

# Civil Service Conciliation and Arbitration Scheme

## General Council Report 1374

(Meeting/s of 29 November 2000)

### Recertification of Visually Impaired Telephonists as Clerical Officers.

General Council Reports 1323 (restructuring in relation to grades represented by the CPSU) and 1329 (pay and grading structure for VITs) also refer.

1. General Council Report 1329 applied the revised scale applicable to the new grade of Clerical Officer from the agreement referred to in General Council Report 1323 to the grade of VIT. GC Report 1329 also made VITs generally liable for the duties of the new grade of Clerical Officer in addition to the duties currently performed and provided that future arrangements for the recruitment of VITs would be the subject of further discussion at the Disability Subcommittee of General Council.
2. Following on from General Council Report 1329, the staff side at the Disability Subcommittee raised the issue of the career development of VITs and whether VITs should be reclassified as Clerical Officers. (There are approx. 80 VITs.)
3. The Official Side said they were willing to consider the re-certification of VITs as Clerical Officers, provided that re-certification would mean that there would be no separate recruitment of VITs in the future. The staff side could not agree to this proposal as it would reduce job opportunities for visually impaired persons. It was agreed that the issue of future recruitment of VITs would be discussed in the context of the review of the re-certification process, set out below.
4. Following discussions between the parties agreement was reached on the following basis:
  - (a) The re-certification of VITs as Clerical Officers will be by way of a confined competition to be held by the Office of the Civil Service Commission (CSC).
  - (b) The competition will consist of an interview which will assess four skill areas that have been identified by the CSC as being necessary for the Clerical Officer role. These skill areas have been used as the basis for interviews in recent Clerical Officer competitions run by the CSC. The

four skill areas are (i) dealing with people, (ii) being thorough and organised, (iii) being relied upon and (iv) responding to change.

(c) Successful candidates will be reassigned to Clerical Officers duties within their own Department or Office.

(d) All appointments will be subject to a period of probation of 12 months from the date of re-certification as a Clerical Officer by the CSC.

(e) VITs re-certified as Clerical Officers will be eligible in the usual way for promotion or admission to confined competitions. The Civil and Public Service Union (CPSU) has agreed that re-certified VITs will retain their service for seniority purposes.

(f) There will be two re-certification competitions, the second will take place six months after the first competition.

(g) The re-certification process will be reviewed at the Disability Subcommittee of General Council after the second competition and the review will include the issue of future recruitment of VITs.

5. This report, recording agreement, was adopted on 29 November, 2000.

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