

8 July 1981.

His Excellency Sir Jack Cater, K.B.E., J.P.
Acting Governor of Hong Kong.

Your Excellency,

The Cultural Services Attendant Grade

In the course of the review leading to our Second Report on Civil Service Pay (Report No. 5), we noted that although Cultural Services Attendant was a Model Scale 1 grade the stipulated qualification for appointment to the grade was completion of a Form IV education. Since entry to the grade required the possession of a formal educational qualification, we considered that a case might exist for transferring the grade to the Master Pay Scale. However, at that stage, we had insufficient information to enable us to arrive at a firm conclusion. We therefore asked that a survey be undertaken of the duties and responsibilities of the Cultural Services Attendant grade and deferred making a recommendation on its pay scales pending the outcome of that survey.

We have recently received the results of the job survey which we had requested. These confirm that an educational standard is necessary for the performance of the Cultural Services Attendant grade's duties and thus that the grade would be more appropriately paid from the Master Pay Scale. We have therefore conducted a further review of the grade, in which we have had due regard to the representations from staff and departmental management, and our recommendations are contained in this letter.

The Cultural Services Attendant grade is composed of two ranks; Cultural Services Attendant and Cultural Services Senior Attendant. Members of the grade are employed by the Urban Services Department in public libraries, museums and indoor stadia, and at cultural centres such as the City Hall and Tsuen Wan Town Hall. Their duties include the processing of books, checking tickets, ushering, crowd control, patrolling and acting as receptionists. The existing pay scales and structure of the grade are as follows :

<u>Cultural Services Attendant</u>	<u>257 posts</u>
Cultural Services Attendant	MOD 11 - 15
Cultural Services Senior Attendant	MOD 13 - 17

The job survey of the Cultural Services Attendant grade has shown that members of the grade are required to work largely on their own. They are expected to exercise initiative and judgement and to show patience and tact in their frequent contacts with the public. To perform these duties, an educational standard at Form IV level is necessary. In addition, the survey has confirmed the functional need for the existing two ranks of the grade. We accept the findings of the survey and therefore propose that the grade of Cultural Services Attendant should be transferred from Model Scale 1 to the Master Pay Scale and included in the "grades requiring less than a full school certificate" group.

In so far as the pay scales and structure of the grade are concerned, we consider that the duties and levels of responsibility of the two ranks of the Cultural Services Attendant grade taken together are broadly comparable to those of Clerical Assistants. We therefore recommend that the pay scales of the two ranks should be aligned with that of the Clerical Assistant rank. We have also been advised that a request by staff to retitle their grade as Cultural Services Assistant is acceptable to both departmental management and the Administration and, in the circumstances, we consider the change of title should be introduced with the new salary scales. At the same time, we would suggest the opportunity be taken to introduce the more usual format for the title of the senior rank, i.e. Senior Cultural Services Assistant rather than Cultural Services Senior Assistant. On this basis, our recommendations for the grade are as follows :

Cultural Services Assistant Grade

Cultural Services Assistant	MPS 2 - 11
Senior Cultural Services Assistant	MPS 12 - 13

Since the Cultural Services Attendant grade is a grade on which we deferred making a recommendation in our earlier reports, we propose that the revised pay scales, if

accepted, should be implemented from 1 October 1979, i.e. the date of implementation of the recommendations for individual Model Scale 1 grades dealt with in our Report No. 5.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman

14 July 1981.

His Excellency Sir Jack Cater, K.B.E., J.P.
Acting Governor of Hong Kong.

Your Excellency,

Grades Employed on Driving Duties
and Extension of the Upper End of Model Scale I

In our Second Report on Civil Service Pay (Report No. 5), we undertook to conduct a further review of a number of grades employed on driving duties. The grades concerned are the Model Scale 1 grades of Motor Driver, Special Driver and Chauffeur and the Master Pay Scale grade of Personal Chauffeur. In accordance with our undertaking, we have now completed a review of these grades.

To assist in our review, we asked that a job survey be carried out on each of the grades to which we have referred. This involved the inspection of a number of representative posts in each grade to determine duties and levels of responsibility. At the same time, since we considered that the duties of certain of these grades are such that they can be compared with those of drivers outside Government, we asked the Pay Investigation Unit to obtain information on rates of pay for comparable jobs in the private sector. We have recently received the results of the job survey, together with the information collected by the P.I.U., and these have been taken into account in the formulation of our proposals. In addition, we have had regard to the representations made to us by both staff and management. Our recommendations on the individual grades are contained in the following paragraphs.

Motor Driver

Motor Drivers are employed in almost every government department to drive saloon cars, vans and lorries. They may also be required to drive special purpose vehicles such as dog-catching vans, radio detection vans and cinema vans. The requirement for appointment to the grade is possession of a driving licence for a private car which has been held for at least one year.

