

Legislative Council Panel on Public Service

**Follow-up on review of employment situation
of Non-Civil Service Contract staff**

Purpose

This paper provides additional information requested by Members and the Administration's response to the motion passed at the meeting on 18 December 2006 concerning the special review of the employment situation of Non-Civil Service Contract (NCSC) staff.

Supplementary information

Written response to a member's submission

2. The Administration's response to a member (the Hon LEE Cheuk-yan)'s submission dated 15 December 2006 (LC Paper CB(1)549/06-07(02)) is at **Annex A**.

Detailed information on the 4 004 Non-Civil Service Contract (NCSC) positions

3. The list of 4 004 NCSC positions involving work that should more appropriately be performed by civil servants as identified in the special review is at **Annex B**. We are working with the bureaux / departments / offices concerned on phasing out these NCSC positions by making use of existing and anticipated vacant civil service posts, or creating new posts to be offset by deletion of existing vacancies, or re-grading existing vacant posts, or creating new posts but only as a last resort. In the process, we will look at the work of the individual NCSC positions in more detail and identify the most appropriate civil service ranks to take up the work. We will report the outcome to the Panel in due course.

Detailed information on the other NCSC staff employed by main user departments

4. Some 5 100 NCSC positions under the employment of Leisure and Cultural Services Department, Hongkong Post, Education and Manpower Bureau and Department of Health are within the ambit of the NCSC Staff Scheme. Details of these positions are set out in **Annex C**.

Motion on Employment of NCSC staff

5. The Administration's response to the motion passed at the Panel meeting on 18 December 2006 is at **Annex D**.

Civil Service Bureau
January 2007

**The Administration's response to the submission
from the Hon LEE Cheuk-yan**

- (1) The findings of the special review revealed that the duties of 4 004 Non-Civil Service Contact (NCSC) staff should more appropriately be performed by civil servants. Would the Administration raise the establishment of bureaux/departments (B/Ds) to accommodate the above NCSC positions to ensure that all of them could be converted into civil service posts?

Para. 17 of LC Paper No. CB(1)471/06-07(03) has set out clearly the relevant arrangements. As a first step, B/Ds will, where possible, phase out these NCSC positions by making use of existing and anticipated civil service vacancies, or creating new posts to be offset by deletion of existing vacancies, or re-grading existing vacant posts. Should there be any remaining NCSC positions requiring to be replaced and the concerned duties be taken up by civil servants, B/Ds will, after exhausting the above options, consider the net creation of civil service posts, without compromising the Government's objective to keep the overall civil service establishment under control.

- (2) It is noted that the reviews on the duties performed by some NCSC staff (e.g. public library services) have yet to be completed. In order to accommodate the afore-mentioned 4 004 NCSC positions and to cope with the possible need to increase civil service posts as a result of the reviews, would the Administration remove the target of maintaining the civil service establishment below 160 000?

It remains the Administration's objective to contain the establishment of the civil service at around 160 000 by the end of 2006/07. As the relevant departments are still conducting the reviews on some of the jobs performed by NCSC staff, it would not be appropriate for us to predict the results of the reviews at this stage. Once the reviews are completed, the relevant departments will consider whether alternative modes of service delivery are possible. When alternative modes of service delivery are not considered feasible, we will devise appropriate manpower measures with B/Ds to decide whether the jobs should more appropriately be performed by NCSC staff or civil servants, and how the matter should be taken forward.

- (3) Has the Administration ever assessed the possible impact on the workload and promotion opportunities of serving civil servants as a result of the deletion of vacant civil service posts to replace the above NCSC positions? Would the Administration or concerned departments consult the affected staff unions?

Generally speaking, civil servants of different grades are all recruited at the basic rank and only under very exceptional circumstances would we allow open recruitment at the promotion rank. In addition, B/Ds would only delete vacancies after ascertaining that there is no operational need for the posts. Hence, we do not consider that the use of vacant civil service posts to offset creation of new civil service posts for replacing the NCSC positions would affect the workload of serving civil servants. We will not consult civil service unions specifically on this matter but will maintain our communications with them through existing channels.

- (4) Why the duties undertaken by the 2 033 NCSC staff in Hongkong Post cannot be taken up by civil servants at all?

