

## CHAPTER 8

### GRADES NOT REQUIRING A FULL SCHOOL CERTIFICATE

#### Scope

8.1 This chapter contains our proposals for grades not requiring a full school certificate, with the following exceptions :

- (a) Grades which we consider should more appropriately be included in Chapter 11 which deals with the Technical Inspectorate and Related Grades; and
- (b) Grades which have combined student and functional ranks which are dealt with in Chapter 10.

8.2 The grades dealt with in this chapter are further divided into two groups which have different structures. Group I consists of grades the entry to which does not require more than three years' secondary education, i.e. to Form III level. Group II consists of grades the entry to which generally requires a minimum of four years' secondary education, i.e. to Form IV level.

#### Benchmarks and pay scales

8.3 Point 1 is the benchmark entry point for Group I. The scales then have regard to the normal pay range for the new grades in this group, adjusted in accordance with the system explained in Chapter 4.

8.4 In the case of Group II, the benchmark entry point is Point 2 which reflects the additional attainment. The pay scales then take account of the major grade scales in this group, again adjusted in accordance with the system explained in Chapter 4.

#### Individual grades

8.5 Our comments on the individual grades follow and a table setting out the pay scales is in Appendix XII.

Group I

(Grades which do not require more than three years' secondary education, i.e. to Form III level)

8.6 Inoculator

Staff represent that they have to work outdoors and sometimes in remote areas. We consider that their existing pay scales are commensurate with their duties and recommend no change.

	<u>Existing</u>
Inoculator	5 - 14
Senior Inoculator	15 - 17

8.7 Office Assistant

Office Assistants request an increase in the maximum of their pay scale. They also wish additional increments to be granted for qualifications above the minimum. We consider there are some grounds for meeting their first request and recommend an increase of one point to the maximum of their pay scale. We, however, see no justification for the granting of additional increments for higher educational qualifications than those stipulated for appointment.

	<u>Existing</u>	<u>Proposed</u>
Office Assistant	1 - 7	1 - 8

8.8 Photoprinter

We mention in Chapter 5 that the rank of Assistant Photoprinter should cease to be paid from Model Scale 1 and should be transferred to the Master Pay Scale to form the entry rank to the Photoprinter grade. This involves the restructuring of the grade to allow for the merging of the Assistant Photoprinter and Photoprinter II ranks. Our proposed pay scales take account of this.

<u>Existing</u>		<u>Proposed</u>	
Assistant Photoprinter	Model Scale 1 )	Photoprinter II	2 - 10
Photoprinter II	5 - 9 )		
Photoprinter I	10 - 12	Photoprinter I	11 - 14

#### 8.9 Receptionist Assistant

We find the starting pay for this one-post grade difficult to justify. We consider that the duties can be absorbed into the Receptionist grade. We therefore recommend no change to the existing pay scale pending the regrading exercise.

	<u>Existing</u>
Receptionist Assistant	8 - 13

#### Group II

(Grades which generally require a minimum of four years' secondary education, i.e. to Form IV level)

#### 8.10 Airport Reception and Information Assistant

We consider that, in view of the similarity in their duties and responsibilities, this grade should be merged with the Airport Reception and Information Officer grade which requires school certificate for entry. Further details are provided in Chapter 9.

#### 8.11 Armourer Storeman

The occupant of this one-post grade is responsible for the care of arms stored in the Police Headquarters Armoury. We consider that the duties can be absorbed into the rank of Armourer III. We therefore recommend no change to the existing pay scale pending the regrading exercise.

	<u>Existing</u>
Armourer Storeman	6 - 19

#### 8.12 Bailiff Assistant

This grade was created in March 1979 and the posts are still unfilled. For the present we accept that the existing pay scale is appropriate.

	<u>Existing</u>
Bailiff Assistant	5 - 14

#### 8.13 Calligraphist .....

### 8.13 Calligraphist Assistant

The representations from Calligraphist Assistants draw attention to the fact that although they were transferred to the Master Pay Scale some years ago they have still not been afforded pensionable status. We consider early steps should be taken to rectify this situation.

We have equated Calligraphist Assistants with Form IV grades and have adjusted their scale accordingly.

	<u>Existing</u>	<u>Proposed</u>
Calligraphist Assistant	1 - 11	2 - 12

### 8.14 Clerical Assistant

The basic requests from the staff are for amalgamation with the Clerical Officer grade and the raising of the minimum entry qualification to school certificate with a corresponding adjustment in the pay scale. We believe, however, that the existing Form IV entry qualification is adequate to permit the competent performance of the duties assigned to this grade. We therefore recommend no change to the pay scale for this grade.

	<u>Existing</u>
Clerical Assistant	2 - 13

### 8.15 Communications Controller

Communications Controllers compare themselves with Railway Officers III, Police Communications Officers and Receptionists and request that their pay scale be extended.

