



NOVA SCOTIA
PUBLIC PROSECUTION SERVICE

DOCUMENT TITLE:

**VACANCY PUBLICITY
- CHIEF CROWN ATTORNEY POSITIONS**

NATURE OF DOCUMENT:	PPS MANAGEMENT DIRECTIVE
FIRST ISSUED:	MARCH 21, 2001
LAST SUBSTANTIVE REVISION:	MARCH 21, 2001
EDITED / DISTRIBUTED:	SEPTEMBER 3, 2002

VACANCY PUBLICITY -- CHIEF CROWN ATTORNEY POSITIONS

POLICY:

The Public Prosecution Service is committed to employment equity in filling all vacancies within the Service. All vacancy competitions will be fair and reasonable, free from influence, conducted in accordance with the principles of merit and equal opportunity and conform to government policy and applicable legislation. Employees and members of the public will be given reasonable access to vacancy publicity and be granted the opportunity to have their qualifications considered for vacancies for which they apply. Position vacancy notices prepared for competition publicity will provide a clear description of current position requirements and minimum qualification standards.

PROCEDURE FOR FILLING A VACANCY:

I. Internal Restricted Competition

- (a) Based on operational requirements and subject to the approval of the Director of the Public Prosecution Service, the Service will initially restrict competition to permanent staff of the Public Prosecution Service. A vacancy notice will be 'posted' within the Public Prosecution Service for two weeks (fourteen calendar days). Posting of the vacancy notice will be effected by the Human Resources Officer forwarding the Vacancy Notice by e-mail to each permanent Chief Crown Attorney and the Deputy Director.
- (b) Interested candidates must forward application documentation to the office address designated on the posting not later than the closing date. Applications received after the closing date will not be considered. Previously submitted applications will not automatically be entered into a posted competition. The onus is on the candidate to respond to a posted vacancy. All candidate submissions to internal postings will be acknowledged by the Human Resources Division.
- (c) If two or more candidates apply for the position, in consultation with the Human Resources Division, an eligibility list will be prepared which includes those candidates who meet the posted requirements for the position and have demonstrated satisfactory job performance as a Chief Crown Attorney or Associate Deputy Director, as determined by the Public Prosecution Service. The eligibility list will be provided to the Director of Public Prosecutions who will convene a Selection Panel and interview the eligible candidates. The relative merit of candidates will be assessed based on interview evaluations, candidate experience and the results of job related

assessment and performance information. Based on these collective considerations, the candidate standing highest in order of merit is identified and recommended for the position.

The Director of Public Prosecutions will consider the Selection Panel's recommendation, the employee's wishes and circumstances, and the operational requirements of the Service in deciding whether or not to approve the transfer. A transfer request approved by the Director of Public Prosecutions will be carried out in consultation with the Human Resources Division.

- (d) If only one candidate applies for the vacancy opportunity, the Director of Public Prosecutions will assess whether the candidate meets the posted requirements for the position and has demonstrated satisfactory job performance as a Chief Crown Attorney or Associate Deputy Director of Public Prosecutions. The candidate will have the opportunity to meet with the Director of Public Prosecutions and discuss any relevant operational concerns and position requirements.

The Director will consider the information noted in (c) above, the employee's wishes and circumstances, and the operational requirements of the Service in deciding whether or not to approve the transfer. A transfer request approved by the Director of Public Prosecutions will be carried out in consultation with the Human Resources Division.

- (e) The Public Prosecution Service - i) realizes that transfer is a key opportunity in maintaining and enhancing employee performance levels and in contributing to overall career development, ii) recognizes that special or compassionate circumstances occur periodically wherein it is desirable to approve transferring individual staff members, upon request, to vacant positions, to accommodate changing personal situations, job requirements, health considerations, etc.
- (f) Chief Crown Attorneys or the Associate Deputy Director of Public Prosecutions who change residence as a result of their being granted a transfer or are successful through competitive examination for appointment to a vacant position are not eligible for relocation expenses or allowances unless authorized by the Director of Public Prosecution Service.
- (g) Crown Attorneys, Senior Crown Attorneys or Chief Crown Attorneys are not entitled to salary adjustment upon being granted a transfer pursuant to this policy.

2. External Open Competition

- (a) Vacant positions, not filled by internal transfer, are normally publicized for three (3) consecutive weeks in the Department of Human Resources Employment Opportunities Bulletin, a weekly publication distributed to provincial government offices and Canada Employment & Immigration Centres province wide.
- (b) In relation to external open competitions the Nova Scotia Department of Human Resources Affirmative Action Staff will be notified to identify and refer qualified Affirmative Action candidates to competitions posted in the Department of Human Resources Employment Opportunities Bulletin. The Affirmative Action Policy includes, but is not limited to, the following target groups:

Aboriginal Persons
Blacks and other Racially Visible Persons
Persons with Disabilities
Women

The Public Prosecution Service is committed to equality and diversity in the workplace where differences are understood to be strengths not deficiencies; where the strength of diversity is seen as an advantage; and where the accommodation of human resource systems, activities and behaviours of individuals and groups are necessary to achieve these employment equity objectives.

- (c) In relation to external open competitions, depending upon the need, the use of employment agencies and/or advertising in professional journals and national, provincial or local newspapers may be considered in consultation with the Department of Human Resources.
- (d) In relation to external open competitions application documents and information must be received by the office designated on the posting not later than the closing date. Applications received after the closing date will not be considered. Previously submitted applications will not automatically be entered into a posted competition. The onus is on the applicant to respond to posted vacancies.
- (e) The Service will follow the government's fair hiring guidelines in determining who will be granted an interview and which candidate interviewed will be recommended for appointment.