Circular No. 31

Ref: No. S58/61

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

13th August 2002

To: Permanent Secretaries Heads of Department

Re: Reclassification of Administrative Assistant Positions

The Compensation Unit of this Ministry has recently conducted a classification monitoring exercise on positions referred to in the above caption.

Our findings revealed that a number of positions have been inadvertently classified in the PMA/SEG groups. The duties and responsibilities assigned to these positions could not be accommodated in the groups to which they were assigned.

The Unit, therefore, has reclassified some of these positions into a new series -Administrative Secretary - in the Office and Public Service Group (OPS) and a new salary scale has been attached. This series has two (2) levels.

Other positions falling outside the of the OPS group will be addressed shortly by the reevaluation of the PMA series.

The attached schedule indicates the classification grade accorded some of these positions in your organization.

> Joy Watson (Miss) for Financial Secretary

Administrative Assistants Series (OPS/ADS)

OPS/ADS 2

With effect from July 1, 2002 717,518 735,456 753,842 772,688 792,006 811,806 832,101 852,903

OPS/ADS 1

With effect from July 1, 2002 558,115 572,068 586,370 601,029 616,055 631,456 647,242 663,423

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

Compensation Unit
Public Service Establishment Division
Ministry of Finance & Planning
August 12, 2002

FINANCE AND PLANNING TAX ADMINISTRATION DIRECTORATE

NO	POST	ORGANIZATIONAL UNIT & LOCATION	POST NUMBER	OLD GROUP & GRADE	NEW GRADE	REMARKS
4	Administrative Secretary 1	T.A.A Finance and Administration	54610	PMA 3	OPS/ADS 1	Posts reclassified & retitled w.e.f.
		T.A.A.D Planning	54611	PMA 4	OPS/ADS 1	1/7/02
		T.A.A.D Valuations/Collections	54614	PMA 3	OPS/ADS 1	"
		T.A.A.D Estate/Registry	54618	PMA 3	OPS/ADS 1	. 11
2	Administrative Secretary 2	T.A.A.D Stamp Duty/Transfer Tax	54493	PMA 4	OPS/ADS 2	п
	·	T.A.A.D Audit	54612	PMA 4	OPS/ADS 2	П
7	Executive Secretary 1	T.A.A.D Conference/Quality Review	54613	PMA 3	OPS/SS 4	n .
		T.A.A.D Finance and Accounts	54618	PMA 3	OPS/SS 4	п
	"	T.A.A.D Support Services	54621	PMA 3	OPS/SS 4	п
		T.A.A.D Operations - Region 1	54124	PMA 3	OPS/SS 4	П
		- Region 2	54223	PMA 3	OPS/SS 4	n .
		- Region 3	54322	PMA 3	OPS/SS 4	n .
		- Region 4	54379	PMA 3	OPS/SS 4	n .
2	Administrative Secretary 2	T.A.S.D Executive Office	53916	PMA 5	OPS/ADS 2	н
		Taxpayer Appeal Department	53904	PMA 5	OPS/ADS 2	п
2	Administrative Secretary 1	T.A.S.D Finance and Administration	54122	PMA 4	OPS/ADS 2	n n
		T.A.S.D Legal Services	54605	PMA 4	OPS/ADS 2	П
1	Administrative Secretary 2	Inland Revenue Department	53854	PMA 5	OPS/ADS 2	Post of Admin. Asst. reclassified & retitled w.e.f. 1/7/02
3	Administrative Secretary 1	Inland Revenue - Finance and Administration	54619	PMA 4	OPS/ADS 1	
		Inland Revenue - Compliance	54620	PMA 3	OPS/ADS 1	Posts of Admin. Asst. reclassified &
		Inland Revenue - Taxpayer Service	54621	PMA 3	OPS/ADS 1	retitled w.e.f. 1/7/02

jw/mb 26/8/02

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FINANCE AND PLANNING TAX ADMINISTRATION DIRECTORATE

NO	POST	ORGANIZATIONAL UNIT & LOCATION	POST NUMBER	OLD GROUP & GRADE	NEW GRADE	REMARKS
5	Executive Secretary 1	Inland Revenue - Operations Inland Revenue - Region 1 Inland Revenue - Region 2 Inland Revenue - Region 3 Inland Revenue - Region 4	54616 54622 54686 54687 54688	PMA 4 PMA3 PMA 3 PMA 3 PMA 3	OPS/ADS 4 OPS/ADS 4 OPS/ADS 4 OPS/ADS 4 OPS/ADS 4	Posts reclassified & retitled w.e.f. 1/7/02
1	Administrative Secretary 2	Revenue Protection - Executive Office	53930	PMA 5	OPS/ADS 2	Post of Admin. Asst. reclassified & retitled w.e.f. 1/7/02
3	Administrative Secretary 1	Revenue Protection - Inspectorate - Special Investigation - Internal Investigation	54515 54603 54602	PMA 4 PMA 4 PMA 4	OPS/ADS 1 OPS/ADS 1 OPS/ADS 1	Posts of Admin Assistant reclassified & retitled w.e.f. 1/7/02
1	Executive Secretary 1	Revenue Protection - Internal Audit	54601	PMA 4	OPS/SS 4	Post of Admin Assistant reclassified & retitled w.e.f. 1/7/02

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