

HB

257



Telegram

1988 MAR 18 AM 11: 30

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PMS

REP DAVE DONLEY

321
JUNEAU

RECEIVED
MAR 21 1987

I, AND MANY OF US, COULD NOT BE HALF AS EFFECTIVE WITHOUT THE LOYAL AND CAPABLE SUPPORT OF OUR CLERICAL ASSISTANTS. HB257 RECOGNIZES AND COMMENDS THE SECRETARIAL CONTRIBUTION MANY AGENCIES ENJOY. YOUR HELP IN FACILITATING THE PASSAGE OF HB257 WOULD BE MOST APPRECIATED. PLEASE CALENDAR HB257 IN YOUR LABOR AND COMMERCE COMMITTEE AS SOON AS POSSIBLE. IT IS NECESSARY FOR THIS LEGISLATION TO BE RECEIVED IN A TIMELY MANNER BY THE GOVERNOR, DUE ITS ANTICIPATED EFFECTIVE DATE OF APRIL 25.

THANK YOU.

BARBARA MORSE-QUINN, EXECUTIVE DIRECTOR
ALASKA STATE BUILDING AUTHORITY

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(3)

PSI

Professional Secretaries International

Since 1942 known as The National Secretaries International

3-30-110 * DIRECTOR OFFICE * 1500 ...

Please Reply to:

1500 ... 43126
... 83510

February 10, 1968

The Honorable Albert P. Adams
House of Representatives
Room 503, State Capitol
P.O. Box V
Juneau, AK 99811

Dear Representative Adams:

Representative Terry Martin has filed (House Bill No. 511) relating to recognition of the ... for State employees. Although Alaska has ... professional secretaries our people ... employers are not yet ...

The two-day, step-pay procedure ... the many areas a professional's ... science in business, business law, ... office administration and ... administered twice a year, at the ... universities across the nation ... complete the exam. ... the exam will tell you that ... a percent pass on the first try.

The Alaska Chapter of Professional Secretaries ... to support this legislation. ... the effort to become the very best in ... consideration in the area of compensation.

Sincerely,

Nolan Allen CPS
President

Representative John Cawdry
July 13, 1984
Page 1

COPY

(5)

I hope that you will join the more than 500 other professionals who support this bill to enhance the professional status of teachers and to ensure the quality with the designation of Teacher and to ensure the quality by supporting this bill. I am including some information about the ES program and examination.

Sincerely,

Helen Allen, CES

Enclosures (specimens of 108a CAPSULE)

cc Patricia Saxe, CES

DEPT TELETYPE () 1-1-1817

SECURITY INFORMATION

TO: Roy, Dave Donley, Chief

FROM: Helen Allen

NUMBER OF PAGES (INCLUDING THIS COVER SHEET)

IF YOU HAVE ANY PROBLEMS RECEIVING, PLEASE ADVISE

MESSAGE: Please distributed to all staff...
Enclosed for the... on this...
...
...
...

FISCAL NOTE

REQUEST:

Revision Date: _____ Agency Affected: Administration
 Title: An Act Relating to Certified BRU: Personnel
Professional Secretaries and Amending
the Scope of the Personnel Rules.
 Sponsor: Martin, Phillips, Hanley, Barnes Components: Centralized
 Requestor: _____ Administrative Services

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 88	FY 89	FY 90	FY 91	FY 92	FY 93
PERSONAL SERVICES	0	0	0	0	0	0
TRAVEL	0	0	0	0	0	0
CONTRACTUAL	0	10.0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	10.0	0	0	0	0
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	10.0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	10.0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

The above information shows the fiscal impact on the Division of Personnel. See the attached analysis for an explanation of the contractual services needed and an explanation of our estimate of statewide impact.

