

9 July 1985

His Excellency Sir David Akers-Jones, KBE, CMG, JP  
Acting Governor of Hong Kong

Your Excellency,

The Police Interpreter Grade

In the review of the Police Interpreter grade in our First Report on Civil Service Pay (Report No.2), we recommended improvements in the pay structure of the grade. We subsequently received representations from its members and arrived at the view that, in terms of entry qualifications, there might be too big a disparity between Police Interpreters and Chinese Language Officers. We therefore asked the Administration to carry out a further review of the grade with this in mind.

2. We were recently informed that the Administration, in conjunction with the management of the Police Force, had completed a detailed review of the Police Interpreter grade and that it recommended a number of changes in the entry qualifications and pay structure of the grade. We were asked to advise on these proposals.

3. The Police Interpreter grade is currently classified in Group I of the School Certificate grades. Most of the staff of the grade are deployed in the report rooms of Police Stations or in sections dealing with criminal investigation matters and their main responsibilities are to provide interpretation and translation services for police officers, to translate into English all statements taken in Chinese, in some cases for presentation in court and to undertake minor clerical and typing duties. The present structure, establishment and pay scales of the grade are as follows :

	<u>Number of Posts</u>	<u>Pay Scale</u>
Police Interpreter II	354	MPS 10 - 22
Police Interpreter I	169	MPS 23 - 26
Senior Police Interpreter	11	MPS 27 - 32
Chief Police Interpreter	1	MPS 33 - 37

4. At present, the entry qualifications for appointment to the Police Interpreter II rank are passes in five subjects, including English Language (Syllabus B) and Chinese Language, in the Hong Kong Certificate of Education Examination plus the ability to type at 30 words per minute.

5. In its review the Administration identified a need not only to improve the overall standard of the work of Police Interpreters to meet the increasing operational demands made on them in recent years but also to recruit candidates with better qualifications and experience to the grade. In addition to the provision of more and better training courses designed to improve standards among serving officers, the Administration proposes that the entry qualifications for the Police Interpreter grade should be raised to five passes in the Hong Kong Certificate of Education Examination of which English Language (Syllabus B) and Chinese Language must be at Grade C or above plus at least three years' relevant experience in jobs involving either interpretation and translation work or the frequent use of written and spoken English. We accept the Administration's findings and endorse its proposals in this regard.

6. In line with the revised entry qualifications, the Administration proposes that the Police Interpreter grade should be transferred from Group I to Group II of the School Certificate grades and that its pay scales should be similar to those of the other grades in the group as follows :

	<u>Existing</u>	<u>Proposed</u>
Police Interpreter II	MPS 10 - 22	MPS 12 - 24
Police Interpreter I	MPS 23 - 26	MPS 25 - 30
Senior Police Interpreter	MPS 27 - 32	MPS 31 - 37
Chief Police Interpreter	MPS 33 - 37	MPS 38 - 43

7. While we consider that there is a need to improve the pay scale of the Police Interpreter II rank to reflect the new and higher entry qualifications, we see no valid reason why serving officers in the senior ranks should benefit from the proposal to the extent of more than two increments as would occur if the usual conversion arrangements were applied, especially since there is no evidence that the staff concerned are at present underpaid. We therefore asked the Administration to produce some modified conversion arrangements. We understand that the Administration, in consultation with the departmental management and the staff concerned, has drawn up a set of modified arrangements which will ensure that no serving officer receives more than two increments on conversion. On this basis, we support the Administration's proposal to improve the pay scales of the grade as set out in paragraph 6.

8. Since our recommendations arise from a recent review of the grade, we recommend that, if accepted, they should be implemented from a current date.

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

(S.Y. Chung)  
Chairman

12 September 1985

His Excellency Sir Edward Youde, GCMG, MBE  
Governor of Hong Kong

Your Excellency,

Experimental Officer Grade

We last considered the Experimental Officer grade in our First Report on Civil Service Pay (Report No. 2) which was submitted in 1979. In that review, we commented that the existing pay scales for this grade were out of line with others in the same group but we did not recommend any change pending a more detailed examination of the grade.

2. We have recently been informed that the Administration has completed a review of the Experimental Officer grade and that it recommends a revision of the pay scales of the grade and the creation of a new rank of Principal Experimental Officer. We have been asked to advise on these proposals.