We have conducted a detailed analysis of the NCSC staffing situation of Hongkong Post, and have accepted the position of the Department as reported by the Postmaster General. Out of the some 2 000 full-time NCSC staff employed by the Hongkong Post, about 1 100 worked less than the conditioned hours required of civil servants and they were mainly involved in sorting, loading and unloading of mails. As they worked less than 45 hours net per week as required of civil servants, we consider it inappropriate to convert these NCSC positions into civil service posts. The other some 900 NCSC staff were mainly engaged in duties directly related to postal business which was not permanent in nature. The continuous employment of the concerned NCSC staff was subject to the securing of business contracts by Hongkong Post. An example is a service provided by Hongkong Post called “ PaythruPost” which the Department collects fees on behalf of various organizations. Contracts for services of this kind are time-limited. Hongkong Post therefore will not retain the staff concerned if they cannot secure an extension of these contracts. As there is no clear continuous need for the jobs, it is not appropriate for them to be undertaken by civil servants. In short, since Hongkong Post is a trading fund department, we consider it appropriate for the Department to employ NCSC staff to take up these tasks.

- (5) As NCSC staff have been employed to work in public libraries for over 7 years, why did the Administration still consider it necessary to engage the Efficiency Unit to conduct a review which would last for one year? Has the

Administration ever considered the possible anxiety and dissatisfaction that could be inflicted upon the some 500 NCSC staff?

At present, there are over 70 public libraries. Frontline library services (including the issue of library cards, handling borrowing/return of books and the shelving of books) are currently provided by a mix of staff including NCSC Library Officers and Library Assistants, together with Assistant Clerical Officers, Clerical Officers and Cultural Service Assistants on civil service terms. In the light of technological advancement, development of library service, as well as the review of the employment situation of NCSC staff, Leisure and Cultural Services Department (LCSD) considers it necessary to take into account the experiences of more developed countries in the running of public libraries, with a view to enhancing the effectiveness in the provision of frontline library services and in staff deployment. LCSD has invited the Efficiency Unit to carry out the review and would meet with the staff side regularly, so as to maintain close communications with them on matters of concern and to gauge their views on the mode of service delivery effectively.

- (6) The Administration would set a ceiling for the employment of NCSC staff for each B/D. If the number of NCSC staff employed by a particular department has exceeded the ceiling, would the Administration use this as an excuse to lay off the NCSC staff?

To ensure effective implementation of the NCSC Staff Scheme, we would set a ceiling for the employment of NCSC staff for each B/D in the light of their operational needs. If there are genuine operational needs, B/Ds would be allowed to exceed the ceiling slightly. Exceeding the ceiling by a larger degree will require Heads of Departments to seek approval from the Civil Service Bureau (CSB). Approval will only be granted to well-justified cases. CSB will not require B/Ds which have exceeded their ceilings to cut down their NCSC staff immediately. Having regard to operational needs, we would consider whether to continue to employ existing NCSC staff when their current contracts expire.

- (7) As the Administration would not set a ceiling for the employment of NCSC staff for trading fund departments, would this encourage those trading fund departments to employ a large number of NCSC staff with low pay and much less fringe benefits?

As the operation of trading fund departments is subject to business fluctuation, they need greater flexibility in adjusting their staffing levels and

staff mix to dovetail with the peaks and troughs of their business while maintaining their financial viability and competitiveness among other market players. Hence, we would not set a ceiling on the number of NCSC staff for them. This has nothing to do with remuneration and fringe benefits of NCSC staff.

- (8) Would the Administration review the guidelines for employing NCSC staff and improve the terms and conditions of employment, e.g. provision of medical and dental benefits, offering of annual increment and improvement in contract duration?

The special review did not cover the employment terms and conditions for NCSC staff. When the NCSC Staff Scheme was introduced in 1999, CSB issued detailed guidelines to B/Ds on the employment package of NCSC staff and has kept the guidelines under regular review to ensure that the employment package would be attractive enough to enable B/Ds to recruit suitable NCSC staff.

- (9) Would the Administration provide the job titles and the corresponding civil service posts to be deleted in respect of the 4 004 NCSC positions on a bureau or department basis?

