

CHAPTER NINE

OTHER GRADES

(Grades classified under the Other Grades group are examined in this Chapter)

9.1 The Other Grades group accommodates grades which require appointees to have special aptitude, skills or experience rather than academic attainment, or grades which cannot be fitted suitably into any of the other qualification groups. We propose to expand this group to include grades currently in the group of Specialist Civilian Grades which have similar features.

9.2 Staff of a few grades appear to have some misgivings about the nomenclature of this group. In their view, the title implies that the grades are less important. This is a misconception. This group is so named because the special appointment requirements of the grades concerned make it inappropriate to include them in other qualification groups. It carries no connotation of relative importance. Indeed, many grades in the group are the primary grades of the departments concerned, e.g. the Information Officer grade in the Information Services Department.

Benchmark and Salary Structure

9.3 No benchmark can be set for this group because of the disparate entry requirements and structures of the grades involved. When reviewing the pay scales of individual grades, we have taken account of the existing salary structure, the appointment requirements, the nature of work and overall job weight, relevant job factors as well as traditional relativities with relevant grades in other groups.

Individual Grades

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

9.5 Air Traffic Control Officer

The existing pay scales of this grade have taken into account the nature of work and such job factors as stress, shift work, irregular working hours and stringent requirement for physical fitness. In view of the increasing complexity of the job and the need to attract persons of high quality to join this profession, we recommend that the pay scales should be improved further. The starting pay of the Air Traffic Control Officer III rank should be raised by one point and the maximum pay of the Air Traffic Control Officer II rank by two points. In addition, we recommend that Air Traffic Control Officers II should be granted one increment each for obtaining the rating in Precision Approach Radar Control and the Certificate of Competency for Search and Rescue, subject to the scale maximum not being exceeded. As Student Air Traffic Control Officers are required to perform a large proportion of functional duties, we recommend that the pay scale be raised by one point at both the minimum and maximum.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS/TPS</u>	<u>New MPS/TPS</u>	<u>New MPS/TPS</u>
Student Air Traffic Control Officer	TPS 13 - 16	TPS 10 - 13	TPS 11 - 14
Air Traffic Control Officer III	29 - 37	25 - 33	26 - 33
Air Traffic Control Officer II	38 - 47	34 - 44	34 - 44B
Air Traffic Control Officer I	48 - 51	45 - 49	45 - 49

9.6 Boatswain (Fisheries Research Vessel)/
Mate (Fisheries Research Vessel)

This grade has become obsolescent and its deletion is recommended.

9.7 Chauffeur

Having regard to the functional differences between the Motor Driver, Special Driver and Chauffeur grades, we share the Administration's view that they should remain separate.

Taking into account the duties and responsibilities, the pattern of working hours and the

traditional pay relativities between the three grades, we recommend that the pay scales of the Chauffeur grade be revised as follows:-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Chauffeur	9 - 13	5 - 9	6 - 10
Personal Chauffeur	14 - 15	10 - 11	11 - 12
Senior Personal Chauffeur	16 - 17	12 - 13	13 - 14

9.8 Chef

Similar adjustments as proposed for Government House Domestic Staff (see paragraph 9.19) are recommended to maintain the pay relativity between the two grades.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
No. 2 Chef	11 - 15	7 - 11	8 - 12
Head Chef	16 - 19	12 - 15	13 - 16

9.9 Court Reporter

This grade is re-classified from Group I of the School Certificate Grades.

In view of the recruitment difficulty, we recommend that the starting pay of the basic rank be raised by one point. We also recommend revising the pay scale of the Senior Court Reporter to new MPS 34 - 39 to remove the two-increment gap between this rank and the basic rank.

