

CHAPTER 4

REVIEW OF INDIVIDUAL GRADES BY THE COMMISSION

4.1 As in previous years, we were asked to review and advise on the structure and pay scales of a number of individual grades, the circumstances of which have materially changed since they were last reviewed. These cases are summarised in the following paragraphs and the letters conveying our advice to His Excellency the Governor are reproduced in full in Appendix VIII. In all these cases, our advice was accepted by the Government.

Amalgamation of the Grades of Fisheries Officer and Research Officer (Appendix VIII) (1)

4.2 We were asked to advise on a proposal by the Administration to amalgamate the grades of Fisheries Officer and Research Officer. We were informed that the original duties of the Research Officer grade were mainly concerned with research in South China Sea fisheries. Following the decline in importance of the research function within the Fisheries Branch of the Agriculture and Fisheries Department and the adoption of a multi-disciplinary approach to fisheries research, requiring both specialist expertise and experience in management and development in the fisheries industry, the demarcation between the duties of the Research Officer and Fisheries Officer grades has become less distinct. A grade review carried out by the Administration found that the nature of the work carried out by Fisheries Officers and Research Officers had become quite similar, thereby lending support to the notion that the two grades could be amalgamated to form a single new grade. A separate value for money study also recommended that the Fisheries Branch should be re-organised, with a total staff saving of 175 posts, including 5 Research officer posts. The existence of two separate grades hampered re-organisation of the Branch by restricting staff re-deployment. Amalgamation of the two grades was therefore considered necessary for implementation of the value for money recommendations.

4.3 In view of the similarity in work nature, rank structure and entry requirements of the two grades and having regard to the need for flexibility in re-deployment of officers in both grades, we endorsed the Administration's proposal. We recommended that the new Fisheries officer grade should have the following pay scale and structure : -

<u>Rank</u>	<u>Pay Scale</u>
Senior Fisheries Officer	MPS 48 - 51
Fisheries Officer	MPS 31 - 47
Assistant Fisheries Officer	MPS 20 - 25

The Trade Officer (Appendix VIII) (2)

4.4 In Report No. 2, we considered that the Assistant Trade Officers should be replaced by Executive Officers, and that the existing Trade Officer rank should become the first recruitment rank with a pay scale equated with that of Administrative Officers. We were subsequently informed that in view of our advice and as a result of a major re-organisation of the then Department of Trade, Industry and Customs, recruitment of Assistant Trade Officers was discontinued in 1982, pending a review of the structure of the Trade Officer grade. In the meantime, Assistant Trade Officer vacancies arising from wastage and increases in workload had been filled temporarily by the secondment of Executive Officers.

4.5 During the year, we were informed that the Administration had completed a review of the structure of the Trade Officer grade and we were asked to advise on the rank structure and pay scale of the grade. The proposals presented to us included the retention of the Assistant Trade Officer rank as part of the Trade Officer grade and the splitting of the Assistant Trade Officer rank into two new ranks of Assistant Trade Officer II and Assistant Trade Officer I, as a means of rationalising the structure of the Trade Officer grade and raising the efficiency of the operation of the Trade Department and the Industry Department.

4.6 Having regard to the specialist nature of the Trade Officer grade, members of which needed to prepare themselves for the Trade Officer rank by learning on the job in the Assistant Trade Officer rank, and the unsatisfactory situation which had arisen from the secondment of Executive Officers to fill Assistant Trade Officer posts due to the regular and frequent transfer of Executive Officers, we accepted that there was a need to retain the Assistant Trade Officer rank in the Trade Officer grade. We also endorsed the proposed splitting of the Assistant Trade Officer rank into two levels based on functional considerations. We considered that this would reflect more clearly the different levels of responsibility within the rank and should also enhance efficiency in the operation of the departments concerned. The proposed structure of the Trade Officer grade would also provide a satisfactory career structure for members of the grade. The new pay scales for the Assistant Trade Officer I (MPS 32 - 37) and Assistant Trade Officer II

