



HR POLICY AND OPERATIONS BUREAU

1. Overview

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Human
Resources
Policy Division

Staffing &
Classification
Division

Locally
Engaged Staff
Division

Staff Relations
Division

HR Policy and Operations Bureau (HRD) is responsible for the departmental HR strategy, and the secretariat for HR strategy implementation. The Bureau is concerned with department-wide policies on classification, staffing, official languages, employment equity and certain other terms and conditions of employment. It is also responsible for departmental classification operations (for rotational and non-rotational positions).

All non-rotational recruitment, comprehensive consulting services on HR management, human resources policies, classification, staff relations, staffing and training for non-rotational employees, pensions and insurance plans for Locally-Engaged Staff fall under the jurisdiction of the Human Resources Policy and Operations Bureau.

ORGANIZATIONAL STRUCTURE OF HRD

The Human Resources Policy and Operations Bureau is composed of the following Divisions:

- **Human Resources Policy Division (HRP);**
- **Staffing and Classification Division (HRS);**
- **Locally Engaged Staff Division (HRL); and**
- **Staff Relations Division (HRE).**

The service delivery structure will be described in the following pages and the service standards will be listed by types of services within each of the Divisions.