

## CHAPTER SIX

### GRADES NOT REQUIRING A FULL SCHOOL CERTIFICATE

(The recommendations for grades not requiring a full School Certificate are contained in this Chapter)

6.1 At present, there are two qualification groups under the category of 'Grades Not Requiring a Full School Certificate' :-

Group I : Grades which require an educational qualification at Form 3

Group II : Grades which require a minimum educational qualification at Form 4

6.2 In the Second Report, we recommended, and the Government has accepted, that in terms of starting pay, no distinction should be made between a qualification of Form 3 and Form 4 and that one common benchmark should be set for these two groups. Having regard to the small number of grades in Group I, we recommend that both groups should be consolidated into one. The difference between the nature and content of work of grades in the two groups will be reflected in their salary range and grade structure.

#### Benchmark and Salary Structure

6.3 The benchmark for the new group has been set at new MPS 1 (or old MPS 5).

6.4 On the basis of the new benchmark, some general improvements are made to the salary structure of the grades in the group. The pay scales of individual grades are fine-tuned, as appropriate, to take account of relevant job factors and additional appointment requirements.

Recruitment and Retention Difficulties

6.5 The majority of the grades in this group have experienced recruitment and retention difficulties. We note that job-hopping is a general feature among junior staff in both the civil service and the private sector. The significant increases in the starting pay for this group should help improve the recruitment situation.

Career Advancement

6.6 The request for better promotion opportunities is a recurring theme in the staff representations from grades in this group. We are generally sympathetic to their case. However, as we have noted in the Chapter on School Certificate grades, promotion ranks and posts in junior grades are often limited because of the nature of the job and the need for supervision to be undertaken by persons with additional qualifications and skills in higher grades. In our view, apart from suitably exercising flexibility in considering proposals for senior posts, the Administration should provide more resources and opportunities for staff training and development so as to enable staff to acquire the requisite qualifications for in-service appointment at higher levels. Staff should also be encouraged to make use of available opportunities, both within and outside the civil service, to pursue further studies or training to equip themselves for more demanding responsibilities.

Individual Grades

6.7 Our comments on individual grades are set out in the paragraphs below. It should be noted that as a result of the introduction of the new Master Pay Scale in the Second Report, all starting salaries at a point below old MPS 5 have already been raised to the minimum point of the new Master Pay Scale. Therefore the existing pay scale of some grades, when expressed in terms of the new Master Pay Scale, has taken account of the new benchmark.

6.8 Bailiff's Assistant

The proposed pay scale takes into account the nature of work and the enforcement duties performed.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Bailiff's Assistant	4 - 15	1 - 11	3 - 12

6.9 Calligraphist Assistant

This grade was obsolescent for some time and has just been deleted.

6.10 Clerical Assistant

We share the view of the Administration that this grade should not be merged with the Clerical Officer grade having regard to their functional differences. However, the grade management should conduct a systematic examination of the grading of posts and consider relaxing the selection criteria for in-service appointment of Clerical Assistants as Clerical Officers.

The pay scales are proposed as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Clerical Assistant	2 - 13	1 - 9	1 - 10

6.11 Communications Controller

Members of this grade work either in the Government House or in the Water Supplies Department. The proposed pay scale gives recognition to the nature of work, the pattern of working hours and the requirement to work shifts.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Communications Controller	5 - 15	1 - 11	4 - 13

6.12 Cultural Services Assistant

There is a case for increasing the pay maximum of the second rank.

We support the proposal for creating a new higher rank to serve as House Officers now filled by Clerical Officers II. The titles of ranks are revised in line with the general pattern in this group.

	<u>Existing</u>			<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>		<u>New MPS</u>
Cultural Services Assistant	2 - 11	1 - 7	Cultural Services Assistant II	1 - 8
Senior Cultural Services Assistant	12 - 13	8 - 9	Cultural Services Assistant I	9 - 11
			Senior Cultural Services Assistant (new rank)	12 - 15

6.13 Data Processor

Having regard to the wide span of control exercised by Senior Data Processors, we endorse the proposal for a new rank of Assistant Data Preparation Supervisor. We also recommend revising the title of some ranks to reflect more accurately their duties.

The proposed pay scales of the grade take account of the nature of work and the skills required. The one-point overlap between the first and second ranks reflects the relative responsibilities of the two ranks.

	<u>Existing</u>			<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>		<u>New MPS</u>
Data Processor	3 - 14	1 - 10	Data Processor	2 - 11
			Assistant Data Preparation Supervisor (new rank)	11 - 13
Senior Data Processor	15 - 19	11 - 15	Data Preparation Supervisor	14 - 16
Data Preparation Supervisor	20 - 24	16 - 20	Senior Data Preparation Supervisor	17 - 21

6.14 Draughtsman

Draughtsmen are involved in producing basic diagrams, graphs and maps in the Royal Observatory. The starting pay of the basic rank is set at two points above the benchmark to take account of the additional entry requirements.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Draughtsman	4 - 13	1 - 9	3 - 10
Senior Draughtsman	14 - 18	10 - 14	11 - 15

6.15 Land Inspector

Staff of this grade regularly deal with members of the public, and their work can sometimes be confrontational. The proposed pay scales give recognition to these factors and to the range of duties undertaken.

