

Circular No. 18

Ref. No. C5^{II}

Public Service Establishment Division
Ministry of Finance and Planning
30 National Heroes' Circle
Kingston 4

March 28, 2002

To: Permanent Secretaries
Heads of Departments

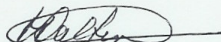
**Correction
Circular Numbers 8 and 10 of 2002**

Reference is made to this Ministry's Circular No. 8 and Circular No. 10 dated February 28, 2002 and March 6, 2002 respectively which details increases in basic salary, uniform and laundry allowances to certain monthly paid categories in the Civil Service consequent on the Heads of Agreement signed with the Jamaica Civil Service Association.

The salary scales listed for the Finance Accounting and Auditing Group (FAA) level 6 was omitted. Additionally the salary listed for the Revenue Management Group/Tax Administration (RMG/TA) level 1, the Data Processor OPS/DP 1 and the uniform allowance listed for the Senior Secretary OPS/SS 3 (new series) is incorrect. In this regard, please replace pages 9, 14, 18 and 25, with the attached schedules. The corrections are shown in bold face. **These rates supersede all other rates sent out previously for the same categories.**

Please replace the costing form attached to Circular No. 8 referred to above with the attached. All terms and conditions detailed in the circulars under reference remain.

Please ensure that this circular is brought to the attention of all the relevant agencies and personnel under your purview


M. Walters
for Financial Secretary

MINISTRY/GROUPS	GROUP/GRADE	TOTAL COST AS AT 31/3/00	ADDITIONAL COST FOR THE PERIOD 1/4/00-31/3/01	ADDITIONAL COST FOR THE PERIOD 1/4/01-31/3/02

**Revision of Basic Salary and Uniform & Laundry Allowances
For the Contract Period April 1, 2000 to March 31, 2002**

	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Financial Accounting & Auditing (FAA)													
FAA 6													
Existing	417,921	428,369	439,078	450,055	461,307	472,839	484,660	496,777				11,544	22,230
With Effect From 1/4/00	434,638	445,504	456,641	468,057	479,759	491,753	504,047	516,648				12,006	23,119
With Effect From 1/4/01	490,075	502,327	514,886	527,758	540,952	554,475	568,337	582,546					
FAA 5													
Existing	327,255	335,436	343,822	352,418	361,228	370,259	379,515	389,003				11,544	22,230
With Effect From April 1, 2000	340,345	348,854	357,575	366,515	375,677	385,069	394,696	404,563				12,006	23,119
With Effect From April 1, 2001	392,011	401,811	411,857	422,153	432,707	443,525	454,613	465,978					
FAA 4													
Existing	282,695	289,762	297,006	304,432	312,042	319,843	327,840	336,036				11,544	22,230
With Effect From April 1, 2000	294,003	301,353	308,887	316,609	324,524	332,637	340,953	349,477				12,006	23,119
With Effect From April 1, 2001	343,815	352,410	361,221	370,251	379,507	388,995	398,720	408,688					
FAA 3													
Existing	244,204	250,309	256,567	262,981	269,556	276,294	283,202	290,282				11,544	22,230
With Effect From April 1, 2000	253,972	260,321	266,830	273,500	280,338	287,346	294,530	301,893				12,006	23,119
With Effect From April 1, 2001	302,183	309,738	317,481	325,418	333,554	341,892	350,440	359,201					
FAA 2													
Existing	196,121	201,024	206,050	211,201	216,481	221,893	227,440	233,126				11,544	22,230
With Effect From April 1, 2000	203,966	209,065	214,292	219,649	225,140	230,769	236,538	242,451				12,006	23,119
With Effect From April 1, 2001	250,177	256,431	262,842	269,413	276,148	283,052	290,128	297,381					
FAA 1													
Existing	161,351	165,385	169,519	173,757	178,101	182,554	187,118	191,796				11,544	22,230
With Effect From April 1, 2000	167,805	172,000	176,300	180,708	185,225	189,856	194,602	199,467				12,006	23,119
With Effect From April 1, 2001	212,569	217,884	223,331	228,914	234,637	240,503	246,515	252,678					
Audio Visual Production Series (MCG/AVP)													
MCG/AVP 6													
Existing	1,027,723	1,053,416	1,079,751	1,106,745	1,134,414	1,162,774	1,191,844	1,221,640				11,544	22,230
With Effect From April 1, 2000	1,068,832	1,095,553	1,122,942	1,151,015	1,179,790	1,209,285	1,239,517	1,270,505				12,006	23,119
With Effect From April 1, 2001	1,149,637	1,178,378	1,207,838	1,238,034	1,268,984	1,300,709	1,333,227	1,366,557					

