

<u>Existing</u>		<u>Proposed</u>	
Police	MPS 18 - 28	Police	MPS 18 - 28
Telecommunications		Telecommunications	
Assistant III		Assistant II	
Police	MPS 29 - 32)		
Telecommunications)		
Assistant II)	Police	MPS 29 - 36
)	Telecommunications	
Police	MPS 33 - 36)	Assistant I	
Telecommunications)		
Assistant I)		
Assistant	MPS 38 - 41	Senior Police	MPS 38 - 41
Controller (Police		Telecommunications	
Telecommunications)		Assistant	
Controller (Police	MPS 42 - 47	Controller (Police	MPS 42 - 47
Telecommunications)		Telecommunications)	

2.27 Bailiff and Bailiff's Assistant Grades (*Appendix IV(16)*)

The Bailiff's Assistant grade was created in 1979 to undertake certain of the duties then performed by staff of the Bailiff grade. At the time of our first review of individual grades no posts in the Bailiff's Assistant grade had been filled and we were unable to assess whether its pay scale was appropriate or whether its creation warranted any adjustment to the pay scales of the Bailiff grade. Subsequently we were informed that the revised working arrangements of the Bailiffs' Section were fully operational and we agreed to re-examine the grades involved.

2.27.1 Bailiff's Assistant

The qualification required for appointment as a Bailiff's Assistant is completion of a Form IV education. Our review confirmed that this entry qualification was appropriate and thus the pay scale should have regard to those of comparable grades within the group of grades requiring less than a full school certificate. After taking account of the nature of the duties of the grade, in particular the enforcement element, we proposed that its pay scale should be revised from MPS 5 - 14 to MPS 4 - 15.

2.27.2 Bailiff

The qualification for entry to the Bailiff grade is school certificate plus a period of at least five years' experience in a relevant field of work. Staff represented that the minimum educational qualification for entry to the grade should be raised to matriculation but we concluded that the existing arrangements remained appropriate. We also found that the pay scale of the Bailiff rank had been set having regard to the qualifications and experience required to perform the more demanding duties of the rank; consequently the transfer of certain duties to the Bailiff's Assistant grade did not warrant any adjustment to the pay scale of the Bailiff rank. However, we recommended adjustments to the pay scales of the higher ranks in the Bailiff grade to bring them into line with those of other grades within the school certificate group. The effect of these recommendations was as follows :

	<u>Existing</u>	<u>Proposed</u>
Bailiff	MPS 16 - 25	MPS 16 - 25
Senior Bailiff	MPS 26 - 30	MPS 26 - 32
Assistant Chief Bailiff	MPS 31 - 36	MPS 33 - 37
Chief Bailiff	MPS 38 - 41	MPS 38 - 43

2.28 Instructor (Prisons) Grade (Appendix IV(17))

We were informed that problems were being encountered in staffing the Instructor (Prisons) grade and that these might have been aggravated as a result of our recommendation in respect of the Trade Instructor grade (para. 2.16). The duties of both grades are similar and the pay scales which we recommended for Trade Instructors resulted in Instructors (Prisons) ceasing to enjoy a former pay advantage granted in recognition of their working conditions.

A further review of the Instructor (Prisons) grade satisfied us that the fact that staff are subject to strict disciplinary provisions and the environment in which they work justified their continuing to receive a higher pay scale than Trade Instructors. We therefore recommended that the former differential should be restored and the pay scale improved as follows :

	<u>Existing</u>	<u>Proposed</u>
Instructor (Prisons)	DPS (R) 9 - 21	DPS (R) 9 - 25

2.29 Government House Staff (Appendix IV(18))

We were advised that difficulties were being experienced in recruiting domestic staff for Government House, and we agreed to conduct a review to determine whether any changes should be made in the pay and grading of such staff.

