



Standardized (or generic) job descriptions

Did you know that standardized job descriptions don't necessarily lead to uniform language requirements?

A job description that doesn't reflect the duties and responsibilities of a position can undermine the objective identification of the position's language requirements. Creating standardized job descriptions and identifying a position's language requirements are two very distinct exercises.

Under section 4.2.4 of the [Directive on Classification](#), managers must establish interdepartmental and departmental standardized job descriptions wherever possible. These generic job descriptions are used in the public sector, particularly when the duties and responsibilities in the description are performed at the national level and by many people. These generic job descriptions can group several positions together under one description when the position holders do the same work in the same organizational context, but in different locations. These descriptions outline the main duties and tasks to be completed and don't generally indicate a linguistic profile.

Once the job description is established, managers must objectively identify, in compliance with section 91 of the [Official Languages Act](#), a position's language requirements, based on the [Directive on Official Languages for People Management](#), the tool [Determining the Linguistic Profile of Bilingual Positions](#) and, where necessary, the [Qualification Standards in Relation to Official Languages](#).

For example, a federal institution could use a standardized job description for the members of its staff who have the same duties and responsibilities, but this doesn't mean that they all do their job in the same official language. To fulfill its obligations, the organization must define the linguistic profile of the different positions under the standardized job description to ensure that, overall, it has the adequate capacity to provide services in English or French for each file, in accordance with the demand for services made in each language. The organization doesn't need every position under the same standardized job description to be bilingual. In fact, if the organization designates every job as "bilingual," it risks imposing language requirements that were not established objectively.

You can find tools and references to help you identify the language requirements of a position on the [Community of Official Languages](#).

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