

FIFTIETH REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

December 8, 1997.

FIFTIETH REPORT OF THE SALARIES REVIEW COMMISSION

Review of the terms and conditions of employment of the office of Deputy Chief Personnel Officer

The President of the Republic of Trinidad and Tobago by letter dated September 15, 1997, has conveyed his approval for a review by the Salaries Review Commission of the salary and other terms and conditions of employment of the office of Deputy Chief Personnel Officer in the Personnel Department. This office was placed within the purview of the Salaries Review Commission by Legal Notice No. 183 dated August 6, 1997.

2. During the deliberations of the Commission on the terms and conditions of service for the office of Deputy Chief Personnel Officer, we were apprised of the extremely wide scope of responsibilities and activities of the Personnel Department in the area of Personnel Management and Industrial Relations under existing legislative arrangements as well as by executive decisions over time.

3. We were advised further that the Government has recently adopted a Policy Agenda for the transformation of the Public Service of Trinidad and Tobago with the goal of creating a new Public Administration. To achieve this mission, the Government is looking towards making better use of all its resources, but more so its human resource. In this regard, the Personnel Department, as a key Central Human Resource Management Agency, has been mandated to lead in providing the required strategic direction in the many programmes and activities targetting the efficient management of the human resource of the Public Service.

4. The Commission has been informed that this mission has involved the reorganisation of the Department to undertake an additional segment of duties and responsibilities making it the main policy-formulating, advisory, consultative and monitoring agency in the Public Service. Thus, many of the Department's existing functions have been modified and upgraded.

Role and function of the Deputy Chief Personnel Officer

5. It is our understanding that the creation of the office of Deputy Chief Personnel Officer was designed to strengthen the top management structure of the Personnel Department and provide room for effective delegation of responsibilities. It will also contribute to the establishment of a systematic succession plan for the top managerial level in the Department. The incumbent will provide managerial support to the Chief Personnel Officer in planning, organising, supervising and co-ordinating the Human Resource Management functions and consultancy services of the Personnel Department so as to ensure the achievement of its strategic objectives. The main duties of the office will include the following:-

- organising, co-ordinating and monitoring the development and implementation of policy related to the Department's Human Resource Management functions, programmes, projects and consultancy services;
- conducting periodic reviews of the existing strategic plan of the Department in collaboration with Divisional Heads and submitting recommendations to the Chief Personnel Officer for modifications thereof;
- liaising and collaborating with Divisional Heads to ensure that all programmes, projects and consultancy services are implemented within agreed policies and strategies and that the projected delivery of consultancy services is efficiently and expeditiously managed;
- collaborating with Divisional Heads to determine the need for special studies and research projects to meet the Department's objectives;
- reviewing annual budgetary proposals submitted by Divisional Heads for consistency with the projections of the Department's strategic plan and making recommendations to the Chief Personnel Officer; and

heading teams on behalf of the Chief Personnel Officer to consult and negotiate with representatives of recognised Trade Unions and Associations and advising the Chief Personnel Officer on the outcomes of such activities.

6. With respect to the educational qualification and experience necessary for this office, the Commission was advised that the incumbent will be required to have extensive experience, (more than eight (8) years) at a senior managerial level, in any major Human Resource Management function and training as evidenced by a University Degree in Human Resource Management or a related field. The incumbent will be required to possess extensive knowledge of the principles and practices of modern Management or Public Administration.

Recommendations

7. In our determination of the appropriate compensation package for the office of Deputy Chief Personnel Officer we were guided by the high level of responsibilities and duties which an incumbent to this office will be required to shoulder. We also took account of the fact that the office holder will be required to perform his/her duties with a high degree of initiative, innovativeness, discretion and professional independence. Further, we took cognisance of the depth of knowledge the incumbent must possess in the area of Human Resource Management and Public Administration, including the Public Service/Statutory Authorities laws and regulations.

8. Having regard to the foregoing, we recommend that the following compensation package should apply to the office of Deputy Chief Personnel Officer:-

Salary - \$10,000 per month.

Housing - A Housing Allowance of \$1,900 per month.

- Transport -**
- i) A maximum loan of \$100,000 at a rate of interest of 6% per annum repayable over a six-year period to facilitate the purchase of a motor vehicle with maximum total exemptions as follows:-**
 - a) in respect of Motor Vehicle Tax**
 - the amount payable on a vehicle of 1999 cc; and**
 - b) in respect of Value Added Tax**
 - the amount payable on a vehicle costing \$100,000.**

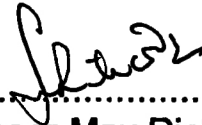
However, where a locally assembled vehicle using foreign parts or a completely built up foreign used vehicle is purchased the following shall apply:-

- (a) the remission or refund to a maximum amount of \$15,992 of the Special Registration Fee or the Special Motor Vehicles Tax whichever is payable; and**
 - (b) the remission or refund to a maximum amount of \$15,000 of the Value Added Tax payable.**
- ii) A loan to cover the cost of Motor Vehicle Insurance Premium;**
 - iii) A Commuted Travelling Allowance of \$1,200 per month; and**

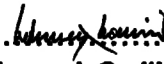
- iv) A maximum loan of \$10,000 to cover the cost of motor vehicle repairs, at a rate of interest of 6% per annum, repayable over a three-year period.
- Subsistence Allowance** - A rate of \$40.00 per day for official duty beyond a radius of 16 kilometres from official headquarters and when in Tobago, \$50.00 per day.
- Entertainment** - Actual expenses incurred for entertainment by the holder of the office to be met from an official Entertainment Vote under the control of the Ministry of Finance.
- Vacation Leave** - Thirty (30) calendar days per annum.
- Medical Benefits** - Entitlement without charge to pathological examination and physiological treatment and all incidental services at any hospital or other State institution or with approval, to be paid the cost of such treatment at any other institution in Trinidad and Tobago.
- Pension/Gratuity** - Entitlement to pension benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.

9. The Commission recommends that the effective date of implementation of these arrangements should be the date of assumption of office by the incumbent.

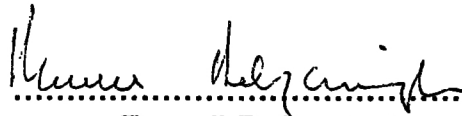
Dated this 8th day of December, 1997.



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Professor Max Richards
(Chairman)

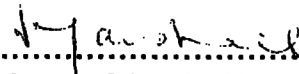


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Edward Collier



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Rowell Debysingh

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Keith Ortiz*



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*Out of the country on the date of signing.