

7 October 1981.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,  
Governor of Hong Kong.

Your Excellency,

Reclassification of Certain Grades

In our First Report on Civil Service Pay (Report No. 2), we classified civil service grades into groups which, with the exception of one or two special categories, were based on the educational qualifications or skills required for appointment to the grades concerned. Subsequently, we received a number of submissions from both staff and management suggesting that certain grades should be transferred to other qualification groups. Most of the submissions made referred to grades in the matriculation group and usually sought the grade's reclassification as a grade requiring a university degree for entry.

2. In the course of our current programme of work, we have taken the opportunity to re-examine the composition of the matriculation group to see whether, in the light of the submissions received, there is a case for transferring any of the grades to different qualification groups. In the great majority of cases, we have found that the grades concerned are correctly classified and that matriculation remains the appropriate qualification for appointment to the grade. However, there are a few grades where we consider a case for reclassification does exist and our proposals for these grades are contained in the following paragraphs.

The Analyst/Programmer Grade

115 posts

3. Analysts/Programmers are mainly engaged in writing computer programmes, testing programmes, completing programme documentation, applying systems analysis, designing systems and preparing project reports. At present the stipulated minimum entry qualification is matriculation although no matriculants have been recruited since 1975.

4. We have noted that there are a number of specialist qualifications now available in Hong Kong which are relevant to the work of Analysts/Programmers and we believe account should be taken of these in determining the appropriate qualifications for entry to the grade. With the rapid development of computer technology and its expanding

application in Government, we consider a particularly desirable entry qualification would be a university degree in the field of computer science. We therefore propose that the Analyst/Programmer grade should be transferred to the degree group with the holders of relevant degrees being afforded the degree benchmark entry point. In referring to 'relevant degrees', we are thinking primarily of the Chinese University of Hong Kong Degree in Computer Science, the Hong Kong University's proposed Degree Programme in Computer Studies, due to begin in 1982, and equivalent degrees from overseas universities. On transfer to the degree group, the pay scales of the Analyst/Programmer grade should then be as follows :

| <u>Analyst/Programmer Grade</u>      | <u>Existing</u> | <u>Proposed</u> |
|--------------------------------------|-----------------|-----------------|
| Analyst/Programmer II                | MPS 18 - 31     | MPS 20 - 31     |
| Analyst/Programmer I                 | MPS 32 - 37     | MPS 32 - 37     |
| Project Manager                      | MPS 38 - 47     | MPS 38 - 47     |
| Assistant Data Processing<br>Manager | MPS 48 - 51     | MPS 48 - 51     |

5. While considering a relevant university degree to be a highly appropriate qualification for appointment to the Analyst/Programmer grade, we recognise that to restrict entry to the grade to such degree holders would be both impracticable and undesirable. We would certainly not wish to preclude the appointment of holders of Hong Kong Polytechnic Higher Diplomas in the field of computer studies whom we also regard as eminently suitable for appointment to the grade. Moreover, it may well be necessary to supplement recruitment with non-relevant degree holders who display an aptitude for computer work, and the holders of other educational qualifications who have suitable experience. We therefore also recommend that holders of acceptable qualifications other than a relevant degree should continue to be eligible for appointment to the grade at points on the Master Pay Scale below the proposed minimum for the Analyst/Programmer II scale. We shall advise on appropriate starting pay for other qualifications considered acceptable by the Administration if requested to do so but for those specific qualifications to which we have referred we propose that entry points should be as follows :

|                                                  |        |
|--------------------------------------------------|--------|
| Relevant degree                                  | MPS 20 |
| Relevant Polytechnic<br>Higher Diploma           | MPS 19 |
| Non-relevant degree<br>with computer<br>aptitude | MPS 18 |

The Assignment Officer Grade

90 posts

6. Assignment Officers are mainly employed in carrying out Organisation and Methods surveys. They also provide

management services in areas such as organisational structure, procedures, microfilming, office layout, filing, manufacturing and production processes, management information systems, control systems, manning scales, project management etc. The present qualification required for entry to the grade is matriculation although in recent years only university graduates have been recruited.