We are unable to support the proposal to upgrade the entry qualification to School Certificate because there is no evidence to suggest that the existing qualification is not adequate for the competent performance of the duties of the grade. In the absence of adequate justification, neither do we support the proposal for a Senior Land Inspector rank.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Land Inspector II	5 - 14	1 - 10	3 - 12
Land Inspector I	15 - 19	11 - 15	13 - 17

6.16 Meter Reader

The overlap in the proposed pay scales of Meter Reader II and I ranks has taken account of the different patterns of working hours of the two ranks. We do not agree that the pay scales of the Senior and Chief Meter Reader ranks should be equated with those of Clerical Officer I and Senior Clerical Officer respectively as the entry qualifications and nature of work are different.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Meter Reader II	4 - 13	1 - 9	2 - 11
Meter Reader I	14 - 18	10 - 14	11 - 15
Senior Meter Reader	19 - 22	15 - 18	16 - 19
Chief Meter Reader	23 - 24	19 - 20	20 - 21

6.17 Office Assistant

This grade encounters chronic recruitment and retention problems. Thus, its pay scale should be improved to attract more candidates. The management should also explore the possibility of providing more advancement opportunities for staff.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Office Assistant	1 - 8	1 - 4	1 - 6

6.18 Photogrammetric Operator

Having regard to the appointment requirements and overall job weight, the pay scale of this grade should be revised as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Photogrammetric Operator	6 - 17	2 - 13	4 - 13

6.19 Photoprinter

We do not agree that the two existing ranks should be merged in view of their distinct functional differences. The existing entry qualification is also appropriate. We have taken account of the factor of frequent contact with obnoxious chemicals in recommending the new pay scales.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Photoprinter II	2 - 10	1 - 6	2 - 7
Photoprinter I	11 - 14	7 - 10	8 - 11

**6.20 Police Communications Assistant**

We note that this grade will be phased out in due course. In the meantime, the pay scale should be adjusted as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Police Communications Assistant	5 - 15	1 - 11	4 - 12

**6.21 Postman**

Members of this grade have represented that they have to carry heavy loads and effect deliveries within a tight time schedule. Moreover, they cannot take leave during busy periods of the year and usually work independently. We are also aware that Postmen are required to work 48 hours gross (i.e. including meal breaks) per week. As noted in paragraph 2.5, there are various patterns of working hours in the civil service and the different patterns have regard to the particular circumstances of the grades concerned. Indeed, a considerable number of other staff under this and other groups have longer conditioned working hours than Postmen. The case for Postmen therefore is not unique. Nevertheless, we have taken all the relevant factors, including the pattern of working hours, into account in recommending the revised pay scales for the grade.

We note that advancement opportunities in the grade have improved since the creation of the Senior Postman rank in 1988. The Administration should continue to adopt a flexible approach in considering proposals for the creation of senior posts to improve the situation further.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Postman	4 - 15	1 - 11	4 - 13
Senior Postman	16 - 19	12 - 15	14 - 17

6.22 Supplies Assistant

The salary structure of this grade is traditionally aligned with that of the Clerical Assistant grade. This is appropriate and the same revised pay scale is proposed.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Supplies Assistant	2 - 13	1 - 9	1 - 10

6.23 Tally Clerk

Following the privatisation of two government abattoirs, this grade will be phased out. In the meantime, its traditional pay relativity with the Clerical Officer II rank should be maintained.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Tally Clerk	5 - 18	1 - 14	3 - 15

6.24 Telephone Operator

The proposed pay scale of this grade takes account of the nature of work performed.

In the absence of functional justification, we cannot support the proposal for a Senior rank.

The grade management should explore the feasibility of employing part-time operators to alleviate the increasing difficulties in recruitment.



	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Telephone Operator	4 - 13	1 - 9	2 - 11

6.25 Timekeeper/Checker

The existing pay scale of this grade has a substantial lead over comparable grades. This is difficult to justify. The proposed pay scale nevertheless reflects the pattern of working hours.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Timekeeper/Checker	5 - 15	1 - 11	2 - 11

6.26 Tracer

The existing entry qualification of this grade is appropriate and we propose the following pay scale :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Tracer	2 - 9	1 - 5	1 - 7

6.27 Traffic Assistant

We endorse the proposal to create a Senior rank to lead survey teams to provide better staff supervision and guidance. The proposed pay scales take into account the nature of work performed and the overall job weight.

We understand that the department is looking into the feasibility of merging this grade with the Transport Inspector grade and we reserve our comment until the study is completed. Meanwhile, we agree with the departmental management that the existing entry qualification is appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Traffic Assistant	3 - 15	1 - 11	2 - 11
Senior Traffic Assistant (new rank)	-	-	12 - 15

6.28 Transport Assistant

Having regard to the nature of work performed, the requirement to work shifts and the pattern of working hours, we recommend revising the pay scales of this grade as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Transport Assistant II	4 - 14	1 - 10	3 - 11
Transport Assistant I	15 - 18	11 - 14	12 - 15

6.29 Typist

In recognition of the typing skills required for appointment, the pay minimum of the basic rank is set at one point above the benchmark. The proposed pay scale of the second rank is in line with that of comparable ranks in this group.

Typists deployed on operating word processors are now eligible for an Extraneous Duties Allowance. In our view, the word processor is fast becoming standard office equipment and it facilitates the performance of the job. We recommend that the Administration should consider withdrawing this allowance.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Typist	3 - 13	1 - 9	2 - 10
Senior Typist	14 - 18	10 - 14	11 - 15

6.30 Valuation Referencer

The proposed pay scale of this grade has regard to the nature of the job and the need for staff to work independently. We do not support raising the entry qualification to School Certificate as there is no evidence that the present entry qualification is inadequate for the competent performance of duties.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Valuation Referencer	5 - 16	1 - 12	3 - 12

6.31 Water Sampler

Having regard to the nature of work and the pattern of working hours, we recommend that its pay scale be revised as follows :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Water Sampler	5 - 13	1 - 9	2 - 11

6.32 X-Ray Assistant

The pay scales of this grade give recognition to the nature of work, the skills required and the working conditions.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
X-Ray Assistant	4 - 15	1 - 11	3 - 12
Senior X-Ray Assistant	16 - 20	12 - 16	13 - 17