Motor Drivers have requested that their grade be transferred to the Master Pay Scale. However, the requirement for appointment to the grade is a level of operative skill and in present circumstances, we consider the grade should remain on Model Scale 1. We also consider the existing pay scale to be appropriate except that we propose that the minimum should be adjusted to bring the scale into line with that of other grades paid from the corresponding segment of Model Scale 1. Our recommended scale for Motor Drivers, which accords with rates of pay in private sector for comparable job, is as follows :

<u>Motor Driver</u>	<u>Existing</u>	<u>Proposed</u>
Motor Driver	MOD 13 - 17	MOD 11 - 17

Special Driver

Special Drivers are employed mainly in the Urban Services and Public Works Departments. They drive special vehicles such as refuse collection vehicles, road sweepers, mobile cranes, road pavers and excavators. The skill required for driving these vehicles is greater than that required for driving ordinary vehicles. Additional skill is also required for operating the special mechanisms installed, for example secondary engines, hydraulic devices and vacuum chambers, which may involve the use of a number of controls in the correct sequence. Moreover, Special Drivers are called upon to exercise initiative and judgement in areas affecting operational efficiency and safety such as the type of refuse suitable for mechanical in-take, the observance of the weight limit for cranes, and the assessment of road conditions for mechanical sweeping and drain clearing. Posts in the Special Driver grade are filled by the appointment of suitable Motor Drivers.

Special Drivers, like Motor Drivers, have asked that their grade be transferred to the Master Pay Scale but, as in the case of Motor Drivers we believe that under present criteria Special Driver is appropriately classified as a Model Scale 1 grade. We therefore consider that it should continue to be paid from the top segment of Model Scale 1. However, in this case, the information on private sector rates of pay suggests that there should be some increase in the existing maximum pay of Special Drivers.

Since we consider that Special Drivers should remain on Model Scale 1, and since they are already paid from the top segment of that scale, the only means by which their pay scale can be improved to bring it into line with prevailing rates of pay in the private sector is by extending Model Scale 1. Although the existing Model Scale 1 was introduced relatively recently as a result of a recommendation contained in our Report No. 5, we do not feel this should restrain us from recommending an adjustment if new evidence comes to light. In the case of Special Drivers, we are satisfied that the information on private sector rates of pay constitutes sufficient new evidence to warrant an extension of Model Scale 1. We

therefore propose that two \$60 incremental points should be added to Model Scale 1, thus extending the scale from 20 to 22 points. If this proposal is accepted, we further recommend that the pay scale of Special Driver be adjusted to include the additional points :

<u>Special Driver</u>	<u>Existing</u>	<u>Proposed</u>
Special Driver	MOD 18 - 20	MOD 18 - 22

We appreciate that the extension of Model Scale 1, if agreed, could have a consequential effect on the pay of other grades paid from the top segment of Model Scale 1. We refer to this issue in a later paragraph.

Chauffeur

Chauffeurs are employed to drive V.I.P.s and senior government officials. They are required to wear uniform, to be able to converse in English and are frequently required to work irregular hours, often at short notice. Posts in the Chauffeur grade are normally filled by the in-service appointment of suitably qualified Motor Drivers.

The situation with regard to the Chauffeur grade is different from that of Motor Driver and Special Driver. We have stated in our earlier reports that it is our policy to consolidate grades where ranks are split between Model Scale 1 and the Master Pay Scale, and we consider that the grades of Chauffeur and Personal Chauffeur fall within this category. We therefore propose that the Chauffeur grade should be transferred to the Master Pay Scale to form the bottom rank of a new grade consolidating the grades of Chauffeur and Personal Chauffeur. We consider an appropriate pay scale for the Chauffeur rank of the new grade to be MPS 9 - 13.

Personal Chauffeur

The Personal Chauffeur grade is composed of two ranks : Personal Chauffeur and Senior Personal Chauffeur. Personal Chauffeurs are employed at Government House or in driving the official cars of senior government officials including the Chief Secretary and the Chief Justice. Posts in the grade are filled by the in-service appointment of suitably qualified Chauffeurs. The duties of Personal Chauffeur are similar to those of Chauffeur but are generally regarded as more demanding. The Senior Personal Chauffeur is the personal driver to His Excellency the Governor. In addition, he has to organise and supervise the work of the Personal Chauffeurs at Government House and is responsible for checking the detailed timing of all transport programmes and for arranging the provision of additional car transport whenever necessary.

In paragraph 10, we have recommended that the grades of Chauffeur and Personal Chauffeur should be combined to

form a new Chauffeur grade. Our proposed pay scale for the Chauffeur rank involves consequential adjustments to the pay scales of the Personal Chauffeur and Senior Personal Chauffeur ranks. In the case of the Senior Personal Chauffeur, we also propose some additional improvement to the pay scale to reflect his particular duties and level of responsibility. We therefore recommend the following pay scales and structure for the new combined grade :

<u>Chauffeur</u>	<u>Existing</u>	<u>Proposed</u>
Chauffeur	MOD 18 - 20	MPS 9 - 13
Personal Chauffeur	MPS 12 - 13	MPS 14 - 15
Senior Personal Chauffeur	MPS 14	MPS 16 - 17

Extension to Model Scale 1

In paragraph 7, we referred to the fact that if our proposal to extend Model Scale 1 is accepted, this could affect the pay of other grades paid from the top segment of Model Scale 1. This is because the present practice is to broad-band the pay of all Model Scale 1 grades on one of four segments of the scale. Although over 60% of posts paid from the top segment of Model Scale 1 are occupied by Special Drivers, the question arose as to whether there was justification for applying the extension to all other grades in this category. We therefore also asked the Pay Investigation Unit to obtain information on rates of pay in the private sector for jobs regarded as comparable to that of Senior Artisan, the grade to which most of the grades paid from the top segment of Model Scale 1 are linked. The information provided by the P.I.U. shows that the maximum for Senior Artisan, like that for Special Driver, is somewhat below the prevailing private sector maximum rates, and we therefore recommend the extension to Model Scale 1 should be applied to all grades paid from the top segment of that scale.

