

## CHAPTER FIVE

### SCHOOL CERTIFICATE GRADES

(Grades classified under the category of School Certificate Grades are examined in this Chapter)

5.1 School Certificate grades are classified into the following two groups :-

Group I : Grades requiring basically a full School Certificate (see note) for entry.

Group II : Grades which are filled by holders of a full School Certificate with considerable experience or specific attributes.

#### Benchmark and Salary Structure

5.2 For Group I, as recommended in the Second Report, the benchmark has been revised from new MPS 1 (or old MPS 5) to new MPS 3 (or old MPS 7). Following from this, we propose some general improvements to the salary structures of the lower tiers of grades in this group. Individual scales are further adjusted in accordance with the job-factor system.

5.3 The starting pay of grades in Group II has been based largely on each grade's additional appointment requirements such as experience or skills, and other relevant factors. We consider this practice appropriate and improvement is made to existing salary structures where appropriate.

Note : A full School Certificate means grade 'E' or above in five subjects in the Hong Kong Certificate of Education Examination, or equivalent.

### Wastage

5.4 We note that the wastage rates of grades in Group I are relatively high compared with other qualification groups. This is due to the high mobility of young School Certificate holders in the early stage of their careers. This is a common phenomenon in both the public and private sectors. Also a considerable percentage of the wastage is due to transfers within the civil service.

### Promotion Prospects

5.5 Promotion prospects in many School Certificate grades are limited because of the nature of the job and the requirement for grades with higher qualifications and skills to perform supervision and management functions. The problem cannot be completely avoided. Nevertheless, we would like to reiterate our recommendation in the First Report that grades with no or limited promotion prospects should be examined periodically to see whether there is any room for re-organising jobs to enrich job content or to provide for additional functional levels.

5.6 We are also aware of the existing arrangements whereby suitable staff without the requisite academic qualifications are given consideration for appointment to middle management grades on the basis of their experience and abilities. This is a positive way of encouraging capable staff to stay on and strive for further progression.

### Individual Grades

5.7 Our recommendations for individual grades are set out in the paragraphs below.

### Group I

(Grades where appointment to the first functional rank requires a full School Certificate, i.e. grade E or above in five subjects in the Hong Kong Certificate of Education Examination)

#### 5.8 Airfield Supervisor

Staff of this grade undertake shift work and outdoor duties in all weathers and are exposed to constant noise. They are also required to have a valid driving licence for appointment. Their revised pay scales reflect these factors and the overall job weight. We endorse the proposal to create a new rank of Chief Airfield Supervisor

to replace Assistant Airport Managers for the duties of Duty Airfield Officers.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Airfield Supervisor	11 - 23	7 - 19	9 - 20
Senior Airfield Supervisor	24 - 30	20 - 26	21 - 26
Chief Airfield Supervisor (new rank)	-	-	27 - 32

### 5.9 Airport Reception and Information Officer

The pay scales of the first and second ranks take into account the element of shift work and the appointment requirement. We cannot support the proposal to create an additional senior rank in the absence of sufficient functional justification. The two upper ranks do not work shifts and their pay scales are put on a par with those of comparable grades in this group.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Airport Reception and Information Officer III	8 - 19	4 - 15	6 - 16
Airport Reception and Information Officer II	20 - 24	16 - 20	17 - 22
Airport Reception and Information Officer I	25 - 28	21 - 24	22 - 27
Senior Airport Reception and Information Officer	29 - 31	25 - 27	28 - 33

### 5.10 Calligraphist

The pay scales of this grade have been aligned with those of the Clerical Officer II and I ranks on account of their broadly comparable job weights. These parities should be maintained.

At present, Calligraphists operating Chinese word processors are eligible for an Extraneous Duties Allowance. This allowance is difficult to justify having regard to the relative ease of operation and increasingly common use of such word processors. The Administration should consider discontinuing this arrangement.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Calligraphist	5 - 18	1 - 14	3 - 15
Senior Calligraphist	19 - 24	15 - 20	16 - 21

#### 5.11 Census and Survey Officer

The structure of this grade compares favourably with that of others in this group, reflecting the nature of the job, the need to work independently and the appointment requirements. The following pay scales are proposed :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Census and Survey Officer	9 - 20	5 - 16	7 - 17
Census and Survey Officer	21 - 31	17 - 27	18 - 27
Senior Census and Survey Officer	32 - 37	28 - 33	28 - 33
Chief Census and Survey Officer	38 - 43	34 - 39	34 - 39

#### 5.12 Clerical Officer

This is a large grade providing a wide spectrum of important support services throughout the civil service. To provide better opportunities for staff to develop further in the grade, we suggest that the Administration should take a more flexible approach in creating senior posts. In particular, the Administration should examine whether some of the present duties of the supervising grades, e.g. the Executive Officer grade, could be devolved to Clerical Officers. This would enrich the job content of the grade. The need for more senior posts should also be reviewed.

We note that Senior Clerical Officers are now appointed permanently to specific posts. In our view, this may not be in the best interest of staff management and career development. The arrangement should be reviewed as soon as possible.

