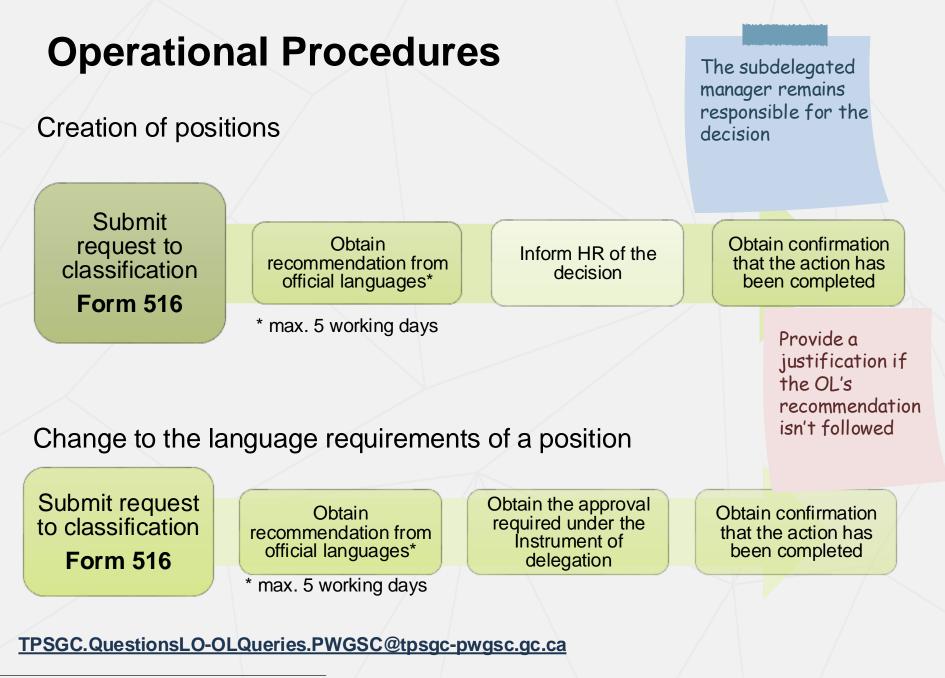
Context

Section 91 of the Official Languages Act

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







Documentation required

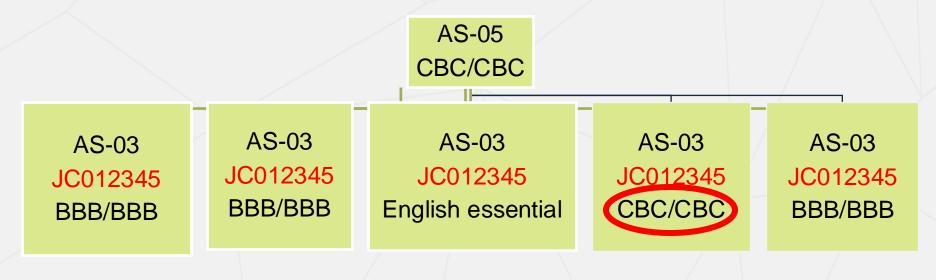




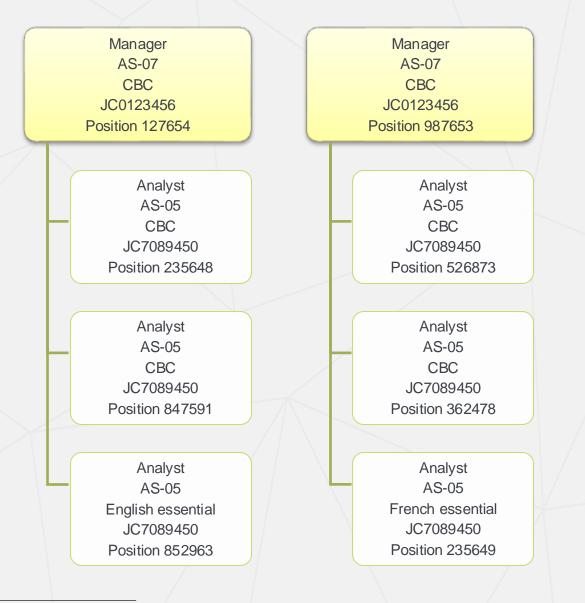
Positions tied to a standardized job description

 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 <u>TPSGC.QuestionsLO-OLQueries.PWGSC@tpsgc-pwgsc.gc.ca</u>

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

<u>Reference guide</u> for identifying the language requirements of a position

Questions



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