

those cases where a department is virtually the sole employer of a particular occupational specialty. The commission ensures that appointments made under delegated authority comply with the law and with commission policies.

The Public Service Commission performs its role as guardian of the merit principle to ensure that high standards are maintained in 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 category or group there is a program of recruitment, selection and placement. Comprehensive manpower planning, developed in cooperation 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 are made either through a formal competition or from an employee inventory. "Data STREAM", the commission's computerized manpower inventory, is the primary employee inventory for the Executive, Scientific and Professional, Technical and the Administrative and Foreign Service categories. Under the Public Service Employment Act, public servants who are candidates in a competition open to all or part of the service may appeal the selections to the Public Service Commission.

When a promotion is made without competition, those who would have been eligible to apply if a competition had been held may appeal. Public servants may also appeal the decision of a deputy head to recommend release or demotion because of incompetence or incapacity.

Consistent with the emphasis on managerial development and continuing education, the Public Service Commission offers interdepartmental courses in government administration, occupational training and management improvement. The commission acts as the consultant and adviser to deputy heads, and training and development facilities are made available to train employees for specific occupations or for promotion in administrative and managerial ranks.

In order that departments may perform their functions effectively and serve the public in accordance with the Official Languages Act, the commission ensures that employees appointed are qualified to meet the linguistic requirements of positions and, in situations where they do not qualify, that incumbents or winners of competitions for bilingual positions receive continuous training in their second official language for up to 52 weeks. Part-time language training is also available to other public servants.

The commission exercises specific responsibilities in language training, research and the development of selection standards with regard to the linguistic requirements of positions and groups of positions within the federal public service. It must establish the method of assessing language knowledge and it must also establish the degree of language knowledge or proficiency possessed by candidates for positions.

The formulation of appropriate selection standards is to be determined in accordance with the decisions of the individual deputy heads with respect to the linguistic requirements of positions and groups of positions.