

Circular No. 23

Ref. No. C59/22/1^X

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

June 6, 2002

To: Permanent Secretaries
Heads of Departments

**Re: Revision of Classification Standard for the Office and Public
Service Group – OPS/SS 1 - 3 & OPS/SW 1 – 3**

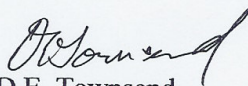
In accordance with this Ministry's Circular number 22 dated May 13, 2002 dealing with the revision of the classification standard for the Office and Public Service Group- Secretarial Series and the consequential salary adjustments to the Executive Secretaries, the salary scales for the Secretarial positions OPS/SS 3 – 1 and the Stenotype writers 3 – 1 have been adjusted with effect from April 1, 2002 as shown on the attached schedule.

Conversion to the new salary scales should be made on a point-to-point basis starting from minimum to minimum

The new rates, that is, those that are effective April 1, 2002 and the arrears for the period April 1, 2002 to July 31, 2002 may be paid in July 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.



D.E. Townsend
for Financial Secretary

Salary Scales

	\$	\$	\$	\$	\$	\$	\$	\$	\$
Secretarial Series (OPS/SS)									
OPS/SS 3									
Adjustment w.e.f. April 1, 2002	372,300	381,608	391,148	400,926	410,950	421,223	431,754	442,548	
OPS/SS 2									
Adjustment w.e.f. April 1, 2002	279,569	286,558	293,722	301,065	308,592	316,307	324,214	332,320	
OPS/SS 1									
Adjustment w.e.f. April 1, 2002	226,468	232,130	237,933	243,881	249,978	256,228	262,633	269,199	
Steno Writers Series (OPS/SW)									
OPS/SW 3									
Adjustment w.e.f. 1/4/2002	720,000	738,000	756,450	775,361	794,745	814,614	834,979	855,854	
OPS/SW 2									
Adjustment w.e.f. 1/4/2002	564,000	578,100	592,553	607,366	622,550	638,114	654,067	670,419	
OPS/SW 1									
Adjustment w.e.f. 1/4/2002	450,000	461,250	472,781	484,601	496,716	509,134	521,862	534,909	