

3 SOCIAL WORK DEPARTMENT - CHANGE TO ESTABLISHMENT (AN241-2002)

The Human Resources Section currently processes the payroll for all Social Work employees. Four posts of Senior Clerical Assistant, graded GS3, £13,124 - £13,664, work full time on this function.

With effect from 1st January, 2003, it is proposed to transfer three posts of Senior Clerical Assistant, graded GS3, to the Payroll Section of the Finance Department, along with the responsibility for the Social Work payroll.

It is further proposed to delete the remaining Senior Clerical Assistant post in Social Work payroll and extend a part time Senior Clerical Assistant post in the Human Resources Section into a full time Senior Clerical Assistant post and a part time Senior Clerical Assistant post in Office Services into a full time Senior Clerical Assistant post.