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Hialeah

# PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

PD (cm): 1/3/1 Sub II

**FROM** : Chief Personnel Officer

**TO** : Permanent Secretaries, Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01

**DATE** : July 27, 2005

## SUBJECT

**Payment of an Interim Professional/Technical Allowance to certain categories of Offices in the Civil Service and in certain Statutory Authorities**

Numerous requests have been received from Ministries/Departments/Statutory Authorities for the payment of interim Professional/Technical Allowances to several categories of offices in the Civil Service and in certain Statutory Authorities with a view to addressing problems relating to the recruitment and retention of employees in specified areas.

2. In response to the issues raised and pending the completion of the Job Evaluation exercise now in progress, it has been agreed that **with effect from June 01, 2005**, the Professional/Technical Allowances previously approved in respect of offices identified in the Appendix are to be extended to holders of any such office replicated in any other Ministry/Department/Statutory Authority subject to:-

- (a) the allowances to be paid to offices in the Engineer stream being at the rates approved for corresponding offices in the Ministry of Works and Transport and set out in the Appendix; and
- (b) the office of Senior Planning Officer being excluded from among those in respect of which payment of the Allowances is to be extended.

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To	Ms. ANGLON THOMAS	From	ANGELA BROWN		
Co./Dept.		Co.			

3. It has also been agreed that consideration may be given to the payment of the Allowance to the office of Senior Planning Officer and offices other than those at paragraph 2 above: the particular offices and quantum of the allowance to be approved by Cabinet on the recommendation of the Chief Personnel Officer.
  
4. Consequently, requests for the payment of an interim Professional/ Technical Allowance to offices in respect of which no approval exists, are to be submitted to the Personnel Department for assessment prior to their submission to Cabinet. In this regard, in keeping with the criteria approved by Cabinet, all requests should be accompanied by the following information:-
  - (i) the number of existing or likely vacancies in relation to the number of filled positions, and the length of time the vacancies have existed;
  - (ii) the steps taken to fill the vacancies and the results of such action;
  - (iii) the turnover rates over the previous two (2) years;
  - (iv) the impact of the staffing problems on the achievement of the strategic goals and objectives of the Ministry/Department/Statutory Authority;
  - (v) the level of allowance considered necessary to attract and retain suitably qualified staff in the particular areas; and
  - (vi) the availability of funds to meet the payment of the recommended allowances.
  
5. It has also been agreed that requests for payment of the allowance would be considered in respect of offices in an organisation only where all outstanding Job Analysis Questionnaires (JQ's) in the particular Ministry/Department/Statutory Authority have been completed and returned to the Personnel Department. In this regard, all relevant questionnaire forms were to be returned to the Department by May 31, 2005.

6. You would appreciate that where all completed questionnaire forms have not been received and/or the required information has not been provided, the Personnel Department would be unable to properly treat with your requests. Accordingly, requests previously submitted to the Department for payment of the allowance, are being dealt with in the context of the criteria set out above.
7. Where approval is given for the payment of the allowance, its continued payment beyond six (6) months shall be on the basis of the satisfactory performance of the officer as assessed every six (6) months by the Head of his/her organisation. This condition is also applicable to the holders of those offices identified in the Appendix which are replicated in other Ministry/Department/Statutory Authority, and referred to at paragraph 2 above.
8. Permanent Secretaries, Heads of Departments/Statutory Authorities, Chief Administrator, Tobago House of Assembly are kindly requested to bring the contents of this Circular Memorandum to the attention of relevant personnel in your respective organization and ensure that all outstanding Job Questionnaires are completed and returned to the Personnel Department without further delay and that, in order to facilitate the prompt handling of requests for payment of interim professional/technical allowances, the requirements/conditions specified in this Circular Memorandum are observed.

  
**Chief Personnel Officer Ag.**

Categories of Offices in respect of which Professional / Technical Allowances are Approved

Location	Number of Positions	Position	Salary Range	Allowance per month
Ministry of Energy	1	Chief Technical Officer	68	7,500
	1	Director, Energy Planning	68	7,500
	1	Director, Operations	66	7,500
	1	Director, Technical Services	66	7,500
	1	Director, Geology and Geophysics	66	7,500
	1	Senior Energy Analyst	66	7,500
	4	Senior Petroleum Engineer	63	5,000
	2	Senior Chemical Engineer	63	5,000
	1	Senior Geophysicist	63	5,000
	2	Senior Geologist	63	5,000
	1	Chief Mechanical Engineer	62	5,000
	2	Petroleum Accountant	61	5,000
	4	Senior Planning Officer	60	5,000
	16	Petroleum Engineer II	59	3,500
	4	Chemical Engineer II	59	3,500
	1	Mechanical Engineer II	59D	3,500
	1	Petroleum Chemist	53	3,500
	16	Petroleum Engineer I	53	3,500
	4	Chemical Engineer I	53	3,500
	1	Mechanical Engineer I	53	3,500
13	Geologist I	53	3,500	
1	Geophysicist I	53	3,500	
<b>Sub-total</b>	<b>79</b>			
Forensic Science Centre, Ministry of National Security	1	Director		1,650 Equivalent to 10% of Salary
	1	Deputy Director	66	3,800
	1	Scientific Officer III	64	4,500
	2	Scientific Officer II	60	4,500
	8	Scientific Officer I (5 years and over)	56	3,600
		Scientific Officer I (under 5 years service)	56	2,400
<b>Sub-total</b>	<b>13</b>			
IT Professionals (Entire Public Service)	1	Executive Director, NISC	68	3,500
	1	Assistant Executive Director, NISC	63	3,100
	5	Manager, Computer Operations redesignated E.D.P. Manager	63	3,100
	3	Network Administrator	61	3,000
	5	Database Administrator (1-5 years)	60	1,800
		Database Administrator (over 5 years)	60	2,800
	1	Systems Programmer (1-5 years)	60	1,800
	Systems Programmer (over 5 years)	60	2,800	

**Categories of Offices in respect of which Professional / Technical Allowances are Approved**

Location	Number of Positions	Position	Salary Range	Allowance per month
IT Professionals (Entire Public Service) (Cont'd)	1	Network Analyst (1-5 years)	60	1,800
		Network Analyst (over 5 years)	60	2,800
	12	Systems Analyst II	59E	2,500
	30	Systems Analyst I (1-5 years)	55	1,500
		Systems Analyst I (over 5 years)	55	2500
	5	Programmer II	47G	1,800
	17	Programmer I (1-5 years)	39	1,000
		Programmer I (over 5 years)	39	1500
1	Network Operator	39	1,500	
<b>Sub-total</b>	<b>82</b>			
Ministry of Education	44	School Supervisor I*	53E	2,600
	16	School Supervisor II*	59D	2,600
	19	School Supervisor III*	62	2,000
	1	Director of School Supervision*	64	2,000
	1	Chief Education Officer*	68	1,000
	1	Director Curriculum Development	64	3,300
	4	Curriculum Coordinator	62	2,800
	1	Supervisor School Publication	62	2,800
	1	Supervisor School Broadcasting	53E	3,100
	3	Educational Broadcasting Officer II	46F	800
	4	Educational Broadcasting Officer I	40	600
	4	School Publications Officer I	46	1,450
	1	School Publications Assistant	35	1,150
	1	Guidance Supervisor	60	3,350
	4	Guidance Officer II	53E	2,450
	55	Guidance Officer I	46	1,450
	1	Educational Extension Officer II	53E	2,450
	1	Educational Extension Officer I	46	1,450
	2	Educational Testing Officer I	46	1,450
	1	Educational Testing Officer II	53E	2,450
	1	Director, Operations	63	2,600
	1	Technical Vocational Education Supervisor II	59D	3,000
	2	Technical Vocational Education Supervisor I	53D	2,450
	1	Supervisor Technical Teacher Training	61	3,000
	1	Director Educational Services	64	3,300
	1	Director Educational Research and Evaluation	64	3,300
	2	Assistant Director Educational Research and Evaluation	62	2800
	1	Physical Education and Sports Officer III	59D	3,000
	2	Physical Education and Sports Officer II	53E	2,450
	7	Physical Education and Sports Officer I	46	1,450
28	Curriculum Officer	59D	3,000	

