Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

CMM - App. 5-1 Instructions for the Completion of Form 2285

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Directive Amended: 2018-06-29

Part A - Position Information

1. Indicate the position and location.

1. 1. If a pre-selection list is to be generated for positions and/or locations that cannot be readily identified, provide a rationale in Part G. For these cases, do not complete the portions related to specific position information, e.g. security, language, or certain position specific details (that information will be required when managers identify positions, using another Form 2285, that are to be staffed using the pre-selection list). Indicate "various" in place of the position number. Anticipated locations must be listed.

2. See Job Code Summaries and Job Requirements for job code details. Indicate the job code number. Review job code details and discuss any concerns with your Career Manager.

3. Determine if the job code is presented in Job Code Summaries and Job Requirements under the new or old format (see sec. 3.1. and 3.2.), and indicate the format.

3. 1. The old format does not contain the competency profile details. If there is a reference to competency profiles, it will be in the form of a hyperlink found next to the title "Job Requirements". If this format applies, for job requirements and competency profiles you will use instructions found in sec. 2., Old Format, under Parts D and E below.

3. 2. The new format contains the actual competency profile within the body of the job code details. If this format applies, for job requirements and competency profiles you will use instructions found in sec. 1., New Format, under Parts D and E below.

Part B - Security Requirements

1. See SM Part 1 and Form 2338. Indicate the date of last review.

Part C - Language Requirements

1. **Language Requirements:** This part identifies the official language required to perform the duties of the position.

NOTE: This field is mandatory for all positions.

1. 1. Enter the effective date of the language requirements. This is the date when the manager reviews the language requirements with Official Languages for this staffing request.

1. 2. Select from the list:

1. 2. 1. Bilingual (If the position is bilingual a linguistic profile must be entered),

1. 2. 2. English Essential,

1. 2. 3. French Essential, or

1. 2. 4. English or French Essential.

2. **Bilingual Positions:** This field is mandatory for all bilingual positions.

2. 1. Select the priority from the list:

2. 1. 1. **Priority I:** Means the language requirements of a bilingual position must be completely satisfied at the time of appointment.

2. 1. 1. 1. If selecting a Priority I staffing action, provide one of the following reasons from the list to justify imperative staffing:

2. 1. 1. 1. 1. Special Skills,

2. 1. 1. 1. 2. Significant Operational Impact,

2. 1. 1. 1. 3. Indispensable Bilingual Position, or

2. 1. 1. 1. 4. Specified Period Appointment.

2. 1. 2. **Priority IS:** Means that the position is bilingual, but the candidate is exempted from meeting the linguistic profile at the appointment date. The linguistic profile requires a "C" Level in one or more ability. The candidate must have valid SLE results at the BBB Level at time of application and have the capability to attain the "C" Level through language training within one year from the date of appointment.

2. 1. 3. **Priority II:** Means that the position is bilingual, but the candidate is exempted from meeting the linguistic profile at the appointment date. The appointed candidate must learn the second language to achieve the linguistic profile of the position through language training within two years from the date of appointment.

3. **Linguistic Profile:** This field is mandatory for all bilingual positions. It identifies the required level of proficiency in reading, writing, and oral interaction, for each of the official languages used (Proficiency level, e.g. BBB [English]/BBB [French]).

4. **Communication Requirements:** This field is mandatory for all positions to reflect the positions duties and functions.

4. 1. For each of these communication categories, Service to Public, Personal Services, Central Services, Supervision, Grievance, and Other, enter one of the following communication code numbers:

4. 1. 1. Code 0 - Not required,

4. 1. 2. Code 1 - Both English and French,

4. 1. 3. Code 2 - English Only,

4. 1. 4. Code 3 - French Only, or

4. 1. 5. Code 4 - English or French.

5. **Additional Information:** To complete the language requirements section, see AM ch. II.6.

Parts D and E - Job Requirements and Competency Profile

1. New Format

1. 1. Review the job requirements and functional competencies shown in the job code details and determine the following:

1. 1. 1. If the job requirements and competency profile, excluding the organizational competencies (see sec. 1.1.1.3. NOTE), will meet your needs, indicate this in Parts D and E.