The Judiciary is planning to adopt the more efficient Computer-aided Transcription System (CAT) for court reporting. This involves considerable training of staff to acquire the necessary skills. We endorse the proposal to create a new rank of Court Reporter Trainee with a pay scale of TPS 5 - 6.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS/TPS</u>
Court Reporter Trainee (new rank)	-	-	TPS 5 - 6
Court Reporter	31 - 37	27 - 33	28 - 33
Senior Court Reporter	39 - 41	35 - 37	34 - 39

9.10 Driving Examiner

Having regard to the entry requirements and the duties and responsibilities of this grade, the existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Driving Examiner II	17 - 26	13 - 22	13 - 22
Driving Examiner I	27 - 31	23 - 27	23 - 27
Senior Driving Examiner	32 - 36	28 - 32	28 - 32

9.11 Driving Instructor

We recommend no change to the existing pay scale.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Driving Instructor	13 - 21	9 - 17	9 - 17

9.12 Engineer (Fisheries Research Vessel)

There is no post in this grade. Its deletion is recommended.

9.13 Entertainment Standards Control Officer

We support the proposal for a new rank of Principal Entertainment Standards Control Officer to strengthen the support for the directorate, to provide better co-ordination of the work of the grade and to ensure proper grade management. The pay scales of the existing ranks are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Entertainment Standards Control Officer	20 - 37	16 - 33	16 - 33
Chief Entertainment Standards Control Officer	38 - 43	34 - 39	34 - 39
Principal Entertainment Standards Control Officer (new rank)	-	-	40 - 44

9.14 Estate Caretaker

Having regard to the increase in responsibilities over the years, the pattern of working hours and the pay relativities with Workmen and Artisans whom they supervise, we recommend that the pay scales of this grade should be increased by one point throughout. The proposal to merge the two upper ranks into one rank is not supported in view of their functional differences, but the departmental management should review the existing manning ratio to explore the possibility of creating more senior posts.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Estate Caretaker	6 - 12	2 - 8	3 - 9
Senior Estate Caretaker	13 - 14	9 - 10	10 - 11
Head Estate Caretaker	15 - 16	11 - 12	12 - 13

9.15 Executive Assistant

Having regard to the entry requirements and the overall job weight, the existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Executive Assistant	18 - 30	14 - 26	14 - 26
Senior Executive Assistant	31 - 37	27 - 33	27 - 33
Chief Executive Assistant	38 - 43	34 - 39	34 - 39

9.16 Explosives Supervisor

Since there is no longer any functional difference between the two existing ranks, they should be merged to form a new rank of Explosives Supervisor. The pay scale of this new rank should be set at new MPS 3 - 13.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Explosives Supervisor II	7 - 12	3 - 8)	Explosives Supervisor 3 - 13
Explosives Supervisor I	13 - 16	9 - 12)	

9.17 Fire Services Training Officer
(Physical Education)

The Director of Fire Services has proposed that the two existing posts in this grade be absorbed into the appropriate disciplined ranks. We support this proposal. Pending the regrading of the incumbents and the subsequent deletion of the grade, we recommend no change to the existing pay scales.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Fire Services Training Officer (Physical Education)	29 - 39	25 - 35	25 - 35 (Pending deletion)
Fire Services Training Officer (Physical Education)	40 - 44	36 - 41	36 - 41 (Pending deletion)

9.18 Force Welfare Officer

The existing pay scales of this grade are appropriate. We note that the current requirement of ten years' relevant experience for appointment to the grade has on occasions been relaxed to seven years to help recruitment. This practice should continue.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Force Welfare Officer	31 - 37	27 - 33	27 - 33
Force Welfare Officer	38 - 47	34 - 44	34 - 44
Senior Force Welfare Officer	48 - 51	45 - 49	45 - 49

9.19 Government House Domestic Staff

The salary structure of this grade has been set having regard to the general salary structure pattern of grades in the present Group II of the Technical Inspectorate and Related Grades. In view of the general improvements proposed for that group, we recommend the following adjustments to the pay scales of this grade :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Government House Domestic Staff V	7 - 10	3 - 6	4 - 7
Government House Domestic Staff IV	11 - 13	7 - 9	8 - 10
Government House Domestic Staff III	14 - 15	10 - 11	11 - 12
Government House Domestic Staff II	16 - 19	12 - 15	13 - 16
Government House Domestic Staff I	20 - 22	16 - 18	17 - 19

