



HR POLICY AND OPERATIONS BUREAU

4. Locally Engaged Staff Division

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Overview

Human Resources Policy Division

Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

CLASSIFICATION

Delivery Standard

CLASSIFICATION	Delivery Standard
1. Create/classify a new position	
<ul style="list-style-type: none"> ➤ Solicit the Mission for missing data (classification or additional information) ➤ Complete the classification with all information in the file (job description, organization chart, EXT-145 classification decision, HQ authority) 	<p>10 days </p> <p>10 days</p>
2. Reclassification requests	
<p><i>Missions with delegated authority</i></p> <ul style="list-style-type: none"> ➤ DFAIT position request, with complete file provided ➤ OGD initiated request, with SMPS authority and completed classification package (monitoring role) 	<p>10 days </p> <p>10 days</p>
<p><i>Missions without delegated authority</i></p> <ul style="list-style-type: none"> ➤ DFAIT initiated request, with job description and organization chart provided ➤ OGD initiated request, with SMPS authority, job description and organization chart done 	<p>20 days </p> <p>20 days</p>
3. Classification grievances - regulatory requirement	
	30 days
4. Request for classification guidance	
	10-20 days