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PROGRAMME BUDGET FOR THE BIENNIUM 1986-1987

PERSONNEL QUESTIONS: OTHER PERSONNEL QUESTIONS

Job classification of the General Service and related categories in Geneva

Report of the Secretary-General

1. The General Assembly, having considered at its thirty-eighth session the report of the Secretary-General on job classification of the General Service category in Geneva (A/C.5/38/92 and Corr.1), decided in part XIX of resolution 38/234 of 20 December 1983 to accept the proposals of the Secretary-General as reflected in his report.

2. The purpose of this report is to inform the Fifth Committee of (a) the results of the final phase of the job classification exercise in Geneva relating to the appeal process together with its financial implications and (b) the status of the phasing out of the "temporary principal level" posts described in paragraph 16 of the previous document on this issue (A/C.5/38/92 and Corr.1).

A. Appeal process

3. Following the completion of the initial classification, the exercise entered in its last phase which was the appeal process. The Joint Committee on Classification, which had undertaken the original classification, was reconvened for this purpose. After completing its review the Committee decided to recommend that nine General Service posts be upgraded to the principal level of the General Service category (G-7). These nine posts were the following:

6 documentalists in the language sections (one in each of the six official languages)

1 documentalist in the library

1 senior budget assistant

1 senior payroll assistant

It should be noted that one of the posts of documentalists in the language area is encumbered by a staff member at the G-7 level for whom one of the "temporary principal level" posts described in paragraph 16 of document A/C.5/38/92 was created.

4. In the course of its deliberations the Committee also considered three functions belonging to the Library Service which were neither properly identified nor submitted for its review in the context of the initial job classification. After a careful analysis of these functions, the Committee felt that these posts were Professional in nature and, consequently, it referred them to the Classification Unit of the Office of Personnel Services at Headquarters in order to ascertain whether these functions warranted classification at the Professional level. Upon reviewing the three job descriptions concerned the Headquarters Classification Unit found that these three positions, i.e. two posts of Cataloguer and the post of Chief, United Nations Documents Collection Unit, did belong to the Professional category and classified them at the P-2 level.

5. Of these three posts, one (Chief of United Nations Documents Collection Unit) is currently vacant and it is intended to fill it through competitive examination. The other two posts are incumbered by staff members who have been exercising the functions related to their post since 1978. In accordance with the proposal contained in paragraph 11 of document A/C.5/38/92 it is suggested that in these two cases, consideration for promotion should be first given to the two staff members who have been discharging the higher level functions for some eight years.

6. In order to enable the Secretary-General to finalize the introduction of the General Service Classification in Geneva some modifications are required in the existing staffing tables for the programme budget for the biennium 1986-1987. It is proposed (a) to convert nine General Service posts to the principal level of the General Service category while at the same time restoring one "temporary principal level" post to its classified level earlier than originally planned (January 1987 instead of March 1989) and (b) to convert three General Service posts to the Professional category while at the same time decreasing the number of General Service posts by three. It is further proposed that these conversions be made effective as from 1 January 1987.

7. The financial implications for the biennium 1986-1987 of the conversions proposed in paragraph 6 above would be as follows:

(a) Conversion from the General Service to the principal level of the General Service category:

/...

| | <u>Salaries and common staff costs</u> | <u>Staff assessment</u> |
|--|--|-----------------------------|
| 9 posts converted to the principal level | 18 000 | 20 700 |
| 1 "temporary principal level" post restored to its classified level | (2 000) | (2 300) |
| Total | <u>16 000</u> | <u>18 400</u> |

(b) Conversion of three posts from the General Service to the Professional category:

| <u>Salaries and common staff costs</u> | <u>Staff assessment</u> |
|--|-----------------------------|
| 5 000 | (17 500) |

(c) Summary of costs for 1987:

| | <u>Salaries and common staff costs</u> | <u>Staff assessment</u> |
|-----------------|--|-----------------------------|
| Total (a) + (b) | <u>21 000</u> | <u>900</u> |

8. These costs are broken down as follows between the various sections of the budget.

| <u>Section</u> | <u>Costs for 1987</u> |
|------------------|-----------------------|
| 15 | 2 000 |
| 28 | 2 000 |
| 29 | 17 000 |
| 31 | 900 |
| Income section 1 | <u>(900)</u> |
| Total | <u>21 000</u> |

9. It is intended to absorb the costs presented in paragraph 8 and consequently no additional appropriation is requested.

B. Phasing out of the "temporary principal level" posts

10. It will be recalled that, in his original document (A/C.5/38/92 and Corr.1), the Secretary-General proposed the creation of 27 "temporary principal level" posts to accommodate those staff members already at the principal level whose posts were classified at a lower level. Action has been taken to restore these posts to their classified levels as their incumbents retired or are placed against vacant principal level posts for which they qualify. It had originally been projected that the number of posts would be reduced from 27 to 14 on 1 January 1987. The reductions have proceeded on schedule and, taking into account the post referred to in paragraph 6 (a) above, the actual number of such posts on 1 January 1987 will be 13.