7. The duties of the Assignment Officer grade are such that a qualification in the field of work study is clearly desirable. At present in Hong Kong, there are no degree programmes specifically designed to produce work study specialists but there are degree courses in which work study is a component; for example, degree courses in Business Administration and Industrial Engineering. In addition there is a course leading to the Diploma of the Institute of Management Studies which is organised by the Hong Kong Polytechnic and which is particularly relevant to the work of the Assignment Officer grade.

8. We therefore propose that the Assignment Officer grade be transferred to the degree group but with the degree entry point reserved for the holders of relevant degrees or to holders of post-graduate diplomas in management studies. On transfer to the degree group, the pay scales of the grade should then be as follows :

| <u>Assignment Officer Grade</u>  | <u>Existing</u> | <u>Proposed</u> |
|----------------------------------|-----------------|-----------------|
| Assignment Officer II            | MPS 18 - 31     | MPS 20 - 31     |
| Assignment Officer I             | MPS 32 - 37     | MPS 32 - 37     |
| Senior Assignment Officer        | MPS 38 - 47     | MPS 38 - 47     |
| Organisation and Methods Officer | MPS 48 - 51     | MPS 48 - 51     |

However, there are also Polytechnic Higher Diploma courses which we consider relevant to the work of the Assignment Officer grade and as in the case of Analyst/Programmer, we accept that there will be a continued need to recruit holders of non-relevant degrees or lesser qualifications who have the necessary aptitude. We therefore propose that the holders of such qualifications should be appointed at points below the minimum proposed for the Assignment Officer II rank. We shall advise on appropriate starting pay for other qualifications considered acceptable by the Administration if requested to do so but for those specific qualifications to which we have referred we propose that entry points should be as follows :

|                                                                |        |
|----------------------------------------------------------------|--------|
| Relevant degree or post-graduate diploma in management studies | MPS 20 |
| Relevant Polytechnic Higher Diploma                            | MPS 19 |
| Non-relevant degree with suitable aptitude                     | MPS 18 |

The Curator Grade

40 posts

9. The Curator grade is responsible for the supervision and administration of the Hong Kong Museum of Art, the Hong Kong Museum of History, the Hong Kong Space Museum and the proposed Hong Kong Museum of Science and Technology. It is at present classified as a matriculation grade.

10. We have recently received the results of an internal review of the Curator grade conducted by the Urban Services Department. The findings of this review indicate that there are, in fact, two different work streams at the Assistant Curator rank level. One stream is engaged on work of a technical nature, for example, carrying out maintenance and restoration work, classifying exhibits, arranging displays and preparing designs. The other stream is employed on work of a more professional type and is responsible for conducting research projects, producing catalogues and dealing with the acquisition and interpretation of exhibits. The department therefore suggested that the qualifications for entry to the grade should be raised to a university degree with provision for holders of qualifications suitable for the technical work stream to enter at points below the degree minimum.

11. We accept that to satisfactorily perform the duties of the professional work stream a university degree is required, but do not consider that conversion of the grade as a whole to a degree grade with provision for sub-entry points is warranted. We therefore propose that the grade should be divided into two with the posts required for more professional type of work being included in a new Curator grade in the degree group. Again, we consider the qualification for entry to the degree grade should be possession of a relevant degree; in this case there are many, for example degrees in anthropology, archaeology, botany, chemistry, geology, history, natural history or physics are all relevant. We do not propose that any provision should be made for the entry of holders of lesser qualifications to this grade. On this basis, the pay scales for the new Curator grade would be as follows :

| <u>Curator Grade</u> | <u>Existing</u> | <u>Proposed</u> |
|----------------------|-----------------|-----------------|
| Assistant Curator II | MPS 17 - 31     | MPS 20 - 31     |
| Assistant Curator I  | MPS 32 - 37     | MPS 32 - 37     |
| Curator              | MPS 38 - 47     | MPS 38 - 47     |

12. We would suggest that all serving officers should be considered for transfer to the new grade. However, in so far as Assistant Curators II are concerned we would envisage that regrading would be confined to those staff who possess a relevant degree or who being the holders of other qualifications have nevertheless demonstrated their ability to perform the professional type of Curator's work.

13. If the proposal for a new degree-related Curator grade is accepted, posts in the technical stream of the existing grade should then be identified and an examination conducted to see whether they can be merged with other civil service grades, or if a new grade needs to be established.

