

CHAPTER FOUR

MATRICULATION GRADES

(The recommendations for Matriculation Grades are set out in this Chapter)

4.1 This group comprises grades normally requiring Matriculation (see note) as a minimum appointment qualification. Many grades in the group perform important middle management functions.

Benchmark and Salary Structure

4.2 The benchmark for the group has been set at new MPS 10 to maintain the quality of candidates coming forward for appointment.

4.3 The existing five-tier salary structure for this group is generally appropriate. Except for the highest ranks which are broadbanded, the pay scales of individual grades are fine-tuned to take account of relevant job factors.

In-Service Appointment

4.4 In some Matriculation grades, there is provision for in-service appointment of serving officers in the supporting grades who have only a School Certificate and relevant experience. It enables the departmental management to make the best use of the abilities and experience of suitable officers, and provides an important avenue for their advancement. This arrangement should be encouraged.

Note : A qualification of Matriculation means passes in two subjects in the Hong Kong Advanced Level Examination and three subjects at Grade C or above in the Hong Kong Certificate of Education Examination, or equivalent.

Individual Grades

4.5 Our views on individual grades are set out in the paragraphs below.

4.6 Amenities Officer

Amenities Officers are responsible for planning and developing recreation and amenities projects as well as managing established facilities. The existing pay scales are appropriate. We do not support the request by staff for an additional increment upon completion of training during probation as this would be inconsistent with established principles. The proposal to merge the ranks of Senior and Chief Amenities Officers is also not supported in view of the distinct functional differences between the two ranks.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Amenities Officer II	14 - 30	10 - 26	10 - 26
Amenities Officer I	31 - 37	27 - 33	27 - 33
Senior Amenities Officer	38 - 43	34 - 39	34 - 39
Chief Amenities Officer	44 - 47	40 - 44	40 - 44
Principal Amenities Officer	48 - 51	45 - 49	45 - 49

4.7 Assistant Registrar

The staff have requested revision of the entry qualification of the grade to either Diploma or Higher Diploma. Considering that some of the more complex duties of the grade have been transferred to the new Intellectual Property Examiner and Insurance Officer grades, we consider the existing appointment qualification and pay scales appropriate.

We understand that a comprehensive study of the role, functions and organisational structure of the Registrar General's Department is in progress. We may need to re-examine the grade if its functions or structure are affected as a result of this study.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Registrar II	16 - 31	12 - 27	12 - 27
Assistant Registrar I	32 - 37	28 - 33	28 - 33
Senior Assistant Registrar II	38 - 43	34 - 39	34 - 39
Senior Assistant Registrar I	44 - 47	40 - 44	40 - 44
Chief Assistant Registrar	48 - 51	45 - 49	45 - 49

4.8 Assistant Shipping Master

This grade assists in the registration and engagement of seamen for ocean-going ships. As recruitment has ceased since 1982, the long-term need for the grade should be reviewed. We recommend no change to the existing scales.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Shipping Master	15 - 31	11 - 27	11 - 27
Senior Assistant Shipping Master	32 - 37	28 - 33	28 - 33

4.9 Controller of Posts

Staff have requested that the entry qualification of this grade should be upgraded to a Degree. We have considered the case without finding sufficient justification for the proposal. The existing pay scales of the grade are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Controller of Posts II	16 - 31	12 - 27	12 - 27
Assistant Controller of Posts I	32 - 37	28 - 33	28 - 33
Controller of Posts	38 - 47	34 - 44	34 - 44
Senior Controller of Posts	48 - 51	45 - 49	45 - 49

4.10 Court Prosecutor

In view of the high wastage in the Court Prosecutor rank, we recommend that one point be omitted from the rank scale to help retain staff. We also support the proposal by the departmental management and staff to create a new rank of Senior Court Prosecutor I to provide better supervision and guidance to Court Prosecutors, to handle review cases and to assume grade management responsibility. This new rank should be remunerated at new MPS 34 - 39. The existing rank of Senior Court Prosecutor should correspondingly be retitled as Senior Court Prosecutor II.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Court Prosecutor	19 - 31	15 - 27	15 - 27 (Omitted Point at 18)
Senior Court Prosecutor (to be retitled as Senior Court Prosecutor II)	32 - 37	28 - 33	28 - 33
Senior Court Prosecutor I (new rank)	-	-	34 - 39

4.11 Factory Inspector

This grade is responsible for enforcing legislation concerning industrial health, safety and employee welfare in industrial establishments. Having regard to the nature of work and the recommendations of the Director of Audit and the Labour Adviser, the Commissioner for Labour has proposed revising the entry qualification of the grade to Higher Diploma level. We support this proposal and recommend that the grade be re-classified under Group I of the Higher Diploma, Diploma and Related Grades. The job weight of the basic rank is comparable to that of the first two tiers in the Higher Diploma group. Thus we recommend that the pay scale be set at new MPS 13 - 28. However, officers in the rank should be required to pass a departmental assessment before they progress beyond new MPS 23 or become eligible for promotion. The pay scales of the higher ranks are in line with those for comparable Higher Diploma grades.

