

# Office of the Services Commissions

The Office of the Services Commissions (OSC), which is headed by the Chief Personnel Officer, is the administrative secretariat for five Services Commissions:

- 1 The Public Service Commission
- 2 The Police Service Commission
- 3 The Judicial Service Commission
- 4 The Municipal Service Commission
- 5 The Parish Councils Service Commission

## **The Public Service Commission**

Under the Constitution of Jamaica (1962) Section 125, the Governor General has the authority to appoint, remove and to exercise disciplinary control over employees in the Central Civil Service. The Public Service Commission, – which is also enshrined in the Constitution, - assists the Governor General in exercising this authority by providing advice and making recommendations in relation to appointments, separation, disciplinary and training matters.

The Public Service Commission is appointed by the Governor General, who acts on the recommendation of the Prime Minister after consultation with the Leader of the Opposition. The Commission should consist of no more than five (5) members, and not less than three (3), including a nominee from the Jamaica Civil Service Association, the largest staff association in the Civil Service.

## **The Police Service Commission**

The Police Service Commission is also enshrined in the Constitution of Jamaica, under Section 129 (1). This Commission is also appointed by the Governor General, who acts on the recommendation of the Prime Minister, after consultation with the Leader of the Opposition.

The Police Service Commission makes recommendations to the Governor General in respect to the appointment and discipline of police personnel from the rank of inspectors upwards, and retirements, selection for study leave, and appeals for the entire police force.

## **The Judicial Service Commission**

Section 111 of the Constitution of Jamaica provides for the appointment of a Judicial Service Commission.

The members of this Commission are:

- The Chief Justice – who is the Chairman
  - The President of the Court of Appeal
  - The Chairman of the Public Service Commission;
- Three (3) other members who are appointed in a similar manner as members of the Public Service Commission. Two (2) of these members of nominees of the Jamaica Bar Association

The role of the Judicial Service Commission, is to make recommendations in relation to the appointment, removal and exercise of disciplinary control over Resident Magistrates, Judge of the Traffic Court, Registrar of the Supreme Court, Registrar of the Court of Appeal, Puisine Judges, Judges, and Judges of the Court of Appeal.

### **The Municipal Service Commission**

The Municipal Service Commission is not enshrined in the Constitution, but was established by the Municipal Service Commissions Act of June, 1956.

The functions of this Commission relate to the recruitment, temporary employment, appointment, promotion, transfer, training, termination of appointment, disciplinary control, retirement of employees in the Kingston and St. Andrew Corporation.

This Commission should consist of not less than four (4) members, and no more than six (6). The members are appointed by the Governor General, who acts on the recommendation of the Cabinet. The Jamaica Association of Local Government Officers nominates one (1) of the members of the Commission.

### **The Parish Councils Service Commission**

The Parish Councils Service Commission is also not enshrined in the Constitution, but was established by the Parish Councils (Unified Service) Act of September 1956. This Commission is also appointed by the Governor General, who acts on the recommendation of the Cabinet. The Jamaica Association of Local Government Officers and the Association of Local Government Authorities may nominate one (1) member each to this Commission. The Commission should consist of not less than four (4) members, and no more than six (6).

The functions of this Commission relate to the recruitment, temporary employment, appointment, promotion, transfer, training, termination of appointment, disciplinary control, retirement of employees in the Parish Councils.

### **Stenotype Service**

The OSC also has responsibility for the provision of stenotype services for the Government Service. This involves the production of verbatim notes for disciplinary enquiries, Commissions of Enquiry, wage negotiations and task force hearings. Additionally, assistance is also given to the Gun Court through the recording and transcription of court proceedings.

Employees in this Unit are called Stenotype Writers, who receive specialized training in the area, before being assigned on the job. The Unit is headed by the Chief Stenotype Writer.

The job of the stenotype writer is being revolutionized with the introduction of computer compatible stenograph machines and the companion software. This will facilitate the production of verbatim notes in real time.

### **The Changing Structure of the Civil Service**

Factors such as the increasing size and complexity of the Civil Service and the tasks being performed, the turbulent economic environment, globalization, rapid technological advances, and increased public demand are impacting on the machinery of government forcing it to become more efficient and effective in the delivery of its services.

In order to combat these problems within the Civil Service, the Government has embarked on a Public Sector Modernisation Programme, which is geared towards improving accountability in service delivery in the Public Service. To this end it has been agreed that the appointments, selection for training, removal and discipline of employees in the Central civil Service will be delegated on phased basis to Permanent Secretaries.

### **New Roles and functions**

As a result of the delegation of functions, the Public Service Commission has recognized that it is imperative that they assume a more strategic role in ensuring that the Public Service moves towards becoming a meritocracy. The Commission now has to ensure the functions delegated are managed in keeping with the prescribed values and behaviour expectations. To this end it will now be responsible for the following duties with respect to the delegated functions:

- Human Resource Management Auditing and Monitoring
- Recourse and redress
- Research
- Training of designated ministry personnel in the management of these functions
- Development of Job Selection Tools
- Provision of advice/consultancy

### **Vision Statement**

"To be recognized and respected as the key partner in ensuring that merit becomes the cornerstone for Human Resource Management decisions in the Jamaica Government Service"

**Office of the Services Commission  
30 National Heroes circle  
Kingston 4  
Tel. No.: 922-8600  
E-Mail: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)**