

Tribunal Officer Grade

5. The Administration's review also included the matriculation grade of Tribunal Officer in view of its traditional relationship to the Law Clerk and Judicial Clerk grades. On the basis of information provided our conclusion is that the present one rank structure is appropriate. The existing pay scale of MPS 31 - 43, although spanning the normal second and third rank scales of the matriculation grades, is justified having regard to the range of work undertaken by the Tribunal Officers and requirement for substantial experience for appointment. However, we recommend that the Tribunal Officer grade should be transferred to the "Other Grades" group which is composed of grades for which academic qualifications are not the major or only prerequisite for appointment.

6. Since our recommendations arise from a recent review of the grades concerned, we recommend that, if accepted, they be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S.Y. Chung)
Chairman

30 June 1983

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

New Grade of Welfare Worker

We have been asked to advise on a proposal to create a new grade of Welfare Worker in the Social Welfare Department.

2. We understand that there has been a continuing shortage of trained social work staff at both graduate and diploma level. This has led to an examination by the Director of Social Welfare of the various welfare services provided by the Department to determine whether there are jobs in the social work field which could in practice be undertaken satisfactorily by staff having no formal social work qualification. This would release trained social workers for other duties which require their expertise. We have now been informed that a number of jobs at present undertaken by Social Work Assistants have been identified as falling within this category and could be performed by staff without social work training. These jobs are mainly found in group and community work, rehabilitation and family services and are concerned with the organisation of interest groups, the conduct of recreational activities for young people and children, the planning and provision of training sessions for the mentally handicapped, and administrative and supervisory duties connected with part-time workers and part-time instructors.

3. The Administration has considered whether general grades staff or other grades in the Social Welfare Department could be deployed on these tasks, but has concluded that this would not be appropriate having regard to the nature of the duties involved. It has therefore been proposed to us that the best way to meet the Department's need is to create a new school certificate grade of Welfare Worker. We accept these arguments.

4. We have been advised that the qualifications for appointment to the new grade are passes in five subjects in the Hong Kong Certificate of Education plus a minimum age of 21. In addition, preference would be given to candidates with working experience. Taking into account these entry requirements and the nature of the duties, we therefore recommend that the pay scales and structure of the grade should be as follows :

<u>Proposed Rank</u>	<u>Proposed Pay Scale</u>
Welfare Worker	MPS 9 - 20
Senior Welfare Worker	MPS 21 - 25

5. If our proposals are accepted, we recommend that they should be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S.Y. Chung)
Chairman

15 September 1983.

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

The House Service Inspector Grade

We last examined the House Service Inspector grade in January 1981 in the context of an overall review of certain supervisory grades on the Master Pay Scale and on Model Scale 1. Our recommendations on these grades were set out in our letter of 28 January 1981 to His Excellency Sir Murray MacLehose, and this was subsequently published in Report No. 6 (Progress Report 1980 - 81).

2. In our comments on the House Service Inspector grade we stated that we were unable to determine whether the pay scale of the House Service Inspector grade was justified. We recommended that a further detailed study of the duties and responsibilities of the House Service Inspector grade should be carried out and that this should include an examination of the possibility of merging the grade with the appropriate ranks of the Works Supervisor grade. We have recently received the results of the study and have reviewed the structure and pay of the grade in the light of its findings.

3. The House Service Inspector grade is a one-rank grade in the Consumer Services Division of the Water Supplies Department and it is classified under Group II of the Technical Inspectorate and Related Grades in which grades are normally filled by the appointment of experienced Model Scale 1 staff or persons who have completed a recognised apprenticeship. The staff of the grade are mainly deployed on the inspection of the work of licensed plumbers and their function is to ensure compliance with the Waterworks Ordinance and Regulations. The existing establishment and pay scale of the grade are as follows :-

	<u>No. of Posts</u>	<u>Pay Scale</u>
House Service Inspector	88	MPS 13 - 19

4. The results of the recent study of the House Service Inspector grade indicate that a merger of this grade and the Works Supervisor grade would not be practicable. Even though the duties of the two grades are in many respects comparable there are significant differences in the way in which the staff of the two grades perform their duties. Comparable Works Supervisors are mainly responsible for the supervision of contractors' staff. They are closely supervised by Assistant Inspectors and they report to Assistant Inspectors or Inspectors who deal with contractors on any matters that arise. House Service Inspectors, on the other hand, are mainly concerned with the inspection of the work of licensed plumbers; they work independently and they themselves have to deal directly with consumers and licensed plumbers. There are also differences in the structures of the two grades which make a merger inappropriate. In the case of Works Supervisors two clear levels of responsibility have been established and Works Supervisors I deal with more complicated matters and Works Supervisors II with those of a simpler nature depending on the costs involved, the procedures to be followed, and the type of contractors employed. In the case of House Service Inspectors the complexity of cases cannot be predicted or foreseen and only emerges as cases are being dealt with. For all these reasons, we recommend that the structure of the House Service Inspector grade should not be changed.