1. 1. 1. 1. Functional competencies that are indicated as "learn" will not be used during the selection process.

1. 1. 1. 2. To indicate the prioritization of certain desirable qualities, see sec. 1. NOTE in the instructions for Part H.

1. 1. 1. 3. Certain competencies need to have the specific context or environment identified to ensure they are appropriate for the position. In Part E, any approved competencies listed in the drop-down menu of contextual competencies are to be identified by the applicable environment. Choose the appropriate environment from the associated list. For more information, see CMM App. 12-2.

NOTE: Organizational competencies are assessed by the Job Simulation Exercise (JSE). They will not normally be assessed again during the promotional process unless it is deemed critical at the time of staffing. See sec. 1.1.2. EXCEPTION.

1. 1. 2. If additional job requirements are necessary, indicate them in Part D. If an addition to the functional competency that is reflective of the communities we serve is deemed critical at the time of staffing (see sec. 1.1.2. EXCEPTION), indicate it in Part E. Follow the guidelines in step sec. 2.2. to format the additional requirements, and/or the steps in CMM App. 12-1 and 12-2 to format the additional competency. List the additions in Part F with a supporting rationale for each in Part G.

EXCEPTION: If an organizational competency from an existing profile or an additional functional competency that is reflective of the communities we serve is deemed to be critical at the time of staffing, it must be identified by the processes described in ch. 5., sec. 3.2., and listed as an exception with supporting rationale. With respect to organizational competencies, this exception would occur when the line officer requires confirmation that the member possesses the required proficiency level, as this level of detail can not be determined from a JSE score, such as with "Communication". An additional functional competency that is reflective of the communities we serve and may be deemed critical for the specific position is "Knowledge of Community and Cultural Issues".

1. 2. When sec. 1.1. is complete, skip sec. 2., Old Format and continue to Part H.

2. Old Format

2. 1. Determine functional competencies, using one of the following methods:

2. 1. 1. Click on the link to go to the competency profile. If there is no link, go to sec. 2.1.3. The functional competencies are one portion of the competency profile and are clearly indicated by their title.

2. 1. 1. 1. Functional competencies that are indicated as "learn" will not be used during the selection process.

2. 1. 1. 2. To indicate the prioritization of certain desirable qualities, see sec. 1. NOTE in the instructions for Part H.

2. 1. 1. 3. When more than one competency profile is linked, compare them against the position to confirm which one applies. Indicate this in Part E, and document your selection and rationale in Part G.

2. 1. 1. 4. Review the approved functional competencies, and make appropriate notation in Part E.

2. 1. 1. 5. Certain competencies need to have the specific context or environment identified to ensure they are appropriate for the position. In Part E, any approved competencies listed in the drop-down menu of contextual competencies are to be identified by the applicable environment. Choose the appropriate environment from the associated list. For more information, see CMM App. 12-2.

2. 1. 2. If an additional functional competency that is reflective of the communities we serve is deemed critical at the time of staffing, indicate this in Part E. Follow the guidelines in CMM App. 12-1 and 12-2 to format the additional functional competency and list the addition in Part F with a supporting rationale in Part G.

2. 1. 3. For RMs, where there is no link to a competency profile, check the appropriate box in Part E and create functional competencies using the steps outlined in CMM App. 12-1 and 12-2. In Part F, list the key functional competencies, including minimum levels, from the list provided in the Competency Dictionary. There should normally be four to six key functional competencies for the job description. Indicate supporting rationale for each in Part G. If you need additional assistance, contact your Career Manager.

NOTE: Organizational competencies are assessed by the JSE. They will not normally be assessed again during the promotional process unless it is deemed critical at the time of staffing. If an organizational competency is deemed to be critical at the time of staffing, it must be identified by the process described in ch. 5., sec. 3.2., and listed as an exception in Part F with supporting rationale. This exception would occur when the line officer requires confirmation that the member possess the required proficiency level as this level of detail can not be determined from a JSE score, such as with "Communication".