The job titles of the 4 004 NCSC positions are set out at Annex B of this paper (LC Paper No. CB(1) 623/06-07(03)). We are following up with B/Ds on the number of civil service vacancies that could be used to replace NCSC positions. Please refer to paragraph 3 of this paper for details.

**List of Non-Civil Service Contract (NCSC) positions
Involving work that should more appropriately be performed by civil servants
(Position as at 31.3.2006)**

Bureau / Department / Office	NCSC Job Title	No.
Agriculture, Fisheries and Conservation Department	Contract Co-operative Supervisor	1
	Contract Field Assistant	7
	Contract Field Officer	10
	Contract Laboratory Attendant	1
	Fisheries Management Officer	1
	General Worker	1
	Marine Park Assistant	1
	Nature Conservation Officer	2
	Nature Education Assistant	4
Sub-total	28	
Audit Commission	Audit Analyst	4
	Information Technology Audit Manager	1
	Information Technology Officer	1
	Sub-total	6
Auxiliary Medical Service	Assistant Information Technology Officer	1
	Sub-total	1
Buildings Department	Administrative Assistant	2
	Contract Building Surveyor	15
	Contract Structural Engineer	11
	Contract Survey Officer	16
	Contract Technical Officer	10
	General Clerk	2
	Sub-total	56
Census and Statistics Department	Executive Assistant	1
	Research Manager	3
	Statistical Assistant	4
	Survey Interviewer	6
	Sub-total	14
Chief Secretary and Financial Secretary's Office	Executive Assistant	4
	Research Analyst	2
	Sub-total	6
Civil Aviation Department	Assistant Supplies Officer	1
	General Clerk	3
	Sub-total	4

Bureau / Department / Office	NCSC Job Title	No.
Civil Engineering and Development Department	Contract Geotechnical Engineer (Geologist)	1
	Executive Assistant	1
	Works Supervisory Assistant	4
	Sub-total	6
Civil Service Bureau	Executive Assistant	2
	Sub-total	2
Commerce, Industry and Technology Bureau	Information Technology Manager	1
	Sub-total	1
Companies Registry	Registration Assistant	1
	Sub-total	1
Correctional Services Department	General Clerk	5
	Sub-total	5
Customs and Excise Department	Accounting Assistant	1
	Contract Driver	21
	Executive Assistant	5
	General Clerk	3
	Translation Officer	9
	Vessel Assistant	6
	Sub-total	45
Department of Health	Administrative Assistant	34
	Assistant Chinese Medicine Officer	4
	Assistant Information Technology Officer	1
	Assistant Librarian	1
	Audiologist	1
	Chinese Medicine Assistant	6
	Chinese Medicine Officer	2
	Contract Accounting Officer	3
	Contract Auditor	1
	Contract Clinical Psychologist	17
	Contract Dentist (Orthodontics)	5
	Contract Dietitian	6
	Contract Doctor	45
	Contract Engineer	2
	Contract Environmental Hygienist	1
	Contract Foreman	1
	Contract Medical Laboratory Technician	18
	Contract Nurse	71
	Contract Occupational Hygienist	1
	Contract Occupational Therapist	5
	Contract Optometrist	5
	Contract Physicist	1
	Contract Physiotherapist	4
	Contract Radiographer	12
	Contract Social Worker	10
	Copywriter	1
	Dental Workshop Helper	5
	Disease Modelling Specialist	1
	General Clerk	98
	General Worker	66

