

CHAPTER 12

MATRICULATION GRADES

Scope

12.1 This chapter contains our proposals for grades normally requiring "matriculation", that is to say two subjects in the Hong Kong University Advanced Level Examination and three subjects at Grade C or above in the Hong Kong Certificate of Education as a minimum entry requirement. The following grades are, however, excluded :

- (a) Grades with combined student and functional ranks, which are dealt with in Chapter 10.
- (b) Grades at present requiring matriculation as a minimum entry qualification, but for which we consider a university degree desirable to permit competent performance of the duties assigned to them. These are dealt with in Chapter 13.

12.2 Grades in this chapter are divided into two groups. Group I consists of grades which require an educational qualification at matriculation level for entry to the basic rank. Group II consists of grades which, to meet the operational needs of the departments concerned, allow for entry to the basic rank at the school certificate level and entry to the second rank at matriculation level.

Benchmark and pay scales

12.3 The benchmark for matriculation, Point 16, has been retained for the purpose of this review. The pay scales for the first ranks and the minima of the second ranks are adjusted in accordance with the system explained in Chapter 4. The maxima of the pay scales for the second ranks in Group I and the third ranks in Group II are broadbanded at Point 37.

12.4 On this basis, we have arrived at recommended pay scales for the various grades in this chapter. A summary of the proposed new scales is in Appendix XVI. Comments on the individual grades follow.

Group I

(Grades which require an educational qualification at matriculation level for entry to the basic rank)

12.5 Amenities Officer

We recommend that the maximum of the first rank be increased to Point 30 in line with other comparable ranks in this group. The pay scales for the senior ranks are appropriate and we therefore have left them undisturbed.

We have received a proposal from management to create new ranks of Chief Amenities Officer and Principal Amenities Officer. Taking account of the proposed duties and responsibilities we believe there is a need for one additional senior rank, and a pay scale of Points 43 - 45 is therefore recommended.

<u>Existing</u>		<u>Proposed</u>	
Amenities Officer II	16 - 29	Amenities Officer II	16 - 30
Amenities Officer I	31 - 37	Amenities Officer I	31 - 37
Senior Amenities Officer	38 - 42	Senior Amenities Officer	38 - 42
-		Proposed additional rank	43 - 45

12.6 Analyst/Programmer

Staff of this grade request improved pay scales. Analysts/Programmers II compare themselves with Assistant Education Officers and Assistant Labour Officers. We do not agree with this comparison since the entry qualifications, duties and responsibilities of these grades are different.

We consider that some improvement to the maximum of the pay scale for the basic rank and the minimum of the pay scale for the second rank is justified on the basis of their job content. The proposed pay scales are as follows :

	<u>Existing</u>	<u>Proposed</u>
Analyst/Programmer II	18 - 30	18 - 31
Analyst/Programmer I	31 - 37	32 - 37
Project Manager (Electronic Data Processing)	38 - 45	38 - 45
Assistant Data Processing Manager	46 - 48	46 - 48

/ 12.7 Assignment.....

12.7 Assignment Officer

Staff dispute the traditional linkage of this grade with the Executive Officer grade and maintain that the duties of the two grades are dissimilar. We accept that the duties are different.

We have raised the maximum of the basic rank and the minimum of the second rank pay scales by one point to align them with those of other ranks in the group.

	<u>Existing</u>	<u>Proposed</u>
Assignment Officer II	18 - 30	18 - 31
Assignment Officer I	31 - 37	32 - 37
Senior Assignment Officer	38 - 45	38 - 45
Organisation and Methods Officer	46 - 48	46 - 48

12.8 Assistant Registrar

Staff of this grade claim parity with Assistant Registrars of Trade Unions, Tribunal Officers and Land Executives. We do not consider such comparison is appropriate since the work of the other grades is different from that performed by Assistant Registrars.