We found that the problem of recruiting Government House domestic staff arose primarily from the fact that a number of the grades in which such staff served were not exclusive to Government House. As a result their pay scales took account of the duties and responsibilities of staff in other establishments. We took the view that the duties of domestic staff at Government House were considerably more demanding than elsewhere, and thus that their pay should not be linked to that of staff in common grades. We therefore recommended that the various grades of domestic staff at Government House should be replaced by a new integrated "Government House Domestic Staff" grade with the following pay scales and structure :

	<u>Existing</u>		<u>Proposed</u>
Domestic Servant II	MOD 5 - 10	Government House	MPS 7 - 10
		Domestic Staff V	
Domestic Servant I	MOD 11 - 17)	Government House	MPS 11 - 13
Laundry Worker	MOD 11 - 17)	Domestic Staff IV	
Tailor	MPS 9 - 13)	Government House	MPS 14 - 15
Steward	MOD 18 - 20)	Domestic Staff III	
Senior Domestic Servant	MOD 18 - 20))	
No. 2 Chef	MPS 11 - 15	Government House	MPS 16 - 19
		Domestic Staff II	
Head Chef	MPS 16 - 19)	Government House	MPS 20 - 22
Chief Steward	MPS 16 - 19)	Domestic Staff I	

Our proposed pay scales had regard to rates of pay of comparable staff employed in top-class hotels.

In addition to the Government House Domestic Staff, we also reviewed two other grades in Government House. These were the grades of Housekeeper and Social Secretary. In the light of the duties and responsibilities of these grades, and again having regard to prevailing rates of pay for similar posts in the private sector where appropriate, we recommended that their pay scales be adjusted as follows :

	<u>Existing</u>	<u>Proposed</u>
Housekeeper	MPS 26	MPS 29 - 34
	<u>Existing</u>	<u>Proposed</u>
Assistant Social Secretary	MPS 27	MPS 27 - 29
Social Secretary	MPS 33	MPS 33 - 35

2.30 Reclassification of Certain Grades (Appendix IV(19))

In Report No. 2 we classified the great majority of civil service grades according to the educational qualifications or skills required for appointment to the grades concerned. In response to submissions from staff and management we re-examined the composition of the matriculation group to see whether, as was suggested in the submissions, there was a case for re-classifying any of the grades in this group. In most instances we found that the grades were correctly classified as matriculation grades. However, for a few grades we considered that a case for reclassification did exist and our recommendations in respect of these grades are set out below.

2.30.1 Analyst/Programmer

With the rapid development of computer technology and its expanding application in Government we concluded that specialist qualifications were more appropriate than general educational qualifications for appointment to this grade. We considered that a university degree in the field of computer science would be a particularly desirable entry qualification and therefore proposed that the Analyst/Programmer grade should be transferred to the degree group with the following pay scales :

	<u>Existing</u>	<u>Proposed</u>
Analyst/Programmer II	MPS 18 - 31	MPS 20 - 31
Analyst/Programmer I	MPS 32 - 37	MPS 32 - 37
Project Manager	MPS 38 - 47	MPS 38 - 47
Assistant Data Processing Manager	MPS 48 - 51	MPS 48 - 51

At the same time we recognised that to restrict entry to the Analyst/Programmer grade to the holders of relevant degrees would be both impracticable and undesirable. We therefore also recommended that the holders of Hong Kong Polytechnic Higher Diplomas in the field of computer studies and the holders of non-relevant degrees who display an aptitude for computer work should continue to be eligible for appointment as Analysts/Programmers at points below the proposed minimum of the Analyst/Programmer II scale. Our recommended entry points were as follows :

Relevant degree	MPS 20
Relevant Polytechnic Higher Diploma	MPS 19
Non-relevant degree with computer aptitude	MPS 18

