

Serial No. 2748
(A.C.4)ICNAF Comm.Doc. 72/1ANNUAL MEETING - JUNE 1972Salary Scales and Position Descriptions for Members of ICNAF Secretariat
Prepared 12 January 1972

by the
Executive Secretary

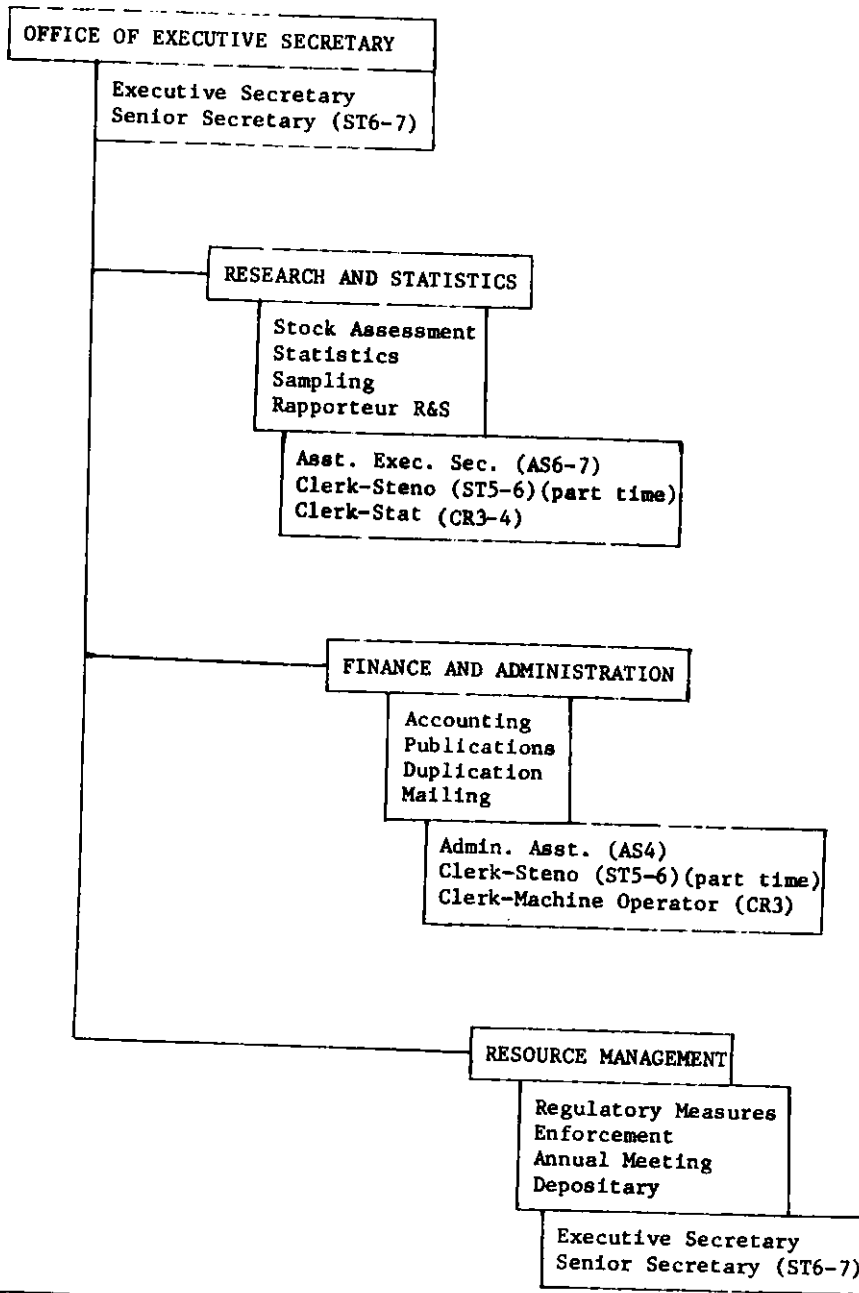
In accordance with the requirements of the interim meeting of STACFAD, London, 23 January 1970, "that the Executive Secretary provide all members at his earliest convenience with salary scales for all Commission staff, information on the nature of the Canadian Government position to which these scales are equated and the position descriptions for each staff member, and to continue to do so on a regular basis", the following information updates that provided to Members of STACFAD in a document dated 4 March 1970:

Appendix 'A' - Proposed organization and staffing chart, ICNAF Secretariat, 1972/74;

Appendix 'B' - Duties and salaries of members of ICNAF Secretariat, 1965/66 to 1973/74.

