

CHAPTER 9

SCHOOL CERTIFICATE GRADES

Scope

9.1 This chapter contains our proposals for grades requiring in broad terms a minimum of 5 "E"s in the Hong Kong Certificate of Education Examination with the following exceptions :

- (a) Grades for which school certificate is the entry qualification only for the student rank and which are dealt with in Chapter 10.
- (b) Grades which we consider it more appropriate to include in Chapter 11 which deals with the Technical Inspectorate and Related Grades.
- (c) Grades where school certificate is only one of a number of entry qualifications and which are dealt with in Chapter 16.

9.2 The school certificate grades are divided into two groups which have different structures. Group I consists of standard direct entry grades and Group II of grades whose basic ranks are usually filled by the appointment of persons with considerable experience either from within or outside the civil service.

Benchmarks and pay scales

9.3 For Group I we have adopted Point 5 as the benchmark. The overall scales then have regard to the existing scales for major school certificate grades, adjusted in accordance with the system explained in Chapter 4. In arriving at the basic pay scales for this group we have also had regard to the survey on pay and conditions of service of clerical staff in the private sector in April 1979.

9.4 In the case of Group II the starting pay reflects the additional experience required and the basic rank pay scale effectively bridges the first two ranks of the standard school certificate grades.

Individual grades

9.5 Our comments on the individual grades follow and a table setting out the pay scales is in Appendix XIII.

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Group I

(Standard direct entry grades)

9.6 Airport Reception and Information Officer

In addition to this grade there is a grade of Airport Reception and Information Assistant entry into which does not require a full school certificate. We consider that there is no need for two separate grades in view of the similarity of the duties and responsibilities. We therefore propose to merge the two into a new grade of Airport Reception and Information Officer with the minimum entry qualification set at school certificate level. The proposed new titles and pay scales which take account of the shift work element of the various ranks are as follows :

	<u>Existing</u>		<u>Proposed</u>
Airport Reception and Information Assistant	11 - 17	Airport Reception and Information Officer III	8 - 19
Assistant Airport Reception and Information Officer	15 - 23	Airport Reception and Information Officer II	20 - 24
Airport Reception and Information Officer	24 - 28	Airport Reception and Information Officer I	25 - 28
Senior Airport Reception and Information Officer	29 - 31	Senior Airport Reception and Information Officer	29 - 31

9.7 Apron Supervisor

Apron Supervisors compare their work with that of Transport Controllers. We have noted the job complexity of the former but we do not think that parity in pay is justified. Transport Controllers require additional supervisory experience together with experience in a public transport utility or undertaking. The pay for both ranks reflects the liability to shift duty and exposure to noise.

	<u>Existing</u>	<u>Proposed</u>
Apron Supervisor	13 - 23	11 - 23
Senior Apron Supervisor	24 - 30	24 - 30

/ 9.8 Calligraphist

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Calligraphists emphasize their importance now that Chinese has become one of the official languages. They claim that they are underpaid by comparison with the private sector, although we are advised that a survey conducted by the Pay Investigation Unit in August 1978 indicated that the pay for Calligraphists and Senior Calligraphists was about right. Nevertheless, taking into account the special skills required of this grade, compared with others in the group, we consider that an improvement is justified.

	<u>Existing</u>	<u>Proposed</u>
Calligraphist	5 - 17	5 - 18
Senior Calligraphist	18 - 23	19 - 24

9.9 Clerical Officer

The staff have requested substantial improvements to their grade structure but having regard to the duties and responsibilities of the grade we consider that the existing structure is appropriate.

We have noted the recent functionalisation of the Clerical Officer I rank which has resulted in improved promotion prospects.

The following scales are recommended :

	<u>Existing</u>	<u>Proposed</u>
Clerical Officer II	5 - 18	5 - 18
Clerical Officer I	19 - 23	19 - 24
Senior Clerical Officer	24 - 30	25 - 31

9.10 Computer Operator

Staff in this grade are required to perform shift work. They also contend that they are paid less than their counterparts in the private sector although evidence produced to us does not support this. We are informed that Government is presently conducting a review of the pay and structure of all computer operating grades. We propose no change in the existing pay scales pending the outcome of this review.

	<u>Existing</u>
Computer Operator	12 - 21
Computer Supervisor	23 - 31
Senior Computer Supervisor	32 - 34

9.11 Confidential Assistant

Despite the special requirements involved in the handling of classified material we consider the existing scales are generally satisfactory. However, we have added one increment to the minimum point of the entry rank.

	<u>Existing</u>	<u>Proposed</u>
Confidential Assistant	10 - 20	11 - 20
Senior Confidential Assistant	21 - 28	21 - 28

9.12 Court Reporter

Staff in this grade are employed in verbatim recording of court and other proceedings. They represent that since they are always working under tension and stress, they should be compensated by a better pay scale and an improved promotion ratio. We understand that previously the pay scale of the basic rank was improved to bring it into line with that of Executive Officer I in order to overcome recruitment and retention difficulties. Although we understand these problems have been solved there are aspects of the pay and structure of the grade which need detailed examination. We will undertake this in 1980 and in the meantime no change to the existing scales is recommended.

	<u>Existing</u>
Court Reporter	31 - 37
Senior Court Reporter	39 - 41

9.13 Dental Inspector

This is a one-rank grade with only two posts at present. Examination of the duties of this grade indicates that they can suitably be carried out by Health Inspectors.

We consider that the duties of the grade should in future be undertaken by the Health Inspector grade. Pending implementation of this recommendation we do not propose to amend the existing pay scale.