2.30.2 Assignment Officer

Although there are at present no degree programmes in Hong Kong specifically designed to produce work study specialists, there are degree courses in which work study is a component. We considered the possession of such degrees a desirable qualification for entry to the Assignment Officer grade and therefore proposed that the grade should be transferred to the degree group but with the degree entry point reserved for holders of relevant degrees or post-graduate diplomas in management studies. However, as in the case of the Analyst/Programmer grade, we also recommended that holders of other acceptable qualifications should be allowed to enter the grade at points below the degree entry point. The proposals for the pay scales of the Assignment Officer grade were as follows :

	<u>Existing</u>	<u>Proposed</u>
Assignment Officer II	MPS 18 - 31	MPS 20 - 31
Assignment Officer I	MPS 32 - 37	MPS 32 - 37
Senior Assignment Officer	MPS 38 - 47	MPS 38 - 47
Organisation and Methods Officer	MPS 48 - 51	MPS 48 - 51

2.30.3 Curator

A departmental report on the Curator grade indicated that there were two different work streams at the Assistant Curator level. One stream was engaged on work of a technical nature while the other was employed on work of a more professional type. We therefore proposed that the grade should be divided into two with the posts required for the more professional type of work being included in a new Curator grade for which the entry qualification should be possession of a relevant degree. For posts in the technical stream we recommended that an examination should be undertaken to see whether they could be merged with other civil service grades or whether a new grade would need to be created. Our proposed pay scales for the Curator grade were as follows :

	<u>Existing</u>	<u>Proposed</u>
Assistant Curator II	MPS 17 - 31	MPS 20 - 31
Assistant Curator I	MPS 32 - 37	MPS 32 - 37
Curator	MPS 38 - 47	MPS 38 - 47

2.30.4 Information Officer
Programme Officer
Executive Assistant

We considered that for appointment to these grades practical experience and proven ability were as important as formal educational qualifications. We therefore proposed that these grades should be transferred to the "Other Grades" group, the group composed of grades where possession of an academic qualification is not a major factor in determining pay, with their pay scales unchanged.

2.31 New Grades of Recreation and Sport Officer and Music Officer (Appendix IV(20))

We were asked to advise on appropriate pay scales and structures for two new grades which the Government proposed to create in the Recreation and Culture Division of the Home Affairs Branch (now the Recreation and Culture Department). The grades concerned were Recreation and Sport Officer and Music Officer.

2.31.1 Recreation and Sport Officer

Our examination of the duties and responsibilities which were to be assigned to the Recreation and Sport Officer grade indicated that a five-rank structure would be appropriate. In so far as the first rank was concerned, we noted that the basic qualification required for appointment to the grade would be a Teacher's Certificate and that the duties of the rank could be compared to those of Certificated Masters in the physical education stream. We therefore considered that the pay scale for this rank should be related to that of the first rank of the Certificated Master grade. Above the first rank the work of the new grade was no longer directly comparable to that of the Certificated Master grade and for the upper ranks we therefore had regard to the pay scales of grades exercising corresponding levels of responsibility at a district or regional level. Our proposed pay scales and structure for the Recreation and Sport Officer grade were as follows :

Assistant Recreation and Sport Officer II	MPS 17 - 24
Assistant Recreation and Sport Officer I	MPS 25 - 34
Recreation and Sport Officer	MPS 35 - 40
Senior Recreation and Sport Officer	MPS 41 - 47
Chief Recreation and Sport Officer	MPS 48 - 51

2.31.2 Music Officer

In considering the structure of the Music Officer grade, we noted the advice given by the Government Music Consultant regarding the need for different levels of music teaching staff. In the light of this advice and after considering the duties to be assigned to the Music Officer grade, we were satisfied that as with the Recreation and Sport Officer grade there was a need for a five-rank structure.

To determine appropriate pay scales for the Music Officer grade, we first had regard to the basic qualifications which would be required for entry to the grade. In this case candidates for appointment to the grade would be required to have appropriate qualifications from the Royal Schools of Music, the Royal Academy of Music, the Royal College of Music or, in the case of the Chinese music discipline, to have an acceptable equivalent qualification and experience. These qualifications can be generally equated to those required for appointment to the Certificated Master grade and since staff in the first two ranks of the grade would be primarily engaged in teaching duties,

we proposed that the pay scales of these ranks should be related to those of the ranks of Certificated Master and Assistant Master.