5. Direct appointment to the House Service Inspector grade requires a relevant certificate issued by the Polytechnic or a Technical Institute. For this reason we consider that the starting pay of the grade should be aligned with that of the first rank of the grades requiring a similar entry qualification in Group II of the Technical Inspectorate and Related Grades. As explained in the previous paragraph the duties of the House Service Inspector grade and the Works Supervisor grade are in many respects comparable but House Service Inspectors are required to perform their duties more independently and there is a somewhat greater need for them to exercise judgement and to make independent decisions. In addition their duties are more demanding in that they have to deal with both consumers and licensed plumbers direct and an aptitude for dealing with members of the public is very important. Taking these factors into account we propose that the pay scale of the grade be revised as follows :-

	<u>Existing</u>	<u>Proposed</u>
House Service Inspector	MPS 13 - 19	MPS 12 - 20

6. If our proposals are accepted, we recommend that they should be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman

31 October 1983

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

The Immigration Service Grades

We last considered the Immigration Service grades in the context of an overall review of the disciplined services and our recommendations were published in our Report No. 2 (First Report on Civil Service Pay). In the past few years the nature and scope of the duties of the Immigration Service have undergone significant changes and we have been asked to review the Immigration Assistant grade and the Assistant Immigration Officer and Immigration Officer ranks.

The Immigration Assistant Grade

2. The Immigration Assistant grade, the rank and file of the Immigration Service, is divided into two ranks, Immigration Assistant and Senior Immigration Assistant and the present establishment and pay scales of the grade are as follows :

	<u>No. of Posts</u>	<u>Pay Scale</u>	<u>Long Service Increment</u>
Immigration Assistant	458	DPS(R) 1 - 13	14, 15
Senior Immigration Assistant	460	DPS(R) 14 - 21	-

3. We have been informed that the work of the Immigration Service has expanded considerably in both volume and complexity in recent years. This is due both to an increase in the number of travellers passing through Hong Kong, and also to the need to deal with illegal immigrants and refugees. To meet the increased pressure on staff resources, the Director of Immigration has gradually devolved the more routine duties from the Immigration Officer grade to the Immigration Assistant grade thus releasing experienced personnel at the officer level for more pressing and complex

tasks. As a result, the responsibility and duties of the Immigration Assistant grade have become more demanding than before. They are now required to verify travellers' status, to detect a broad range of immigration offences and to deal with the clearance of travellers at all control points except for those arriving at the Airport, in addition to their previous duties of searching, guarding and escorting persons involved in immigration offences. We consider that an adjustment should be made to the pay scales of the grade to reflect these changes.

4. Taking all the factors into consideration and having regard to the difference in the pay of the Immigration Assistant grade as compared with the rank and file of the other disciplined services, we recommend that the pay scales of the Immigration Assistant grade be revised as follows :

	<u>Existing</u>	<u>Long Service Increment</u>	<u>Proposed</u>	<u>Long Service Increment</u>
Immigration Assistant	DPS(R) 1 - 13	14, 15	DPS(R) 3 - 16	17, 18
Senior Immigration Assistant	DPS(R) 14 - 21	-	DPS(R) 17 - 25	-

5. We have included the usual long service increments in the proposed pay scales in accordance with the current practice for the junior ranks of the disciplined services. In Chapter 6 of our Report No. 8 we submitted our views and recommendations on the general questions of long service increments and we do not propose to review the matter again at this stage.

The Assistant Immigration Officer and Immigration Officer Ranks

6. The Immigration Officer grade is divided into six ranks as follows :

	<u>No. of Posts</u>	<u>Pay Scale</u>
Assistant Immigration Officer	573	DPS(O) 1 - 11
Immigration Officer	514	DPS(O) 12 - 18
Senior Immigration Officer	170	DPS(O) 19 - 23
Chief Immigration Officer	50	DPS(O) 24 - 29
Assistant Principal Immigration Officer	15	DPS(O) 30 - 33
Principal Immigration Officer	7	DPS(O) 34 - 37

7. In view of the delegation of the more routine duties of the Immigration Officer grade to the Immigration Assistant grade described in paragraph 3, and the Director of Immigration's desire to attract recruits of a high standard of education and ability, we have been asked to consider whether basic entry requirement for the Immigration Officer grade should be revised from school certificate to matriculation and the pay scales of the Assistant Immigration Officer and Immigration Officer ranks adjusted accordingly.

8. We note that the recruitment and retention of Immigration Officers have not been a problem in recent years and that, in fact, a number of university graduates have chosen to join the grade at the Assistant Immigration Officer rank. We also note that it will be some time before the delegation of duties from the Assistant Immigration Officer rank to the Immigration Assistant grade can be completed and its effect assessed. We do not therefore propose any change in the entry qualifications for the Immigration Officer grade or in the pay scales of the Assistant Immigration Officer and Immigration Officer ranks.

9. If our proposal in paragraph 4 is accepted, we recommend that it should be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman