

MINUTES OF THE MEETING
STATE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

March 12, 1979

The fortieth meeting of the State Administration Committee was called to order by Chairman Pete Story at 10:00 a.m. on the above date in Room 442 of the State Capitol Building.

ROLL CALL: All members of the Committee were present, with the exception of Sen. Pat Ryan who was excused.

CONSIDERATION OF HOUSE JOINT RESOLUTION No. 13: The Chairman called on Rep. Hal Harper, House District 30, Helena, sponsor of the Bill, to present his testimony.

Rep. Harper stated this was introduced at the request of the Certified Professional Secretary's Association and directs the Department of Administration to recognize the CPS program in state government. He testified that if the state granted this recognition, it would give these people a little incentive to meet pay step increases and have the opportunity for advancement. However, before the state could accommodate the program, it has to develop a program to institute the credit for the CPS rating. He stated he was told of the problem in state government when he was campaigning that there was very little opportunity for advancement. This Resolution is an idea to request the Department of Administration to promulgate its development of a uniform system of advancement opportunities for those who worked to qualify. The CPS program has examinations to determine ability and requirements for professionalism and suggested including in this Resolution the provision relative to superior job performance, which he felt was a very high requirement. The Resolution also provides criteria for salary advancement in relation to job performance and employee initiative in increasing his or her knowledge and capability.

Further proponents were called for.

Carolyn Miller, C.P.S., representing the National Association of Certified Professional Secretaries, testified as to the CPS examination requirements and gave a brief run-down of the six parts to the two day exam. She submitted a copy of these requirements which is attached hereto and may be referred to for greater detail.

Verna Green, C.P.S., stated that there are 40 Certified Professional Secretaries in Montana, 20 of whom are in Helena. Several years ago, 10 were in state government where there are only 4 today. That should say something about the state pay plan schedule for higher qualified people, she stated. The exam had been shown to a college professor who felt it was more difficult than a college exam as far as requiring ability and knowledge, and she urged passage of the Resolution to help secure the recognition these people deserved.

Mark Cress, Department of Administration, State Personnel Division, in support of the legislation, advised they had been working on the development of a plan to implement this program the past year. Evaluation of individual performance in state positions was being

March 12, 1979

considered. His office felt it was very important to be able to tell when an individual has performed at a higher level than ordinary, and he felt this Resolution would help them to get this instituted in the state program.

There being no opponents, questions by the Committee were called for.

Sen. Roskie questioned the House amendments, and Rep. Harper advised that many other states and universities granted credit for the CPS rating, but Montana has no mechanism for granting this credit.

Sen. Roskie then questioned Mr. Cress as to the performance evaluation, if this would tend to show that a CPS would have a higher grade because of better qualifications. He responded that the way the state plan is now, it considers only the job and calls for certain qualifications for that particular job, and even though one person may be much more highly motivated, there is no means at present to recognize that. A CPS should have the opportunity to be considered for the higher educational level when applying for a higher position.

Ms. Miller added that in cases where a secretary has taken the study courses and passed the examination, the state does not recognize this and the secretary receives no additional compensation or reward for her efforts and the opportunity for promotion are very limited.

Sen. Roskie then commented that he felt job qualifications were one thing, but that the male species has failed to assign duties commensurate with abilities in many instances, and questioned if the opportunity in state government was limited as well as the money situation. Rep. Harper responded that this situation was true.

In closing, Rep. Harper added that if the state government is going to keep its better qualified employees, then it is going to have to come up with programs with incentives for the employee to stay.

There being no further questions, the hearing on House Joint Resolution No. 13 was closed.

CONSIDERATION OF HOUSE BILL No. 421: The Chairman called on Rep. Melvin Underdal, House District 12, Shelby, to present his testimony as sponsor of the Bill.

Rep. Underdal advised this Bill provided for the disposition of money left in the Warm Springs Hospital sinking fund. In giving background of the fund, he stated it had been created many years ago to pay for construction costs at the State Hospital. Now all bills are paid - the last one in 1973, and the State Treasurer reports there are no bills outstanding. In order to transfer these funds remaining in that account, we have to have legislative approval. As of January 1st of this year, the fund contained \$16,549.15. He advised there may have been some small amount collected since then for delinquent taxes, but it would not be any great amount. All this Bill does is request authority to transfer this money back into the general fund.

Further proponents were called for by the Chairman.

March 12, 1979

Vera Freseman, State Treasurer, supporting the Bill, testified that all bonds and coupons have been paid and this money is in excess of any obligations. It accumulated in small amounts from the collection of delinquent taxes, and she felt it should be transferred to the general fund.

There were no opponents to the Bill and no questions from the Committee.

Sen. Bob Brown moved that House Bill No. 421 BE CONCURRED IN; motion carried by unanimous vote with Sen. Ryan being excused. Short discussion was held relative to putting it on the consent calendar; however, this was decided against. Sen. Brown will carry this Bill on the floor.

DISPOSITION OF HOUSE JOINT RESOLUTION No. 13: Sen. George Roskie moved that House Joint Resolution No. 13, BE CONCURRED IN; motion carried without opposition, with Sen. Ryan being excused. Sen. Roskie will carry this Bill on the floor.

The Chairman explained to the Committee what bills were left and the tentative hearing schedule, and there was some discussion on having a committee lunch at a mutually agreeable time. Chairman Story also advised there were some additional governor's appointments to be considered after the regular meeting schedule; these would not be brought up until after the House bills are processed.

FURTHER CONSIDERATION OF HOUSE BILL No. 227: Sen. Roskie commented that expenses have always been allowed and these expenses are paid out of earmarked account. The only change would be the \$25 a day compensation for these boxing commissioners.

Sen. Story felt they didn't do anything at these boxing matches and didn't make any determinations on the fights.

Considering the minimal number of fights held per year, Sen. Roskie thought that the \$25 per day the board members would receive was not unreasonable, particularly in view of the vast number of rules and regulations contained in their 37-pages of rules governing this sport and the fact that those people involved pay a license fee for that purpose.

Sen. Jergeson commented he thought they were trying to up-grade their board in order to make it more difficult to have it sunsetted when it was reviewed.

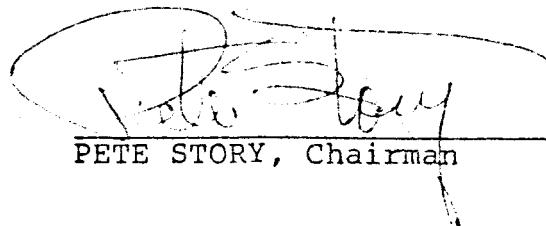
Sen. Story maintained he didn't want to give them \$25 for going to boxing matches, but it would be okay if they want the \$25 to go to board meetings.

Decision on this Bill was left for a later date, and there was a short discussion on the number of other bills remaining in the Committee for decision.

March 12, 1979

ADJOURNMENT:

There being no further business, the meeting was adjourned by the Chairman at the hour of 11:00 A.M.



PETE STORY, Chairman

Date July 2, 1979

ROLL CALL.

STATE ADMINISTRATION COMMITTEE

46th LEGISLATIVE SESSION - 1979

Each Day Attach to Minutes.

DATE March 12, 1979

COMMITTEE ON

VISITORS' REGISTER

HB 421, HJR 13

NAME	REPRESENTING	BILL #	Check One	
			Support	Oppose
CAROLYN MILLER, CPS	Big Sky Chap - NSA	HJR 13	X	
Verna Green, CPS	"	"	X	
Betty Knight, CPS	" "	"	X	
Maren Stohl	" "	"	X	
Pattie Duvie	" "	"	X	
Rita Duvie	" "	"	X	
Ron Smith	DEPT. OF REVENUE	HB 421		
Dean Bond, CPS	State Lands	HJR 13	X	
Bob Kirkland, CPS	Mo. Petrolana Assn	HJR 13	X	
Dee Freeman	Treasury Div	HB 421		
Mark Cross	State Personnel Division	HJR 13	X	
Clarke C. Martin	" "	"	X	

ROLL CALL VOTE RECORD

SENATE COMMITTEE ON STATE ADMINISTRATION

Date March 13, 76 10:00 Bill No. 431 Time

6. To promote the
Welfare

Jennie L. Palmer
Secretary

Pete Story
Chairman

Motion: Senator Bob Brown moved that House Bill No. 421

BE CONCURRED IN; motion carried by unanimous vote,
with Sen. Ryan being excused.

Sen. Brown will carry the Bill on the floor.

(include enough information on motion--put with yellow copy of committee report.)

STANDING COMMITTEE REPORT

.....March 12.....1972.....

MR. President

We, your committee on State Administration

having had under consideration House ... Bill No. 421

Underdal (S. Brown)

Respectfully report as follows: That..... House..... Bill No. 421

Third Reading Bill,

5/10
B6PASS

BE CONCURRED IN

ROLL CALL VOTE RECORD

SENATE COMMITTEE STATE ADMINISTRATION

Date 11/11/12 Bill No 12 Time

Jennie L. Palmer
Secretary

Pete Story
Chairman

Motion: Senator George Roskie moved that House Joint Resolution No. 13 BE CONCURRED IN: motion carried by unanimous vote, Sen. Ryan being excused, but having left his vote in favor.
Sen. Roskie will carry the Bill on the floor.

(include enough information on motion--put with yellow copy of committee report.)

STANDING COMMITTEE REPORT

.....March 12 1972.....

MR. President.....

We, your committee on.....State Administration.....

having had under considerationHouse Joint Resolution..... Bill No. 13.....

Harper (Roskie)

Respectfully report as follows: That.....House Joint Resolution..... Bill No. 13,

Third Reading Bill,

CO-PASSK *2/1* *2/6* BY CONCURRED IN

NAME: Charles J. Miller, Jr. DATE: 2/13/81

ADDRESS: 3120 1/2 7th

PHONE: Home 427-1675 Work 427-0060

REPRESENTING WHOM? Big City Council
Political Action Committee

APPEARING ON WHICH PROPOSAL: MTB 11

DO YOU: SUPPORT? AMEND? _____ OPPOSE? _____

COMMENTS: _____

PLEASE LEAVE ANY PREPARED STATEMENTS WITH THE COMMITTEE SECRETARY.

NAME: Verne L. Fitch C.P. DATE: 3/12/74

ADDRESS: P.O. Box 84 Melrose

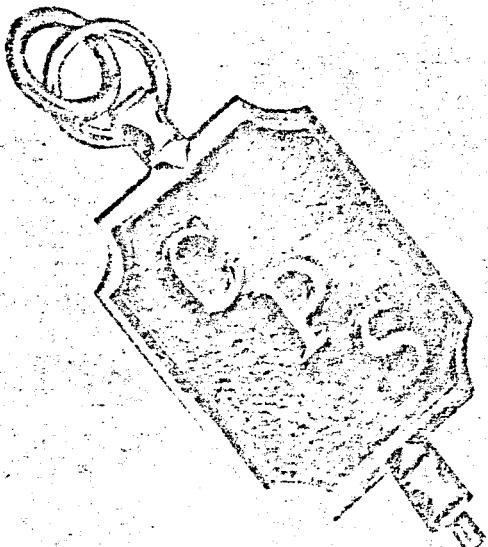
PHONE: 442-7682

REPRESENTING WHOM? By SC Ch. 72, M-1-4

APPEARING ON WHICH PROPOSAL: 72, 72, 17

DO YOU: SUPPORT X AMEND? _____ OPPOSE? _____

COMMENTS: _____



You can be a

**CERTIFIED
PROFESSIONAL
SECRETARY**

**PROFESSIONAL
SECRETARY**

a mark of excellence

A Certified Professional Secretary is one who has successfully completed an examination developed and administered by the Institute for Certifying Secretaries, a department of The National Secretaries Association (International), and who has met the educational and secretarial experience requirements.