In the case of Railway Officers, the number employed on similar duties is very few and the scale reflects the more usual duties of the rank. Police Communications Officers are in a different educational category and Communications Controllers are more properly aligned with Police Communications Assistants. Receptionists have a different range of duties and we cannot agree that there is any real basis of comparison.

While we consider the maximum of the existing pay scale to be appropriate the minimum is too high in comparison with other grades of similar entry qualifications and job content, and we recommend :

	<u>Existing</u>	<u>Proposed</u>
Communications Controller	7 - 15	5 - 15

#### 8.16 Data Processor

We have noted that the pay scales for Data Processor and Senior Data Processor were revised as recently as April 1979 following a Pay Investigation Unit survey. However, we consider the existing scales do not fully reflect the nature of the job and skills required and therefore recommend an increase for both ranks.

	<u>Existing</u>	<u>Proposed</u>
Data Processor	3 - 13	3 - 14
Senior Data Processor	14 - 18	15 - 19

#### 8.17 Gate Checker Stone Checker Timekeeper

These grades are usually filled by in-service appointments of staff from Model Scale 1. Employees in these grades all perform duties involving relatively simple checking and measurement work. The staff have requested that they be equated with Clerical Officers. However the Clerical Officer grade has different entry qualifications and a wider range of duties and we therefore cannot accept this request.

We consider that these three grades could be usefully combined into a common grade of Timekeeper/Checker and that some modifications of the existing scales are necessary.

	<u>Existing</u>	<u>Proposed</u>
Gate Checker	7 - 14 )	Timekeeper/ Checker 5 - 15
Stone Checker	7 - 14 )	
Timekeeper	7 - 14 )	

#### 8.18 Hospital Receptionist

The duties of Hospital Receptionist are more onerous, in our opinion, than those of Receptionist and taking into account the duties and responsibilities of the post, together with the liability to work shifts, we consider the existing maximum should be raised by one point. However, we find the present entry point difficult to justify and have adjusted it.

	<u>Existing</u>	<u>Proposed</u>
Hospital Receptionist	9 - 16	7 - 17

#### 8.19 Land Inspector

Staff represent that they are required to perform law enforcement duties which may bring them into confrontation with members of the public. However, these duties are quite unlike those performed by staff of the disciplined services and we understand confrontations rarely occur. We therefore do not regard this as a regular feature of the work of Land Inspectors. We do not agree that their duties and responsibilities are comparable with those of Valuation Assistants, Survey Officers and Housing Assistants who have different entry qualifications and training.

The criteria we have used for setting pay scales indicate that the existing pay scales are inappropriate and we have adjusted them accordingly.

	<u>Existing</u>	<u>Proposed</u>
Land Inspector II	7 - 13	5 - 14
Land Inspector I	14 - 19	15 - 19

#### 8.20 Machine Operator

Machine Operators are responsible for the operation of calculating machines and related duties, while duties of the higher ranks are mainly supervisory in nature. We consider these duties can be taken over by the clerical staff. In the meantime, we propose no change to the existing pay scales.

	<u>Existing</u>
Machine Operator	7 - 15
Senior Machine Operator	16 - 20
Machine Supervisor	22 - 30

#### 8.21 Meter Reader

We have noted the request of the Meter Readers for parity with the Clerical Officer grade. In August 1979, however, following the restructuring of the grade the entry qualification was revised to Form IV level. This we consider adequate for the competent performance of the duties of the grade. We propose that there should be some improvement to the pay scales of the Senior Meter Reader and Chief Meter Reader ranks.

/ Existing .....

	<u>Existing</u>	<u>Proposed</u>
Meter Reader II	4 - 13	4 - 13
Meter Reader I	14 - 18	14 - 18
Senior Meter Reader	19 - 21	19 - 22
Chief Meter Reader	22 - 24	23 - 24

#### 8.22 Photogrammetric Operator

This grade was created in 1976 and is usually filled by the in-service appointment of Tracers. We nevertheless consider the existing scale is too high for direct entrants in comparison with other grades and we have revised the scale accordingly.

	<u>Existing</u>	<u>Proposed</u>
Photogrammetric Operator	8 - 19	6 - 17

#### 8.23 Police Communications Assistant

We consider that, compared with other grades requiring Form IV entry qualifications, the minimum point of the existing scale is too high even allowing for the fact that staff in this grade are required to work shifts. We therefore recommend the scale be revised accordingly.

	<u>Existing</u>	<u>Proposed</u>
Police Communications Assistant	7 - 15	5 - 15

#### 8.24 Postman

We understand that following consultation with the Staff Side an improved pay scale for Postman was introduced in November 1978. We consider this improved pay scale adequately reflects the duties and responsibilities of the grade and we recommend no change.

	<u>Existing</u>
Postman	4 - 15

/ 8.25 Receptionist...

8.25 Receptionist

Taking account of the qualifications and experience required for appointment to this grade and the nature of the work, we consider the existing entry point difficult to justify and have therefore adjusted it.