3. The Experimental Officer grade is classified in Group III of the Professional, Degree and Related Grades. Its members are employed in the Royal Observatory and they are responsible for the analysis and interpretation of meteorological, tidal, water current and seismological data and for weather forecasting. The present structure, establishment and pay scales of the grade are as follows :

	<u>No. of Posts</u>	<u>Pay Scale</u>
Experimental Officer	27	MPS 21 - 34
Senior Experimental Officer	12	MPS 35 - 41
Chief Experimental Officer	4	MPS 42 - 47

4. The Administration proposes to bring the pay scales of the Experimental Officer grade into line with the norms for Degree Group III as follows :

	<u>Existing</u>	<u>Proposed</u>
Experimental Officer	MPS 21 - 34	MPS 20 - 31
Senior Experimental Officer	MPS 35 - 41	MPS 32 - 37
Chief Experimental Officer	MPS 42 - 47	MPS 38 - 47

5. In addition, the Administration has identified two posts of Chief Experimental Officer which carry a level of responsibility distinctly higher, and duties considerably more demanding, than the other two posts in the same rank. The holders of these two posts are the heads of the Department's Computer Division and the Airport Meteorological Office respectively and the Administration proposes to upgrade them to a new rank of Principal Experimental Officer (MPS 48 - 51). Specifically, the Administration considers that the duties and responsibilities of the present Chief Experimental Officer who heads the Computer Division are comparable to those of an Assistant Data Processing Manager who has a pay scale of MPS 48 - 51 in the Analyst/Programmer grade. The possibility of using an Assistant Data Processing Manager to perform the duties of the Chief Experimental Officer has been considered but ruled out because the latter post requires extensive knowledge of all areas of meteorology. As regards the Chief Experimental Officer who heads the Airport Meteorological Office, the Administration considers that his role has also become more demanding over the last few years as the information required by aircraft becomes more sophisticated and that a higher ranking at the MPS 48 - 51 level is therefore justified.

6. We endorse the Administration's recommendation to revise the pay scales of the Experimental Officer grade to bring them into line with the norms for Degree Group III grades. We also endorse the Administration's recommendation to create a new rank of Principal Experimental Officer (MPS 48 - 51) which is fully justified on functional grounds. The proposed pay scale for the new rank is in line with that for comparable ranks in Degree Group III. Our recommendations for the pay scales and structure for the Experimental Officer grade are therefore as follows :

	<u>Pay Scale</u>
Experimental Officer	MPS 20 - 31
Senior Experimental Officer	MPS 32 - 37
Chief Experimental Officer	MPS 38 - 47
Principal Experimental Officer	MPS 48 - 51

7. If our recommendations are accepted, we propose that they should be implemented from a current date.

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

(S.Y. Chung)  
Chairman

27 September 1985

His Excellency Sir Edward Youde, GCMG, MBE  
Governor of Hong Kong

Your Excellency,

The Mould Laboratory Technician Grade

We last considered the Mould Laboratory Technician grade in the context of an overall review of Educational Qualification Benchmarks, Grades with Student Ranks and Long Service Increments, and our recommendations were published in Report No. 8.

2. We were informed recently that, in response to proposals from the Director of Medical & Health Services for improvements in the pay and rank structure of the grade, the Administration had completed a detailed review and that it recommended the creation of a new rank of Mould Laboratory Technologist as a means of improving the Mould Laboratory Service as well as the general management of the grade. We were asked to advise on the proposal.

3. The Mould Laboratory Technician grade is classified in Group II of the Polytechnic Higher Diploma, Diploma and Related Grades. The present structure, establishment and pay scales of the grade are as follows :-

<u>Rank</u>	<u>No. of Posts</u>	<u>Pay Scale</u>
Student Mould Laboratory Technician )	15	TPS 5 - 7
) )		
Mould Laboratory Technician )		MPS 14 - 25
Senior Mould Laboratory Technician )	6	MPS 26 - 32

The Student Mould Laboratory Technician and Mould Laboratory Technician ranks form a combined establishment.

