

The Board develops policy guidelines, co-ordinates the administration and recommends periodic revision of pension, insurance and related programs for the Public Service and negotiates reciprocal pension transfer agreements with other public and private employers. It also studies and proposes means of ensuring compatibility between Public Service employee benefits and social security programs such as medicare and the Canada and Quebec Pension Plans.

Treasury Board has the over-all responsibility for developing official languages policy and programs, monitoring their implementation and evaluating their effectiveness within the Public Service, ensuring that they are adequately and effectively communicated, and that activities by government departments and agencies in this area are consistent with stated policy and the Official Languages Act. The Board is also specifically responsible for issuing guidelines to departments to help them identify and prescribe the linguistic requirements of all their positions.

Public Service Commission. The Public Service Employment Act, which became effective on March 13, 1967, continues the status of the Public Service Commission as an independent agency responsible to Parliament. The Commission has the exclusive right and authority to make appointments to and from within the Public Service. The Commission is also empowered to operate staff development and training programs, to assist Deputy Heads in carrying out training and development and in 1972 was charged with investigations into cases of alleged discrimination on grounds of sex, race, national origin, colour or religion in the application and operation of the Public Service Employment Act.

It may establish boards to render decisions on appeals against appointments made from within the Public Service and against release or demotion for incompetence or incapacity, to make recommendations on the revocation of appointments improperly made under delegated authority and to render decisions on allegations of political partisanship.

The Commission grants or withholds approval of applications for leave of absence from public servants who wish to be candidates in federal or provincial elections and conducts investigations into allegations of improper political activities on the part of public servants.

The Act authorizes the Commission to delegate to Deputy Heads any of its powers, except those relating to appeals and inquiries. The Commission has delegated its powers to make appointments in the Operational and Administrative Support Categories; employing departments are required to use the Canada Manpower Centres as their recruitment agency for appointments from outside the Public Service. Delegations of appointing authority in the Administrative and Foreign Service, Technical, and Scientific and Professional categories have been made on a restricted basis. The Commission operates a monitoring program designed to ensure that appointments made under delegated authority comply with the law and with Commission policies.

The Public Service Commission performs its important role as guardian of the merit principle to ensure that high standards of quality are maintained within the Service, consistent with adequate representation of the two official language groups, a bilingual capability to the extent prescribed by the government, equal employment and career development opportunities irrespective of sex, race, national origin, colour or religion, and encouragement of opportunities for disadvantaged people.

Every citizen may apply for positions. Competitive examinations are announced through the news media and posters displayed on public notice boards of major post offices, Canada Manpower Centres, Public Service Commission offices and elsewhere.

The Commission's major task — staffing the Public Service according to merit — is done on an occupational basis. The classification system divides the Service into six broad occupational categories which are further divided into groups of occupationally similar jobs. For each major occupation or group of occupations there is a program of recruitment, selection and placement. Comprehensive manpower planning, developed in co-operation with Treasury Board and employing departments, has been introduced for several occupational groups. Continuous recruitment techniques, utilizing candidate inventories, have been developed and are used when appropriate. Appointments are made from within the Service except where the Commission believes it is in the best interests of the Service to do otherwise. Appointments from within the Service are made either through a formal competition or from an employee inventory. "Data Stream", the Commission's computerized manpower inventory, is the pri-