Purposes of the CPS Program are to...

Improve secretarial personnel by giving specific direction to an educational program and by providing a means of measuring the extent of professional development.

Provide secretaries with the assurance which comes from having attained a professional educational standard.

Promote the professional identity of the exceptional secretary.

Assist management in selecting qualified secretaries.

Plan and sponsor additional programs of continuing professional development for the Certified Professional Secretary.

SIX SIGNIFICANT AREAS OF BUSINESS WORLD PRACTICES COMPRIZE THE TWO-DAY EXAMINATION ...

YOUR SUBJECTIVE KNOWLEDGE AND EXPERIENCE

Qualifications Required To Take the

CPS Examination

A (1) WHEN EXPERIENCE IS COMPLETED BEFORE TAKING THE EXAMINATION
Candidates must meet ONE of the following education-and-experience requirements:

(a) High school graduate or equivalent (if not a high school graduate, two additional years of secretarial experience for each year of high school not completed will be required) plus a minimum of three years of verified secretarial experience, one of which must have been for 12 months continuous with one employer within the past five years, and the total experience within the past 25 years.

(b) Two years of post high school formal education plus a minimum of three years of verified secretarial experience, one of which must have been for 12 months continuous with one employer within the past five years, and the total experience within the past 25 years.

(c) Four-year college graduate plus 12 months of accumulative verified secretarial experience within the past five years.

OR

A (2) WHEN EXAMINATION IS TAKEN BEFORE EXPERIENCE REQUIREMENTS ARE COMPLETED.
Candidates must meet the following education-and-experience requirements:

(a) A person who completes a two-year certificate, diploma, or associate degree program in an accredited college of business, a two-year college, a technical institute, or a four-year college and passes the CPS Examination must complete two years of verified secretarial experience before certification as a CPS.

(b) A person who completes a bachelor's or advanced degree program and passes the CPS Examination must complete one year of verified secretarial experience before certification as a CPS.

NATIONAL SECRETARIES CRAFTSMANSHIP®

Get in your career

Applying for the Examination

SECRETARIES WITH WORK EXPERIENCE

Processing of the application requires verification of employment and education. Before, all applications received by December 1 of any year are processed for examination to be given the following spring. Applications received after December 1 are processed for the examination given one year later.

OR

STUDENT APPLICANTS

Processing of the application requires notation of educational qualifications. Before, all notarized applications received by February 1 of any year are processed for the examination to be given the following spring. Applications received after February 1 are processed for examination to be given one year later.

The applicant does not need to be a member of The National Secretaries Association (International) and does not have to be employed as a secretary at the time of application for the examination.

The examination is open to men and women.

Any material misstatement made in connection with the application will void the application.

Requests for application forms are to be directed to the Institute for Certifying Secretaries.

Examination

Fees

The total examination fee is \$70 (\$10 processing to be enclosed with the application and \$60 to be paid when the application form is submitted to ICS). No credit is allowed on the \$10 processing fee.



John C. H. Smith

OUR GOAL

FOR THE '70s

IS

15,000 CPSs

TIPS ON HOW TO PREPARE FOR THE EXAMINATION

Every effort is made in the CPS examination to adhere to the common office experience familiar to any good secretary. By the way, secretaries who have already passed it assist in its preparation.

However, some of the examination is necessarily based on information which must be obtained by the secretary through formal education and informal reading. The Institute believes

BUSINESS/INDUSTRY/ GOVERNMENT SUPPORT

Each year, more forward looking managements in both the private and public sectors are offering tangible forms of encouragement to aspiring CPSs. Many are also granting monetary benefits and promotions to personnel who achieve the CPS rating.

CPS encouragement programs range from one, to several or all of the following:

- Processing and examination fees paid by employer.