Bureau / Department / Office	NCSC Job Title	No.
Department of Health (Cont'd)	Health Surveillance Officer	1
	Health Surveillance Supervisor	28
	Information Technology Manager	1
	Laboratory Assistant	9
	Manager	6
	Mortuary Assistant	1
	Personal Secretary	3
	Public Relations Manager	1
	Registered Pharmacist	13
	Research Assistant	8
	Research Officer	26
	Tobacco Control Inspector	14
	Translation Officer	1
	Sub-total	540
Department of Justice	Contract Government Counsel	15
	Contract Legal Clerk	8
	Executive Assistant	1
	General Clerk/Assistant	9
	General Worker	4
	Personal Secretary	1
	Sub-total	38
Drainage Services Department	Community Relation Officer	1
	Contract Assistant Engineer	1
	Contract Assistant Information Technology Officer	1
	Contract Assistant Inspector (Electrical)	5
	Contract Assistant Inspector (Electronics)	1
	Contract Assistant Inspector (Mechanical)	1
	Contract Engineer	6
	Contract Environment Officer	1
	Contract Survey Officer	4
	Contract Technical Officer	1
	Executive Assistant	4
	Technician (Electronics)	1
	Works Supervisory Assistant	32
	Sub-total	59
Economic Development and Labour Bureau	Assistant Manager (Tourism)	4
	Research Manager	1
	Sub-total	5
Education and Manpower Bureau	Executive Assistant	21
	Education Audiologist/Speech Therapist/Psychologist	15
	Curriculum/Teaching Resources Developer	4
	General Clerk	12
	Information Assistant	2
	Project Manager/Administrator/Co-ordinator/Officer	75
	School Development Officer	34
	Statistical Assistant	10
	Sub-total	173

Bureau / Department / Office	NCSC Job Title	No.
Electrical and Mechanical Services Department	Assistant Lift & Escalator Examiner	2
	Assistant Ride Examiner	1
	Chief Human Resources Management Assistant	1
	Contract Accountant	2
	Contract Assistant Inspector (Electrical)	2
	General Support Officer	2
	Lift & Escalator Examiner	3
	Senior Human Resources Management Assistant	1
	Sub-total	14
Environment, Transport and Works Bureau	Executive Assistant	2
	Personal Secretary	1
	Sub-total	3
Environmental Protection Department	Executive Assistant	1
	Sub-total	1
Financial Services and the Treasury Bureau	Information Technology Officer	2
	Sub-total	2
Fire Services Department	Assistant Building Services Inspector	4
	Assistant Photographer	1
	Building Service Inspector	2
	Project Management Officer	1
	Sub-total	8
Food and Environmental Hygiene Department	Administrative Assistant	55
	Chemical Analyst	1
	Contract Driver	73
	Contract Field Assistant	4
	Contract Field Officer	3
	Craftsman	4
	Environmental Nuisance Investigator	263
	General Clerk/Assistant	106
	Health Education and Promotion Facilitator	6
	Information Assistant	2
	Laboratory Assistant	17
	Laboratory Technical Assistant	7
	Management Services Support Assistant	2
	Pest Controller/Assistant Pest Controller	13
	Pest Control Supervisor/Pest Control Services Assistant/Pest Control Assistant (Trainee)	26
	Research Officer	7
	Transport Operations Assistant	27
	Venue Manager/Assistant Venue Manager	35
	Veterinarian	2
	Sub-total	653
Government Flying Services	Operations Officer	6
	Sub-total	6

Bureau / Department / Office	NCSC Job Title	No.
Government Laboratory	Chemical Analyst	7
	Forensic Analyst	3
	General Clerk	2
	Laboratory Cleaner	1
	Laboratory Technical Assistant	14
	Sub-total	27
Government Logistics Department	Executive Assistant	4
	Printing Production Coordinator	2
	Supplies Services Officer	2
	Transport Executive	1
	Sub-total	9
Highways Department	Contract Assistant Manager	3
	Contract Assistant Training & Development Manager	1
	Contract Engineer	17
	Contract Landscape Architect	5
	Contract Survey Officer	3
	Contract Technical Officer	13
	General Clerk	10
	Landscape Supervisory Officer	3
	Works Supervisory Assistant	79
	Works Supervisory Officer	2
	Sub-total	136
	Home Affairs Bureau	Chief Project Manager (Culture)
Sub-total		1
Home Affairs Department	Contract Liaison Officer	56
	Executive Assistant	45
	General Clerk	31
	Project Assistant	1
	Sub-total	133
Hong Kong Police Force	Contract Police Console Officer	5
	Contract Supplies Assistant	1
	Executive Assistant	14
	General Clerk	6
	Sub-total	26
Housing, Planning and Lands Bureau	Assistant Information Technology Officer	1
	Executive Assistant	1
	Sub-total	2
Immigration Department	Administrative Assistant	28
	General Clerk	141
	General Worker	7
	Resident Engineer	3
	Contract Statistical Assistant	1
	Translation Officer	2
	Sub-total	182

