

Circular No. 22

Ref. No. C59/22/1^{II}

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

May 13, 2002

To: Permanent Secretaries
Heads of Departments

**Re: Revision of Classification Standard for the Office and Public
Service Group – Secretarial Series**

The Classification Standard for the Secretarial Series (OPS/SS) has been amended to incorporate those positions that encompass jobs which are both secretarial and administrative. Consequently, the salary scales at these levels have been adjusted as per the attached schedule with effect from April 1, 2001.

The job descriptions for the positions which have been reclassified from the Office and Public Service Group, Secretarial Series (OPS/SS) to the Programme Management and Administration Group (GMG/PMA) or Senior Executive Group (GMG/SEG) and re-titled Administrative or Executive Assistant and the newly created positions of Administrative or Executive Assistant should be submitted to the Compensation Unit of this Ministry for classification **no later than May 31st 2002**. Once these positions have been scheduled then instructions for conversion to the new salary scales will be issued.

Conversion to the new salary scales should be made on a point-to-point basis starting from minimum to minimum for those officers in posts classified in the OPS/SS grades and who are **NOT acting as an Administrative or Executive Assistant in a PMA or SEG grade**.

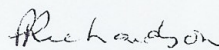
Please note that the Duty Allowance payable to all Executive Secretaries has been rolled into salary and is no longer payable with effect from April 1, 2001.

The positions classified at the levels OPS/SS 3 – 1 and OPS/SW 3 –1 will be adjusted at a later date.

The new rates, that is, those that are effective April 1, 2001 may be paid in June 2002. The arrears for the period April 1, 2001 to May 31, 2002 are to be paid in August 2002.

The Public Expenditure Division (PEX) and the Public Service Establishment Division of this Ministry must be advised of the **additional funds** required to pay the new rates and the arrears.

In any case of doubt or difficulty, the Public Service Establishment Division of this Ministry is to be contacted before any payment is made.



P. Richardson
for Financial Secretary

Pay Plan Basic Salary

	\$	\$	\$	\$	\$	\$	\$	\$
OPS/SS 6 Adjustment w.e.f. April 1, 2001	772,688	792,005	811,805	832,100	852,903	874,226	896,081	918,483
OPS/SS 5 Adjustment w.e.f. April 1, 2001	682,944	700,018	717,518	735,456	753,842	772,688	792,006	811,806
OPS/SS 4 Adjustment w.e.f. April 1, 2001	510,000	522,750	535,819	549,214	562,945	577,018	591,444	606,230