Compensation Unit
Public Service Establishment Division/MORP

Revision of Basic Salary and Uniform & Laundry Allowances For the Contract Period April 1, 2000 to March 31, 2002													
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue Management Group/Tax Administration Series (RMG/TA)													
RMG/TA 4													
Existing w.e.f. 1/12/99	483,355	495,439	507,825	520,520	533,533	546,872	560,544	574,557					
With Effect From April 1, 2000	502,689	515,256	528,138	541,341	554,875	568,747	582,965	597,539					
With Effect From April 1, 2001	560,849	574,870	589,242	603,973	619,072	634,549	650,413	666,673					
RMG/TA 3													
Existing w.e.f. 1/12/99	402,779	412,848	423,170	433,749	444,593	455,707	467,100	478,778					
With Effect From April 1, 2000	418,800	429,362	440,096	451,099	462,376	473,936	485,784	497,929					
With Effect From April 1, 2001	473,698	485,540	497,679	510,121	522,874	535,946	549,344	563,078					
RMG/TA 2													
Existing w.e.f. 1/12/99	341,351	349,885	358,632	367,598	376,788	386,207	395,863	405,759					
With Effect From April 1, 2000	355,005	363,880	372,977	382,302	391,859	401,656	411,697	421,989					
With Effect From April 1, 2001	407,257	417,439	427,875	438,572	449,536	460,774	472,294	484,101					
RMG/TA 1													
Existing w.e.f. 1/12/99	249,663	255,905	262,302	268,860	275,581	282,471	289,533	296,771					
With Effect From 1/4/00	259,650	266,141	272,794	279,614	286,604	293,770	301,114	308,642					
With Effect From 1/4/01	308,088	315,790	323,685	331,777	340,071	348,573	357,287	366,219					
With Effect From 1/7/01 (Already Paid)	262,823	269,394	276,128	283,032	290,107	297,360	304,794	312,414					
With Effect From 1/7/01	322,321	330,379	338,639	347,105	355,783	364,677	373,794	383,139					
Revenue Agent Series (GMC/RA)													
RA 4													
Existing	702,847	720,418	738,429	756,889	775,812	795,207	815,087	835,464					
With Effect From April 1, 2000	730,961	749,235	767,966	787,165	806,844	827,015	847,691	868,883					
With Effect From April 1, 2001	798,251	818,208	838,663	859,629	881,120	903,148	925,727	948,870					
RA 3													
Existing	575,056	589,432	604,168	619,272	634,754	650,623	666,889	683,561					
With Effect From April 1, 2000	598,058	613,010	628,335	644,043	660,144	676,648	693,564	710,903					
With Effect From April 1, 2001	660,033	676,333	693,447	710,783	728,553	746,766	765,436	784,571					
Compensation Unit													
Public Service Establishment Division/MOFP													

