

grade was unnecessary, and recommended that it be merged with the Senior Surveyor of Ships rank of the Surveyor of Ships grade, the grade from which Surveyors (Land Boilers) were appointed. Once again this change involved no change in pay scale.

2.18 Certain Supervisory Grades on the Master Pay Scale and on Model Scale 1 (Appendix IV(7))

In Report No. 5 and in our letter to His Excellency the Governor on the Works Supervisor grade dated 12 November 1980, we undertook to conduct a further review of a number of supervisory grades on the Master Pay Scale and on Model Scale 1. This was done in the light of information obtained from the Administration on the duties and responsibilities of the grades concerned and after taking account of representations received from staff and management. The results of our review are set out below.

2.18.1 Diver's Linesman  
Shipping Safety Assistant  
Vehicle Tester

We found that the duties and responsibilities of these grades were comparable to those of ranks in the Works Supervisor grade. We therefore proposed that the Diver's Linesman grade should be merged with the Works Supervisor I rank and that the pay scales of the other two grades should be revised in line with those introduced for the Works Supervisor grade. The effect of these proposals was as follows :

<u>Existing</u>		<u>Proposed</u>	
Diver's Linesman	MPS 14 - 17	Works Supervisor I	MPS 16 - 19
Shipping Safety Assistant	MPS 14 - 17	Shipping Safety Assistant	MPS 16 - 19
Vehicle Tester	MPS 12 - 14	Vehicle Tester	MPS 12 - 15

2.18.2 House Service Inspector

The existing pay scale of the House Service Inspector grade (MPS 13 - 19) spans the pay scales of the ranks of Works Supervisor II and I and the starting pay is two points higher than that of Works Supervisors II. On the information available we were unable to determine whether this scale was justified. We therefore asked that a detailed study of the duties and responsibilities of this grade should be carried out, including an examination of the possibility of merging the grade with appropriate ranks of the Works Supervisor grade.

2.18.3 Foreman

Our proposed scales for Works Supervisors disturbed a previous pay relationship with Foremen. We therefore re-examined the Foreman grade to see whether the difference in pay arising from our proposals was fully justified. We concluded that the duties and responsibilities of Works Supervisors were such as to warrant a higher pay scale than that of Foreman but that some adjustments were also necessary to the pay scales of the Foreman grade. Our recommendations were to reduce the minimum of the Foreman scale by two points to accord more closely with the maximum pay of the Model Scale 1 ranks from which Foremen are usually drawn, and to add one point to the maximum in recognition of the nature of the job. The proposed scales for the grade, which also included improvements to the scales for Senior Foremen and Overseers, were :

	<u>Existing</u>	<u>Proposed</u>
Foreman	MPS 11 - 13	MPS 9 - 14
Senior Foreman	MPS 14 - 17	MPS 15 - 18
Overseer	MPS 18 - 24	MPS 19 - 24
Senior Overseer	MPS 25 - 29	MPS 25 - 29

2.18.4 Field Assistant  
Kitchen Supervisor  
Steward (Subsequently retitled Hospital Foreman)

The duties and responsibilities of these grades are comparable to those of ranks in the Foreman grade. We consider that the Kitchen Supervisor grade should be merged with the Senior Foreman rank and the pay scales of the other grades adjusted in line with our proposals for Foremen.

<u>Existing</u>		<u>Proposed</u>	
Field Assistant	MPS 9 - 13	Field Assistant	MPS 9 - 14
Senior Field Assistant	MPS 14 - 17	Senior Field Assistant	MPS 15 - 18
Kitchen Supervisor	MPS 14 - 17	Senior Foreman	MPS 15 - 18
Steward III	MPS 9 - 13	Steward III	MPS 9 - 14
Steward II	MPS 14 - 17	Steward II	MPS 15 - 18
Steward I	MPS 18 - 24	Steward I	MPS 19 - 24

2.18.5 Amenities Assistant  
Senior Chargeman

Our review showed that the work of Senior Chargemen and Amenities Assistants could be compared with that of the Foreman grade. We therefore concluded that the Amenities Assistant grade should be restructured to bring it into line with the Foreman grade, with the present Model Scale 1 rank of Senior Chargeman forming the bottom rank of the restructured grade. Accordingly our proposals were as follows :

<u>Existing</u>		<u>Proposed</u>	
Senior Chargeman	MOD 18 - 20	Amenities Assistant III	MPS 9 - 14
Amenities Assistant III	MPS 9 - 15	Amenities Assistant II	MPS 15 - 18
Amenities Assistant II	MPS 16 - 23	Amenities Assistant I	MPS 19 - 24
Amenities Assistant I	MPS 24 - 29	Senior Amenities Assistant	MPS 25 - 29

2.18.6 Chargeman

We found that there were two, possibly three, levels of responsibility exercised by Chargemen and that these were in many respects similar to those of Foremen, Artisans or Gangers. We therefore recommended that the Chargeman grade should be abolished and the posts regraded as Foreman, Artisan or Ganger as appropriate.

