

For Information

**Legislative Council Panel on Public Service
Follow-up to the Meeting on 15 December 2014**

At the meeting of the Legislative Council Panel on Public Service on 15 December 2014, the Administration was requested to provide the following information relating to the employment of non-civil service contract (NCSC) staff –

- (a) breakdown of full-time NCSC staff for those Bureaux/Departments/Offices (B/Ds) engaging 500 or more NCSC staff as at 30 June 2014 by work types/positions and that of 10 years ago;
 - (b) breakdown of the length of service of the 1 178 full-time NCSC staff employed by the Education Bureau (EDB) as at 30 June 2014; and reasons of employment or initiatives for engaging such NCSC staff; and
 - (c) breakdown of the length of service of the 287 full-time NCSC staff employed by the Radio Television Hong Kong as at 30 June 2014 by less than one year, one year to less than three years, and three years or above.
2. Regarding paragraph 1(a) above, a breakdown of full-time NCSC staff for those B/Ds engaging 500 or more NCSC staff as at 30 June 2014 (namely Hongkong Post, Leisure and Cultural Services Department, EDB, Electrical and Mechanical Services Department and Department of Health) by work types/positions and that of 10 years ago is at **Annex A**.
3. Regarding paragraph 1(b) and (c) above, the details are set out at **Annexes B and C** respectively.

**Civil Service Bureau
July 2015**

Number of full-time NCSC staff
Breakdown by work types / positions
(positions as at 30.6.2004 and 30.6.2014)

Hongkong Post

Work types / positions	Number of full-time NCSC staff	
	as at 30.6.2004	as at 30.6.2014
Administrative / Executive support (e.g. Manager, Accounting Officer and Training Officer)	5	7
General support (i.e. General Assistant and Office Helper)	2	4
Clerical support (i.e. Administrative Clerk, Administrative Assistant, Accounting Clerk and Accounting Assistant)	17	54
Support for service agreements with Hongkong Post's customers (e.g. Operations Assistant)	46	64
IT support (e.g. Analyst/Programmer, Systems Manager and Computer Officer)	23	20
Postal services (e.g. Sorting Office Assistant, Mechanised Letter Sorting System Operations Assistant, Sorter, Operations Assistant, Customer Relationship Executive and Customer Services Officer) ^{Note}	1 521	1 799
Sales and marketing service (e.g. Account Executive and Account Manager)	11	13
Research work (i.e. Assistant Manager (Statistics))	2	3
Customer services / Public relations (e.g. Manager and Senior Manager)	3	3
Occupational safety / Industrial engineering	2	4
Total	1 632	1 971

Note: There is a practical need for Hongkong Post, as a trading fund department, to engage an NCSC workforce to augment the core complement of civil service staff to cope with fluctuations in mail traffic which are difficult to predict and are beyond its control. In fact, there had been a marked increase in the mail traffic between 2004 and 2014. In addition, NCSC staff are also engaged to cope with the particular work pattern in mail processing. The figure as at end June 2014 indicates that more than half of the NCSC staff worked less than the conditioned hours required of civil servants.

Number of full-time NCSC staff
Breakdown by work types / positions
(positions as at 30.6.2004 and 30.6.2014)

Leisure and Cultural Services Department

Work type / position	Number of full-time NCSC staff	
	as at 30.6.2004	as at 30.6.2014
Administrative / Executive support (e.g. Manager, Cultural Services, Editorial Coordinator, Event/Production Coordinator, Programme Assistant, Research Officer, Production Assistant and Executive Assistant)	159	131
Clerical / Secretarial support (e.g. General Clerk and General Assistant)	665	317
Cultural and leisure service (e.g. Music Officer, Cultural Services Assistant, Amenities Assistant, Technical Manager and Stage Manager)	367	161
Customer services / Public relations (e.g. Marketing and Business Development Manager and Information Officer)	14	19
General support (e.g. Mobile Library Assistant)	67	37
IT support (e.g. Analyst/Programmer and Information Technology Manager)	40	24
Library service (e.g. Librarian)	130	17
Professional / Technical support (e.g. Curator)	1 015	1 070
Special employment scheme (i.e. Summer Student Helper and various trainees engaged under the Youth Job Creation Programme ^{Note})	1 002	-
Total	3 459	1 776

Note: The Youth Job Creation Programme was introduced to provide on-the-job training opportunities for young people. Each trainee could only be employed for a maximum of 12 months.