From the third rank upwards the duties and responsibilities of staff differed significantly from those of the Certificated Master grade and for the higher ranks we therefore related the pay scales to those of middle management grades. Our recommended pay scales and structure for the Music Officer grade were as follows :

Assistant Music Officer II	MPS 17 - 24
Assistant Music Officer I	MPS 25 - 31
Music Officer	MPS 32 - 37
Senior Music Officer	MPS 38 - 47
Chief Music Officer	MPS 48 - 51

2.32 Caretaker and Watchman Grades (*Appendix IV(21)*)

Caretaker and Watchman were two of a number of Model Scale 1 grades identified in Report No. 5 as requiring further review. We had noted that the work of the two grades appeared to be very similar and we sought further information on their duties and responsibilities in order to determine whether or not they should continue as separate grades.

Our review confirmed that there was no significant difference between the duties of Watchmen and Caretakers and we recommended that the two grades be replaced by a single grade.

As to which of the two grades should form the single grade, we considered that the degree of responsibility in the work of both Caretakers and Watchmen justified the higher pay scales of the Watchman grade. We therefore proposed that the single grade should be the Watchman grade, with the following pay scales and structure :

	<u>Existing</u>	<u>Proposed</u>
Watchman	MOD 5 - 10	MOD 5 - 10
Head Watchman	MOD 11 - 15	MOD 11 - 17

Creation of New Ranks

2.33 During the period covered by this report we also examined and endorsed six proposals for the creation of new ranks in existing grades on which the Administration sought our advice. Details are given in the following table :

Grade	New Rank	Pay Scale MPS	Date of Endorsement
Police Interpreter	Chief Police Interpreter	33 - 37	10 October 1980
Transport Controller	Senior Transport Controller	30 - 37	27 February 1981
Court Interpreter	Chief Court Interpreter	48 - 51	8 May 1981
Data Processor	Data Preparation Supervisor	20 - 24	29 May 1981
Pilot	Senior Pilot	48 - 51	11 September 1981
Police Research Officer	Senior Police Research Officer	48 - 51	25 September 1981

The Role of the Standing Commission in Disputes

2.34 In previous reports we have discussed the Commission's role in disputes over pay scales and grade structures between management and staff in the civil service. Our basic position is that since we are responsible for advising Government on principles and practices governing the grade, rank and salary structure of the civil service, it would not be appropriate for us to act as an arbitrator or conciliator in disputes over pay or conditions of service which arise from our own recommendations. In response to our request that the Commission's role should be properly understood by both management and staff in the civil service, the Civil Service Branch has issued a circular memorandum on this subject to heads of departments. A copy of this memorandum is at Appendix V.

Review of the Commission's Terms of Reference

2.35 In November 1980, a Sub-Committee consisting of four Commission Members under the chairmanship of Mr. Gordon M. Macwhinnie, O.B.E., J.P., was appointed to consider whether any changes to the Commission's Terms of Reference were necessary. After careful deliberations, the Sub-Committee reached the conclusion, which we endorsed, that the existing Terms of Reference were adequate and that no change was necessary at that time. However, in the light of changing circumstances, particularly regarding the impact of the value of fringe benefits on the pay package of the civil service, we now propose to give further consideration to the adequacy of our Terms of Reference, in particular to the clauses relating to conditions of service.

Consultations with Staff and Management

2.36 During the past year, Commission Members and staff of the Commission Secretariat have continued to hold discussions with staff associations and groups on matters within our Terms of Reference. We have also visited a number of departments in order to improve our understanding of the working environment of staff in the civil service. We have found these meetings and visits most useful.