	Existing under 'Matriculation' Grouping		Proposed under 'Higher Diploma' Grouping
	Old MPS	New MPS	New MPS
Factory Inspector II	15 - 31	11 - 27	13 - 28
Factory Inspector I	32 - 37	28 - 33	29 - 33
Divisional Factory Inspector	38 - 43	34 - 39	34 - 39
Superintendent of Factory Inspectors	44 - 47	40 - 44	40 - 44
Deputy Chief Factory Inspector	48 - 51	45 - 49	45 - 49

4.12 Hospital Administrator

We note that this grade has assumed additional responsibilities in areas such as patient relations, hospital information systems and project planning and co-ordination. Moreover, it has been ascertained from the departmental management and the Provisional Hospital Authority that the role of the grade will be further enhanced under the new Hospital Authority. It will play a vital part in the management reform to be introduced in public hospitals. Having regard to recent and future developments, there is a case to upgrade the entry qualification of the grade to a Degree and reclassify it under the group of Degree and Related Grades. The starting pay of the first rank is adjusted in accordance with the Degree group benchmark.

	Existing under 'Matriculation' Grouping		Proposed under 'Degree' Grouping
	Old MPS	New MPS	New MPS
Hospital Administrator II	15 - 31	11 - 27	16 - 27
Hospital Administrator I	32 - 37	28 - 33	28 - 33
Senior Hospital Administrator	38 - 47	34 - 44	34 - 44
Chief Hospital Administrator	48 - 51	45 - 49	45 - 49

4.13 Housing Manager

In view of the increase in responsibilities of this grade, we recommend raising by one point the starting and maximum pay of the Housing Officer rank and the starting pay of the Assistant Housing Manager rank. The existing pay scales of the higher ranks are appropriate. For reasons explained in paragraph 2.24, we are unable to support the proposal by staff to award additional increments to Housing Officers who have acquired a Diploma in Housing Management.

We are concerned about the promotion prospects in the grade, particularly at the junior level. We suggest that the departmental management and the Administration should examine the current manning scale as well as the duties and ranking of existing posts to identify areas for improvement.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Housing Officer	14 - 30	10 - 26	11 - 27
Assistant Housing Manager	31 - 37	27 - 33	28 - 33
Housing Manager	38 - 47	34 - 44	34 - 44
Senior Housing Manager	48 - 51	45 - 49	45 - 49

4.14 Judicial Clerk

We have examined the staff's request to raise the entry qualification of this grade to a Degree. Having regard to the nature of work and the overall job weight, the existing appointment requirements and pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Judicial Clerk	14 - 30	10 - 26	10 - 26
Senior Judicial Clerk II	31 - 37	27 - 33	27 - 33
Senior Judicial Clerk I	38 - 43	34 - 39	34 - 39
Chief Judicial Clerk	44 - 47	40 - 44	40 - 44
Principal Judicial Clerk	48 - 51	45 - 49	45 - 49

4.15 Land Executive

Land Executives are deployed on land administration and lease enforcement duties. Having regard to the nature of work and responsibilities involved, we cannot support the proposal from the departmental management and staff of raising the entry qualification of the grade to a Degree. The existing appointment requirements and pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Land Executive	19 - 37	15 - 33	15 - 33
Senior Land Executive	38 - 43	34 - 39	34 - 39
Chief Land Executive	44 - 47	40 - 44	40 - 44
Principal Land Executive	48 - 51	45 - 49	45 - 49

4.16 Law Clerk

From the evidence available, we are unable to support the creation of the additional senior ranks proposed by staff. The existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Law Clerk	14 - 30	10 - 26	10 - 26
Senior Law Clerk II	31 - 37	27 - 33	27 - 33
Senior Law Clerk I	38 - 43	34 - 39	34 - 39