Bureau / Department / Office	NCSC Job Title	No.
Inland Revenue Department	Contract Assistant Assessor	44
	Contract Assistant Taxation Officer	48
	Contract Tax Inspector	10
	Executive Assistant	2
	Sub-total	104
Innovation and Technology Commission	Assistant Manager (Design)	1
	Medical Testing Officer	1
	Sub-total	2
Intellectual Property Department	Administrative Assistant	1
	Contract Intellectual Property Examiner	5
	Contract Solicitor	6
	General Clerk	6
	Sub-total	18
Judiciary	Executive Assistant	2
	Judiciary Assistant	48
	Judiciary Attendant	5
	Judiciary Executive	52
	Judiciary Librarian	1
	Mediation Coordinator	1
	Personal Secretary	1
	Sub-total	110
Labour Department	Accounting Officer	2
	Chinese Medicine Advisor	1
	General Clerk	12
	Programme Officer	62
	Sub-total	77
Land Registry	Contract Solicitor	6
	Land Registration Executive	6
	Sub-total	12
Lands Department	Contract Geotechnical Engineer	5
	Contract Slope Maintenance Supervisor	2
	Contract Solicitor	2
	Contract Survey Officer (Quantity)	1
	Contract Technical Officer (Slope Maintenance)	11
	Estate Assistant	2
	Executive Assistant	2
	Project Surveyor	2
	Works Supervisory Assistant	13
	Sub-total	40
Leisure and Cultural Services Department	Accountant / Accounting Executive	4
	Amenities Assistant	131
	Assistant Cultural Services Manager	38
	Assistant Curator	13
	Assistant Leisure Services Manager	120
	Assistant Librarian	126
	Audio Visual Technician	1
	Cultural Services Assistant	21
	Executive Assistant	24
	Filtration Plant Room Operator	5
	Full-year contract Lifeguard	180
	General Clerk	87
	General Worker	8
	Information Assistant	1
	Logistics Supervisor	7
	Management Services Support Assistant	1
Office Supervisor	8	

Bureau / Department / Office	NCSC Job Title	No.
Leisure and Cultural Services Department (Cont'd)	Personal Secretary	2
	Project Manager	2
	Project Officer	1
	Systems Analyst / Programmer / Information Technology Manager	12
	Technical Officer (Cultural Services)	8
	Transport Executive	3
	Sub-total	803
Marine Department	Assistant Information Technology Officer	1
	Contract Assistant Marine Controller	1
	Contract Industrial Safety Officer	1
	Contract Marine Officer	1
	Contract Ship Inspector	1
	Contract Surveyor of Ships	3
	Executive Assistant	1
	General Assistant	1
	Internal Auditor	1
	Marine Inspector	7
	Sub-total	18
Office of the Government Chief Information Officer	Contract Assistant Supplies Officer	1
	Executive Assistant	4
	General Worker	4
	General Clerk	6
Sub-total	15	
Planning Department	Contract Assistant Landscape Architect	1
	Contract Technical Officer	1
	Executive Assistant	2
	Information Technology Officer	5
	Senior GIS/CAD Manager	1
	Translation Officer	4
Sub-total	14	
Radio Television Hong Kong	Audit Supervisor	1
	Corporate Communications Officer	1
	Craftsman (Electrical)	1
	Executive Assistant	1
	Executive Producer	1
	Senior Producer	2
	Senior Set Designer	1
Sub-total	8	