Compensation Unit
Public Service Establishment Division/MOFP

**Revision of Basic Salary and Uniform & Laundry Allowances
For the Contract Period April 1, 2000 to March 31, 2002**

Data Processing Series (DP)											
OPS/DP 5											
Existing											
With Effect From April 1, 2000	214,538	X	5581	-	236,862					11,544	16,536
With Effect From April 1, 2001	223,120	X	5804	-	246,336					12,006	17,197
With Effect From April 1, 2001	270,096	X	6036		294,240						
OPD/DP 4											
Existing											
With Effect From April 1, 2000	192,234	X	5269	-	208,041					11,544	16,536
With Effect From April 1, 2001	199,923	X	5480	-	216,363					12,006	17,197
With Effect From April 1, 2001	245,972	X	5699		263,069						
OPS/DP 3											
Existing											
With Effect From April 1, 2000	173,880	X	3967	-	189,748					11,544	16,536
With Effect From April 1, 2001	180,835	X	4126	-	197,339					12,006	17,197
With Effect From April 1, 2001	226,121	X	4291		243,285						
OPS/DP 2											
Existing											
With Effect From April 1, 2000	159,700	X	2721	-	170,584					11,544	16,536
With Effect From April 1, 2001	166,088	X	2830	-	177,408					12,006	17,197
With Effect From April 1, 2001	210,784	X	2943		222,556						
OPS/DP 1											
Existing											
With Effect From April 1, 2000	141,956	X	2917	-	159,458					11,544	16,536
With Effect From April 1, 2001	2,730	X	56	-	3,066						
With Effect From April 1, 2001	147,634	X	3034	-	165,838					12,006	17,197
With Effect From April 1, 2001	2,839	X	56	-	3,175						
With Effect From April 1, 2001	191,592	X	3155	-	210,522						
With Effect From April 1, 2001	3,684	X	58	-	3,916						

THIS IS THE LAST TIME THAT A SCALE FOR THE OPS/DP WILL BE ISSUED.
PLEASE ENSURE THAT THE REMAINING OPS/DPJOB DESCRIPTIONS ARE
SENT TO THE PUBLIC SERVICE ESTABLISHMENT DIVISION FOR CLASSIFICATION BEFORE APRIL 1, 2002

**Revision of Basic Salary and Uniform & Laundry Allowances
For the Contract Period April 1, 2000 to March 31, 2002**

Secretarial Series (OPS/SS) (New Series)													
OPS/SS 4	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Executive Secretary 1													
Existing	314,184	322,039	330,090	338,342	346,800	355,470	364,357	373,466				11,544	22,230
With Effect From April 1, 2000	326,751	334,920	343,293	351,875	360,672	369,689	378,931	388,405				12,006	23,119
With Effect From April 1, 2001	377,874	387,320	397,003	406,928	417,102	427,529	438,217	449,173					
OPS/SS 3													
Senior Secretary													
Existing	277,805	284,750	291,869	299,166	306,645	314,311	322,169	330,223				11,544	22,230
With Effect From April 1, 2000	288,917	296,140	303,544	311,132	318,911	326,883	335,055	343,432				12,006	23,119
With Effect From April 1, 2001	338,526	346,989	355,664	364,555	373,669	383,011	392,586	402,401					
OPS/SS 2													
Secretary 2													
Existing	201,739	206,782	211,952	217,251	222,682	228,249	233,955	239,804				11,544	22,230
With Effect From April 1, 2000	209,809	215,054	220,430	225,941	231,589	237,379	243,314	249,396				12,006	23,119
With Effect From April 1, 2001	266,256	272,912	279,735	286,729	293,897	301,244	308,775	316,495					
OPS/SS 1													
Secretary 1													
Existing	159,844	163,840	167,936	172,135	176,438	180,849	185,370	190,004				11,544	22,230
With Effect From April 1, 2000	166,238	170,394	174,654	179,020	183,495	188,083	192,785	197,604				12,006	23,119
With Effect From April 1, 2001	220,944	226,468	232,129	237,933	243,881	249,978	256,227	262,633					
Telephone Operating Series (OPS/TO) (Old Series)													
OPS/TO 5													
Existing	170,712	X	4,584	-	184,464							11,544	16,536
With Effect From April 1, 2000	177,540	X	4,767	-	191,841							12,006	17,197
With Effect From April 1, 2001	222,694	X	4,958	-	237,568								
OPS/TO 4													
Existing	157,907	X	4,328	-	170,891							11,544	16,536
With Effect From April 1, 2000	164,223	X	4,501	-	177,726							12,006	17,197
With Effect From April 1, 2001	208,844	X	4,681	-	222,887								

Compensation Unit
Public Service Establishment Division/MOFP