2.18.7 Ganger

We proposed no change in the pay scale of the Ganger grade.

2.19 Locomotive Driver Grade (Appendix IV(8))

The modernisation and electrification of the Kowloon Canton Railway, the first stage of which is due to be commissioned in April 1982, will lead to an increase in the responsibilities of certain Locomotive Drivers. These are the drivers of electrical multiple units (EMUs) which will be used for the passenger service. Each EMU will be manned by a Locomotive Driver only, unlike the diesel locomotives, each of which has a Driver and an Assistant Driver, and when the EMUs are introduced the frequency of service, the mileage covered, the time spent on driving and the speed of the trains will all be substantially increased.

In acknowledgement of the additional responsibilities which will be required of Locomotive Drivers manning EMUs, we have recommended that the pay scale of Locomotive Drivers should be improved from MPS 14 - 17 to MPS 14 - 20. At the same time, in recognition of the fact that there will continue to be two types of Locomotive Driver, one for diesel locomotives only and one for both diesel locomotives and EMUs, we made two further proposals. The first was that Locomotive Drivers should receive an additional increment on passing the examination qualifying them to operate EMUs. The second was that Locomotive Drivers should not advance beyond Point 17 unless and until they are qualified and willing to operate EMUs. We have recommended no change in the pay scale of Assistant Locomotive Drivers since their duties and responsibilities will remain unchanged.

The revised pay scales for the Locomotive Driver grade, which we have recommended should be introduced when the first stage of the electrification of the KCR is commissioned, are as follows :

	<u>Existing</u>	<u>Proposed</u>
Assistant Locomotive Driver	MPS 9 - 13	MPS 9 - 13
Locomotive Driver	MPS 14 - 17	MPS 14 - 20*

\*With provision for the grant of an additional increment and the insertion of a qualification bar between points MPS 17 and MPS 18.

2.20 Transport Assistant Grade (*Appendix IV(9)*)

We agreed to conduct a further review of this grade in the light of difficulties being experienced in recruiting and retaining Transport Assistants. We received information showing that wastage of staff from the grade was above average, especially in the early years of their career, and noted that with the opening of the Aberdeen and Airport Tunnels and the continuing programme for the installation and operation of parking meters, more staff would be required.

After examining the duties and responsibilities of the Transport Assistant grade, which include a requirement to work shifts, and taking account of the fact that shroff duties at car parks were to be assigned to Transport Assistants II, we recommended the following adjustments to the grade's pay scales :

	<u>Existing</u>	<u>Proposed</u>
Transport Assistant II	MPS 2 - 13	MPS 4 - 14
Transport Assistant I	MPS 14 - 18	MPS 15 - 18

2.21 Receptionist and Hospital Receptionist Grades  
(*Appendix IV(10)*)

In Report No. 1, we recommended that an examination should be conducted of grades with no or limited promotion opportunities to see to what extent they might be merged into more general grades. During the period covered by this Report we received the results of such an examination which suggested that the Receptionist and Hospital Receptionist grades could be merged with the clerical grades.

Our study of the Receptionist and Hospital Receptionist grades confirmed that a merger of these grades with the clerical grades would be both practicable and desirable for a number of reasons. First, reception duties already formed part of the duties of clerical staff and Receptionists and Hospital Receptionists were also called upon to perform clerical tasks on occasions. There was therefore an overlap of duties. Secondly, we considered that a merger of the Receptionist and clerical grades could be advantageous to management in that it would permit flexibility in the deployment of staff on a wider range of duties. In the circumstances we recommended that the Receptionist (MPS 6 - 16) and Hospital Receptionist (MPS 7 - 17) grades should be merged with either the Clerical Assistant (MPS 2 - 13) or Clerical Officer II (MPS 5 - 18) ranks, depending on the duties and levels of responsibility of individual posts.

2.22 Lighthouse Mechanic and Navigational Aids Attendant Grades (Appendix IV(11))

Lighthouse Mechanic and Navigational Aids Attendant were among a number of Model Scale 1 grades identified in Report No. 5 as requiring further review.

