

4. Classification and Staffing

1. Assignments Abroad

The Assignments Division (HPF) is responsible for posting employees abroad. The number of assignments fluctuates considerably depending on the number of vacancies in any given year. The total number of assignments is actually double the number of employees posted abroad, since each assignment abroad is matched by an assignment of the departing employee to an assignment at headquarters. The total number of assignments during 2000 handled by staff in the Assignments Division was 560. This number does not reflect the number of temporary duty assignments made during the year.

Assignments in 2000

AS	53
CR	14
CS	15
EL	12
EX (political)	12
EX (trade)	17
FS (political)	64
FS (trade)	56
STSCY	36
Total	279

2. Non-rotational Staffing and Classification Actions

Before an indeterminate non-rotational position can be staffed, it must be reviewed by the manager. If the position is new, or involves a change of duties, the position must be reviewed and evaluated by an accredited classification specialist. Once Corporate Management Systems, Policy and Reporting Division have confirmed that sufficient money is available to fund the position, and the proper classification has been determined, the position must be reviewed for official language identification and then the position can be staffed. Staffing may take the form of closed competitions (for example, open only to a particular group of employees rather than to the entire public service), recruitment (competitions open to any Canadian resident), deployments, assignments, secondments, or interchanges.