We consider that the duties performed by staff of this grade are similar to those undertaken by staff of the general grades. We therefore recommend that this grade be merged with the Executive Officer grade. Pending implementation of this recommendation, we propose no change to the pay scales.

	<u>Existing</u>
Assistant Registrar II	16 - 30
Assistant Registrar I	31 - 42
Senior Assistant Registrar	43 - 45

12.9 Assistant Shipping Master

This grade is in the Marine Department, and the staff are mainly concerned with the registration and recruitment of seamen. We propose an adjustment to the minimum and maximum of the basic rank and a consequential one-point increase to the minimum of the second rank.

/ Existing.....

	<u>Existing</u>	<u>Proposed</u>
Assistant Shipping Master	18 - 30	17 - 31
Senior Assistant Shipping Master	31 - 37	32 - 37

12.10 Court Prosecutor

This grade was created in 1976 to replace Inspectors of Police as prosecutors. It has been suggested that a university degree be included as an alternative entry qualification. However, an examination of the duties and responsibilities assigned to the grade indicates that the present entry qualification is adequate. We consider the pay scale appropriate to attract candidates of the necessary calibre.

	<u>Existing</u>
Court Prosecutor	21 - 30

12.11 Executive Assistant

Executive Assistants are involved in internal security work and the posts are filled by staff from the United Kingdom civil service. We consider the existing scales appropriate and recommend no change.

	<u>Existing</u>
Executive Assistant	18 - 30
Senior Executive Assistant	31 - 37
Chief Executive Assistant	38 - 42

12.12 Hospital Secretary

Staff in this grade represent that their starting pay should be on a par with Executive Officers. They also request that the pay scales of all ranks should be extended upwards. We accept that the work of Hospital Secretaries involves managerial responsibilities, and we have adjusted the pay scales of the first two ranks to reflect this. The pay scales of the senior ranks are appropriate and we propose no change.

/ Existing.....

	<u>Existing</u>	<u>Proposed</u>
Assistant Hospital Secretary	16 - 30	17 - 31
Hospital Secretary	31 - 37	32 - 37
Senior Hospital Secretary	38 - 45	38 - 45
Chief Hospital Secretary	46 - 48	46 - 48

12.13 Judicial Clerk

At present there are three ranks in this grade. Staff representations suggest that the grade should be restructured into six ranks with separate pay scales within the range Point 20 to D1. We have found no evidence to support the functional need for the creation of more ranks and we recommend no change to the existing staff structure and pay scales.

	<u>Existing</u>
Judicial Clerk	16 - 30
Senior Judicial Clerk	31 - 42
Chief Judicial Clerk	43 - 45

12.14 Land Executive

The pay scale for the basic rank is higher than that proposed for comparable ranks in this group. We recommend that the pay and structure of the grade be reviewed and we propose no change to the existing scales for the time being.

	<u>Existing</u>
Land Executive	21 - 37
Senior Land Executive	38 - 42
Chief Land Executive	43 - 45
Principal Land Executive	46 - 48

12.15 Law Clerk

Law Clerks in the Legal Aid Department ask that their grade should be included amongst the assistant professional ranks and that their pay scales be improved accordingly. However, assistant professional ranks are primarily training ranks for professional grades and we consider the existing scales for this grade appropriate and recommend no change.

	<u>Existing</u>
Law Clerk	16 - 30
Senior Law Clerk	31 - 37

12.16 Liaison Officer

Staff contend that they should not be merged with the Executive Officer grade as proposed by Government because they do not perform general executive duties. We accept this view. We recommend that the maximum of the recruitment rank and minimum of the second rank be raised by one point. We consider the pay scale for the Senior Liaison Officer appropriate having regard to the duties of the rank and no change is recommended.

	<u>Existing</u>	<u>Proposed</u>
Liaison Officer II	18 - 30	18 - 31
Liaison Officer I	31 - 37	32 - 37
Senior Liaison Officer	38 - 42	38 - 42

12.17 Librarian

Staff of this grade compare themselves with Executive Officers, Assistant Information Officers and Assistant Managers, Cultural Services. We do not consider such comparisons appropriate because of the difference in the nature of their work. However, candidates appointed to this grade are required to pass the Part I Examination of the Library Association and we have taken this into account in our proposed pay scale for the entry rank.

