

HOUSE JOINT RESOLUTION NO. 13

INTRODUCED BY HARPER, O'CONNELL, BRAND

IN THE HOUSE

January 24, 1979	Introduced and referred to Committee on State Administration.
January 31, 1979	Committee recommend bill do pass as amended. Report adopted.
February 1, 1979	Printed and placed on members' desks.
February 2, 1979	Second reading, do pass.
February 3, 1979	Considered correctly engrossed.
February 5, 1979	Third reading, passed. Transmitted to second house.

IN THE SENATE

February 6, 1979	Introduced and referred to Committee on State Administration.
March 13, 1979	Committee recommend bill be concurred in. Report adopted.
March 14, 1979	Motion pass consideration.
March 15, 1979	Second reading, concurred in.
March 19, 1979	Third reading, concurred in.

IN THE HOUSE

March 20, 1979	Returned from second house. Concurred in. Sent to enrolling. Reported correctly enrolled.
----------------	---

1 HOUSE JOINT RESOLUTION NO. 13
 2 INTRODUCTION BY Wayne O'Connell Board
 3 By request

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
 5 REPRESENTATIVES OF THE STATE OF MONTANA DIRECTING THE
 6 PROMULGATION OF RULES BY THE DEPARTMENT OF ADMINISTRATION
 7 GRANTING RECOGNITION TO THE CERTIFIED PROFESSIONAL SECRETARY
 8 PROGRAM AND PROVIDING COMMENSURATE SALARY INCREASES AND
 9 DIRECTING THE MERIT SYSTEM COUNCIL TO ALLOW COLLEGE CREDIT
 10 EQUIVALENCY FOR SUCH PROGRAM.

11
 12 WHEREAS, to encourage incentive, advancement, and
 13 professionalism in the secretarial profession, it is
 14 appropriate for the state of Montana to grant recognition to
 15 the Certified Professional Secretary (CPS) program; and

16 WHEREAS, the CPS rating requires certain education and
 17 background experience plus the completion of a comprehensive
 18 2-day examination on Environmental Relations, Business Law
 19 and Public Policy, Economics and Management, Financial
 20 Analysis and Business Mathematics, Communications and
 21 Decisionmaking, and Office Procedures; and

22 WHEREAS, many colleges and universities give 2 years'
 23 credit for the CPS rating; and

24 WHEREAS, the Department of Administration is charged
 25 with encouraging and exercising leadership in the

1 development of effective personnel administration within the
 2 several agencies in the state of Montana and developing
 3 programs for the improvement of employee effectiveness,
 4 including training.

5
 6 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
 7 OF REPRESENTATIVES OF THE STATE OF MONTANA:

8 (1) That, under authority of Section 2-18-102(3), MCA,
 9 the Department of Administration is directed to immediately
 10 initiate proceedings to adopt rules to accomplish the
 11 following:

12 (a) provide any employee in the classified secretarial
 13 service of the state of Montana who passes the CPS
 14 examination of the National Secretaries Association
 15 (International) with a two-step salary advancement under the
 16 State Compensation Plan, providing there is continued
 17 improved job performance. The pay increase shall:

18 (i) become effective for the first pay period
 19 following certification by the Institute for Certifying
 20 Secretaries or on the effective date of the administrative
 21 rule in the case of a CPS currently employed by the state of
 22 Montana;

23 (ii) not affect the eligibility of a CPS for routine
 24 merit increases; and

25 (iii) apply to part-time state employees who have

1 achieved the CPS rating;

2 (b) provide any employee in the classified secretarial
3 service of the state of Montana who passes the CPS
4 examination of the National Secretaries Association
5 (International) with a merit review and consideration for
6 advancement in addition to the pay increase;

7 (c) provide any employee in the classified secretarial
8 service of the state of Montana who passes the CPS
9 examination of the National Secretaries Association
10 (International) with job-related educational leave and
11 reimbursement therefor for continued professionalism;

12 (d) provide 2 years of college education equivalency
13 for a CPS rating in the Department of Administration rating
14 system structure.

15 (2) That, under authority of Section 2-18-105, MCA,
16 the Merit System Council is directed to immediately initiate
17 proceedings to adopt a rule providing for 2 years of college
18 education equivalency for a CPS rating in the Merit System
19 rating system.