2. 1. 4. For CMs, where there is no link to a competency profile, check the appropriate box in Part E and create organizational and functional competencies using the steps outlined in CMM App. 12-1 and 12-2. In Part F, list the key competencies, including minimum levels, from the list provided in the Competency Dictionary. There should normally be four to six key functional competencies for the job description and at least one competency from each of the four

organizational competency groups. Indicate supporting rationale for each in Part G. If you need additional assistance, contact your Career Manager.

2. 2. To determine the job requirements to be used with the functional competencies consider:

2. 2. 1. The experience component of the old format is suspended from use, and is replaced by the functional competencies determined under sec. 2., Old Format.

2. 2. 2. Other than an experience component, job requirements shown in the old format, are deemed appropriate for use with the functional competencies.

2. 2. 2. 1. Job requirements that are redundant when compared against the functional competencies should be omitted, with supporting rationale.

2. 2. 2. 2. Job requirements included in the organizational competency portion of the profile may be omitted if the organizational competency is identified by the process described in ch. 5., sec. 3.2., and listed as an exception in Part G with supporting rationale.

2. 2. 2. 3. Existing job requirements that are not omitted as redundant with the functional competencies, or are not changed to an organizational competency, are to be maintained as job requirements for staffing purposes.

2. 2. 3. When creating job requirements, include only the requirements necessary to do the job.

2. 3. The following table illustrates the points at which a 2285 Committee is needed to approve job code details under certain scenarios.

Scenarios	Job Requirements	Competency Profile
Job Code details meet needs. No additions required. Contextual Competencies (if applicable) are easily identified.	Use details as provided. No committee required.	Use details as provided. No committee required.
Job Code Details are acceptable. Additions are requested. Contextual Competencies (if applicable) are easily identified.	Use details. Additions must be approved by committee.	Use details. Additions must be approved by committee.
Job Code Details meet needs. Certain job requirements are determined to be redundant when compared against the functional competencies. Contextual Competencies (if applicable) are easily identified.	Use those that are not redundant. Omit those that are redundant and provide a clear rationale in Part G. No committee required.	Use details provided. No committee required.
Job Code Details meet needs. Certain job requirements are determined to be redundant	Use those that are not redundant. Omit those that are redundant. The use of	Use the organizational competencies that are deemed

when compared against the organizational competencies. The manager deems the organizational competency as critical. Contextual Competencies (if applicable) are easily identified.	the organizational competency must be approved by committee.	critical. Must be approved by committee.
Job Code Details meet needs. Certain job requirements are determined to be redundant when compared against the organizational competencies. The manager opts to leave them as job requirements. Contextual Competencies (if applicable) are easily identified.	Use details as provided. No committee required.	The organizational competencies are not used. No committee required.
No details displayed in CMM. Must be created by manager. Contextual Competencies (if applicable) are easily identified.	Committee required.	Committee required.
Contextual Competencies are not easily identifiable from the context list provided.	n/a	Following instructions in CMM App. 12-2, indicate the contextual competency in Part F, leave the context blank, and provide a rationale for the required context or environment in Part G. Committee required.

3. Job Requirement Criteria for Use with the Functional Competencies

3. 1. Group job requirements into the following categories:

3. 1. 1. Education,

3. 1. 2. Training,

3. 1. 3. Licences/Certifications,

3. 1. 4. Special Requirements/Abilities, and

3. 1. 5. Experience (CM staffing process only).

3. 2. Use the following criteria to identify the job requirements for use with the functional competencies:

3. 2. 1. Educational Requirements:

3. 2. 1. 1. Education means a background in academic, vocational, or technical studies recognized through the granting of a degree or diploma by a recognized post-secondary educational institution.

EXAMPLES:

1. RCMP minimum at time of engagement.

2. Bachelor's degree in social or behavioural sciences.

3. A diploma from a recognized institution in electronic engineering technology.

4. Graduation from a law school recognized by a provincial Law Society, e.g. LLB, BCL, LLL (Quebec).

3. 2. 1. 2. Review the education level stated in the job requirements of the job code. There will normally be no change to this requirement, and it should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 2. Training Requirements (if applicable):

3. 2. 2. 1. Training is normally gained through an understudy program, in-service training courses, or through other courses of study. Indicate the course title, with the course number in brackets where applicable, e.g. VIP Security Course (BL6502).