	<u>Existing</u>	<u>Proposed</u>
Assistant Librarian II	17 - 30	17 - 31
Assistant Librarian I	31 - 37	32 - 37
Librarian	38 - 45	38 - 45
Chief Librarian	46 - 48	46 - 48

/ 12.18 Manager.....

12.18 Manager, Cultural Services

We note that the Urban Services Department has proposed the creation of a new rank of Chief Manager, Cultural Services to replace the existing posts of Chief Executive Officer for the Festival of Asian Arts Office and the Stadium Management Section. We consider the need for such a new rank should be further examined.

We have adjusted the scales of the first two ranks in line with other similar ranks in this group.

	<u>Existing</u>	<u>Proposed</u>
Assistant Manager, Cultural Services	18 - 30	17 - 31
Senior Assistant Manager, Cultural Services	31 - 37	32 - 37
Manager, Cultural Services	38 - 45	38 - 45

12.19 Museum Assistant
Curator

At present these are two separate grades and in view of their functional relationship we consider they should be merged. Museum Assistant should be retitled Assistant Curator II to form the basic entry rank to the Curator grade with prospect of promotion to Assistant Curator I.

Our proposed pay scale for the basic rank takes account of the requirement for a candidate to possess knowledge, aptitude or experience in such subjects as Archaeology and Ethnography. We have also closed the gap between the pay scales of the Assistant Curator and Curator ranks.

	<u>Existing</u>		
Museum Assistant	17 - 30	Assistant Curator II	17 - 31
Assistant Curator	31 - 37	Assistant Curator I	32 - 37
Curator	39 - 45	Curator	38 - 45

12.20 Registrar of Trade Unions

The Assistant Registrars of this grade compare themselves with Tribunal Officers. We are unable to accept this comparison since the grade structures and responsibilities are different. Having regard to the requirement that candidates on appointment should have at least seven years' practical experience in a responsible position involving labour matters and a knowledge of accountancy and auditing we consider the existing scales appropriate and recommend no change.

	<u>Existing</u>
Assistant Registrar of Trade Unions	31 - 37
Deputy Registrar of Trade Unions	38 - 45

12.21 Social Security Officer

This grade was created in April 1979 following the restructuring of the former Social Welfare Officer grade. Staff in this grade are responsible for processing payments of cash under various social security schemes. We consider the existing pay scales should be brought into line with other comparable grades in this group.

	<u>Existing</u>	<u>Proposed</u>
Social Security Officer II	18 - 30	17 - 31
Social Security Officer I	31 - 37	32 - 37
Senior Social Security Officer	38 - 45	38 - 45
Chief Social Security Officer	46 - 48	46 - 48

12.22 Supplies Officer

The maximum of the pay scale of the basic rank is at present set at Point 28, lower than the normal maxima for other basic ranks in this group. We have examined the duties and responsibilities of the rank and are satisfied that its pay scale should be brought into line with comparable ranks in this group and we have adjusted it accordingly. The pay scales of the senior ranks have been broadbanded.

/ Existing.....

	<u>Existing</u>	<u>Proposed</u>
Assistant Supplies Officer	16 - 28	16 - 30
Supplies Officer	29 - 37	31 - 37
Senior Supplies Officer	38 - 41	38 - 42
Chief Supplies Officer	42 - 43	43 - 45
Superintendent of Government Supplies	46 - 48	46 - 48

12.23 Tribunal Officer

The duties of this grade and its level of responsibility are comparable with those of the second rank of the Judicial Clerk grade and we recommend no change to the existing pay scale.