The Information Officer Grade

270 posts

14. The Information Officer grade is responsible for a variety of duties relating to publicity, public relations, provision of information, press liaison and government publications. Staff are employed in the Information Services Department or in a departmental information and public relations unit. Although included in the matriculation group, there is provision for entry to the basic rank at school certificate level and for the direct entry of suitably qualified candidates to the higher ranks in the grade.

15. There are a number of courses in journalism and communication at the tertiary level available in Hong Kong; for example the Chinese University of Hong Kong offers a degree programme in journalism and broadcasting, and the Hong Kong Baptist College and Shue Yan College offer diploma courses in the field. However, while these qualifications are valuable assets, we consider that for appointment to the Information Officer grade practical experience, proven ability and flair are also important. We therefore propose that formal qualifications for entry to the Information Officer grade should not be mandatory and thus recommend that the grade be transferred to the "Other Grades" group. This group is composed of grades where possession of an academic qualification is not the major factor in determining pay.

16. We do not propose that on transfer to the "Other Grades" group, there should be any change in the existing pay scales of the Information Officer grade which are as follows :

| <u>Information Officer Grade</u> | <u>Existing</u> |
|----------------------------------|-----------------|
| Assistant Information Officer II | MPS 7 - 17      |
| Assistant Information Officer I  | MPS 18 - 31     |
| Information Officer              | MPS 32 - 37     |
| Senior Information Officer       | MPS 38 - 43     |
| Principal Information Officer    | MPS 44 - 47     |
| Chief Information Officer        | MPS 48 - 51     |

We understand however that the Administration proposes to re-examine the requirements for entry to this grade and we shall be prepared to conduct a further review of the Information Officer grade in the light of the results of this examination.

The Programme Officer Grade

215 posts

17. Staff of the Programme Officer grade are mainly engaged in the production of radio and television programmes. We consider that the same consideration apply to the Programme Officer grade as to the Information Officer grade and therefore propose that it should be treated in the same manner. That is to say, the grade should be transferred to the "Other Grades" group with its existing pay scales unchanged.

| <u>Programme Officer Grade</u> | <u>Existing</u> |
|--------------------------------|-----------------|
| Programme Assistant            | MPS 7 - 17      |
| Assistant Programme Officer    | MPS 18 - 31     |
| Programme Officer              | MPS 32 - 37     |
| Senior Programme Officer       | MPS 38 - 43     |
| Principal Programme Officer    | MPS 44 - 47     |
| Chief Programme Officer        | MPS 48 - 51     |

As in the case of Information Officer, we shall be prepared to conduct a further review of the Programme Officer grade in the light of the results of an examination of the entry requirements being conducted by the Administration.

The Executive Assistant Grade

27 posts

18. Executive Assistants are involved in internal security work and the posts are generally filled by staff from the United Kingdom Civil Service. Although included in the matriculation group, we find that there are no specific academic qualifications prescribed for entry to the grade and the principal qualification for appointment is appropriate experience. We therefore recommend that this grade be transferred to the "Other Grades" group which is composed of grades where academic qualifications are not the major factor. We consider the existing pay scales set out below remain appropriate.

| <u>Executive Assistant Grade</u> | <u>Existing</u> |
|----------------------------------|-----------------|
| Executive Assistant              | MPS 18 - 30     |
| Senior Executive Assistant       | MPS 31 - 37     |
| Chief Executive Assistant        | MPS 38 - 43     |

General Considerations

19. We appreciate that our recommendations for the reclassification of the Analyst/Programmer, Assignment Officer and Curator grades require further study of the appropriate entry qualifications, for example which degrees should be regarded as relevant and, in the case of the Analyst/Programmer and Assignment Officer grades, which alternative qualifications are acceptable for appointment to the grades

at lower entry points. We believe that this is a matter for the Administration in consultation with the departments concerned. The need to conduct such a study should not delay the introduction of the revised arrangements we have proposed in respect of those entry qualifications which can be specified immediately.

20. The question of implementation dates will only arise in the case of those grades which we have recommended should be transferred to the degree group. Even in these grades, benefits on conversion will only accrue to the holders of relevant degrees who were appointed after the implementation of the recommendations contained in our First Report on Civil Service Pay (Report No. 2). Nevertheless, since our proposals will provide an improvement in pay for some officers, however small in number, we recommend that, if accepted, they be implemented as soon as possible.

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

(S. Y. Chung)  
Chairman