3. 2. 2. 2. Review any training requirements that may be listed under this or a similar title (note that this may be related to sec. 3.2.3.). There will normally be no change to these requirements, and they should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 3. Licences/Certifications (if applicable):

3. 2. 3. 1. List licence, certificate, or certification a member must have to perform the duties and responsibilities of a position.

3. 2. 3. 2. Review any requirements for licences or certifications that may be listed under this or a similar title. There will normally be no change to these requirements, and they should be carried over for use. Modifications or omissions to this requirement will require the approval of the national policy centre and the Director, National Staffing Program.

3. 2. 4. Special Requirements/Abilities (if applicable):

3. 2. 4. 1. These are additional to the education, training, and licence/certification requirements of a position.

EXAMPLES:

1. Candidates must be prepared to travel frequently across Canada.

2. Minimum score of 225 on the firearms qualification course of fire.

3. 2. 4. 2. The criteria that appear in Job Code Summaries and Job Requirements may overlap with some of the functional or organizational competencies. Use the following steps to rectify the overlap, and to prepare the Special Requirements/Abilities for use:

3. 2. 4. 2. 1. Review the Special Requirements/Abilities criteria from Job Code Summaries and Job Requirements against the functional competencies.

3. 2. 4. 2. 2. If any of the Special Requirements/Abilities are already covered by the functional competencies, that Special Requirement/Ability may be omitted with supporting rationale. Document the decision to omit any redundant requirements in Part G.

3. 2. 4. 2. 3. Review the remaining Special Requirements/Abilities criteria against the organizational competencies.

3. 2. 4. 2. 4. If any of the Special Requirements/Abilities are clearly determined to be included in the organizational competencies, determine if they are deemed critical as a competency or if they will be used as job requirements.

3. 2. 4. 2. 5. If the organizational competency is to be used, omit the redundant Special Requirement/Ability and identify the appropriate organizational competency in Part F, listing these actions as an exception in Part G with supporting rationale.

3. 2. 4. 2. 6. If the job requirement is to be used rather than the organizational competency, do not include the organizational competency. Retain the job requirement as it is. Document the decision in Part G.

3. 2. 4. 2. 7. Remaining Special Requirements/Abilities should be carried over for use.

3. 2. 5. Experience (CM staffing processes only):

3. 2. 5. 1. Actual participation in activities related to the duties and responsibilities of a position and must be:

3. 2. 5. 1. 1. relevant to the position,

3. 2. 5. 1. 2. described accurately and in sufficient detail, and

3. 2. 5. 1. 3. assessable for selection purposes.

EXAMPLE:

1. The experience required could be described as several years of supervisory experience, either as a Team Leader or as a Manager/IC.

3. 2. 5. 2. To identify your requirements, review the definitions outlined in ch. 5., sec. 3.1.

4. Completion

4. 1. When job requirements for use with the functional competencies have been identified as outlined in sec. 3.2., make the appropriate notation in Part D, and continue to Part H.

Part F - Other Job Requirements/Competencies

1. Provide details of job requirements and/or competencies that are to be used or added according to the instructions above.

Part G - Rationale

1. This space is used to provide rationale as required in the instructions above.

Part H - Authorization

1. Signature blocks are provided for the identification and signatures of the Manager, Line Officer/delegate, and the Official Languages Coordinator. It is the responsibility of the Line Officer/delegate to ensure the Official Languages Coordinator has reviewed and signed the document before submission to the CDRA. Fax submissions are acceptable, but must be followed up with the submission of the original copy. When a pre-selection list is to be generated for positions that are not readily identified, and there is no submission for position-specific information in Part C, it is not necessary to seek a signature from the Official Languages Coordinator.

NOTE: When a Line Officer/delegate wishes to identify specific knowledge, skills, or abilities by assigning a priority to them, those wishes will be completed as an attachment to Form 2285 rather than on the form. Those indications of desirable qualities will not be reviewed by the 2285 Committee, and candidates are not required to meet them.

Part I - 2285 Committee

1. Signature blocks are provided for the identification and signatures of the participants in the 2285 Committee.

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