4. The members of the grade are employed exclusively in the Medical and Health Department's Institute of Radiology and Oncology and they are responsible for the production of moulds for use in the treatment of patients by radiotherapy. The Institute runs three mould laboratories, one each in the Queen Mary Hospital, the Queen Elizabeth Hospital and the Prince of Wales Hospital and, as the result of an expansion of the grade over the past two years, its members now work in teams each of which is headed by a Senior Mould Laboratory Technician.

5. In the headquarters of the Institute, there is a separate Senior Mould Laboratory Technician who provides technical advice to the mould laboratories in the hospitals. His duties include research on moulding techniques and new equipment, the preparation of training programmes for Student Mould Laboratory Technicians and the dissemination of information on the latest developments in the field to members of the Mould Laboratory Service.

6. The Civil Service Branch review established that the Senior Mould Laboratory Technician whose duties are described in the previous paragraph is carrying a distinctly higher level of responsibility and doing more complex work than his colleagues whose duties are confined to individual mould laboratories. In order to give official recognition to this factor and to improve the overall management of the Mould Laboratory Service, the Administration recommends that a post in a new rank of Mould Laboratory Technologist (MPS 33 - 37) should be created for this Senior Mould Laboratory Technician. The occupant of the post would continue to work to the Superintendent Radiographer (Radiotherapy) and would supervise the Senior Mould Laboratory Technicians who head the teams working in hospitals. This change in the structure of the Mould Laboratory Service would give official recognition to the fact that the overall management of the service requires to be undertaken by an officer with a high level of expertise and practical experience and would provide a better career structure for the grade itself.

7. We endorse the Administration's recommendation as the review carried out by the Civil Service Branch has established that there are three distinct levels of responsibility in the work of the grade and that the creation of a new rank is justified on functional grounds. The pay scale proposed is in line with the norm for corresponding ranks in the same Diploma group and we recommend that a new rank of Mould Laboratory Technologist with a pay scale of MPS 33 - 37 should be created.



8. If our proposal is accepted, we recommend that it should be implemented from a current date.

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

(S.Y. Chung)  
Chairman

18 June 1985

His Excellency Sir Edward Youde, GCMG, MBE  
Governor of Hong Kong

Your Excellency,

New Grades of Security Assistant  
(Legislative Council Building) and  
Security Officer (Legislative Council  
Building)

We have been asked to advise on a proposal to create two new grades of Security Assistant (Legislative Council Building) and Security Officer (Legislative Council Building) in the Specialist Civilian Grades group.

2. We understand that the Legislative Council Chamber, the Legislative Council Section of the Councils Division of the Government Secretariat and the Office of the Unofficial Members of the Legislative and Executive Councils (UMELCO) will be relocated in the old Supreme Court Building at the end of this year and that it will thereafter be known as the Legislative Council Building. It is proposed that a corps of security personnel should be established to provide an effective 24-hour security service for the building, to escort distinguished visitors to the Chamber, to usher complainants to the UMELCO Office, and to exercise various constabulary powers to be conferred on them by legislation.

3. The Administration has considered whether any of the existing civil service grades could be used for the proposed duties but none of them appears to be suitable. It has also concluded that it would not be appropriate to contract out the duties to companies in the private sector in view of the sensitivity of the issues likely to be dealt with in the Legislative Council Building. The Administration accordingly proposes that two one-rank grades of Security Assistant (Legislative Council Building) and Security Officer (Legislative Council Building) should be created. The Administration

considers that the duties proposed for these grades could be efficiently discharged by retired Police Sergeants and Inspectors of Police respectively and it is the intention that recruits to the new grades should be from these sources. Taking the proposed entry requirements for the two grades into account, the Administration proposes that fixed point pay scales should be set for them which would be in line with the mid-points of the pay scales of the Police Sergeant and Inspector of Police ranks, as follows :

<u>Proposed Grades</u>	<u>Proposed Pay Scales</u> (fixed point)
Security Assistant (Legislative Council Building)	MPS 19
Security Officer (Legislative Council Building)	MPS 33

4. We endorse the Administration's proposals and recommend that two new grades of Security Assistant (Legislative Council Building) and Security Officer (Legislative Council Building) should be created with fixed point pay scales at MPS 19 and MPS 33 respectively.

5. If our recommendation is accepted, we propose that it should be implemented from a current date.

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

(S.Y. Chung)  
Chairman