

Conversions 2024

**Group Conversion Update
Program and Administrative Services (PA) and
Comptrollership (CT)**

May 2022



Services aux
Autochtones Canada

Indigenous Services
Canada

Canada

Objectives

- Guiding Principles
- Preparation for Conversions
- Outline of Conversion Process/Steps
- Managers' Checklist
- Communications/engagement strategy



Guiding Principles

- ✓ Align conversion exercises to new TBS dates (June 2024*)
- ✓ Minimize the impact on employees
- ✓ Promote ongoing dialogue between employees and their managers, with whom the authority resides to assign work and state responsibilities in job descriptions (JD)
- ✓ Involve employees in reviewing JDs prior to evaluation
- ✓ Optimize the use of standardized JD
- ✓ Use unique JD on an exceptional basis
- ✓ Review and abolish vacant positions
- ✓ Communicate clearly and regularly throughout the process

* See slide 5 for detail

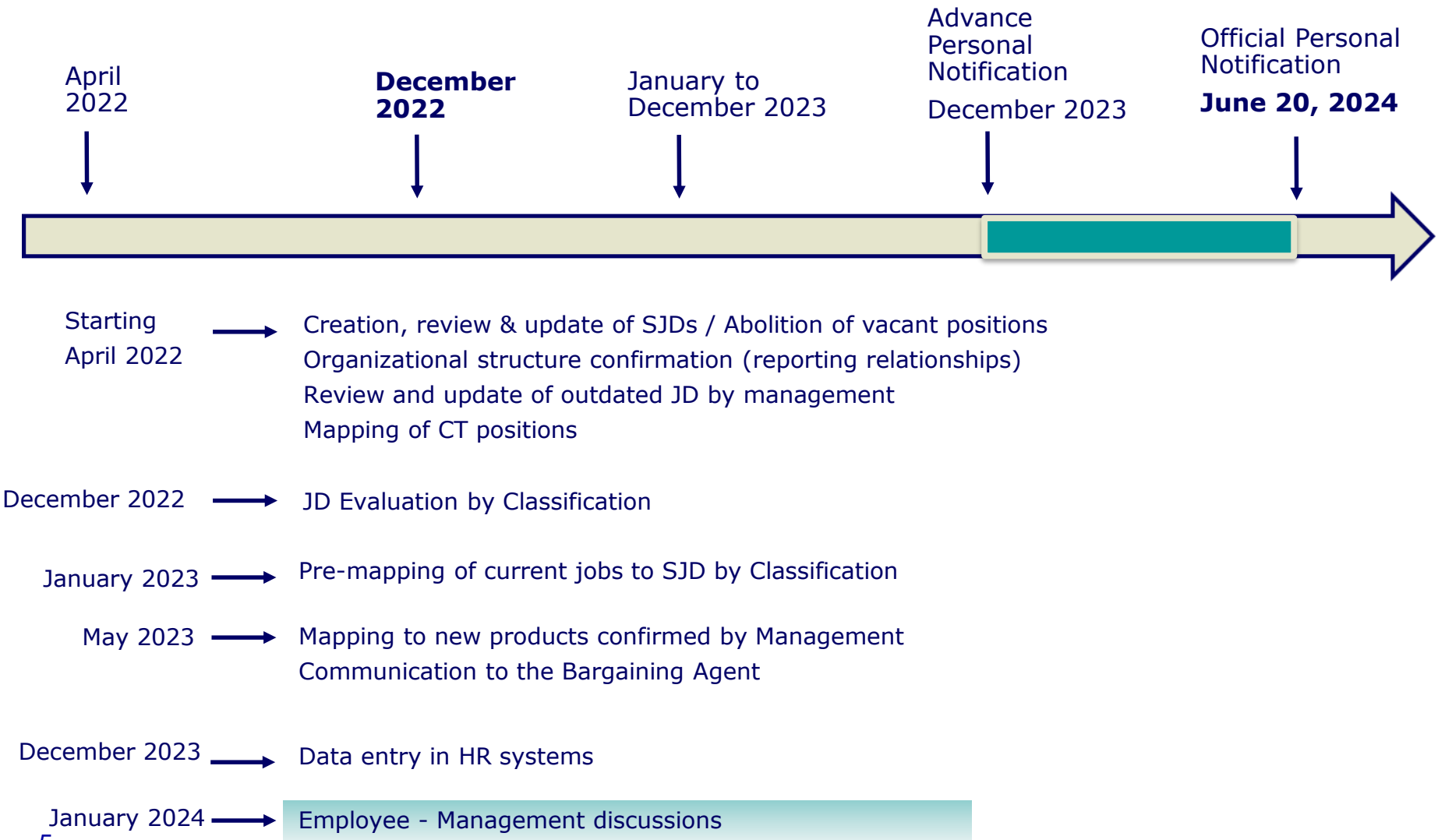


Preparation for Conversion

- ✓ Review/update job descriptions not reflecting current responsibilities.
- ✓ Determine priorities given the timeline:
 - ❑ Prioritize JDs reflecting current responsibilities for evaluation
 - ❑ Prioritize departmental standardized JDs to be developed by Classification
 - ❑ Identify vacant positions to be abolished (not converted)
 - ❑ Reduce/avoid double-banking
- ✓ Establish and implement a change management plan supporting management and employees during and after conversion.