Our examination of these grades revealed that there was no functional difference between the ranks of Navigational Aids Attendant I and II, and that posts in the supervisory grade of Lighthouse Mechanic were normally filled by suitably qualified Navigational Aids Attendants. We therefore recommended that the ranks of Navigational Aids Attendant I and II should be combined and that the position whereby Lighthouse Mechanic is effectively a promotion rank for Navigational Aids Attendants should be recognised by merging the two grades. Having regard to the duties and responsibilities of the grade, in particular the level of skill required in the field of electrical and mechanical repairs, we considered that the pay scales of the new ranks should be set at Artisan and Senior Artisan level.

In the course of our review, we were also informed that the title of Navigational Aids Attendant was a misnomer, and that the correct title should be Aids to Navigation Attendant. Our proposals for the combined grade were therefore as follows :

<u>Existing</u>	<u>Proposed</u>
<u>Navigational Aids Attendant Grade</u>	<u>Aids to Navigation Attendant Grade</u>
Navigational Aids Attendant II MOD 5 - 10)	
)	Aids to Navigation MOD 11 - 17
Navigational Aids Attendant I MOD 11 - 15)	Attendant
)	
<u>Lighthouse Mechanic Grade</u>	
Lighthouse Mechanic MOD 13 - 17	Aids to Navigation Mechanic MOD 18 - 20

2.23 Cultural Services Attendant Grade (Appendix IV(12))

We noted in Report No. 5 that although Cultural Services Attendant was a Model Scale 1 grade, appointment to the grade required completion of a Form IV education. We therefore deferred making a recommendation on the pay scales of the grade pending an examination to see whether it should be transferred to the Master Pay Scale.

Information which we obtained on the duties and responsibilities of the Cultural Services Attendant grade showed that staff are required to work largely on their own, to exercise initiative and judgment, and to show patience and tact in their frequent contacts with the public. We were satisfied that to perform these duties an educational standard of Form IV level was necessary and thus that the Cultural Services Attendant grade should be transferred to the Master Pay Scale.

In so far as the pay scales and structure of the grade were concerned, we found that the duties and levels of responsibility of the two ranks of the Cultural Services Attendant grade taken together were broadly comparable to those of Clerical Assistants. We therefore recommended that the pay scales of the two ranks should be aligned with that of the Clerical Assistant rank. We also noted that a request by staff to retitle their grade as Cultural Services Assistant was acceptable to both departmental management and the Administration, and took this into account in our proposals for the grade, which were as follows :

<u>Existing</u>	<u>Proposed</u>
Cultural Services MOD 11 - 15 Attendant	Cultural Services MPS 2 - 11 Assistant
Cultural Services MOD 13 - 17 Senior Attendant	Senior Cultural MPS 12 - 13 Services Assistant

2.24 Grades Employed on Driving Duties and Extension of the Upper End of Model Scale 1 (Appendix IV(13))

In Report No. 5, we undertook to conduct a further review of a number of grades employed on driving duties. The grades concerned were the Model Scale 1 grades of Motor Driver, Special Driver and Chauffeur and the Master Pay Scale grade of Personal Chauffeur. In conducting this review, we had regard to information provided by the Pay Investigation Unit on rates of pay for comparable jobs in the private sector where suitable analogues existed.

2.24.1 Motor Driver

Motor Drivers had asked that their grade be transferred to the Master Pay Scale but in view of the fact that appointment to the grade requires a level of operative skill rather than a specific educational qualification, we considered that, in present circumstances, the grade should remain on

Model Scale 1. We also found the pay scale of the grade to be appropriate except that we considered that the minimum should be adjusted to bring the scale into line with that of other grades paid from the corresponding segment of Model Scale 1. Our recommended scale, which was in line with rates of pay in the private sector for comparable jobs, was as follows :

	<u>Existing</u>	<u>Proposed</u>
Motor Driver	MOD 13 - 17	MOD 11 - 17

#### 2.24.2 Special Driver

Special Drivers drive vehicles such as refuse collection vehicles, road sweepers, mobile cranes, road pavers and excavators. The skill required for driving these vehicles is greater than that required for driving ordinary vehicles. Like Motor Drivers, Special Drivers had asked to be transferred to the Master Pay Scale but, as in the case of Motor Drivers, we believe that they are correctly classified as a Model Scale 1 grade under existing criteria. However, in this case, information on private sector rates of pay suggested that there should be some increase in the maximum pay of Special Drivers.