The existing and our proposed Model Scale 1 are in the annex to this letter. The additional points in the proposed scale would, of course, need to be adjusted in line with points in the existing scale in the light of any pay award arising from the 1981 Pay Trend Survey.

Dates of Implementation

Our proposal to extend Model Scale 1 and thus to improve the pay scales of the Special Driver and other grades paid from the top segment of the scale is based on recent

information on private sector rates of pay. Our proposal for the Chauffeur and Personal Chauffeur grades involves the merging of these grades. We therefore recommend that these proposals, if accepted, should all be introduced from a current date.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman

ANNEX

MODEL SCALE 1

<u>Existing</u>		<u>Proposed</u>		<u>Increment</u>
<u>Pt.</u>	<u>\$</u>	<u>Pt.</u>	<u>\$</u>	<u>\$</u>
(MOD)		(MOD)		
		22	2325	-
		21	2265	60
20	2205	20	2205	60
19	2145	19	2145	60
18	2085	18	2085	60
17	2030	17	2030	55
16	1975	16	1975	55
15	1920	15	1920	55
14	1865	14	1865	55
13	1810	13	1810	55
12	1765	12	1765	45
11	1725	11	1725	40
10	1685	10	1685	40
9	1645	9	1645	40
8	1605	8	1605	40
7	1575	7	1575	30
6	1545	6	1545	30
5	1515	5	1515	30
4	1485	4	1485	30
3	1455	3	1455	30
2	1430	2	1430	25
1	1405	1	1405	25

16 July 1981.

His Excellency Sir Jack Cater, K.B.E., J.P.,
Acting Governor of Hong Kong.

Your Excellency,

The Car Park Attendant Grade

In our Second Report on Civil Service Pay (Report No. 5), we noted that the duties and responsibilities of staff in the Model Scale 1 grade of Car Park Attendant varied significantly depending on the place at which they worked. We therefore deferred making a recommendation on its pay scale while we sought further information on the grade. We have now received the required information and our proposals for the Car Park Attendant grade are contained in this letter.

The majority of Car Park Attendants are employed by the Civil Aviation Department where they are mainly engaged in the control of entry to and exit from the public and staff car parks at the Hong Kong International Airport and in conducting patrols to ensure cleanliness and security within these car parks. The remaining Car Park Attendants are employed at car parks in Government office complexes where they are responsible for controlling entry and directing vehicles to appropriate parking space, affixing warning notices to unauthorised vehicles and reporting any irregularities to their supervisors. The Car Park Attendant grade is a one-rank grade with an establishment of 29 posts and its present pay scale is MOD 11 - 15.

We consider that the duties of Car Park Attendants employed in the control of entry to and exit from the public car parks at the Hong Kong International Airport are comparable to those of Transport Assistants II employed in public car parks under the control of Transport Department. We therefore recommend that these posts should be replaced by Transport Assistant II posts although they should continue to be managed by the Director of Civil Aviation. Serving Car Park Attendants who have demonstrated their suitability to perform these duties should be regraded as Transport Assistants II, and future appointees to the rank will, as in the case of Transport Assistants II in the Transport Department, be required to have completed a Form IV education. The existing pay scale of Transport Assistants II is MPS 2 - 13, but we have recently recommended in our letter of 26 May 1981 that this should be revised to MPS 4 - 14. If this recommendation is accepted the effect of our proposal for the Car Park

Attendants referred to in this paragraph would be as follows :

<u>Existing</u>		<u>Proposed</u>	
Car Park Attendant	MOD 11 - 15	Transport Assistant II	MPS 4 - 14

In so far as the other Car Park Attendants are concerned, we consider that they should continue to be paid from Model Scale 1. We have also found that there are two distinct levels of responsibility exercised by staff of the grade depending on their place of work. To reflect these differences, we therefore recommend that the grade be divided into two ranks. Having regard to the nature of the duties of the grade and the pay of comparable grades on Model Scale 1, we consider the following pay scales and structure for the Car Park Attendant grade to be appropriate :

<u>Existing</u>		<u>Proposed</u>	
Car Park Attendant	MOD 11 - 15	Car Park Attendant II	MOD 5 - 10
		Car Park Attendant I	MOD 11- 17

The grading of posts within the two ranks should be subject to individual assessment by the Administration.

If our proposals for the Car Park Attendant grade are accepted, they involve the creation of new posts and a new rank structure. In the circumstances, we recommend that the dates of implementation should be the respective dates on which the new posts are created and the new ranks are introduced.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman