

CHAPTER 16

OTHER GRADES

Scope

16.1 This chapter sets out our proposals for grades where the application of the qualification system is not considered suitable because the requirement for these grades is primarily experience, maturity and special aptitude rather than academic attainment. However, we have also included in this chapter one grade where we find it difficult to accept the existing entry qualifications and for which we have recommended a detailed review, and other grades which we have been unable to relate to any of the other categories. There are thus no particular groupings into which the grades can be arranged, and they are shown in alphabetical order.

Benchmarks and Pay Scales

16.2 For the reasons stated above, we have been unable to assign benchmarks for these grades. We make the best judgement we can in arriving at our recommendations after taking into account all the factors involved.

Individual grades

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

16.4 Artist  
Illustrator  
Poster Artist

The existing qualifications for appointment to these grades are based mainly on the academic achievement of the candidates. We consider that such criteria are insufficient to measure the capability of people engaged in artistic activities. We also consider that these grades can be merged with the Assistant Information Officer I or Assistant Information Officer II ranks. In the meantime we recommend no change to the existing pay scales.

	<u>Existing</u>
Artist	16 - 28
Assistant Illustrator	5 - 15
Illustrator	16 - 23
Poster Artist	9 - 17

/ 16.5 Chef .....

16.5 Chef  
Head Steward

An examination of the duties and responsibilities of the Head Steward suggests that this post should be upgraded to a new rank of Chief Steward with a pay scale of Points 16 - 19.

The rank of No. 2 Chef has the same pay as Head Steward. We see no reason to disturb this position. We therefore recommend that this rank be given the same improved scale as that proposed for Head Steward. The pay scale for the higher rank of Head Chef is adjusted accordingly. In recognition of the extent of their responsibilities and duties, we recommend improved pay scales for these grades.

	<u>Existing</u>	<u>Proposed</u>
No. 2 Chef	10 - 14	11 - 15
Head Chef	15 - 18	16 - 19
Head Steward	10 - 14	11 - 15
Chief Steward	-	16 - 19

16.6 Document Examiner  
Scientific Evidence Officer

Both these grades are in the Government Laboratory and are normally filled by the in-service appointment of Senior Laboratory Assistants. The job content of these two grades indicates that experience and special aptitude are more important than academic qualifications. We consider the existing pay scales appropriate.

	<u>Existing</u>
Document Examiner	37 - 40
Scientific Evidence Officer	37 - 40

16.7 Estate Caretaker

Estate Caretakers claim that their responsibilities have increased and that they perform duties similar to those of Housing Assistants. They propose a restructuring of the grade with improved pay scales. We find it difficult to accept this comparison as Housing Assistants have different entry qualifications, duties and levels of responsibility.

/ We .....

We note that the existing pay scales, which were revised in 1978, take account of the additional duties assumed by the grade. We consider the pay scales appropriate and recommend no change.

	<u>Existing</u>
Estate Caretaker	6 - 12
Senior Estate Caretaker	13 - 14
Head Estate Caretaker	15 - 16

16.8 Explosives Supervisor

Staff of the grade represent that their job is dangerous and that their promotion prospects compare unfavourably with those of the Railwayman grade which has recently been reviewed. The structure of the Railwayman grade has been established on a functional basis and we cannot agree that the Explosives Supervisor grade should be similarly structured. Explosives Supervisors are concerned with the safe delivery and related security of explosives. We consider the existing pay scales reflect the duties and responsibilities of the grade and propose no change.

	<u>Existing</u>
Explosives Supervisor II	7 - 12
Explosives Supervisor I	13 - 16

16.9 Film Censor  
Television Standards Control Officer

We understand there is a proposal to combine the two grades to form a new grade of Entertainment Standards Control Officer.

We note that when these grades were created, the intention was that there should be a regular turnover of staff to ensure a fresh approach, and that staff should be discouraged from seeking a career in this field. They have therefore been employed on month-to-month terms with fewer fringe benefits than staff on the permanent and pensionable establishment. We also note that recent recruits are relatively young graduates.

While on the one hand we consider that a regular turnover of staff in this grade is desirable, on the other hand we feel that the staff concerned should enjoy the usual fringe benefits of civil service employment. We therefore recommend that staff should be employed on gratuity bearing contract terms.

For these posts we regard maturity, experience, a taste for the arts, sound judgement, fluency in English, Chinese and other languages more important than a university degree. We consider that it is unlikely that a person under 30 years of age would have the necessary experience for the job. We therefore recommend that, in future, staff appointed to the grade or to the proposed new grade be at least 30 years of age. However, as recruitment is limited to mature and experienced candidates the entry point should be reduced to the normal degree entry point on the understanding that increments may be granted for age or experience. No change to the scale of Chief Film Censor is considered necessary.

	<u>Existing</u>	<u>Proposed</u>
Film Censor	29 - 37	20 - 37
Television Standards Control Officer	29 - 37	20 - 37
Chief Film Censor	38 - 42	38 - 42

16.10 Fire Services Training Officer (Physical Education)

Staff of this grade are engaged in the planning and supervision of physical training programmes which aim to raise and maintain the physical efficiency of all Fire Services personnel. We consider the existing pay scales appropriate and recommend no change.

	<u>Existing</u>
Assistant Fire Services Training Officer (Physical Education)	29 - 39
Fire Services Training Officer (Physical Education)	40 - 43

16.11 Head Attendant

We understand that a recent government review has established that the functions of this small grade can be merged with the Clerical or Office Assistant grades, and we recommend that this merger be effected as soon as practicable. Meanwhile, no change to the pay scale is proposed.

	<u>Existing</u>
Head Attendant	5 - 9

/ 16.12 Housekeeper.....

16.12 Housekeeper

The present duties and responsibilities of this grade warrant a higher salary, and we so recommend.

	<u>Existing</u>	<u>Proposed</u>
Housekeeper	25	26

16.13 Housing Assistant

Staff maintain that the entry qualifications, nature of work and level of responsibilities of Housing Assistants are more or less the same as those of Land Executives. However, the pay scales of the Land Executive grade are more favourable. They also feel that their promotion prospects are very limited when compared with those of grades such as Executive Officer and Liaison Officer in the New Territories Administration.

Entry to the grade of Housing Assistant is at present set at four different educational levels and we consider that a detailed review, including an examination of entry qualifications, should be carried out. We find it difficult to accept that a university degree should be a stipulated entry qualification for this grade. Pending the outcome of the proposed review, we recommend that Point 16 should be the entry point for both matriculants and degree holders. No change is proposed to the existing scale.

	<u>Existing</u>
Housing Assistant	13 - 29

16.14 Master (Prisons)

Staff of this grade are engaged in teaching in Prisons institutions. The Prisons Department represents that these staff face more difficulties and work longer hours than their counterparts in the Education Department. We recommend that this grade be examined during the review of Education grades referred to in Chapter 14. Meanwhile, we propose no change to the existing pay scales.

	<u>Existing</u>
Master (Prisons)	21 - 31
Senior Master (Prisons)	32 - 36

/ 16.15 Observer.....

16.15 Observer/Crewman (RHKAAF)

We consider the existing pay scale takes insufficient account of the instructional role in the duties and responsibilities of this grade and therefore recommend a one-point increase at the maximum of the pay scale.

	<u>Existing</u>	<u>Proposed</u>
Observer/Crewman (RHKAAF),	13 - 30	13 - 31

16.16 Personal Assistant to H.E. the Governor

This post has been filled in recent years by the secondment of an officer from the Foreign and Commonwealth Office and is remunerated on United Kingdom rates of pay. We therefore make no proposal for a pay scale in this case.

16.17 Personal Chauffeur

Personal Chauffeurs request upgrading to Senior Personal Chauffeur and that a new rank of Chief Personal Chauffeur be created to replace the existing rank of Senior Personal Chauffeur.

We have examined this representation and recommend that the existing pay scale for Personal Chauffeur should be adjusted from Points 11 - 12 to Points 12 - 13. This upgrading reflects the fact that Personal Chauffeur is the promotion rank for Chauffeurs who are paid from Model Scale 1. The maximum pay point of the proposed scale is equivalent to the existing pay for Senior Personal Chauffeur. Accordingly, we have adjusted the pay for Senior Personal Chauffeur from Point 13 to Point 14. In the light of our proposed scales we do not consider there is any requirement to change the existing ranking.

	<u>Existing</u>	<u>Proposed</u>
Personal Chauffeur	11 - 12	12 - 13
Senior Personal Chauffeur	13	14

16.18 Photographer  
Fire Services Photographer  
Police Photographer

Staff in the Photographer grade claim that as the jobs of these three grades are similar, the pay scales should also be similar. We have examined the duties of all three grades and are satisfied that, because of the nature of their duties, photographers in the Police Force and Fire Services Department should have a higher pay scale than other photographers.

/ We .....

We consider that, in order to permit flexibility in staff deployment and enhance career prospects, Fire Services Photographers and Police Photographers should be merged into a new grade of Special Photographer.

The duties of Assistant Photographers in the Immigration Department involves only the simple operation of static cameras and appear well within the capabilities of Office Assistants; on the other hand, the microfilming and darkroom duties performed by the Assistant Photographer in the Public Records Office appear more appropriate for a Photographer II. In the circumstances, we recommend that the rank of Assistant Photographer be abolished and the existing posts replaced by Office Assistant or Photographer II as appropriate.

<u>Existing</u>		<u>Proposed</u>	
Assistant Photographer	1 - 11 )	Photographer II	5 - 11
Photographer II	6 - 11 )		
Photographer I	12 - 15	Photographer I	12 - 15
Senior Photographer	16 - 17	Senior Photographer	16 - 17
Fire Services Photographer II	11 - 22 )	Special Photographer II	11 - 22
Police Photographer II	11 - 22 )		
Police Photographer I	23 - 28	Special Photographer I	23 - 28
Senior Police Photographer	29 - 31	Senior Special Photographer	29 - 31

16.19 Proof Reader

Proof Reader is a promotion rank for Copy Holder which is paid from Model Scale 1. It has been proposed that these two ranks should be amalgamated because there is in practice no functional difference between them, and that the ranks of Proof Reader and Senior Proof Reader should form a combined establishment. While we agree that Copy Holder can be merged with Proof Reader, the proposal for combining the establishment of Proof Reader and Senior Proof Reader cannot be supported because there is a clear functional difference between these ranks.