Details of historic information on ICNAF salaries may be found in ICNAF Commissioners' Documents 65/13, 66/7, 67/9, 68/9, 70/18 and 72/8.

Proposed Organization and Staffing Chart, 1972-74
ICNAF Secretariat



Executive Secretary	\$21,000-26,250
Asst. Executive Secretary	\$17,482-23,200 (AS6-7)
Administrative Assistant	\$12,329-14,010 (AS4)
Senior Secretary	\$7,460-9,415 (ST6-7)
Clerk-Stenographer	\$6,676-8,200 (ST5-6)
Clerk-Machine Operator	\$4,028-7,372 (CR1-3)
Clerk-Statistician	\$6,707-8,238 (CR3-4)

Duties and salaries of members of ICNAF Secretariat

Executive Secretary

Under the general supervision of the Commission,

- to manage the Commission office including the appointment and supervision of the staff of the Secretariat and for the receipt and economical disbursement pursuant to the Financial Regulations of all monies received by the Commission;
- to communicate Commission recommendations under Article VI(2) and VIII of the Convention to the Depositary Government addressed to the Secretary of State of the United States of America;
- to transact the business and preserving the records of the Commission;
- to develop agenda and making all necessary arrangements for Annual, Panel, Committee, symposium and other meetings and providing the appropriate services in any Member Country as designated;
- to prepare the Commission's budgets and meeting reports and perform such other functions as may be assigned to him by the Commission, the Commission's Chairman, Panel Chairmen and Chairmen of Standing or *ad hoc* committees;
- to be *ex officio* member of the Standing Committees on Finance and Administration, Research and Statistics and Regulatory Measures;
- to oversee the collecting, compiling, editing and printing of all Commission publications, including Annual Proceedings, Statistical Bulletin, Special Publications, Research Bulletin, Redbook, List of Fishing Vessels, Sampling Yearbook and Handbook;
- to coordinate the Commission's work in the fields of statistics, scientific investigation and fisheries management through agencies of Member Governments with international organizations (FAO, ICES, NEAFC and OECD);
- to recommend policy to the elected officials of the Commission;
- to deal authoritatively with fisheries administrators and scientists of Member Countries;
- to provide services as may be required by the Commission.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Senior Officer 1 (SO1) (CSC appraisal dated 25 May 1965)	\$14,500-18,000(30.5.65) \$16,500-20,500(1.7.66)	1965/66-\$16,250 1966/67-\$18,250	
Administrative Services 9 (AS9) (CSC reappraisal dated 20 February 1967)	\$17,270-20,802(1.10.66) \$17,788-21,428(1.10.67)	1966/67-\$19,232 1967/68-\$20,017 1968/69-\$21,428	
Senior Executive 1 (SX1) (CGTB Circular 1969-14 dated 13 Feb 1969)	\$19,000-23,500(1.1.69)	1969/70-\$22,000	
Exec. Secretary ICNAF (STACFAD appraisal 23.1.70)	\$20,000-25,000(1.7.70)	1970/71-\$23,000	(see ICNAF Comm.Doc. 70/5)
(TB/CT697727 c/28 May 1970)	\$21,000-26,250(1.1.70)	1971/72-\$24,675 1972/73-\$25,200 1973/74-\$25,700	(5% increase at SX level in CG) (increment)

Assistant Executive Secretary

Under the Executive Secretary

- to act as assistant to the Executive Secretary;
- to become familiar with all aspects of the Commission's operation and requirements;
- to assume the duties of the Executive Secretary in an acting capacity should the need arise;
- to act as permanent secretary to the Commission's Standing Committee on Research and Statistics;
- to provide scientific assistance to the Chairman of R&S and its sub-committees and to scientists of member countries;
- to conduct and report on studies on the state of the common fish stocks in the Convention Area and the effects of fishing and conservation actions on them;
- to assess and report on the adequacy of biological and statistical data collected by the Commission;
- to collect, compile and publish basic fisheries statistics;
- to establish and maintain close personal contact and liaison with statistical offices in the member countries and with other international organizations which have related objectives;
- to assist in other work as may be required by the Executive Secretary.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr/rate)</u>	<u>Remarks</u>
Administrative Officer 7 (AO7)	\$10,900-12,300(30.6.65)	1965/66-\$10,900	statistical and financial responsibilities
(CSC appraisal 25 May 1965)	\$11,554-13,038(1.10.65)	1966/67-\$11,554	
Administrative Services 6 (AS6)	\$11,967-13,599(1.10.66)	1967/68-\$13,055	"
(CSC reappraisal dated 20 February 1967)	\$12,327-14,007(1.10.67)	1968/69-\$14,007	"
	\$14,889-16,918(1.10.69)	1969/70-\$16,918	"
Administrative Services 6-7 (AS 6-7) (STACFAD appraisal 23.1.70)	\$14,889-19,820(1.10.69)	1970/71 - to be negotiated	new incumbent with biological and statistical responsibilities (see ICNAF Comm.Doc. 70/5)
Administrative Services (AS6)		1971/72-\$18,418	new incumbent TOS 4 September 1971-salary negotiated
	\$17,482-19,865(25.9.72)	1972/73-\$19,865	
(AS7)	\$19,400-23,200(25.9.72)	1973/74-\$20,300	