Bureau / Department / Office	NCSC Job Title	No.
Rating and Valuation Department	Contract Assistant Valuer	2
	Contract Valuation Surveyor	1
	Information Technology Manager	1
	Information Technology Officer	4
	Sub-total	8
Registration and Electoral Office	Electoral Assistant	4
	General Clerk	4
	Information Technology Officer	3
	Sub-total	11
Social Welfare Department	Clinical Psychologist	7
	Executive Assistant	8
	Executive Manager	1
	Logistics Assistant	1
	Physiotherapist	1
	Registered Nurse	2
	Social Security Assistant	255
	Social Worker	59
	Sub-total	334
Student Financial Assistance Agency	Executive Assistant	7
	General Clerk	19
	Investigation Officer	4
	Processing Officer	19
	Processing Supervisor	29
	Sub-total	78
Television and Entertainment Licensing Authority	Executive Assistant	2
	Sub-total	2
Trade and Industry Department	Trade Assistant	5
	Sub-total	5
Transport Department	Contract Engineer	4
	Contract Technical Officer (Traffic)	8
	Human Resource Development Officer	1
	Senior Regulation Officer	1
	Transport Executive	10
	Sub-total	24
Treasury	Accounting Assistant	1
	Contract Accountant	1
	Sub-total	2
Water Supplies Department	Accountant	1
	Administration Manager	5
	Artisan (Mechanical)	3
	Assistant Engineer	1
	Assistant Internal Auditor	1
	Audit Clerk	2
	Engineer	1
	Engineering Laboratory Technician	6
	Executive Manager (Public Relations)	1
	General Clerk	20
	Launch Master	1
	Meter Reader	19
	Survey Officer	3
	Technical Officer	2
	Transport Services Officer	1
	Waterworks Chemist	2
	Works Supervisor/Site Supervisor	57
Sub-total	126	
	Total	4 004

**Employment of Non-Civil Service Contract (NCSC) Staff
(position as at 31 March 2006)**

(I) Leisure and Cultural Services Department

Reasons of employment	NCSC Job Title	No.	
(1) To meet service needs that are time-limited, short-term or seasonal in nature	Accounting Officer	1	
	Amenities Assistant	6	
	Artisan (Plumber)	1	
	Assistant Cultural Services Manager	25	
	Assistant Curator	7	
	Assistant Leisure Services Manager	2	
	Assistant Librarian	11	
	Contract Seasonal Lifeguard	74	
	Executive Assistant	8	
	Filtration Plant Room Operator	25	
	General Clerk	32	
	Library Officer / Assistant	9	
	Maintenance Surveyor	1	
	Personal Secretary	3	
	Production Assistant	1	
	Project Coordinator	1	
	Supplies Officer	1	
	Swimming Programme Assistant	6	
	Trainee	245	
		Sub-total	459
(2) To meet service needs where the mode of delivery of the service is under review or likely to be changed	Assistant Cultural Services Manager	10	
	Assistant Curator	24	
	Assistant Librarian	2	
	Cultural Services Assistant	9	
	Customer Services Officer	71	
	Executive Assistant	9	
	Film Technical Officer / Assistant	11	
	General Clerk	101	
	General Worker	53	
	Library Officer / Assistant	471	
	Logistics Supervisor	1	
	Music Officer	28	
	Personal Secretary	4	
	Systems Analyst / Programmer / Information Technology Manager	2	
	Technical Officer (Cultural Services)	13	
	Technical Officer / Technician	63	
	Works Technician	2	
		Sub-total	874
	(3) To tap the latest expertise in the market	Marketing Coordinator	6
Procurement Manager		1	
Systems Analyst / Programmer / Information Technology Manager		24	
		Sub-total	31
Total		1 364	

**Employment of Non-Civil Service Contract (NCSC) Staff
(position as at 31 March 2006)**

(II) Hongkong Post

Reasons of employment	NCSC Job Title	No.
(1) To meet service needs that are time-limited, short-term or seasonal in nature	e-Cert Assistant	25
	e-Cert Officer	10
	Sub-total	35
(2) To meet service needs that require staff to work less than the conditioned hours required of civil servants	Contract Customer Service Officer	8
	Contract Mail Sampling Officer	2
	Contract Operations Assistant	13
	Contract Sorting Office Assistant	445
	Contract Worker	396
	Part-time Sorter	191
	Sub-total	1 055
(3) To meet service needs that are subject to market fluctuation	Assistant Computer Officer	12
	Assistant Manager	27
	Computer Manager	3
	Computer Officer	19
	Contract Account Executive	3
	Contract Accounting Assistant	4
	Contract Accounting Clerk	28
	Contract Administrative Assistant	4
	Contract Administrative Clerk	8
	Contract Customer Relationship Executive	6
	Contract Customer Service Officer	179
	Contract General Assistant	4
	Contract Mail Sampling Officer	2
	Contract Mail Surveying Officer	6
	Contract Operations Assistant	157
	Contract Philatelic Fulfillment Officer	36
	Contract Sales Assistant	1
	Contract Sales Support Assistant	1
	Contract Sorter (Overnight Video Coding)	99
	Contract Sorting Office Assistant	14
	Contract Worker	303
	General Manager	1
	Manager	18
Senior Computer Manager	1	
Senior Manager	7	
Sub-total	943	
Total	2 033	

