

HCPR

40

C O R R E C T I O N

Discard HC R # 40  
and retain this corrected version.

Introduced: 1/24/86  
Referred: Labor & Commerce

1 IN THE HOUSE

BY MARTIN

2

HOUSE CONCURRENT RESOLUTION NO. 40

3

IN THE LEGISLATURE OF THE STATE OF ALASKA

4

FOURTEENTH LEGISLATURE - SECOND SESSION

5

Relating to Certified Professional

6

Secretaries.

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BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

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WHEREAS the Certified Professional Secretary program offers a significant, measurable, and attainable goal for career-oriented secretaries who seek to be identified as exceptional and the assurance that comes from having met an accepted professional standard; and

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WHEREAS the Certified Professional Secretary examination is based on an analysis of secretarial work and emphasizes judgment, understanding, and administrative ability gained through education and work experience by testing skills, techniques, and knowledge of behavioral science in business, business law, economics and management, accounting, office administration and communication, and office technology; and

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WHEREAS secretaries who attain the Certified Professional Secretary rating have demonstrated outstanding knowledge and skills by successfully completing the two-day, six-part examination; and

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WHEREAS Alaska has the highest per capita number of Certified Professional Secretaries in the nation;

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BE IT RESOLVED by the Alaska State Legislature that public and private employers are encouraged to recognize the accomplishments of employees holding Certified Professional Secretary ratings by providing salary increases, preference for promotion, and other appropriate rewards.

## REP. TERRY MARTIN

ELECTIVE DISTRICT 13  
MOUNTAIN VIEW  
RUSSIAN JACK SPRINGS  
NUNAKA VALLEY  
ELMENDORF AFB  
CREEKSIDE  
EAST ANCHORAGE

HOME  
3960 REKA DRIVE B6  
ANCHORAGE, AK 99508  
PHONE 333 6990

DURING SESSION  
POUCH V  
STATE CAPITOL BUILDING  
JUNEAU, AK 99811  
PHONE 465 3783

### Alaska House of Representatives

#### MEMORANDUM

Date: January 31, 1986  
To: Representative Mike Navarre  
From: Representative Terry Martin  
Subject: HCR 40  
"Relating to Certified Professional Secretaries."

This resolution recognizes the outstanding achievement of the Certified Professional Secretaries (CPSs) in Alaska and urges employers, both public and private, to recognize this achievement by providing salary increases, hiring and promotion preference, and other incentives.

Alaska ranks first in the nation in the number of CPS's per capita-- a distinction our state has held for many years.

The CPS test is a rigorous test of secretarial and office managerial skills. As you can see from the resolution, the test measures skills, techniques and a broad array of business knowledge. It emphasizes the value of years of dedicated, professional work in the secretarial field. Even attempting to pass the test shows dedication to the field; passing the examination demonstrates a rounded, informed and exceptional office professional.

I urge your quick, enthusiastic scheduling and passage of this resolution.



Representative Terry Martin

jfh



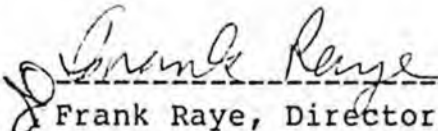
POSITION PAPER

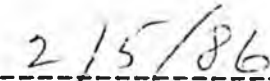
HOUSE CONCURRENT RESOLUTION NO. 40


This concurrent resolution recognizes that those individuals who have prepared themselves for and successfully completed the Certified Professional Secretary examination have achieved the epitome of their profession.


We support the intent of this legislative recognition for the secretarial profession. However, the extent to which recognition is proposed "...by providing salary increases, preference for promotion and other appropriate rewards" (lines 25-26) is extraordinary and inconsistent with merit system principles of equal pay for equal work and retention and promotion based on adequacy of performance. The attached position paper on HB 511, which would implement the proposed extent of recognition in state employment, amplifies our concerns with rewarding professional achievement in this manner.

We propose amending HCR #40 by deleting the material quoted above.

  
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Frank Raye, Director  
Division of Personnel

  
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Date

  
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Commissioner Eleanor Andrews  
Department of Administration

  
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Date

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TO: SENATORS KERTTULA & DEVRIES

13

TO: REPRESENTATIVES HURLEY, LARSON, MARTIN, NAVARRE, DAVIS,  
BOUCHER, COLLINS, HANLEY, KOPONEN, PEARCE

FROM: JUDY SCORUP 745-3320  
BOX 775  
PALMER 99645

RE: HB 511 & HCR 40 - CERTIFIED PROFESSIONAL SECRETARIES

PLEASE VOTE FOR HB 511 & HCR 40, WHICH RECOGNIZE CERTIFIED  
PROFESSIONAL SECRETARIES (C.P.S.'S) IN ALASKA. PASSAGE OF THESE  
BILLS WILL HELP RECOGNIZE THE INPUT OF PROFESSIONALISM IN THE  
SECRETARIAL FIELD .

