

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 re-evaluation 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
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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
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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

jw/mb
26/8/02

*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

jw/mb
26/8/02