

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.
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House JOINT RESOLUTION NO. 13

1 INTRODUCED BY Hayne O'Conell Board
2 By request

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

10
11 WHEREAS, to encourage incentive, advancement, and
12 professionalism in the secretarial profession, it is
13 appropriate for the state of Montana to grant recognition to
14 the Certified Professional Secretary (CPS) program; and

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

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

23 WHEREAS, the Department of Administration is charged
24 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

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3 BY REQUEST

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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 EQUIVALENCE 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 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

1 proceedings to adopt rules to accomplish the following:

2 (a) provide any employee in the classified secretariat

3 service of the state of Montana who passes the EPS

4 examination of the National Secretaries Association

5 (internationally) 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 (b) 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 EPS currently employed by the state of

12 Montana

13 (c) not affect the eligibility of a EPS for routine

14 merit increases and

15 (d) apply to part-time state employees who have

16 achieved the EPS rating

17 (e) provide any employee in the classified secretariat

18 service of the state of Montana who passes the EPS

19 examination of the National Secretaries Association

20 (internationally) with a merit review and consideration for

21 advancement in addition to the pay increase

22 (f) provide any employee in the classified secretariat

23 service of the state of Montana who passes the EPS

24 examination of the National Secretaries Association

25 (internationally) with job related education leave and

1 reimbursement therefor for continued professionalism

2 (d) provide 2 years of college education equivalency

3 for a EPS rating in the Department of Administration rating

4 system structure

5 (e) that under authority of Section 2-18-105-MEA,

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 EPS 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-

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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 STREETING-THE-MERIT-SYSTEM-COUNCIL-TO-ALLOW--COLLEGE--CREDIT
13 EQUIVALENCY-FOR-SUCH-PROGRAM.

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

25 WHEREAS, many colleges and universities give 2 years'

1 credit-for-the-EPs-ratingt-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.

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

23 if 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

1 proceedings to adopt rules to accomplish the following:

2 that--provide-any-employee-in-the-classified-secretariat

3 service---of---the---state---of---Montana---who---passes---the---EPS

4 examination---of---the---National---Secretaries---Association

5 (internationally)---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 begin---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 rate---in-the-case-of-a-EPS---currently-employed-by-the-state-of

12 Montana

13 that---not---affect---the---eligibility-of-a-EPS---for---routine

14 merit---increases---and

15 that---apply---to---part-time---state---employees---who---have

16 achieved-the-EPS-rating

17 that---provide-any-employee-in-the-classified-secretariat

18 service---of---the---state---of---Montana---who---passes---the---EPS

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20 (internationally)---with---a---merit-review-and-consideration-for

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23 service---of---the---state---of---Montana---who---passes---the---EPS

24 examination---of---the---National---Secretaries---Association

25 (internationally)---with---job-related---education---leave---and

1 reimbursement-therefor-for-continued-professionalism

2 that---provide---2---years-of-college-education-equivatency

3 for-a-EPS-rating-in-the-Department-of-Administration---rating

4 system-structures

5 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-equivatency-for-a-EPS-rating-in-the-Merit-System

9 rating-systems

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.

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 3 examination--of---the---National---Secretaries---Association
 4 ~~internationally~~--with-a-two-step-career-advancement--under-the
 5 State---Compensation--Plan--providing--there--is--continued
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 6 proceedings-to-adopt-a-rule-providing-for-2-years-of-college
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 9 III. PROVIDE OPPORTUNITY FOR MERIT PAY OR PRODUCTIVITY
 10 BONUSES, BASED UPON DEMONSTRATED SUPERIOR JOB PERFORMANCE;
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-End-