(MPS 20 - 31) were consistent with the norm for Group III degree grades and would remove anomalies in the existing pay scale for Assistant Trade Officers in which seven points were omitted from the scale. We also accepted the temporary retention of the omitted point at MPS 41 in the pay scale of the Trade Officer rank, pending an overall review by the Administration of the system of omitted points now existing in the civil service. The proposed structure and pay scale of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>		<u>Proposed</u>
Assistant Trade Officer	MPS 20 - 37 (with omitted points at MPS 24 - 30)	) Assistant	MPS 20 - 31
		) Trade	
		) Officer II	
		) Assistant	MPS 32 - 37
		) Trade	
		) Officer I	
Trade Officer	MPS 38 - 47 (with omitted point at MPS 41)	Trade Officer	MPS 38 - 47 (with omitted point at MPS 41) (No change)
Principal Trade Officer	MPS 48 - 51	Principal Trade Officer	MPS 48 - 51 (No change)

The Surveillance Grade of the Independent Commission  
Against Corruption (Appendix VIII) (3)

4.7 We were invited to advise on a proposal by the Administration to re-structure the Surveillance grade of the Independent Commission Against Corruption. The existing structure, establishment and pay scale of the grade were : -

<u>Rank</u>	<u>Establishment</u>	<u>Pay Scale</u>
Senior Commission Against Corruption Controller	3	MPS 28 - 33
Commission Against Corruption Controller	13	MPS 23 - 26
Commission Against Corruption Team Leader	19	MPS 19 - 21
Assistant Commission Against Corruption Investigator	76 (Main Stream)	MPS 11 - 18
	9 (Attendant Stream)	MPS 11 - 16

4.8 We last reviewed the Surveillance grade in 1980 and noted at that time that the structure of the grade was not entirely satisfactory. A full review of the grade had since been carried out by the Commissioner, Independent Commission Against Corruption and a number of problems had been identified. It was found that the relativities between the Surveillance grade entry point and the Officer grade entry point were weighted unfairly in favour of the latter, despite similar entry qualifications. Also, the work done by the Commission Against Corruption Team Leaders and Commission Against Corruption Controllers was similar in terms of their levels of responsibility, but the pay scales of the two ranks were different. Arrangements for the supervision of the Surveillance grade was also not satisfactory. In theory it was supervised by Commission Against Corruption Officers (Middle), who were members of another grade. In practice, however, supervisory posts were filled by Senior Commission Against Corruption Controllers receiving an acting allowance for undertaking the duties of a more senior rank.

4.9 In the light of these findings, the Administration proposed revising the pay scale for the Assistant Commission Against Corruption Investigator (Main Stream) rank from the existing level of MPS 11 - 18 to MPS 11 - 21; abolishing the Commission Against Corruption Team Leader rank and replacing all existing posts with Commission Against Corruption Controllers; creating a new rank of Chief Commission Against Corruption Controller to assume the supervisory role of the Surveillance grade; and designating the Assistant Commission Against Corruption Investigator (Attendant Stream) rank as a separate grade.

4.10 We were of the view that the Administration's proposals would, in the main, result in an improved and more appropriate structure of the Surveillance grade, reflecting more accurately the level of responsibility of each individual rank, and that they would remove some of the unsatisfactory features of the grade as identified in the review. We endorsed the Administration's proposed new structure of the Surveillance grade subject to the revision of the title of the "Assistant Commission Against Corruption Investigator" to "Commission Against Corruption Investigator" which we felt to be more appropriate. However, we did not accept that the Assistant Commission Against Corruption Investigator (Attendant Stream) rank should be designated as a separate grade as we considered the proliferation of separate grades undesirable and that in this instance the justification was of a rather cosmetic nature. Our recommendations for the structure and pay scale of the Surveillance grade were therefore as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Chief Commission Against Corruption Controller	-	MPS 34 - 40
Senior Commission Against Corruption Controller	MPS 28 - 33	MPS 28 - 33 (No change)
Commission Against Corruption Controller	MPS 23 - 26	MPS 23 - 26 (No change)
Commission Against Corruption Team Leader	MPS 19 - 21	Rank deleted
Commission Against Corruption Investigator (Main Stream)	MPS 11 - 18	MPS 11 - 21
Commission Against Corruption Investigator (Attendant Stream)	MPS 11 - 16	MPS 11 - 16 (No change)

New Rank of Staff Officer (Civil Aid Services)  
(Appendix VIII) (4)