Prepared By: Diana DeSimone
 Division: Personnel

Phone: 465-4430
 Date: 1-21-88

Approved by Commissioner: John M. Andrews
 Agency: Department of Administration

Date: 1/25/88

Distribution (by preparer):

Legislative Finance
 Legislative Sponsor
 Requestor
 Office of Management and Budget
 Impacted Agency(ies)

FISCAL NOTE ANALYSIS
HB 257

Section 1 of this proposed bill amends AS 39.25.150 to grant employment preference rights to persons who are certified professional secretaries and professional legal secretaries in clerical or secretarial positions.

The bill identifies "secretarial and clerical job classes" as those to receive this employment preference. The Division of Personnel would interpret this to mean all 35 clerical related job classes covered by the Office Skills Test. However, sponsor staff indicated by telephone on April 2, 1987, that this is not the intention. Intent is to include only seven job classes: Secretary I and II, Legal Secretary I and II, and Executive Secretary I, II, and III.

A total of \$10,000 in contractual services would be required to implement Section 1. Assuming that adding points to final scores would be the method used to award employment preference, the Division of Personnel would have to rewrite the two most complex programs in the Applicant Tracking System. It would also require modifying the two largest record files on line plus additional updates and modifications to other portions of the system.

Section 2 of the proposed bill would provide a direct monetary award in the form of a "bonus" salary increase to those current and prospective State employees who hold a Certified Professional Secretary (CPS) or Professional Legal Secretary (PLS). There are at present approximately 150 such individuals in Alaska. There are currently 266 positions in the job classes mentioned above that would be eligible for a CPS or PLS preference under this bill.

The following assumptions were made in calculating the increased personal services cost:

- As mentioned above, sponsor staff has identified seven job classes which would be impacted by this legislation. The bill should eventually be worded to specifically identify those job classes. Currently, the wording is very broad and would include all 35 clerical-related classes covered by the Office Skills Test.
- A starting figure of seven positions is used which reflects the assumption that 3.0% of the workforce has obtained a CPS or PLS. This is based on documentation provided by the sponsor. According to this documentation there are 5,754 secretaries employed throughout the state. A total of 170 have a CPS or PLS, amounting to 3.0% of all secretaries throughout the state. This fiscal note uses the 3.0% figure assumption to reflect the number of CPS and PLS employees working for the State in the seven subject job classes. 3.0% times 266 positions rounded off amounts to seven now possessing the CPS or PLS.
- A further assumption of a 50% increase in the number of employees who obtain a certificate with each succeeding fiscal year is also employed in the fiscal note. This assumption is made because Section 2 provides a direct monetary incentive for obtaining the CPS or PLS. Therefore, the increased cost in successive fiscal years is based on increased numbers of employees qualifying for the bonuses, not on assumed salary increases.

Calculation of Annual Costs

<u>JOB CLASS</u>	<u>NO. OF POSITIONS</u>	<u>AVERAGE PAY RATE (MONTH)</u>	<u>WEIGHTED TOTAL</u>
Legal Secretary I	91	\$2,155	\$196,105
Legal Secretary II	30	2,314	69,420
Secretary I	108	2,042	220,536
Secretary II	22	2,236	49,192
Executive Secretary I	3	2,324	6,972
Executive Secretary II	9	2,608	23,472
Executive Secretary III	3	2,791	8,373
TOTAL	266		\$574,070

(Weighted) Average Monthly Pay Rate: $\frac{574,070}{266} = \$2,158$

<u>Bonus Salary Increase</u>	<u>Per Person Monthly</u>	<u>Per Person Annual</u>
Salary: .0355 x \$2,158	\$76	\$ 912
Benefits: plus .33	= 25	300
	\$101	\$1,212

FY 89 Annual Cost for 8	\$ 9,696
FY 90 Annual Cost for 12 (50% increase)	14,544
FY 91 Annual Cost for 18 (50% increase)	21,816
FY 92 Annual Cost for 27 (50% increase)	32,724
FY 93 Annual Cost for 41 (50% increase)	49,692
Annual Cost for 266 (Increase to maximum)	\$322,392

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