Number of full-time NCSC staff
Breakdown by work types / positions
(positions as at 30.6.2004 and 30.6.2014)

Education Bureau ^{Note}

Work type / position	Number of full-time NCSC staff	
	as at 30.6.2004	as at 30.6.2014
Administrative / Executive support (e.g. Executive Assistant, Project Coordinator and Project Officer)	141	94
Clerical / Secretarial support (e.g. General Clerk and Project Assistant)	340	200
Customer services / Public relations (e.g. Project Manager)	19	1
Education (e.g. Project Officer, Advisory Teacher, Research Officer and Teaching Assistant)	277	385
General / Logistic support (e.g. Semi-skilled Worker)	222	403
IT support (e.g. Computer Technician, Technical Services Support Officer, IT Assistant and Technical Support Manager)	109	57
Professional / Technical support (e.g. Audiologist, Educational Psychologist and Speech and Language Officer)	26	38
Total	1 134	1 178

Note: Government schools may engage full-time NCSC staff under various funds/grants to meet different short-term service needs. A number of cash grants, such as Learning Support Grants and Senior Secondary Curriculum Support Grant, have been introduced since the 2003/04 school year. In addition, government schools are given the flexibility to hire the right mix of supporting staff to meet their operational needs under the Funding Flexibility Scheme (FFS). There had been an increase in the number of NCSC staff engaged for janitor services under the FFS since the 2003/04 school year. The figure as at end June 2014 indicates that around half of the full-time NCSC staff engaged by EDB were employed to meet service needs which were time-limited or seasonal in nature, while the other half were employed to meet service needs where the mode of delivery of the service was under review or likely to be changed, such as those engaged under the FFS.

Number of full-time NCSC staff
Breakdown by work types / positions
(positions as at 30.6.2004 and 30.6.2014)

Electrical and Mechanical Services Department ^{Note}

Work type / position	Number of full-time NCSC staff	
	as at 30.6.2004	as at 30.6.2014
Administrative / Executive support / Customer services (e.g. Clerical Support Assistant and Management Support Officer)	111	65
Inspectorate / Technical support (e.g. Technician (Air-conditioning / Building Services / Electrical / Electronics / Mechanical))	510	716
IT support (e.g. Information Technology Specialist and Network & System Specialist)	43	150
Professional support (e.g. Contract Engineer (Building Services / Electrical and Mechanical / Electronics))	34	64
General support / Technical support in electrical and mechanical engineering	172	14
Total	870	1 009

Note: Around 95% of full time NCSC staff were employed to deliver services in the Department's trading fund arm which fluctuated according to changes in market demand. In fact, the trading fund had a substantial expansion in business between 2004 and 2014 resulting in a greater demand in manpower.

Number of full-time NCSC staff
Breakdown by work types / positions
(positions as at 30.6.2004 and 30.6.2014)

Department of Health

Work type / position	Number of full-time NCSC staff	
	as at 30.6.2004	as at 30.6.2014
Administrative / Executive support (e.g. Service Administrator, Manager and Administrative Assistant)	100	29
Clerical / Secretarial support (e.g. Health Programme Assistant, Project Assistant and Registration Assistant)	228	20
Customer services / Public relations (e.g. Media and Marketing Manager)	4	1
General / Logistic support (e.g. Assistant Health Promotion Officer)	86	-
IT support (i.e. Analyst/Programmer and Contract Senior Information Technology Manager)	1	1
Medical / Hygiene and related work (e.g. Health Surveillance Assistant, Chinese Medicine Officer, Chinese Medicine Assistant, Contract Doctor, Contract Dentist and Senior Clinician (Orthodontics))	597	524
Professional / Technical support (e.g. Laboratory Assistant and Darkroom Assistant)	14	6
Total	1 030	581

**Number of full-time NCSC staff
employed by the Education Bureau
Breakdown by length of continuous service ^{Note} and reasons of employment
(position as at 30 June 2014)**

Reasons of employment		Number of full-time NCSC staff with continuous service of			
		Less than 3 years	3 years to less than 5 years	5 years or more	Total
(1)	To meet service needs that are time-limited or seasonal in nature <i>(e.g. different short-term service needs having regard to educational needs of the students or operational needs of government schools; and time-limited education reform initiatives such as language support projects, the Pilot Project on Strengthening Schools' Administration Management and the Committee on Free Kindergarten Education)</i>	458	61	90	609
(2)	To meet service needs that require staff to work less than the conditioned hours required of civil servants <i>(e.g. enforcement work on unregistered schools)</i>	4	-	2	6
(3)	To meet service needs where the mode of delivery of the service is under review or likely to be changed <i>(e.g. the Funding Flexibility Scheme in government schools and support to non-Chinese speaking students, newly-arrived children and non-attendance students)</i>	316	73	153	542
(4)	To tap the latest expertise in the market <i>(e.g. planning, implementation and evaluation of the Basic Competency Assessment Project)</i>	11	2	8	21
Total		789	136	253	1 178

Note: "Continuous service" includes service in the same NCSC position, as well as service in different NCSC positions in the Education Bureau but without a break in service.

**Number of full-time NCSC staff
employed by the Radio Television Hong Kong
Breakdown by length of continuous service^{Note}
(position as at 30 June 2014)**

Length of continuous service	Number of full-time NCSC staff
Less than one year	85
One year to less than three years	67
Three years or above	135
Total	287

Note: "Continuous service" includes service in the same NCSC position, as well as service in different NCSC positions in the Radio Television Hong Kong but without a break in service.