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\* DELIVER TO: JFOM \*  
\* \*  
\* ORIGINAL \*  
\* SENT: 02/07/86 TIME: 12:18 \*  
\* FROM: BARBARA NORRELL \*  
\* SUBJECT: POM \*  
\* PRINT DATE: 02/07/86 TIME: 12:19 \*  
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TO: HOUSE LABOR AND COMMERCE COMMITTEE  
REPS. NAVARRE, DAVIS, BOUCHER, KOPONEN, PEARCE, COLLINS,  
HANLEY  
FROM: PATTI RIZER, 5530 RABBIT CREEK RD., ANCHORAGE, AK  
99516, 345-1743  
SUBJECT: HB 511 AND HCR 40, CERTIFIED PROFESSIONAL SECRETARIES

PLEASE SUPPORT HE 511 AND HCR 40 RECOGNIZING CERTIFIED  
PROFESSIONAL SECRETARIES IN ALASKA. ALASKA SHOULD BE PROUD OF  
ITS PRESTIGIOUS DISTINCTION OF HAVING MORE CPS PER CAPITA THAN  
ANY OTHER STATE. THOSE SECRETARIES WHO HOLD THIS RATING HAVE  
PROVEN THEMSELVES AS EXCEPTIONAL. LET'S RECOGNIZE THEM FOR THERE  
ACHIEVEMENTS.

TO REPRESENTATIVES NAVARRE, DAVIS, BOUCHER, COLLINS, HANLEY,  
KOPONEN, PEARCE, MARTIN

FROM: CAROL GUSTAFSON  
BOX 1226  
PALMER 99645

376-2136

RE: HB 511 & HCR 40-CERTIFIED PROFESSIONAL SECRETARIES

I SUPPORT HB 511 & HCR 40. THESE BILLS ARE AN EXCELLENT WAY OF  
RECOGNIZING PROFESSIONALISM.

TO: REPRESENTATIVES NAVARRE, DAVIS, BOUCHER, COLLINS, HANLEY,  
KOPONEN, PEARCE, MARTIN

FROM: MARGO PETERSON  
102 WEST BEAVER  
PALMER 99645

745-9804

RE: HB 511 & HCR 40-CERTIFICAT'N PROF SECRETARIES

PLEASE VOTE FOR PASSAGE OF THESE BILLS RECOGNIZING CPS  
CERTIFICATES IN THE STATE OF AK. PASSAGE OF THESE BILLS WILL  
EMPHASIZE PROFESSIONALISM IN THE SECRETARIAL FIELD TO BOTH PUBLIC  
AND PRIVATE BUSINESS.

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\* DELIVER TO: JPOH \*  
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\* ORIGINAL \*  
\* SENT: 02/07/86 TIME: 14:20 \* 2 \*  
\* FROM: LANA TRUJILLO \*  
\* SUBJECT: POM \*  
\* PRINT DATE: 02/07/86 TIME: 14:27 \*  
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TO: REPRESENTATIVE NAVARRE

FROM: SUE SUNDQUIST, CPS, P.O. BOX 871641, WASILLA, 99687, HM,  
376-2324

RE: HB 511 AND HCR 40, RECOGNIZATION OF CPS'

PLEASE ACT IN FAVOR OF THE RECOGNIZATION OF CPS' ON HB 511 AND  
HCR 40.

TO: REP. NAVARRE

FROM: ANN KRIDLER, P.O. BOX 123, CANTWELL, AK 99587

SUBJECT: HB 511 AND HCR 40, CERT PROF SECRETARIES

WOULD APPRECIATE YOUR ACTING IN FAVOR OF THE RECOGNIZATION OF THE  
CERTIFIED PROFESSIONAL SECRETARY RATING AS WRITTEN IN HB 511 AND  
HCR 40.

TO: REPRESENTATIVE NAVARRE

FROM: MAE RENE BORDWELL, 525 W. 3RD, #609, ANCHORAGE, 99501, HM,  
279-7234

RE: HB 511 AND HCR 40, RECOGNIZATION OF CPS

PLEASE ACT IN FAVOR OF THE RECOGNIZATION OF CPS', HB 511 AND HCR  
40.

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TO: SENATORS KERTTULA & DEVRIES

TO: REPRESENTATIVES HURLEY, LARSON, MARTIN, NAVARRE, DAVIS,  
BOUCHER, COLLINS, HANLEY, KOPONEN, PEARCE

FROM: JUDY SCORUP 745-3320  
BOX 775  
PALMER 99645

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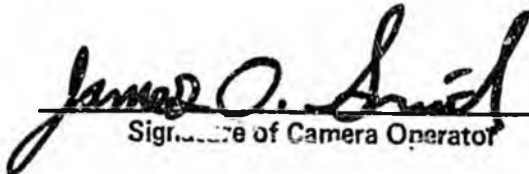
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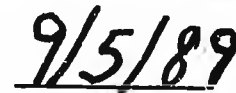


# RECORDS CERTIFICATION



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Signature of Camera Operator

  
Date