**Employment of Non-Civil Service Contract (NCSC) Staff
(position as at 31 March 2006)**

(III) Education and Manpower Bureau

Reasons of employment	NCSC Job Title	No.
(1) To meet service needs that are time-limited, short-term or seasonal in nature	Accounting / Audit Officer / Assistant	4
	Activity Coordinator	3
	Administrative / Executive Assistant	69
	Assessment Consultant	2
	Data Analysis Coordinator	1
	Development & Marketing Executive	1
	General Clerk	138
	General Worker	22
	Library Information Assistant	1
	Library Development Officer	3
	Project Assistant	29
	Project Development Officer	5
	Project Manager / Director	2
	Project Officer / Co-ordinator	76
	Publicity Assistant	3
	Publicity Officer	1
	Recruitment Officer	1
	Research Officer / Assistant	50
	School Auditor	2
	School Development Officer	9
	School Support Officer	3
	Semi-skilled Worker	1
	Senior Executive / Manager	14
	Solicitor	1
	Subject Specialist	2
	Teaching Resources Officer	1
	Technician	1
Test Construction Assistant	6	
	Sub-total	451
(2) To meet service needs that require staff to work less than the conditioned hours required of civil servants	Assistant Operation Commander	1
	Assistant Operation Officer	5
	Part-time Senior Project Development Officer	2
		Sub-total

Reasons of employment	NCSC Job Title	No.
(3) To meet service needs where the mode of delivery of the service is under review or likely to be changed	Administrative / Executive Assistant	3
	Assistant Information Technology Officer	12
	Database Analyst Programmer	1
	Deputy Centre Manager	1
	General Clerk	6
	General Worker	4
	Information Technology / Computer Officer	21
	Project Officer / Assistant	11
	Subsidy Officer	3
	Support Services Assistant	6
	Technician	4
	Webmaster (Technical)	1
	Sub-total	73
(4) To meet the unique operational needs in government schools under school-based management initiatives	Accounting Clerk / Assistant	5
	Administrative / Executive Assistant	12
	General Clerk / Assistant	157
	General Worker	186
	Information Technology Technician / Assistant	18
	Laboratory Technician	4
	Learning Support Assistant	19
	Semi-skilled Worker	57
	Skilled Worker	4
	Teaching Assistant	171
	Technical Service Support Officer	36
	Workshop Technician	3
	Sub-total	672
Total		1 204

**Employment of Non-Civil Service Contract (NCSC) Staff
(position as at 31 March 2006)**

(IV) Department of Health

Reasons of employment	NCSC Job Title	No.
(1) To meet service needs that are time-limited, short-term or seasonal in nature	Administrative Assistant	13
	Assistant Manager	3
	Contract IT Manager	1
	Contract Nurse	2
	Contract Senior IT Manager	1
	Contract Speech Therapist	1
	General Clerk (Pharmaceutical)	4
	Health Promotion Officer	1
	Health Promotion Project Manager	1
	Health Surveillance Assistant	277
	Manager	1
	Project Assistant	23
	Project Manager (Chinese Medicines)	2
	Project Officer (Chinese Medicines)	2
	Registered Pharmacist	1
	Registration Assistant	29
	Registration Supervisor	11
	Research Assistant	3
	Research Officer	4
	Service Administrator	1
	Sub-total	381
(2) To meet service needs that require staff to work less than the conditioned hours required of civil servants	Part-time Contract Doctor	2
	Part-time Service Administrator	1
	Part-time General Clerk	2
		Sub-total
(3) To meet service needs where the mode of delivery of the service is under review or likely to be changed	Administrative Assistant	17
	Assistant Manager	5
	Assistant Translator	1
	Community Development Officer	1
	Contract Liaison Officer	1
	Contract Inoculator	6
	Contract Social Worker	23
	Contract Speech Therapist	1
	Darkroom Assistant	2
	Health Programme Assistant	21
	Health Programme Attendant	2
	Health Promotion Officer	12
	Manager	1
	Project Assistant	26
	Research Assistant	15
	Research Officer	10
Senior Research Officer	1	
	Sub-total	145
(4) To tap the latest expertise in the market	Creative and Technical Officer	1
	Head, Central Health Education Unit	1
	Media & Marketing Manager	1
		Sub-total
Total		534

