

Authorities granted to the Public Service Commission (PSC) through the *Public Service Employment Act* and other applicable statutes and regulations

Authorities delegated to deputy heads by the PSC

Appointment Delegation and Accountability Instrument

Examples:

- Determine whether to use an advertised or non-advertised appointment process
- Determine the area of selection or recourse
- Use any assessment methods considered appropriate
- Give preference to veterans and Canadian citizens
- Make appointments on the basis of merit, including appointments of persons with priority entitlement
- Provide informal discussion, notification and notices
- Appoint a person as a casual worker
- Administer oaths and receive solemn affirmations
- Extend the period to become bilingual for non-imperative appointments

Subject to specific conditions set by the PSC, only deputy heads may sub-delegate authorities. Authorities cannot be further sub-delegated.

Authorities can be exercised once the individual occupying the position meets all the sub-delegation requirements as identified by organizational sub-delegation instrument, including training, and signature of an attestation form.