

ADMINISTRATION

Bureau of Personnel

The *Bureau of Personnel* consists of three divisions: *Personnel Operations*, *Personnel Planning and Development*, and *Staff Relations and Compensation*.

Personnel Operations Division

The Personnel Operations Division is responsible for the recruitment, assignments at headquarters, postings abroad, secondments, transfers and separations of Canada-based personnel in the Department, including officers, clerks, stenographers, communicators, security guards and specialist personnel. The Division is also responsible for conducting promotion competitions. In addition, the Division co-ordinates the administrative arrangements relating to assignments abroad and the designations of personnel of other departments and agencies at posts.

The Division's operations are divided into: two assignment sections concerned with the development, recommendation and implementation of policies on assignments, postings, career development, etc.; an employment section concerned primarily with recruitment and staffing; and an administrative section responsible for financial control and the maintenance of records and statistics.

Personnel Planning and Development Division

The Personnel Planning and Development Division is responsible for manpower planning, including the forecasting, accounting and reporting of personnel utilization; for the development and implementation of training programs; for the conduct of special projects and studies with the aim of increasing managerial effectiveness and making the best use of personnel resources, and for the application of position-classification standards to determine the relative worth of jobs in the Department.

The Training and Development Section carried out a study on Spanish training that recommended increased emphasis on training in Spanish for staff posted to Spanish-speaking countries. A similar interim decision on German has been taken pending a study of the requirements for that language. Specialized training both in Ottawa and abroad in other foreign languages, such as Chinese, Japanese, Russian, and Arabic, has been continued. The administration of Canadian-language training for departmental employees, in co-operation with the Public Service Commission Language Bureau, continues to be a major concern.

Management development has moved forward with the attendance of senior officers at a variety of seminars and courses, including those at the University