-End-

Approved by Committee
on State Administration

1 HOUSE JOINT RESOLUTION NO. 13
2 INTRODUCED BY HARPER, O'CONNELL, BRAND
3 BY REQUEST
4

5 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
6 REPRESENTATIVES OF THE STATE OF MONTANA DIRECTING THE
7 PROMULGATION OF RULES BY THE DEPARTMENT OF ADMINISTRATION
8 GRANTING RECOGNITION TO THE CERTIFIED PROFESSIONAL SECRETARY
9 PROGRAM AND OTHER STATE EMPLOYEES WHO HAVE DEMONSTRATED
10 SUPERIOR JOB PERFORMANCE AND PROVIDING COMMENSURATE
11 OPPORTUNITY FOR ADVANCEMENT AND SALARY INCREASES AND
12 DIRECTING THE MERIT SYSTEM COUNCIL TO ALLOW COLLEGE CREDIT
13 EQUIVALENCY FOR SUCH PROGRAM.

14
15 WHEREAS, to encourage incentive, advancement, and
16 professionalism in the secretarial profession, it is
17 appropriate for the state of Montana to grant recognition to
18 the Certified Professional Secretary (CPS) program; and

19 WHEREAS, the CPS rating requires certain education and
20 background experience plus the completion of a comprehensive
21 2-day examination on Environmental Relations, Business Law
22 and Public Policy, Economics and Management, Financial
23 Analysis and Business Mathematics, Communications and
24 Decisionmaking, and Office Procedures; and

25 WHEREAS, ~~many colleges and universities give 2-years*~~

1 ~~credit for the CPS rating and~~
2 ~~WHEREAS, the Department of Administration is charged~~
3 ~~with encouraging and exercising leadership in the~~
4 ~~development of effective personnel administration within the~~
5 ~~several agencies in the state of Montana and developing~~
6 ~~programs for the improvement of employee effectiveness~~
7 ~~including training TO ENCOURAGE INCENTIVE, ADVANCEMENT, AND~~
8 ~~PROFESSIONALISM IN ALL OCCUPATIONS IN STATE GOVERNMENT. IT~~
9 ~~IS APPROPRIATE FOR THE STATE OF MONTANA TO GRANT RECOGNITION~~
10 ~~TO STATE EMPLOYEES WHO HAVE DEMONSTRATED SUPERIOR JOB~~
11 ~~PERFORMANCE, CAPACITY, ABILITY, AND QUALITY AND LENGTH OF~~
12 ~~SERVICE, AND SUCH RECOGNITION SHOULD INCLUDE SALARY~~
13 ~~ADVANCEMENTS IN THE FORM OF STEP INCREASES FOR STATE~~
14 ~~EMPLOYEES; AND~~

15 ~~WHEREAS, A SYSTEM TO IDENTIFY AND RECOGNIZE MERITORIOUS~~
16 ~~SERVICE IS NEEDED TO REWARD STATE EMPLOYEES, AND IT WOULD BE~~
17 ~~APPROPRIATE FOR THE STATE OF MONTANA TO DEVELOP A UNIFORM~~
18 ~~EVALUATION SYSTEM THAT WOULD REWARD STATE EMPLOYEES FAIRLY~~
19 ~~AND EQUITABLY.~~

20
21 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
22 OF REPRESENTATIVES OF THE STATE OF MONTANA:

23 (t) That, under authority of Section SECTIONS
24 2-18-102(3) AND 2-18-301, MCA, the Department of
25 Administration is directed to immediately initiate

proceedings to adopt rules to accomplish the following:

{a}--provide-any-employee-in-the-classified-secretariat service---of---the---state---of---Montana---who---passes---the---EPS examination---of---the---National---Secretaries---Association {international}---with---a---two---step---salary---advancement---under---the State---Compensation---Plan---providing---there---is---continued improved-job-performance. The pay increase shall:

{i}--become--effective--for--the--first--pay--period following certification--by--the--Institute--for--Certifying Secretaries--or--on--the--effective--date--of--the--administrative rule--in--the--case--of--a--EPS--currently--employed--by--the--state--of Montana;

{ii}--not--affect--the--eligibility--of--a--EPS--for--routine merit--increases; and

{iii}--apply--to--part-time--state--employees--who--have achieved--the--EPS--rating;

{b}--provide-any-employee-in-the-classified-secretariat service---of---the---state---of---Montana---who---passes---the---EPS examination---of---the---National---Secretaries---Association {international}---with---a---merit--review--and--consideration--for advancement--in--addition--to--the--pay--increase;