	<u>Existing</u>
Tribunal Officer	31 - 42

Group II

(Grades which to meet the operational needs of the departments concerned allow for entry to the basic rank at school certificate level and entry to the second rank at matriculation level)

12.24 Census and Survey Officer
Statistical Assistant
Statistical Officer
Statistics Supervisor

There appear to be too many grades engaged in the collection and analysis of statistical data. We propose a detailed examination of their duties and responsibilities. Pending the outcome of this examination we recommend no change to the existing pay scales.

	<u>Existing</u>
Assistant Census and Survey Officer	12 - 18
Census and Survey Officer	19 - 30
Senior Census and Survey Officer	31 - 37
Chief Census and Survey Officer	38 - 42

/ Existing.....

	<u>Existing</u>
Student Statistical Assistant	9 - 10
Statistical Assistant	12 - 23
Statistical Officer	20 - 30
Senior Statistical Officer	31 - 37
Statistics Supervisor	18 - 30
Senior Statistics Supervisor	31 - 37

12.25 Information Officer

Staff of this grade in the Information Services Department contend that their pay and structure compare unfavourably with the Labour Officer, Education Officer, Executive Officer, Trade Officer and Social Welfare Officer grades. We are unable to accept such comparisons since the duties of these grades differ widely and in most cases require different entry qualifications.

Assistant Information Officers II in the Urban Services Department have no prospects of promotion to the higher ranks in this grade and therefore request the creation of a new grade of Assistant Cultural Services Officer to accommodate them. We do not support the creation of new grades if this can possibly be avoided and we consider that the position of Assistant Information Officers II in the Urban Services Department should be examined to see if a means can be found of absorbing them fully in the Information Officer grade.

The entry qualification for the basic rank, Assistant Information Officer II, is school certificate. The existing starting point is therefore difficult to justify. We recommend a new entry point which reflects the previous experience required for appointment. The majority of staff are recruited at the Assistant Information Officer I level, direct entry to which requires matriculation. The pay scales of the senior ranks are in line with other comparable grades grades.

	<u>Existing</u>	<u>Proposed</u>
Assistant Information Officer II	12 - 17	7 - 17
Assistant Information Officer I	18 - 30	18 - 31
Information Officer	31 - 37	32 - 37
Senior Information Officer	38 - 42	38 - 42
Principal Information Officer	43 - 45	43 - 45
Chief Information Officer	46 - 48	46 - 48

12.26 Programme Officer

Our comments on Information Officers apply equally to Programme Officers and the proposed scales are in line with those recommended for the Information Officer grade.

	<u>Existing</u>	<u>Proposed</u>
Programme Assistant	12 - 17	7 - 17
Assistant Programme Officer	18 - 30	18 - 31
Programme Officer	31 - 37	32 - 37
Senior Programme Officer	38 - 42	38 - 42
Principal Programme Officer	43 - 45	43 - 45
Chief Programme Officer	46 - 48	46 - 48

12.27 Valuation Assistant

The present educational qualification for entry to the basic rank of the grade is either matriculation or a Hong Kong Polytechnic Higher Diploma. We consider the structure and pay scales of this grade unsatisfactory because the three ranks form a combined establishment and the pay scales are out of line with ranks requiring comparable qualifications for entry.

The Valuation Assistant grade was originally created to provide local officers with training to enable them to qualify for appointment to the Rating and Valuation Surveyor grade. We understand that this arrangement has failed to achieve the desired result. In Chapter 13 we have therefore proposed the creation of Student Rating and Valuation Surveyor and Assistant Rating and Valuation Surveyor ranks which we consider appropriate ranks for training professional surveyors.

We also consider that the technical duties currently performed by Valuation Assistants should be carried out by a new technical grade, similar to the Survey and Technical Officer grades, details of which are contained in Chapter 10. Pending the creation of this new grade, we propose no change to the existing pay scales.

	<u>Existing</u>
Valuation Assistant III	12 - 15
Valuation Assistant II	24 - 28
Valuation Assistant I	29 - 36