9.20 Head Steward

As in the case of the Chef grade, this grade has pay relativity with the Government House Domestic Staff grade. The following adjustments to the pay scales are proposed :-

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Head Steward	11 - 15	7 - 11	8 - 12
Chief Steward	16 - 19	12 - 15	13 - 16

9.21 Housekeeper

To maintain the relativity between this grade and the Government House Domestic Staff grade, the pay scale should be increased by one point at both the minimum and maximum.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Housekeeper	29 - 34	25 - 30	26 -31

9.22 Information Officer

Recruitment to the Assistant Information Officer II rank has ceased since 1984 and the six existing posts are filled by Clerical Assistants. We support the department's proposal for the deletion of this rank. The Assistant Information Officer I rank will thus become the basic rank and should be retitled as Assistant Information Officer.

In view of the growing complexity of the work of the grade, we support in principle that a Degree should be the principal qualification for appointment and we recommend that the entry pay for the Assistant Information Officer rank should be raised to new MPS 16 for Degree holders. We understand that for some streams of work, there will be a continued need for non-Degree holders to be accepted for appointment. These appointees should enter at two points below the basic entry pay. The existing pay scales of the higher ranks are appropriate.

We do not consider it proper to re-classify the grade to the Degree group at this stage because a sizable proportion of the grade's work will still be performed by non-Degree holders and the sub-normal entry arrangement is expected to continue for some time. The case for re-classification can be reviewed in future when it can be demonstrated that there is no longer the need for sub-Degree entry.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Assistant Information Officer II	7 - 17	3 - 13	To be deleted
Assistant Information Officer I (To be retitled as Assistant Information Officer)	18 - 31	14 - 27	16 - 27
Information Officer	32 - 37	28 - 33	28 - 33
Senior Information Officer	38 - 43	34 - 39	34 - 39
Principal Information Officer	44 - 47	40 - 44	40 - 44
Chief Information Officer	48 - 51	45 - 49	45 - 49

9.23 Inoculator

In recognition of the training, skills and knowledge required, the nature of work and working conditions, as well as the overall job weight, we recommend a three-point increase in the starting and maximum pay of both the Inoculator and Senior Inoculator ranks.

Staff have suggested that the grade should be classified in the same group as other nursing grades. This is not possible because nursing grades are classified on the basis of their basic entry qualifications rather than occupational affinity.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Inoculator	5 - 14	1 - 10	4 - 13
Senior Inoculator	15 - 17	11 - 13	14 - 16

9.24 Interviewer

Members of this grade are employed in the Police Force conducting enquiries and interviews in the vetting process for public service appointments. Having regard to the appointment requirements and the nature of work, the existing pay scales are appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Interviewer	39 - 43	35 - 39	35 - 39
Head Interviewer	44 - 47	40 - 44	40 - 44

9.25 Laboratory Specialist Services Officer

Staff have represented to us that they should be compared with Senior Medical Technologists. We do not support this comparison, given the different nature of work and structures of the two grades. Having regard to the qualification and experience required for appointment, the nature of work and the level of responsibility, the existing pay scale is appropriate.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Laboratory Specialist Services Officer	37 - 40	33 - 36	33 - 36

9.26 Leading Fisherman

This grade has become obsolescent and we recommend its deletion.

9.27 Legal Aid Assistant

In recognition of the value of on-the-job experience acquired after appointment, we recommend that the pay scales of the Legal Aid Assistant and Senior Legal Aid Assistant ranks be extended each by one point.

	<u>Existing</u>		<u>Proposed</u>
	<u>Old MPS</u>	<u>New MPS</u>	<u>New MPS</u>
Legal Aid Assistant	19	15	15 - 16
Senior Legal Aid Assistant	24	20	20 - 21

9.28 Master (Correctional Services)

This grade is employed in the Correctional Services Department for teaching inmates in the classroom. The pay scales of the grade have taken account of the special job demands and working environment but are also