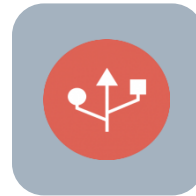


Outline of Conversion Process and Steps



Checklist for Managers - overview

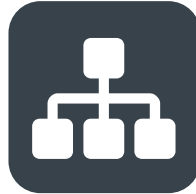
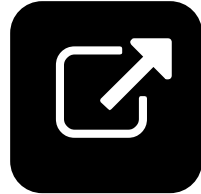
Learn more about conversion



Avoid unique JDs - Consider:

- 1- **Align** to existing SJD
- 2- **Unique JD**: only if no other SJD is suitable

Confirm positions' SJDs properly reflect **current** roles and responsibilities



Validate MyGCHR reporting relationships (org structure)

Abolish vacant positions, where possible



Minimize or eliminate **double-banked** positions

Review and **maintain** current employee email distribution lists



Respond to CCE questions as job descriptions assessed against new standards

Communications/engagement strategy

- Communications/Presentations to:
 - Management
 - Employees
 - Bargaining Agents
- [Classification Conversion Guide](#)
 - OCHRO Updates
 - GCpedia resources
- information sessions with employees
- Bargaining Agent engagement

QUESTIONS?



COMMENTS?

CONCERNS?

Appendix

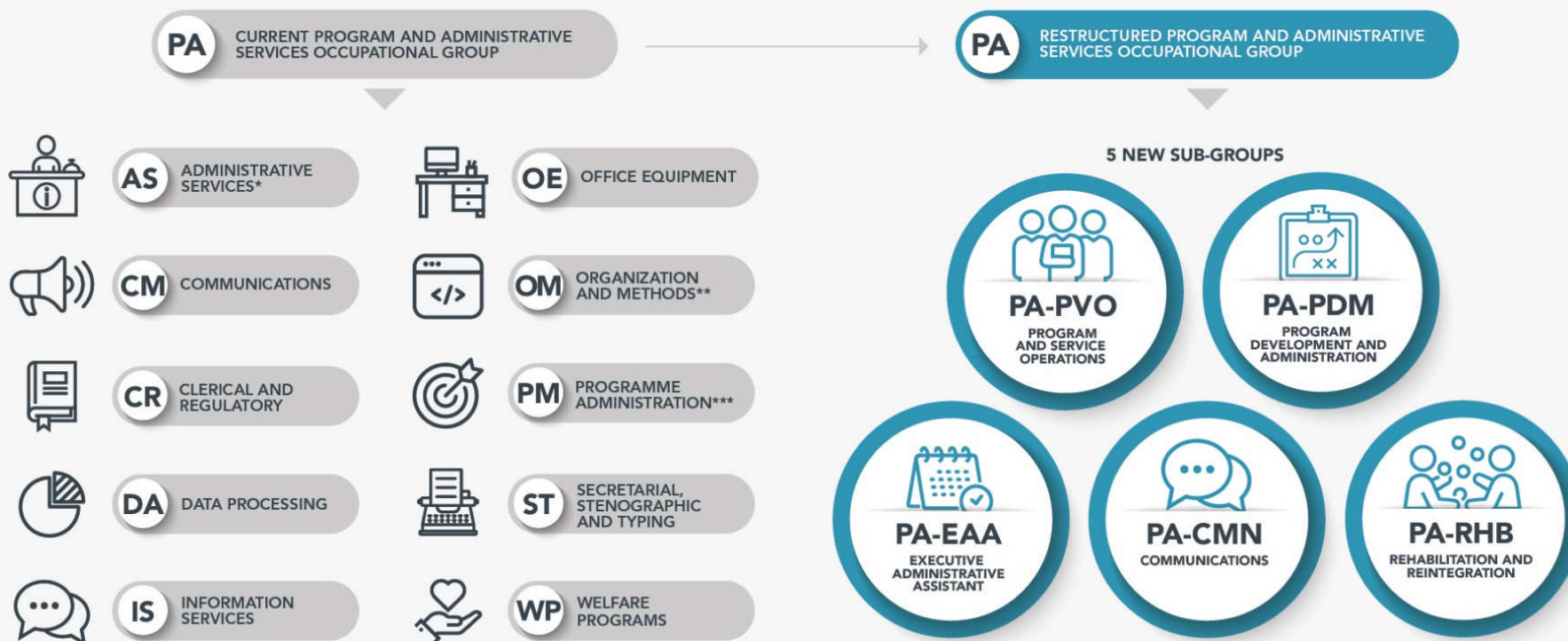
PA Group Conversion



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

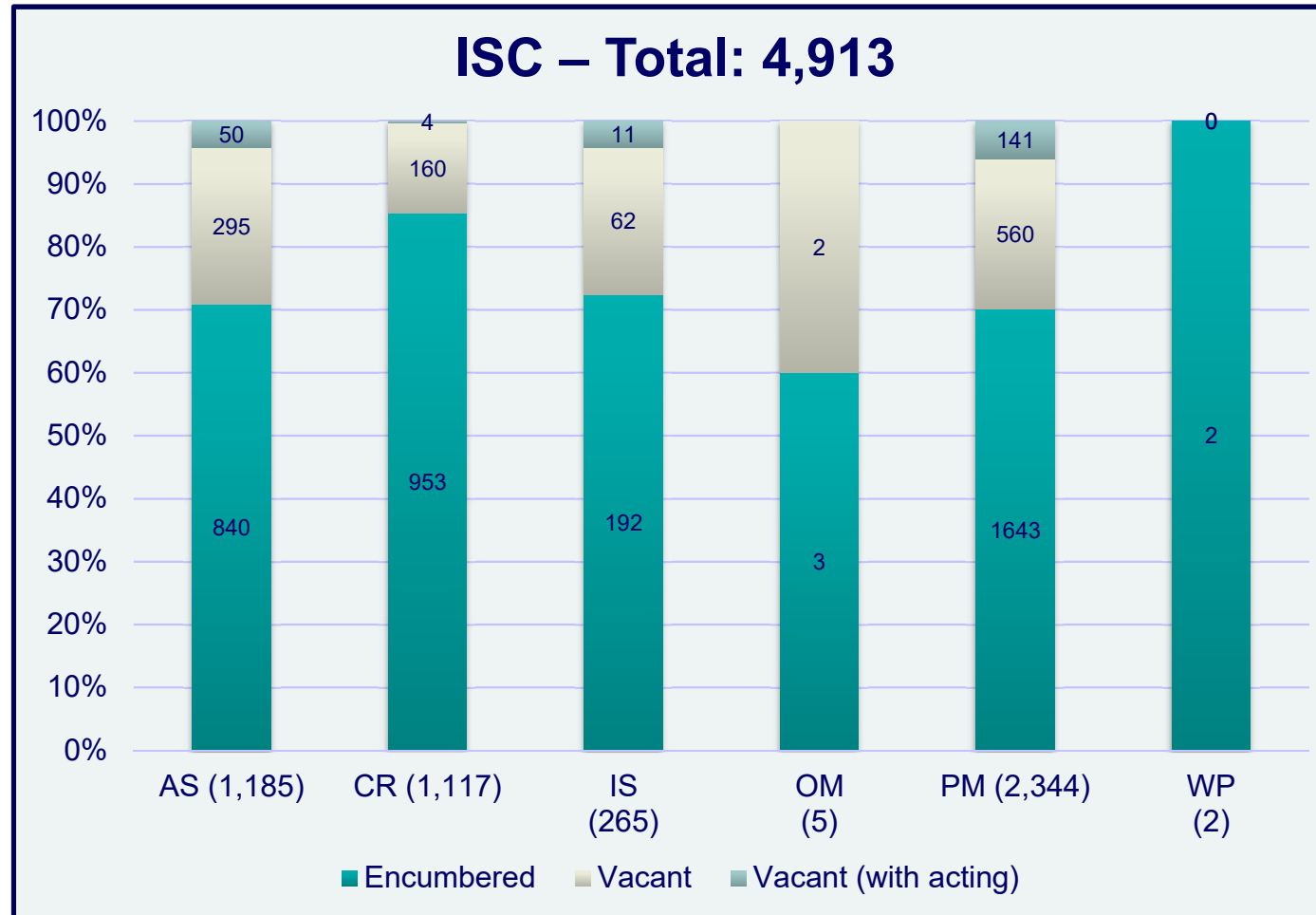


* Internal Audit will become CT-IAU.

** Forms design only.

*** Except the PM-MCO sub-group. Please see the new Negotiation, Mediation and Conciliation Officer occupational group (MN) for more details.

Current Portrait of PA positions for ISC



Conversion CT

CT-FIN

- FI positions will be renamed to CT-FIN.

378 positions

CT-EAV

- AU positions will be renamed to CT-EAV.

No position

CT-IAU

- AS positions will be converted to CT-IAU.

No position