### 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

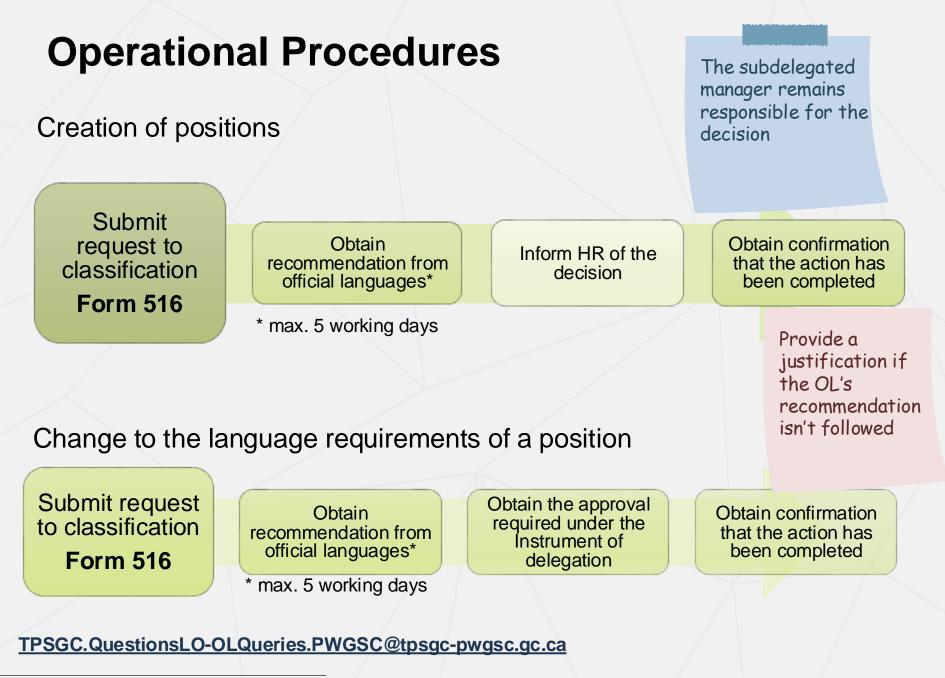
#### Context

#### 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**

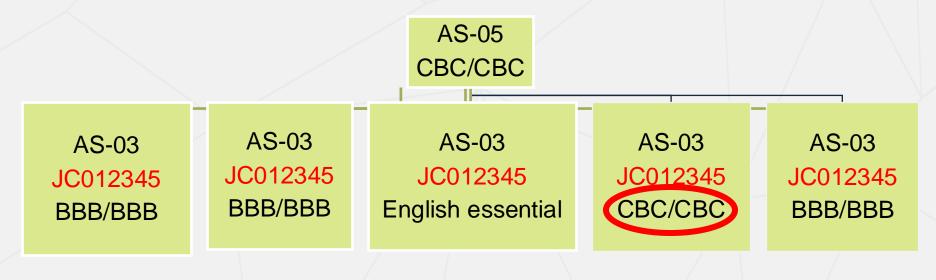




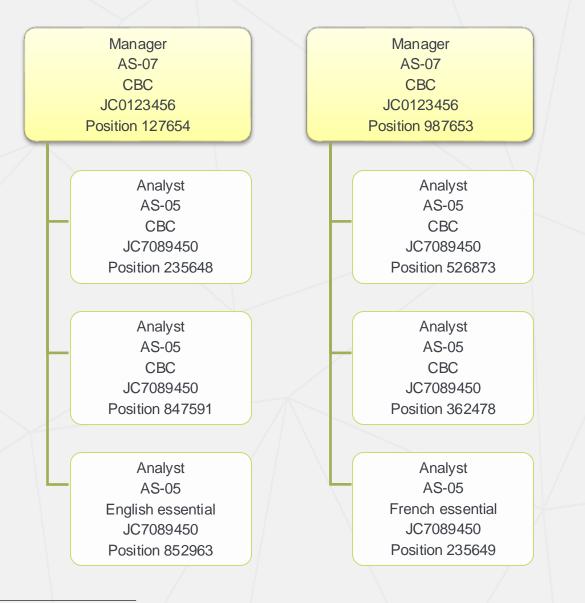
## Positions tied to a standardized job description

 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



To contact us:

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