The pay scales of the grade should be as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Clerical Officer II	5 - 18	1 - 14	3 - 15
Clerical Officer I	19 - 24	15 - 20	16 - 21
Senior Clerical Officer	25 - 31	21 - 27	22 - 27

5.13 Confidential Assistant

Having regard to the entry requirements, we propose to re-classify this grade under Group II of the School Certificate Grades. Our recommendations are set out in paragraph 5.29.

5.14 Court Reporter

Court Reporters take verbatim record of court proceedings to produce the transcripts. The nature of the job demands a very high standard of shorthand skills and proficiency in English. To take account of these special requirements, it is more appropriate to classify the grade under the "Other Grades" group. Our recommendations are in paragraph 9.9.

5.15 Dental Inspector

The departmental management has advised that there is a continued need for this small grade. Having regard to the appointment requirement and the nature of duties, the pay scale is proposed to be as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Dental Inspector	9 - 19	5 - 15	7 - 17

5.16 Dental Surgery Assistant

We endorse the management's effort to enrich the training programme for recruits but are unable to support the creation of a training rank since Dental Surgery Assistants are basically trained on the job. Neither can we support the proposal to create a Principal Dental Surgery Assistant rank in the absence of sufficient functional justification.

We recommend, however, that some improvements should be made to the pay scales of the grade having regard to, among other things, the nature of work and the level of skills required.

We note that promotion prospects in the grade are poor and recommend that the departmental management should review the staffing arrangements and take a more flexible approach in creating senior posts.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Dental Surgery Assistant	5 - 18	1 - 14	5 - 17
Senior Dental Surgery Assistant	19 - 24	15 - 20	18 - 23

5.17 Herbarium Assistant

This is a one-post grade assisting in the management of the herbarium in the Agriculture and Fisheries Department. The grade should be merged with the Field Officer grade and the post regraded at Field Officer II level. Pending regrading, the existing pay scale stands.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Herbarium Assistant	7 - 23	3 - 19	To merge with the Field Officer grade at Field Officer II level (10 - 21)

5.18 Marine Inspector

The proposed pay scales give recognition to the wide range of duties undertaken by the grade. In particular, as the second rank will take up additional responsibilities now undertaken by Assistant Marine Officers, we propose to extend its pay scale to new MPS 27 on the condition that incumbents should pass a departmental assessment before proceeding beyond MPS 25. In the absence of any retention difficulties, we further propose that the point omitted from the existing pay scale of the basic rank should be reinstated.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Marine Inspector II	7 - 20 (Omitted Point at 12)	3 - 16 (Omitted Point at 8)	5 - 17
Marine Inspector I	21 - 29	17 - 25	18 - 27

5.19 Mortuary Supervisor

The pay for this grade should continue to enjoy a substantial lead over other grades in recognition of the obnoxious nature of the job and the unpleasant working conditions. We also support the suggestion by staff to change the grade title to Mortuary Officer.

	<u>Existing</u>			<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>		<u>New MPS</u>
Mortuary Supervisor	10 - 24	6 - 20	Mortuary Officer	8 - 21

5.20 Personal Assistant  
Personal Secretary  
Stenographer

In view of the similar nature of the work of these three grades, we recommend that they should be amalgamated into one grade of Personal Secretary.

The starting pay of the basic rank reflects the appointment requirements of shorthand and typing skills. The pay scales of the upper ranks are brought into line with those of other grades in this group.

	<u>Existing</u>			<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>		<u>New MPS</u>
Stenographer	6 - 18	2 - 14	Personal Secretary II	4 - 15
Personal Secretary	19 - 24	15 - 20	Personal Secretary I	16 - 21
Senior Personal Secretary	25 - 30	21 - 26	Senior Personal Secretary	22 - 27
Personal Assistant	31 - 37	27 - 33	Personal Assistant	28 - 33
Senior Personal Assistant	38 - 42	34 - 38	Senior Personal Assistant	34 - 39

5.21 Police Communications Computer Operator

This grade should be merged with the Computer Operator grade having regard to the similarity of their duties. We recommend that the existing posts should be regraded at Computer Operator I level. Pending regrading, the existing pay scale should be maintained.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Police Communications Computer Operator	21 - 25	17 - 21	To merge with the Computer Operator grade at Computer Operator I level (16 - 20)

5.22 Police Communications Officer

Having regard to the recruitment difficulties, the requirement to work shifts and the stress imposed on staff in connection with the operation of first-line communication consoles, we recommend upward adjustment in both the minimum and maximum pay for the first rank. In addition, to help retain staff, one point is omitted from the rank scale. As regards the second rank, the proposed pay scale has taken into account the element of shift work. We also propose to revise the pay of the third rank to bring it into line with comparable ranks in this group.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Police Communications Officer	7 - 18	3 - 14	6 - 17 (Omitted Point at 9)
Senior Police Communications Officer	19 - 23	15 - 19	17 - 22
Chief Police Communications Officer	24 - 30	20 - 26	22 - 27

5.23 Postal Officer

The existing scale of the first rank of this grade has a two-point lead over that of equivalent ranks in this group to take account of shift work and the responsibility for handling cash and negotiable stock. The starting pay of the second rank follows the maximum of the first rank and is therefore also two points above that of equivalent ranks, but the maximum pay of this rank and the pay scales of the upper ranks are in line with those of other grades in the group.