{c}--provide-any-employee-in-the-classified-secretariat service---of---the---state---of---Montana---who---passes---the---EPS examination---of---the---National---Secretaries---Association {international}---with---job-related--educational--leave---and

reimbursement--therefor--for--continued--professionalism;

{d}--provide--2--years--of--college--education--equivalency for--a--EPS--rating--in--the--Department--of--Administration--rating system--structure;

{2}--that--under--authority--of--Section--2--10--105v--MCA, the--Merit--System--Council--is--directed--to--immediately--initiate proceedings--to--adopt--a--rule--providing--for--2--years--of--college education--equivalency--for--a--EPS--rating--in--the--Merit--System rating--system;

(1) PROVIDE OPPORTUNITY FOR MERIT PAY OR PRODUCTIVITY BONUSES, BASED UPON DEMONSTRATED SUPERIOR JOB PERFORMANCE; AND

(2) IMPLEMENT A UNIFORM SYSTEM OF PERFORMANCE-BASED EVALUATION THROUGH PERIODIC SUPERVISOR/EMPLOYEE CONFERENCES. THE SYSTEM SHALL BE DESIGNED TO IMPROVE JOB PERFORMANCE, ENHANCE SUPERVISOR/EMPLOYEE COMMUNICATIONS, AND DETERMINE APPROPRIATE ACTION CONCERNING EMPLOYEE RETENTION, ADVANCEMENT, AND MERIT RECOGNITION. THE SYSTEM SHOULD ENCOURAGE EMPLOYEE INITIATIVE IN GAINING INCREASED RELEVANT JOB KNOWLEDGE SUCH AS DEMONSTRATED BY PROFESSIONAL CERTIFICATION.

-End-

HOUSE JOINT RESOLUTION NO. 13

INTRODUCED BY HARPER, O'CONNELL, BRAND

BY REQUEST

A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA DIRECTING THE PROMULGATION OF RULES BY THE DEPARTMENT OF ADMINISTRATION GRANTING RECOGNITION TO THE CERTIFIED PROFESSIONAL SECRETARY PROGRAM AND OTHER STATE EMPLOYEES WHO HAVE DEMONSTRATED SUPERIOR JOB PERFORMANCE AND PROVIDING COMMENSURATE OPPORTUNITY FOR ADVANCEMENT AND SALARY INCREASES AND DIRECTING THE MERIT SYSTEM COUNCIL TO ALLOW COLLEGE CREDIT EQUIVALENCY FOR SUCH PROGRAM.

WHEREAS, to encourage incentive, advancement, and professionalism in the secretarial profession, it is appropriate for the state of Montana to grant recognition to the Certified Professional Secretary (CPS) program; and

WHEREAS, the CPS rating requires certain education and background experience plus the completion of a comprehensive 2-day examination on Environmental Relations, Business Law and Public Policy, Economics and Management, Financial Analysis and Business Mathematics, Communications and Decisionmaking, and Office Procedures; and

WHEREAS, many colleges and universities give 2-years

credit for the CPS rating and

WHEREAS, the Department of Administration is charged with encouraging and exercising leadership in the development of effective personnel administration within the several agencies in the state of Montana and developing programs for the improvement of employee effectiveness, including training, TO ENCOURAGE INCENTIVE, ADVANCEMENT, AND PROFESSIONALISM IN ALL OCCUPATIONS IN STATE GOVERNMENT, IT IS APPROPRIATE FOR THE STATE OF MONTANA TO GRANT RECOGNITION TO STATE EMPLOYEES WHO HAVE DEMONSTRATED SUPERIOR JOB PERFORMANCE, CAPACITY, ABILITY, AND QUALITY AND LENGTH OF SERVICE, AND SUCH RECOGNITION SHOULD INCLUDE SALARY ADVANCEMENTS IN THE FORM OF STEP INCREASES FOR STATE EMPLOYEES; AND

WHEREAS, A SYSTEM TO IDENTIFY AND RECOGNIZE MERITORIOUS SERVICE IS NEEDED TO REWARD STATE EMPLOYEES, AND IT WOULD BE APPROPRIATE FOR THE STATE OF MONTANA TO DEVELOP A UNIFORM EVALUATION SYSTEM THAT WOULD REWARD STATE EMPLOYEES FAIRLY AND EQUITABLY.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA:

That, under authority of Section SECTIONS 2-18-102(3) AND 2-18-301, MCA, the Department of Administration is directed to immediately initiate

