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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 12407-2008

Replacing GB/T 12407-1990

Codes for positions classes

职务级别代码

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Foreword

This standard was revised on the basis of the Civil Servant Law of the People's Republic of China and of document Guo Ren Bu Fa [2006] No. 70.

This standard replaces GB/T 12407-1990 Codes for cadre position classes.

Compared with GB/T 12407-1990, the main changes are as follows: the title of the standard was changed from Codes for cadre position classes to Codes for positions classes; and the grades of institutional staff and the grades of professional and technical posts were added.

This standard was proposed by and is under the jurisdiction of the China National Institute of Standardization.

The drafting organizations of this standard are the China National Institute of Standardization, the Information Management Centre of the Organization Department of the CPC Central Committee, and the Information Centre of the Ministry of Human Resources and Social Security.

This standard was first published in 1990; the present revision is the first.

1 Scope

The Chinese national code set for the grade of a post in the public sector. Personnel records, household registration files and statistical returns all have to carry the rank a person holds, and as long as each system writes that rank out in words the same grade appears under a dozen different names and no two databases can be joined. A numeric code fixes the problem at the source: one three-digit number per grade, agreed nationally, that travels unchanged from the personnel file to the statistical return. This standard sets out that code. The coding method is simple and self-describing - the first digit says which family of posts the grade belongs to and the remaining two say which grade within the family - so that a reader can tell a civil service rank from a professional and technical rank at a glance, and so that whole families can be selected by their leading digit. The code table itself covers the grades of civil servants, the grades of institutional staff and the grades of

professional and technical posts, each family ending with a code for a person whose grade has not yet been fixed. The standard applies to information processing and information exchange in human resources management, household registration management and statistics. The 2008 edition was revised against the Civil Servant Law of the People's Republic of China and the 2006 circular on the trial measures for post setting management in public institutions; it renamed the standard from Codes for cadre position classes and added the staff grades and the professional and technical post grades.

This standard specifies the codes for positions classes.

This standard applies to information processing and information exchange in such fields as human resources management, household registration management and statistics.

2 Coding method

This standard adopts a three-digit numeric code. Reading from left to right, the first digit indicates the category of the post and the second and third digits indicate the grade of the post.

3 Code table

The codes for positions classes are given in Table 1.

Table 1 is a two-column table of code and name. It is organized into three families, each headed by its single-digit category code: the grades of civil servants, the grades of institutional staff, and the grades of professional and technical posts.

Within the civil servant family the table runs down the ladder of state, provincial and ministerial, departmental and bureau, county and division, and township and section levels, each of these appearing in a principal and a deputy grade, followed by the section member and clerk grades and by a code for a civil servant whose post has not yet been fixed.

Within the institutional staff family the table runs through the numbered staff grades from the first down to the tenth, and closes with a code for a staff member whose grade has not yet been fixed.

Within the professional and technical family the table gives the senior grade, subdivided into full senior and associate senior, then the intermediate grade, then the junior grade subdivided into assistant and member, and closes with a code for a professional and technical person whose grade has not yet been fixed.

Bibliography

[1] Civil Servant Law of the People's Republic of China, promulgated by Order No. 35 of the President of the People's Republic of China.

[2] Circular on the issuance of the Trial Measures for the Management of Post Setting in Public Institutions, Guo Ren Bu Fa [2006] No. 70.

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