4.17 Liaison Officer

This grade undertakes liaison duties in the New Territories. Both the staff and departmental management have requested upgrading of the entry qualification of the grade to a Degree. We note, however, that the Administration is conducting a review of the Executive Officer grade which will take about six months to complete. As this review covers the role of Executive Officers in liaison duties in the urban districts, any recommendation may have implications on the Liaison Officer grade. In the circumstances, we consider it inappropriate to take a decision now on the long-term future of the grade. In the meantime, having regard to the increase in responsibilities of the grade, we recommend that the starting pay of the Liaison Officer II rank should be

raised by one point. We also support the creation of a Chief Liaison Officer rank to undertake the higher responsibilities of co-ordinating liaison matters in the departmental headquarters. This new rank should be remunerated at new MPS 40 - 44.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Liaison Officer II	16 - 31	12 - 27	13 - 27
Liaison Officer I	32 - 37	28 - 33	28 - 33
Senior Liaison Officer	38 - 43	34 - 39	34 - 39
Chief Liaison Officer (new rank)	-	-	40 - 44

4.18 Librarian

Over the past decade, library services have expanded in scope, variety and complexity. In view of the job nature and the responsibility involved, we support the proposal to raise the entry qualification to a Degree. However, the upgrading should be accompanied by the devolvement of more routine duties to the supporting grades with consequent reduction in the establishment of this grade. The entry pay of the first rank is revised in accordance with the benchmark for Degree grades.

	<u>Existing under 'Matriculation' Grouping</u>		<u>Proposed under 'Degree' Grouping</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Librarian II	15 - 31	11 - 27	16 - 27
Assistant Librarian I	32 - 37	28 - 33	28 - 33
Librarian	38 - 47	34 - 44	34 - 44
Chief Librarian	48 - 51	45 - 49	45 - 49

4.19 Manager, Cultural Services

This grade is responsible for managing cultural centres and organising and promoting cultural, entertainment and recreational activities. The departmental management has proposed that, given the development in the cultural scene in the past few years which calls for persons with higher academic qualification to undertake the duties of the grade, the appointment requirement should be upgraded to a Degree. We support the proposal and

recommend revision of the pay scale of the first rank and the titles of the second and third ranks as follows : -

	Existing under 'Matriculation' Grouping		Proposed under 'Degree' Grouping
	Old MPS	New MPS	New MPS
Assistant Manager, Cultural Services	15 - 31	11 - 27	16 - 27
Senior Assistant Manager, Cultural Services (to be retitled as Manager, Cultural Services)	32 - 37	28 - 33	28 - 33
Manager, Cultural Services (to be retitled as Senior Manager, Cultural Services)	38 - 47	34 - 44	34 - 44
Chief Manager, Cultural Services	48 - 51	45 - 49	45 - 49

4.20 Registrar of Trade Unions

Members of this grade are involved in enforcing the Trade Union Ordinance and its subsidiary legislation. The existing pay scales are appropriate given the job weight and the appointment requirements.

	Existing		Proposed
	Old MPS	New MPS	New MPS
Assistant Registrar of Trade Unions	31 - 37	27 - 33	27 - 33
Deputy Registrar of Trade Unions	38 - 47	34 - 44	34 - 44

4.21 Rent Officer

The Rent Officer grade is engaged in enforcing the Landlord and Tenant (Consolidation) Ordinance and in providing advisory and mediatory services to the public on tenancy matters. The existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Rent Officer II	14 - 30	10 - 26	10 - 26
Rent Officer I	31 - 37	27 - 33	27 - 33
Senior Rent Officer	38 - 43	34 - 39	34 - 39
Chief Rent Officer	44 - 47	40 - 44	40 - 44

4.22 Social Security Officer

This grade is engaged in administering social security schemes, assessing legal aid applications and handling emergency relief work. Staff have suggested that the entry qualification should be set at the Degree level in view of the heavy supervisory content of the job and the onerous responsibilities shouldered by the grade. While we are unable to support this proposal from the evidence available, the starting pay of the basic rank should be raised by one point to take account of the nature of the work. The pay scales of the senior ranks should remain unchanged.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Social Security Officer II	15 - 31	11 - 27	12 - 27
Social Security Officer I	32 - 37	28 - 33	28 - 33
Senior Social Security Officer	38 - 47	34 - 44	34 - 44
Chief Social Security Officer	48 - 51	45 - 49	45 - 49

4.23 Statistics Supervisor

The existing pay scales of this grade are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Statistics Supervisor	15 - 31	11 - 27	11 - 27
Senior Statistics Supervisor	32 - 37	28 - 33	28 - 33

4.24 Supplies Officer

Supplies Officers are deployed either in the Government Supplies Department to oversee the supplies function or in other departments to control stores. The existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Supplies Officer	14 - 30	10 - 26	10 - 26
Supplies Officer	31 - 37	27 - 33	27 - 33
Senior Supplies Officer	38 - 43	34 - 39	34 - 39
Chief Supplies Officer	44 - 47	40 - 44	40 - 44
Principal Supplies Officer	48 - 51	45 - 49	45 - 49