

Circular No. 33

Ref: No. S58/55

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

7th October 2002

*To: Permanent Secretaries
Heads of Department*

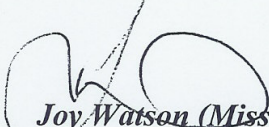
Re: Records and Information Management Series

A review and revision of the captioned series has been carried out by this ministry. As a consequence the series now has five (5) levels instead of its former four (4) levels.

The levels are as follows:

- Level 1. Records Clerks - same salary*
- Level 2. Records Officer 1/Leave Clerk - same salary*
- Level 3. Records Officer 2 - same salary*
- Level 4. Records/or Information Administrator - new level,
new salary.*
- Level 5. Records and Information Manager - same salary
(formerly PIDG/RIM 4).*

Kindly note that all positions now designated PIDG/RIM 4 will be redesignated PIDG/RIM 5. Please note that this is NOT a change in the pay level.


*Joy Watson (Miss)
For Financial Secretary*