1 proceedings to adopt rules to accomplish the following:

2 (a) provide any employee in the classified secretarial
 3 service of the state of Montana who passes the EP5
 4 examination of the National Secretaries Association
 5 (International) with a two-step salary advancement under the
 6 State Compensation Plan, providing there is continued
 7 improved job performance, the pay increase shall
 8 (i) become effective for the first pay period
 9 following certification by the Institute for Certifying
 10 Secretaries or on the effective date of the administrative
 11 rule in the case of a EP5 currently employed by the state of
 12 Montana;
 13 (ii) not affect the eligibility of a EP5 for routine
 14 merit increases; and
 15 (iii) apply to part-time state employees who have
 16 achieved the EP5 rating;

17 (b) provide any employee in the classified secretarial
 18 service of the state of Montana who passes the EP5
 19 examination of the National Secretaries Association
 20 (International) with a merit review and consideration for
 21 advancement in addition to the pay increase;

22 (c) provide any employee in the classified secretarial
 23 service of the state of Montana who passes the EP5
 24 examination of the National Secretaries Association
 25 (International) with job-related educational leave and

1 reimbursement therefor for continued professionalism;

2 (d) provide 2 years of college education equivalency
 3 for a EP5 rating in the Department of Administration rating
 4 system structure;

5 (2) That under authority of Section 2-18-105v, MCA,
 6 the Merit System Council is directed to immediately initiate
 7 proceedings to adopt a rule providing for 2 years of college
 8 education equivalency for a EP5 rating in the Merit System
 9 rating system.

10 (1) PROVIDE OPPORTUNITY FOR MERIT PAY OR PRODUCTIVITY
 11 BONUSES, BASED UPON DEMONSTRATED SUPERIOR JOB PERFORMANCE;
 12 AND

13 (2) IMPLEMENT A UNIFORM SYSTEM OF PERFORMANCE-BASED
 14 EVALUATION THROUGH PERIODIC SUPERVISOR/EMPLOYEE CONFERENCES.
 15 THE SYSTEM SHALL BE DESIGNED TO IMPROVE JOB PERFORMANCE,
 16 ENHANCE SUPERVISOR/EMPLOYEE COMMUNICATIONS, AND DETERMINE
 17 APPROPRIATE ACTION CONCERNING EMPLOYEE RETENTION,
 18 ADVANCEMENT, AND MERIT RECOGNITION. THE SYSTEM SHOULD
 19 ENCOURAGE EMPLOYEE INITIATIVE IN GAINING INCREASED RELEVANT
 20 JOB KNOWLEDGE SUCH AS DEMONSTRATED BY PROFESSIONAL
 21 CERTIFICATION.

-End-

1 HOUSE JOINT RESOLUTION NO. 13

2 INTRODUCED BY HARPER, O'CONNELL, BRAND

3
4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA DIRECTING THE
6 PROMULGATION OF RULES BY THE DEPARTMENT OF ADMINISTRATION
7 GRANTING RECOGNITION TO THE CERTIFIED PROFESSIONAL SECRETARY
8 PROGRAM AND OTHER STATE EMPLOYEES WHO HAVE DEMONSTRATED
9 SUPERIOR JOB PERFORMANCE AND PROVIDING COMMENSURATE
10 OPPORTUNITY FOR ADVANCEMENT AND SALARY INCREASES AND
11 DIRECTING THE MERIT SYSTEM COUNCIL TO ALLOW COLLEGE CREDIT
12 EQUIVALENCY FOR SUCH PROGRAM.

13
14 WHEREAS, to encourage incentive, advancement, and
15 professionalism in the secretarial profession, it is
16 appropriate for the state of Montana to grant recognition to
17 the Certified Professional Secretary (CPS) program; and

18 WHEREAS, the CPS rating requires certain education and
19 background experience plus the completion of a comprehensive
20 2-day examination on Environmental Relations, Business Law
21 and Public Policy, Economics and Management, Financial
22 Analysis and Business Mathematics, Communications and
23 Decisionmaking, and Office Procedures; and