	<u>Existing</u>	<u>Proposed</u>
Receptionist	9 - 16	6 - 16

8.26 Scientific Draughtsman

Scientific Draughtsmen claim parity with Calligraphists. However, Calligraphists are in a different educational category and their duties are different from those of Scientific Draughtsmen who are involved in producing basic diagrams, graphs and maps in the Royal Observatory.

The criteria outlined in Chapter 4 indicate that the existing pay scale is too high, we have therefore adjusted the scale accordingly.

	<u>Existing</u>	<u>Proposed</u>
Scientific Draughtsman	5 - 15	4 - 13

8.27 Supplies Assistant

This grade has a close affinity with the Clerical Assistant grade, which has the same pay scale. We recommend no change to the existing pay scale.

	<u>Existing</u>
Supplies Assistant	2 - 13

8.28 Tally Clerk

The duties and responsibilities of the grade are basically clerical in nature but in view of the working conditions peculiar to the abattoirs, we consider that a separate grade is acceptable. We consider the scale slightly on the high side but in view of the recent review we propose no change.

	<u>Existing</u>
Tally Clerk	5 - 18

/ 8.29 Telephone .....



#### 8.29 Telephone Operator

The staff represent that they are underpaid compared with Police Communications Assistants, Communications Controllers and Receptionists. However, all these grades have a wider range of duties.

The existing pay scale takes account of a requirement to work shifts. We understand, however, that less than three quarters of the staff undertake shift work. There is insufficient justification therefore to warrant the existing pay scale and this has been adjusted to exclude the shift element. New recruits will be eligible for shift duties allowance whereas serving officers who retain their existing pay scale will not.

	<u>Existing</u>	<u>Proposed</u>
Telephone Operator	6 - 14	4 - 13

#### 8.30 Tracer

Tracers claim parity with Clerical Assistants and Supplies Assistants. We are unable to accept this claim as Clerical Assistants and Supplies Assistants have a much wider range of duties. However, we recommend an improvement to the existing scale in acknowledgement of the skills required.

	<u>Existing</u>	<u>Proposed</u>
Tracer	1 - 6	2 - 9

#### 8.31 Traffic Assistant

The grade was created in June 1979. We consider the pay scale appropriate and recommend no change.

	<u>Existing</u>
Traffic Assistant	3 - 15

#### 8.32 Transport Assistant

Transport Assistants claim that their pay scale should be higher than the pay scales of Clerical Assistant and Clerical Officer II. We do not agree that Transport Assistants have quite such a wide range of duties as clerical posts, but when other factors, including shift duty, are taken into account, we consider it appropriate to equate the entry rank scale with the Clerical Assistant scale and the higher rank with the upper segment of the Clerical Officer II scale. We recommend accordingly.

	<u>Existing</u>	<u>Proposed</u>
Transport Assistant II	2 - 11	2 - 13
Transport Assistant I	12 - 15	14 - 18

#### 8.33 Typist

We consider that the duties of a Typist are fundamentally different from those of a Clerical Assistant, to which comparison has been made, in terms of both job content and skills required. We agree that there is no functional difference between Typist and Senior Typist ranks and note that the rank of Senior Typist has been retained only as a promotion rank for serving officers who have preserved rights. In recognition of the skill required for accurate typing work, we have extended the maximum of the existing scale by one point and propose the following revised scale :

	<u>Existing</u>	<u>Proposed</u>
Typist	3 - 12	3 - 13
Senior Typist	13 - 14	-

#### 8.34 Valuation Referencer

We understand that the grade was reviewed recently and the rank of Senior Valuation Referencer was abolished because there was no functional difference between this rank and the Valuation Referencer rank. We cannot, therefore, agree to re-introduction of the senior rank. We propose that the minimum point of the pay scale for Valuation Referencer be lowered to Point 5 and the maximum point raised to Point 16.

	<u>Existing</u>	<u>Proposed</u>
Valuation Referencer	7 - 15	5 - 16

#### 8.35 Water Sampler

Water Samplers claim that they have similar responsibilities to House Service Inspectors and therefore their pay scales should be the same. We are unable to accept this claim as the entry qualifications and duties of the two grades are quite different. The staff have also suggested that the educational qualifications for appointment should be raised but we consider the present qualifications adequate for the competent performance of the job.

The present entry point is difficult to justify and we propose that it should be set at Point 5. The maximum, however, should be raised by one point to bring it into line with other grades in this group.

	<u>Existing</u>	<u>Proposed</u>
Water Sampler	7 - 12	5 - 13

8.36 X-Ray Assistant

It has been proposed to us that a new Technician grade should be created to perform the more straightforward aspects of chest radiography. We consider that there is merit in this proposal and recommend that it should be examined further.

For X-Ray Assistants we recommend increases at both the minimum and the maximum of the pay scale. These take into account the working conditions and responsibilities of the grade.

	<u>Existing</u>	<u>Proposed</u>
X-Ray Assistant	2 - 14	4 - 15