Administrative Assistant

- Under the general supervision of the Executive Secretary
- to carry out the editorial procedures and policies of the Commission;
 - to correspond and establish close liaison with authors and printers;
 - to advise on the form of presentation, arrangement of manuscripts, their illustrations and tables, extent of changes, design, layout and type-face;
 - to obtain competitive bids for printing jobs and advise on choice of printer and method of printing;
 - to check proofs and to correct errors in grammar, punctuation, spacing, etc.;
 - to order, price and distribute reprints and publications;
 - to set up and operate efficient accounting and financial procedures based on the requirements of the Commission's Financial Regulations, and to prepare preliminary financial statements for the Commission;
 - to be responsible for the supervision and control of all administrative and operational procedures in the Secretariat;
 - to assist in other work as may be required by the Executive Secretary.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Editor 2 (CSC appraisal 25 May 1965)	\$5,730-6,630(30.6.65)	1965/66-\$5,730	editorial respon- sibilities
	\$6,017-6,962(1.10.65)	1966/67-\$6,206	
Information Services 1 (IS1)	\$5,552-8,163(1.10.66)	1967/68-\$7,514	"
(CSC reappraisal 20 February 1967)	\$5,717-8,413(1.10.67)	1968/69-\$8,413	"
	\$6,905-10,162(1.10.69)	1969/70-\$10,162	"
Administrative Services 4 (AS4)	\$10,500-11,931(1.7.70)	1970/71-\$10,500	editorial, financial and administrative responsibilities (see ICNAF Comm.Doc. 70/5)
(STACFAD appraisal 23.1.1970)	\$11,130-11,636(1.10.70)	1970/71-\$11,130	
	\$11,742-13,343(27.9.71)	1971/72-\$12,276	
	\$12,329-14,010(25.9.72)	1972/73-\$13,449	
		1973/74-\$14,010	

Senior Secretary

Under the Executive Secretary

- to provide secretarial, stenographic and clerical services to the Executive Secretary;
- to allocate and supervise, as senior stenographer and clerk, all clerical and typing work within the Secretariat;
- to receive and allocate all incoming mail;
- to initiate routine correspondence;
- to organize and maintain the Commission's files and the control and procurement of office supplies;
- to organize and direct all secretarial and clerical arrangements and work at annual and other Commission meetings;
- to organize and type the Commission's Redbook (offset) (Proceedings of Research and Statistics Committee, national research reports and selected papers from Annual Meetings);
- to type and circulate meeting documents and papers before and during Annual Meetings;
- to make verbatim records of special Commission meetings and transcribe them;
- to carry out such other duties and assignments as may properly be required.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Clerk 4 (Cl 4) (CSC appraisal 25 May 1965)	\$4,410-4,860 (30.6.65)	1965/66-\$4,710	
	\$4,586-5,054(1.10.65)	1966/67-\$5,054	
Stenographer 6 (ST6) (CSC reappraisal 20 Feb 1967)	\$5,059-5,560(1.10.66)	1967/68-\$5,560	
Stenographer 7 (ST7)	\$5,808-6,384(1.10.66)	1967/68-\$5,808	
	\$5,985-6,379(1.10.67)	1968/69-\$6,182	
	\$7,229-7,943(1.10.69)	1969/70-\$7,943	
		1970/71-\$7,943	incumbent SOS 31 March 1971
		1970/71-\$7,229	new incumbent TOS 8 March 1971
	\$7,699-8,459(1.10.70)		
	\$8,181-8,699(27.9.71)	1971/72-\$8,161	
	\$8,569-9,415(25.9.72)	1972/73-\$8,850	
	1973/74-\$9,130		