24 WHEREAS, many colleges and universities give 2 years'
25 credit for the CPS rating; and

1 WHEREAS, the Department of Administration is charged
2 with encouraging and exercising leadership in the
3 development of effective personnel administration within the
4 several agencies in the state of Montana and developing
5 programs for the improvement of employee effectiveness
6 including training, TO ENCOURAGE INCENTIVE, ADVANCEMENT, AND
7 PROFESSIONALISM IN ALL OCCUPATIONS IN STATE GOVERNMENT, IT
8 IS APPROPRIATE FOR THE STATE OF MONTANA TO GRANT RECOGNITION
9 TO STATE EMPLOYEES WHO HAVE DEMONSTRATED SUPERIOR JOB
10 PERFORMANCE, CAPACITY, ABILITY, AND QUALITY AND LENGTH OF
11 SERVICE, AND SUCH RECOGNITION SHOULD INCLUDE SALARY
12 ADVANCEMENTS IN THE FORM OF STEP INCREASES FOR STATE
13 EMPLOYEES; AND

14 WHEREAS, A SYSTEM TO IDENTIFY AND RECOGNIZE MERITORIOUS
15 SERVICE IS NEEDED TO REWARD STATE EMPLOYEES, AND IT WOULD BE
16 APPROPRIATE FOR THE STATE OF MONTANA TO DEVELOP A UNIFORM
17 EVALUATION SYSTEM THAT WOULD REWARD STATE EMPLOYEES FAIRLY
18 AND EQUITABLY.

19
20 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
21 OF REPRESENTATIVES OF THE STATE OF MONTANA:

22 ¶ That, under authority of Section SECTIONS
23 2-18-102(3) AND 2-18-301, MCA, the Department of
24 Administration is directed to immediately initiate
25 proceedings to adopt rules to accomplish the following:

1 {a)--provide-any-employee-in-the-classified-secretariat
2 service---of---the---state---of---Montana---who---passes---the---EPS
3 examination---of---the---National---Secretaries---Association
4 {international}-with-a-two-step-salary-advancement-under-the
5 State---Compensation---Plan,-providing---there---is---continued
6 improved-job-performance-the-pay-increase-shall
7 {ii)--become-effective-for-the---first---pay---period
8 following---certification---by---the---Institute---for---Certifying
9 Secretaries-or-on-the-effective-date-of---the---administrative
10 rule-in-the-case-of-a-EPS-currently-employed-by-the-state-of
11 Montana;
12 {iii)--not---affect---the---eligibility-of-a-EPS-for-routine
13 merit-increases;and
14 {iii)--apply---to---part-time---state---employees---who---have
15 achieved-the-EPS-rating;
16 {b)--provide-any-employee-in-the-classified-secretariat
17 service---of---the---state---of---Montana---who---passes---the---EPS
18 examination---of---the---National---Secretaries---Association
19 {international}-with-a-merit-review-and-consideration-for
20 advancement-in-addition-to-the-pay-increase;
21 {c)--provide-any-employee-in-the-classified-secretariat
22 service-of-the-state-of-Montana-who-passes-the---EPS
23 examination---of---the---National---Secretaries---Association
24 {international}-with-job-related-educational-leave---and
25 reimbursement-therefor-for-continued-professionalism;

1 {d)--provide--2--years-of-college-education-equivalency
2 for-a-EPS-rating-in-the-Department-of-Administration-rating
3 system-structure;
4 {2)--That,-under---authority---of---Section-2-18-105,-MCA,
5 the-Merit-System-Council-is-directed-to-immediately-initiate
6 proceedings-to-adopt-a-rule-providing-for-2-years-of-college
7 education-equivalency-for-a-EPS-rating-in-the---Merit---System
8 rating-system;
9 (1) PROVIDE OPPORTUNITY FOR MERIT PAY OR PRODUCTIVITY
10 BONUSES, BASED UPON DEMONSTRATED SUPERIOR JOB PERFORMANCE;
11 AND
12 (2) IMPLEMENT A UNIFORM SYSTEM OF PERFORMANCE-BASED
13 EVALUATION THROUGH PERIODIC SUPERVISOR/EMPLOYEE CONFERENCES.
14 THE SYSTEM SHALL BE DESIGNED TO IMPROVE JOB PERFORMANCE,
15 ENHANCE SUPERVISOR/EMPLOYEE COMMUNICATIONS, AND DETERMINE
16 APPROPRIATE ACTION CONCERNING EMPLOYEE RETENTION,
17 ADVANCEMENT, AND MERIT RECOGNITION. THE SYSTEM SHOULD
18 ENCOURAGE EMPLOYEE INITIATIVE IN GAINING INCREASED RELEVANT
19 JOB KNOWLEDGE SUCH AS DEMONSTRATED BY PROFESSIONAL
20 CERTIFICATION.

-End-