The minimum point of the proposed pay scale for Proof Reader takes into account that entry to the rank requires good command of English and Chinese. The maximum point of the pay scale for Senior Proof Reader is raised by one increment to eliminate the gap between that rank and Chief Proof Reader.

<u>Existing</u>		<u>Proposed</u>	
Copy Holder	Model ) Scale 1 )	Proof Reader	5 - 15
Proof Reader	10 - 15 )		
Senior Proof Reader	16 - 23	Senior Proof Reader	16 - 24
Chief Proof Reader	25 - 30	Chief Proof Reader	25 - 30

#### 16.20 Protocol Officer

This officer assists the Director of Protocol in the planning and organisation of ceremonial functions and in the implementation of programmes for important visitors to Hong Kong.

The level of duties and responsibilities of this grade in the Government Secretariat is broadly comparable to that of a Senior Executive Officer and we consider that the existing pay scale is appropriate.

	<u>Existing</u>
Protocol Officer	38 - 45

#### 16.21 Physical Training Instructor

Staff are engaged in the organisation and planning of physical training for Police Force personnel. We note that they perform duties similar to those of the Fire Services Training Officer (Physical Education) but at a lower level of responsibility. We therefore consider the existing pay scales in comparison with those for Fire Services Training Officer (Physical Education) to be appropriate.

	<u>Existing</u>
Assistant Physical Training Instructor	24 - 32
Physical Training Instructor	32 - 40

/ 16.22 Reception.....

16.22 Reception Officer

The Reception Officer claims that her duties and qualifications are similar to those of Protocol Officer and that she is often called upon to perform the duties of the latter in an acting capacity in his absence. She claims, therefore, that she should be regraded in an assistant rank of the Protocol Officer grade.

We agree that the Reception Officer's duties compare with those of the Protocol Officer, but at a lower level of responsibility and complexity. They are also akin to those of an Executive Officer II engaged in liaison work in the Home Affairs Department. We have now adjusted the pay scale for the grade to reflect the level of its responsibilities.

	<u>Existing</u>	<u>Proposed</u>
Reception Officer	24 - 28	20 - 31

16.23 Secretary (Functions)

We consider the pay scale for this grade appropriate and we propose to leave it unchanged.

	<u>Existing</u>
Secretary (Functions)	30 - 32

16.24 Social Secretary

We consider the present pay scales for this grade are correct and recommend no change.

	<u>Existing</u>
Assistant Social Secretary	27
Social Secretary	33

16.25 Surveyor Attendant

Appointment to this grade is from experienced junior staff in the Marine Department who have acquired the knowledge necessary to carry out the basic duties involved in assisting Surveyors of Ships. We consider the pay scale appropriate.

	<u>Existing</u>
Surveyor Attendant	6 - 13

/ 16.26 Technical.....

16.26 Technical Instructor (Prisons)

Staff claim their pay scale and promotion prospects compare unfavourably with those of Workshop Instructors II in the Education Department. However, pending the outcome of the review of Education grades referred to in Chapter 14, we propose no change.

	<u>Existing</u>
Technical Instructor (Prisons)	20 - 24

16.27 Traffic Warden

The duties of this grade involve law enforcement and an element of shift work. Taking these factors into consideration, we recommend that the pay scales be adjusted as follows :

	<u>Existing</u>	<u>Proposed</u>
Traffic Warden	8 - 11	7 - 12
Senior Traffic Warden	12 - 14	13 - 16

16.28 Training Officer (CAS/AMS)  
Training Assistant (CAS)  
Medical Defence Staff Officer (AMS)

Staff of the Training Officer and Training Assistant grades maintain that a regrading exercise of the Civil Aid Services staff should be conducted. They claim that their pay has not kept pace with their increased responsibilities.

The requirements for competent performance of the duties of the Training Officer and Training Assistant grades are special aptitude skill, leadership and maturity. Taking account of these together with management views, we have made certain improvements to the pay scales.

We accept the need for the appointment of a number of matriculants to the Training Officer rank, and recommend that such appointments should enter the scale at Point 17.

	<u>Existing</u>	<u>Proposed</u>
Training Assistant	5 - 12	5 - 15
Training Officer	13 - 30	13 - 31
Senior Training Officer	31 - 37	32 - 37
Principal Training Officer	38 - 45	38 - 45

/ There .....

There is also a related grade of Medical Defence Staff Officer in the Auxiliary Medical Service. In the case of the Assistant Medical Defence Staff Officer, we recommend that the scale should be aligned with Senior Training Officer. The scale of the Medical Defence Staff Officer is considered appropriate.

	<u>Existing</u>	<u>Proposed</u>
Assistant Medical Defence Staff Officer	31 - 37	32 - 37
Medical Defence Staff Officer	46 - 48	46 - 48