Clerk Stenographer

Under the Assistant Executive Secretary

- to provide secretarial, stenographic and clerical services to the Assistant Executive Secretary;
- to set up and type forms for the collection and reporting of statistical and sampling data;
- to prepare tables of data for publication in the ICNAF Sampling Yearbook;
- to check sampling and statistical data submitted to the Commission;
- to maintain file of statistical and sampling data and correspondence;

Under the Administrative Assistant

- to prepare the vouchers and checks for accounts incurred by the Commission and post to the ledger;
- to prepare a statement of budget appropriations, obligations incurred and balances of appropriations, a statement of income and expenditure and a statement of assets and liabilities for each fiscal year;
- to carry out such other duties and assignments as may properly be required.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Clerk 3 (C1 3) (CSC appraisal 25 May 1965)	\$3,900-4,350(30.6.65)	1965/66-\$4,050	statistical and financial aid
	\$4,056-4,524(1.10.65)	1966/67-\$4,368	
Stenographer 5 (ST5) (CSC reappraisal 20 Feb 1967)	\$4,529-4,976(1.10.66)	1967/68-\$4,976	
	\$4,663-5,125(1.10.67)	1967/68-\$5,125	
Stenographer 6 (ST6)	\$5,211-5,727(1.10.67)	1968/69-\$5,383	
	\$6,294-6,918(1.10.69)	1969/70-\$6,710	
		1970/71-\$6,918	
Stenographer 5 (ST5)	\$5,632-6,191(1.10.69)	1970/71-\$5,632	incumbent SOS 31 March 1971 new incumbent TOS 26 April 1971
	\$5,998-6,593(1.10.70)		
	\$6,358-6,989(27.9.71)	1971/72-\$6,358	
	\$6,676-7,338(25.9.72)	1972/73-\$7,117	
		1973/74-\$7,338	including double merit increment

Clerk Statistician

Under the Assistant Executive Secretary

- to edit national fishing statistic submissions;
- to determine the quality of the reported data;
- to prepare the data for automatic data processing;
- to edit the computer listings preparatory to computer compilation for inclusion in ICNAF Statistical publications;
- to search for and compile statistical data from published and unpublished reports;
- to perform arithmetic and statistical calculations;
- to check and verify statistical data compiled by others;
- to perform other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Clerk 3 or 4 (CR3-4)	\$6,388-7,840(27.9.71)	1972/73-\$6,598	new incumbent TOS 1972/73
	\$6,707-8,238(25.9.72)	1973/74-\$7,149	

Clerk-Machine Operator

Under the Administrative Assistant

- to operate and maintain the copying (AM 805), duplicating (Multilith 1250) and addressograph machines;
- to reproduce by offset, collate and staple meeting documents and proceedings, reports, circular letters;
- to maintain an up-to-date mailing list on addressograph plates for Commission;
- to maintain distribution lists for the Commission publications;
- to package and ship Commission publications;
- to handle all outgoing mail and postage metering;
- to receive, catalogue and maintain accessions to the Commission library;
- to maintain a file of serially numbered Commission documents, papers, reports, circulars, forms and publications;
- to perform other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary range (effective date)</u>	<u>Salary (fiscal yr+rate)</u>	<u>Remarks</u>
Clerk 2 (C1 2) (CSC appraisal 25 May 1965)	\$3,090-3,540(30.6.65)	1965/66-\$3,090	
	\$3,214-3,683(1.10.65)	1966/67-\$3,214	
Clerk Regulatory (CR2) (CSC reappraisal 20 Feb 1967)	\$3,653-4,013(1.10.66)	1967/68-\$3,773	
	\$3,761-4,133(1.10.67)	1968/69-\$4,009	
	(CR1) \$3,335-4,067(1.10.69)	1968/69-\$3,700	new incumbent in training
		1969/70-\$3,823	
		1970/71-\$4,067	
	(CR3) \$5,632-6,191(1.10.69)	1971/72-\$5,632	position reclassified to CG 3rd yr apprentice duplicator operator
	\$6,026-6,624(1.10.70)		
	\$6,388-7,021(27.9.71)	1971/72-\$6,388	
	\$6,707-7,372(25.9.72)	1972/73-\$6,928	
		1973/74-\$7,149	