**Categories of Offices in respect of which Professional / Technical Allowances are Approved**

Location	Number of Positions	Position	Salary Range	Allowance per month
Ministry of Education (Cont'd)	1	Director of Educational Planning	64	3,300
	1	Educational Facilities Planner	60	3,350
	2	Educational Research Officer II	53E	2,450
	1	Educational Research Officer I	46	1,450
	1	Educational Liaison Officer	46F	600
	2	Evaluation Officer	53D	2,550
<b>Sub-total</b>	<b>220</b>			
Ministry of Works and Transport	1	Chief Technical Officer	68	5,000
	1	Director of Maintenance	65	4,500
	1	Director of Construction	65	4,500
	1	Director of Mechanical Services	65	4,500
	1	Director of Highways	65	4,500
	1	Director of Drainage	65	4,500
	1	Chief Architect	62	4,000
	1	Chief Electrical Engineer	62	4,000
	1	Chief Designs Engineer	62	4,000
	2	Chief Construction Engineer (Roads)	62	4,000
	1	Chief Traffic Engineer	62	4,000
	2	Building Manager	62	4,000
	1	Chief Engineer (Planning Branch Drainage Division)	62	4,000
	2	Chief Planning Engineer (Roads)	62	4,000
	1	Chief Planning Engineer (assigned to Project Unit, Major Highways)	62	4,000
	1	Chief Engineer (Maintenance and Construction Branch-Drainage Division)	62	4,000
	3	Architect II	59D	3,500
	21	Civil Engineer II	59D	3,500
	1	Quantity Surveyor II	59D	3,500
	1	Mechanical Engineer II	59D	3,500
	3	Drainage Engineer II	59D	3,500
	2	Electrical Engineer II	59D	3,500
	1	Traffic Engineer II	59D	3,500
	6	Architect I (more than 2 yrs. experience)	53	3,000
		Architect I (less than 2 yrs. experience)	53	2,000
	39	Civil Engineer I (more than 2 yrs. experience)	53	3,000
		Civil Engineer I (less than 2 yrs. experience)	53	2,000
	6	Electrical Engineer I (more than 2 yrs. experience)	53	3,000
		Electrical Engineer I (less than 2 yrs. experience)	53	2,000
	2	Mechanical Engineer I (more than 2 yrs. experience)	53	3,000
Mechanical Engineer I (less than 2 yrs. experience)		53	2,000	

**Categories of Offices in respect of which Professional / Technical Allowances are Approved**

Location	Number of Positions	Position	Salary Range	Allowance per month
Ministry of Works and Transport (Cont'd)	2	Quantity Surveyor I (more than 2 yrs. experience)	53	3,000
		Quantity Surveyor I (less than 2 yrs. experience)	53	2,000
	1	Traffic Engineer I (more than 2 yrs. experience)	53	3,000
		Traffic Engineer I (less than 2 yrs. experience)	53	2,000
<b>Sub-total</b>	<b>112</b>			
Auditor General's Department	4	Audit Director	63	4,200
	11	Assistant Audit Director	61	4,000
	10	Audit Senior	55F	3,300
<b>Sub-total</b>	<b>25</b>			
Meteorological Services Division	1	Director, Meteorological Services	66	4,000
	1	Assistant Director, Meteorological Services	63	3,850
	1	Meteorologist IV	61	3,850
	1	Climatologist	59D	3,500
	2	Meteorologist III	59D	3,500
	9	Meteorologist II	53E	3,000
	3	Meteorologist I	46	2,700
	1	Meteorological Supervisor	48G	2,850
	1	Meteorological Equipment Repairman Supervisor	44G	2,700
	3	Meteorological Equipment Repairman	40	2,400
	3	Senior Meteorologist Assistant	32D	2,200
	23	Meteorologist Assistant (for 2 years)	18	1,300
		Meteorologist Assistant (after 2 years)	27	1,800
<b>Sub-total</b>	<b>49</b>			
<b>TOTAL</b>	<b>580</b>			

\* These allowances were previously approved by Cabinet in Minute No. 2361 dated December 6, 2000