

CHAPTER 4

REVIEW OF INDIVIDUAL GRADES

4.1 As in previous years, we were asked by the Administration to review and advise on the structure and pay scales of a number of individual grades the circumstances of which had materially changed since they were last reviewed. These cases are briefly summarised in the following paragraphs. The letters conveying our advice on them to His Excellency the Governor are reproduced in full in Appendix IX.

New Rank of Senior Postman (Appendix IX (1))

4.2 In support of a request from the Postmaster General, the Administration asked us to advise on a proposal to create a new rank of Senior Postman with a pay scale of MPS 16 - 19.

4.3 We were informed that Postmen were deployed in work units supervised by Senior Postal Officers. The problem was that the latter were unable to guide and supervise the Postmen adequately because these Senior Postal Officers were already fully engaged in their own functional duties. Moreover, in small postal branch offices, there was a need for an officer more senior in rank than the Postman to assist the Senior Postal Officer in counter transactions in order to provide a better service to the public. The Senior Postman to be created would assume the role of team leader to supervise the work units and, in small branch offices, would act as assistant to the Senior Postal Officer in charge.

4.4 We were satisfied that there was a functional need to create a senior rank in the Postman grade. This would provide a first line supervision of Postmen in work situations requiring team work and would also improve service to the public in small branch offices. Our recommendations for the structure and pay scale of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Postman	MPS 4 - 15	no change
Senior Postman	-	MPS 16 - 19

New Ranks of Cadet Pilot and Pilot II (Appendix IX (2))

4.5 We were invited by the Administration to advise on a proposal to create a new rank of Cadet Pilot with a pay scale of TPS 15 - 16 and a new rank of Pilot II with a pay scale of MPS 29 - 37 for the Royal Hong Kong Auxiliary Air Force (RHKAAF).

4.6 We were informed that a phased expansion programme for the RHKAAF was being implemented. The programme was designed to implement the Executive Council's decisions that the RHKAAF should become capable of conducting search and rescue missions at night and that the RHKAAF should take over the tasks currently undertaken by the Royal Air Force when the latter eventually withdrew from Hong Kong. Creation of the new rank of Cadet Pilot was necessary for recruiting more local officers to the RHKAAF to be trained as Pilots to meet all the requirements of the Force in the late 1990's. The new rank of Pilot II would be the promotion rank for Cadet Pilots.

4.7 The Administration's proposals for the structure and pay scales for the Pilot grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Cadet Pilot	-	TPS 15 - 16
Pilot II	-	MPS 29 - 37
Pilot I (retitling of existing Pilot rank)	MPS 38 - 47	MPS 38 - 47 (no change)
Senior Pilot	MPS 48 - 51	MPS 48 - 51 (no change)

Having regard to the levels of responsibility of the proposed ranks, internal relativities and the need to attract candidates of the right quality, we endorsed the Administration's proposals.

New Grade of Law Translation Officer (Appendix IX (3))

4.8 During the year, we were invited by the Administration to advise on a proposal to create a new grade of Law Translation Officer.

4.9 In July 1985, the Executive Council approved proposals for the enactment of future legislation in both English and Chinese and for the production of an authentic Chinese translation of all existing legislation. The Executive Council had also set a target of completing the translation of existing legislation by 1992. To implement these policy decisions, the Legal Department set up a team comprising lawyers and officers from the Chinese Language Officer grade to undertake the task. The latter had to complete an intensive course in legal studies and language before taking up their duties.

4.10 However, the Attorney General considered that a specialist grade of law translator should be established in the Legal Department to undertake law translation. In his view, the production of an authentic Chinese version of the legislation was different from normal translation undertaken by officers of the Chinese Language Officer grade. The Attorney General further considered that a specialist departmental grade of law translator was required so that its members would not be subject to transfer to other departments. This would ensure the continuity of staff engaged in translating the laws of Hong Kong.

4.11 We endorsed the proposal of creating a new grade of Law Translation Officer in the Legal Department. We had been assured by the Administration that there would not be a surplus of manpower in 1992 when the translation of existing legislation into Chinese had been completed. Having regard to the special skills required and the anticipated recruitment difficulties in the proposed grade of Law Translation Officer, we considered it appropriate for this new grade to be remunerated on the same scale as the Interpreter (Simultaneous Interpretation) grade. Thus our recommendations for the structure and pay scale of the Law Translation Officer grade were as follows : -

<u>Rank</u>	<u>Pay Scale</u>
Law Translation Officer	MPS 38 - 47
Senior Law Translation Officer	MPS 48 - 51

New Rank of Senior Personal Assistant (Appendix IX (4))

4.12 We were asked to advise on a proposal by the Administration to create a new rank of Senior Personal Assistant with a pay scale of MPS 38 - 42 to replace an existing grade of Personal Assistant to H.E. the Governor.

4.13 Personal Assistant to H.E. the Governor is a one-rank departmental grade which provides a personal executive secretarial service to the Governor while Personal Assistant is a one-rank general grade which provides personal executive secretarial service to the highest ranking officers in the Government. The Administration had conducted a review of these two grades and found that the nature of their work was similar, though the Personal Assistant to H.E. the Governor had a higher level of responsibility. The Administration proposed to replace the Personal Assistant to H.E. the Governor grade by creating a new rank of Senior Personal Assistant, which would become the promotion rank for Personal Assistant.

4.14 We endorsed the Administration's proposal on the grounds that the merger was functionally justified and was in accordance with our previous recommendations in our Report No. 1 which, among other things, called for an examination of the extent to which existing grades could be merged into more general grades. We also concurred that the proposed merger would result in a better structure for the Personal Assistant grade. The recommended structure and pay scales were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Personal Assistant	MPS 31 - 37	MPS 31 - 37 (no change)
Senior Personal Assistant	-	MPS 38 - 42

Amalgamation of the Ranks of Assistant Superintendent of Posts and Superintendent of Posts (Appendix IX (5))

4.15 We were requested to advise on a proposal by the Administration to amalgamate the ranks of Assistant Superintendent of Posts and Superintendent of Posts to form a new rank of Superintendent of Posts with a pay scale of MPS 25 - 31.

4.16 We were informed that the functional difference in respect of the duties and responsibilities of Assistant Superintendents of Posts and Superintendents of Posts was marginal. In addition, the amalgamation of the two ranks would simplify the line of supervision, enhance communication and management control, and improve the career structure of the grade.

4.17 Having considered the proposal, we were satisfied that the need for a third level of supervision within the Postal Officer grade no longer existed. We agreed that the merger of the ranks of Assistant Superintendent of Posts and Superintendent of Posts would streamline the structure of the Postal Officer Grade and bring it in line with that of comparable grades in the School Certificate group. Our recommendations for the structure and pay scales of the grade were as follows : -

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Postal Officer	MPS 7 - 20	MPS 7 - 20 (no change)
Senior Postal Officer	MPS 21 - 24	MPS 21 - 24 (no change)
Assistant Superintendent of Posts	MPS 25 - 28	rank deleted
Superintendent of Posts	MPS 29 - 31	MPS 25 - 31 (new rank)