Since we felt that Special Drivers should remain on Model Scale 1 and since they are already paid from the top segment of that Scale, their pay could only be brought into line with the prevailing rates of pay in the private sector by extending Model Scale 1. Accordingly, we recommended that two points should be added to Model Scale 1 thus extending the Scale from 20 to 22 points. We also recommended that the pay scale of Special Drivers should be adjusted to include the additional points, as follows :

	<u>Existing</u>	<u>Proposed</u>
Special Driver	MOD 18 - 20	MOD 18 - 22

#### 2.24.3 Chauffeur

We considered that the situation of the Chauffeur grade was different from those of Motor Drivers and Special Drivers. We stated in our earlier reports that it was our policy to consolidate grades where the ranks are split between Model Scale 1 and the Master Pay Scale, and we felt that the grades of Chauffeur and Personal Chauffeur fell within this category. We therefore proposed that the Chauffeur grade should be transferred to the Master Pay Scale to form the bottom rank of a new grade consolidating the grades of Chauffeur and Personal Chauffeur. The recommended pay scale for the Chauffeur rank in the new grade was MPS 9 - 13.



2.24.4 Personal Chauffeur

Our recommendation for the merging of the Chauffeur and Personal Chauffeur grades involved consequential adjustments to the pay scales of the Personal Chauffeur and Senior Personal Chauffeur ranks. The proposed pay scales and structure for the new combined grade were as follows :

	<u>Existing</u>	<u>Proposed</u>
Chauffeur	MOD 18 - 20	MPS 9 - 13
Personal Chauffeur	MPS 12 - 13	MPS 14 - 15
Senior Personal Chauffeur	MPS 14	MPS 16 - 17

2.24.5 Extension to Model Scale 1

The proposed extension to Model Scale 1 to accommodate Special Drivers led us to consider whether the extension should be applied to other ranks paid from the top segment of Model Scale 1. We therefore asked the Pay Investigation Unit to obtain information on rates of pay in the private sector for jobs regarded as comparable to that of Senior Artisan, the grade to which other grades paid from the top segment of Model Scale 1 are linked. The information obtained showed that the maximum pay for Senior Artisans, like that for Special Drivers, was somewhat below the prevailing private sector maximum rates and we therefore recommended that the extension to Model Scale 1 should be applied to all grades paid from the top segment of that Scale.

2.25 Car Park Attendant Grade (Appendix IV(14))

In Report No. 5, we noted that the duties and responsibilities of staff in the Model Scale 1 grade of Car Park Attendant varied depending on the place at which they were employed. We therefore deferred making a recommendation on the grade pending the receipt of further information on its work.

The majority of Car Park Attendants are in the Civil Aviation Department where they are employed in controlling the public and staff car parks at the Airport. We found that the duties of those employed in controlling the public car parks were comparable to the duties of Transport Assistants II employed in public car parks under the control of the Transport Department. We therefore recommended that these Car Park Attendants should be considered for regrading as Transport Assistant II. The effect of this proposal was as follows :

	<u>Existing</u>		<u>Proposed</u>
Car Park Attendant	MOD 11 - 15	Transport Assistant II	MPS 4 - 14

In so far as the other Car Park Attendants were concerned, we considered that they should continue to be paid from Model Scale 1. We also found that there were two distinct levels of responsibility exercised by staff of the grade depending on their place of work. We therefore recommended that the Car Park Attendant grade should be divided into two ranks, with the grading of posts within the ranks subject to individual assessment by the Administration. The pay scales and structure which we proposed were as follows :

	<u>Existing</u>		<u>Proposed</u>
Car Park Attendant	MOD 11 - 15	(Car Park Attendant II	MOD 5 - 10
		(	
		(Car Park Attendant I	MOD 11 - 17

#### 2.26 Police Telecommunications Assistant Grade (*Appendix IV(15)*)

During our first review of individual grades, we were asked by staff in the Police Telecommunications Assistant grade to merge the pay scales of the Police Telecommunications Assistant II and I ranks to bring them into line with the structure of the Telecommunications Assistant grade in the Post Office. However, at that time we were informed that the structure of the grade was based on operational requirements and in Report No. 2 we recommended that it should remain unchanged.

Subsequently we were advised by the Commissioner of Police that the situation had altered and that as a result of the rapid expansion of the use of telecommunication systems by the Force, the duties of Police Telecommunications Assistants II and I overlapped. In the circumstances, we conducted a further review of the Police Telecommunications Assistant grade which confirmed that there were sound management reasons for merging the Police Telecommunications Assistant II and I ranks. We therefore recommended accordingly. Our proposal for the revised pay scales and structure of the grade, which are now in line with those of comparable grades within the Technical Inspectorate and Related Grades group, were as follows :