	<u>Existing</u>
Dental Inspector	9 - 19

9.14 Dental Surgery Assistant

The staff have requested the creation of a student rank but in view of the short period of formal training required we do not consider this justified.

We recommend a reduction in the maximum of the Dental Surgery Assistant scale and a revised scale for the Senior Dental Surgery Assistant rank to bring them into line with other posts at this level.

	<u>Existing</u>	<u>Proposed</u>
Dental Surgery Assistant	5 - 19	5 - 18
Senior Dental Surgery Assistant	20 - 21	19 - 24

9.15 Fumigator

The need for this grade no longer exists and we recommend its abolition.

9.16 Herbarium Assistant

We recommend a two-point increase at the minimum in recognition of the special skills required.

	<u>Existing</u>	<u>Proposed</u>
Herbarium Assistant	5 - 23	7 - 23

9.17 Marine Assistant

The staff have suggested that they should have a right to advance to the Assistant Marine Officer rank. However, the qualification for appointment to the latter is the possession of a First Mate's Certificate. For this reason promotion between the grades is inappropriate unless the necessary qualifications are held.

The pay scale for Marine Assistant I is high in relation to other ranks in this group and we have adjusted the maximum to Point 29.

	<u>Existing</u>	<u>Proposed</u>
Marine Assistant II	6 - 20	7 - 20
Marine Assistant I	21 - 31	21 - 29

9.18 Media Library Assistant

Staff of this grade are employed exclusively in Radio Television, Hong Kong. They have no promotion prospects and have requested an outlet to the Librarian grade. We consider that the duties and responsibilities of the Media Library Assistant grade are largely of a clerical nature and recommend that it be merged with the Clerical Officer grade at the appropriate level. In the meantime we recommend no change.

	<u>Existing</u>
Media Library Assistant	10 - 23

9.19 Mortuary Supervisor

The present pay scale for the grade was established in August 1978 as a result of a review which examined the recruitment and retention problems in this grade. We consider that the existing scale still fails to give adequate recognition to the highly obnoxious nature of the job and we recommend that it be further improved.

	<u>Existing</u>	<u>Proposed</u>
Mortuary Supervisor	8 - 23	10 - 24

9.20 Personal Secretary/Stenographer

We are unable to accept the representations of the staff that a new rank of Senior Stenographer be created since there is already a well established avenue for advancement to Personal Secretary. Our examination of this grade nevertheless leads us to the view that the pay scales should be improved.

The proposed pay scales for the grade take into account the necessary skills required of the officers.

	<u>Existing</u>	<u>Proposed</u>
Stenographer	5 - 15	6 - 18
Personal Secretary	16 - 23	19 - 24
Senior Personal Secretary	24 - 29	25 - 30
Personal Assistant	30 - 34	31 - 37

9.21 Police Communications Computer Operator

Our remarks regarding the Computer Operator grade in paragraph 9.10 apply equally to this grade. We recommend no change to the pay scale pending the result of the review.

	<u>Existing</u>
Police Communications Computer Operator	20 - 24

9.22 Police Communications Officer

There is a retention problem with this grade. The staff contend that the existing pay scales do not reflect accurately the job content and the requirement to work shifts, and the special conditions under which they have to work in the Police Communications Control Centre.

We consider that there is some justification for the views of the staff insofar as the maximum of the entry rank and the pay scale for the senior rank are too low. However, the minimum of the entry rank is above that appropriate to school certificate holders with basic typing skills. We have therefore adjusted the scales to take account of these factors.

	<u>Existing</u>	<u>Proposed</u>
Police Communications Officer	9 - 16	7 - 18
Senior Police Communications Officer	17 - 18	19 - 23

9.23 Police Interpreter

The staff compare themselves with other grades involved in interpretation and translation work, e.g. the Chinese Language Officer and Court Interpreter. We cannot accept the comparison because the qualifications and level of interpretation and translation skills required for these other grades are higher. The staff have also asked that the entry qualification for their grade be raised as a first step to

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improving their pay scales. However, we have not been provided with any evidence to indicate that the duties of the grade cannot be competently performed by holders of a school certificate.

We nevertheless consider that the existing scales for Police Interpreter I and Police Interpreter II give inadequate recognition to the liability for shift work, the conditions under which Police Interpreters work and the range of translation and interpretation required of the grade. We have adjusted the scales accordingly.

We also recommend that the present proposals for functionalising the rank of Police Interpreter I be pursued.

	<u>Existing</u>	<u>Proposed</u>
Police Interpreter II	10 - 20	10 - 22
Police Interpreter I	21 - 26	23 - 26
Senior Police Interpreter	27 - 32	27 - 32

9.24 Postal Officer

There are clear functional differences between the ranks of this grade and we cannot accept the staff's request that the ranks of Postal Officer and Senior Postal Officer be combined.

Among the higher ranks the duties and responsibilities of Assistant Superintendent of Posts and Superintendent of Posts together appear comparable to those of Senior Clerical Officers. However, the efficient operation of the Post Office requires second and third line supervision and we see no reason to disturb the existing arrangements. The pay scales for these two ranks therefore span the pay scale which in other cases we have assigned to the third rank of school certificate grades.

We note that although the existing scale for the lowest rank takes account of shift work the majority of Postal Officers do not work shifts. We consider the scale slightly on the high side but in view of the recent review of this grade we do not propose to make any change.

	<u>Existing</u>
Postal Officer	7 - 20
Senior Postal Officer	21 - 24
Assistant Superintendent of Posts	25 - 28
Superintendent of Posts	29 - 31