**The Administration's Response to the Motion on
Employment of Non-Civil Service Contract Staff**

Purpose

At the meeting of the Panel on Public Service held on 18 December 2006, Members passed the following motion:

“That this Panel expresses dissatisfaction that the findings of the review of the employment of non-civil service contract (NCSC) staff conducted on a department-by-department basis have failed to treat fairly the NCSC staff who have been employed for a long period of time, and requests that:

- (a) departments should conduct a review again to ensure the conversion of the NCSC staff employed to fill the posts created to meet long-term needs to civil servants; and
- (b) serving NCSC staff should be converted to civil servants by ‘through train’.”

The Administration's response to the motion is set out below.

Special Review of NCSC Staff

2. At the meeting of the LegCo Panel on Public Service in March 2006, we undertook to conduct a special review of the NCSC staff situation, the purpose of which was to obtain a better understanding of the implementation of the NCSC Staff Scheme in bureaux / departments / offices (hereafter referred to as B/Ds) and individual B/Ds' manpower situation. We indicated that where it was established that civil servants instead of NCSC staff should be employed to meet specific service needs, we would devise appropriate measures with the B/Ds concerned to put this in place while keeping the size of the overall civil service establishment under control.

3. Since March 2006, we have gathered information from and discussed with B/Ds on their NCSC staff situation, overall manpower position and operational needs. The findings of the special review are the result of a detailed examination of all the NCSC staff (about 16 500 in total) employed by B/Ds as at 31 March 2006. We do not consider that there is a need to conduct a review again.

4. In light of the findings of the special review, we will follow up with B/Ds to phase out the some 4 000 NCSC positions involving work that should more appropriately be performed by civil servants and replace them with civil service posts. We will also continue to monitor closely the implementation of the NCSC Staff Scheme to ensure that it continues to achieve its intended purposes.

Conversion of NCSC Staff into Civil Servants

5. The NCSC Staff Scheme provides Heads of B/Ds with a flexible means to employ staff on fixed term contracts outside the civil service establishment to meet specific service needs, e.g. for taking up duties that are time-limited, seasonal, or under review. As such, the entry requirements and selection process for NCSC positions may be different from those of civil service posts. Furthermore, our long-established recruitment policy is to fill civil service vacancies through an open, fair and competitive recruitment process, under which qualified candidates are selected on the basis of merits. Therefore, it would not be appropriate to adopt a 'through train arrangement' whereby serving NCSC staff would be appointed automatically as civil servants. Such an arrangement would also be unfair to those persons wishing to join the civil service but are currently not working in the Government as NCSC staff, as they would be deprived of the opportunity to compete for those civil service openings that would replace NCSC positions. Having said that, we welcome serving NCSC staff interested to join the civil service to take part in the open recruitment process for those posts where they can meet the basic qualification requirements. With the experience they have accumulated in the Government, they should enjoy a strong competitive edge.

6. In accordance with our established appointment procedures and arrangements, new appointees to the civil service have to go through a probation period of normally three years. The appointment authority may, having regard to the nature of the duties, reduce up to half the required probation period for new appointees who have served in the Government with duties similar or comparable to those of the civil service ranks concerned, including those who have previously served as NCSC staff. New appointees to a specific rank receive pay at the starting salary point laid down for that rank. Where the appointment authority is faced with serious recruitment difficulties or where the experience of a new recruit, irrespective of whether or not he / she was a former NCSC staff, is considered particularly valuable for meeting operational needs, the appointment authority may grant incremental credits for experience to the new recruit.