4.11 The Administration asked us to advise on a proposal to create a new rank of Staff Officer (Civil Aid Services), with a pay scale of MPS 48 - 51, for the Civil Aid Services. A review conducted by the Security Branch had established that the Chief Staff Officer (Civil Aid Services), a one-rank grade at the D2 level, was fully occupied with matters of policy and planning arising from his primary duties as the Head of Agency and Controlling Officer, and that there was a need for a deputy to assist him in supervising the work of the Training and Administration Wings of the Civil Aid Services. The Administration supported these findings and considered that a new rank of Staff Officer (Civil Aid Services) with a pay scale of MPS 48 - 51 should be created in order to reduce the Chief Staff Officer's direct involvement in training and administration, and to allow him to concentrate on the management of the volunteer service.

4.12 We endorsed the Administration's proposal as there appeared to be a genuine need for a deputy post to restore a more balanced and appropriate management structure within, and to improve the overall efficiency of, the Civil Aid Services. We also considered that the proposed pay scale of MPS 48 - 51 was appropriate in terms of relativities both within the Civil Aid Services, and in comparison with the

Auxiliary Medical Services, the only other voluntary agency with a similar establishment. Our proposals for the structure and pay scale of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Staff Officer (Civil Aid Services)	-	MPS 48 - 51
Chief Staff Officer (Civil Aid Services)	D2	D2 (No change)

New Grade of Mortuary Technician (Appendix VIII) (5)

4.13 In support of a request from the Director of Medical and Health, the Administration asked us to advise on a proposal to create a new grade of Mortuary Technical Assistant.

4.14 We were informed that post-mortems were carried out by Clinical and Forensic Pathologists who were supported by Mortuary Supervisors in the clerical, and Mortuary Attendants in the menial, aspects of the work. Due to increasing demand for more detailed post-mortems by the courts, and a growing trend for more complicated post-mortem studies required for clinical purposes, some of the more experienced Mortuary Attendants had been undertaking, on a voluntary basis, a number of additional duties which were outside the scope of their normal duties. In order to rationalise the situation, as well as to strengthen the necessary support to the Pathologists, and to provide adequate supervision and training for junior Mortuary Attendants, a new grade of Mortuary Technical Assistant was proposed.

4.15 We endorsed the Administration's proposal on the basis of functional need, and because the creation of this new grade would provide Pathologists with better support and would enable them to concentrate on their professional duties. We also considered the proposed pay scale of MPS 14 - 18 to be appropriate. However, we had reservations on the title of the new grade and considered that "Mortuary Technician" was more appropriate. Our recommendations for the structure and pay scale of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Mortuary Technician	-	MPS 14 - 18

New Rank of Assistant Protocol Officer (Appendix VIII) (6)

4.16 We were asked to advise on a proposal to create a new rank of Assistant Protocol Officer with a pay scale of MPS 32 - 37 in place of an existing rank of Reception Officer with a pay scale of MPS 20 - 31. A review conducted by the Administration had established that the level of responsibility and the nature, scope, and complexity of the duties of the Reception Officer post had increased considerably, due to greater delegation from the Protocol Officer who was required to devote more time to state occasions and Consular Corps activities. The Administration considered that the present range of responsibilities of the Reception Officer required the incumbent to be mature, experienced, capable of working independently, and able to represent the Director of Protocol when necessary. The Administration therefore proposed that the post be upgraded to Executive Officer I equivalent and that its pay scale of MPS 20 - 31 be revised to MPS 32 - 37 accordingly. Since the duties of the Reception Officer were comparable with those of a Protocol Officer but at a lower level of responsibility, it was also proposed that the title of the post be changed to Assistant Protocol Officer and that this rank would become the basic rank of the Protocol Officer grade.

4.17 We endorsed the Administration's proposals as we were satisfied that there had been an increase in the level of responsibilities of this post. We also agreed that its pay scale should be revised to the level of an Executive Officer I, as warranted by the level of responsibilities and the degree of maturity and experience required of the post. We supported the view that the regraded post should become the recruitment rank of the Protocol Officer grade and that its title be changed to Assistant Protocol Officer, so as to reflect more accurately both the nature and the level of responsibilities of the post. Our proposals for the structure and pay scale of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Assistant Protocol Officer	-	MPS 32 - 37
Protocol Officer	MPS 38 - 47	MPS 38 - 47 (No change)