

ALASKA LEGISLATURE COMMITTEE FILES 1987-1988 8672

5080 HSTA HB 253 - HB 267

652

IN THE HOUSE

BY THE RULES COMMITTEE BY  
REQUEST OF THE GOVERNOR

HOUSE BILL NO. 253

IN THE LEGISLATURE OF THE STATE OF ALASKA

FIFTEENTH LEGISLATURE - FIRST SESSION

A BILL

For an Act entitled: "An Act relating to the Alaska Research Policy Act and the science and engineering advisory commission; and providing for an effective date."

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

\* Section 1. AS 44.19.257(a) is amended to read:

(a) The commission is composed of saven [FIVE] members appointed by the governor, a majority of whom shall have experience in Alaska plus national and international science or engineering activities related to the duties of the commission, as follows:

(1) one member [IS TO BE] appointed from individuals from the academic institutions of the state with expertise in areas of research relating to the state including the physical, biological, health, environmental, social, and behavioral sciences;

(2) one member [IS TO BE] appointed from ~~individuals who are~~ engaged in activities furthering the welfare of the human and physical environment and who have expertise in areas of research relating to the state, including the physical, biological, health, environmental, social, and behavioral sciences;

(3) one member [IS TO BE] appointed from state departments with research needs; [AND]

(4) one member [IS TO BE] appointed from individuals familiar with the state and representative of the needs and interests of private industry;

(5) one member appointed from individuals nominated by the Council on Northern Resources Information Management.

(6) one member [IS TO BE] appointed from the general public; and  
(7) the senior science advisor in the governor's office, who  
serves as chairman and director of the commission.

\* Sec. 2. AS 44.19.263 is amended to read:

Sec. 44.19.263. POWERS AND DUTIES OF THE COMMISSION. (a) The  
commission shall

(1) with the senior science advisor, develop and recommend an  
integrated state research policy;

(2) provide policy information to the governor and the  
legislature on matters that have scientific and engineering significance;

(3) receive scientific and engineering information from the  
academic and industrial communities;

(4) act in an advocacy role for scientific and engineering issues  
and science education important to the state that might otherwise be  
overlooked;

(5) assist state agencies in assessing research needs and  
establishing priorities among them;

(6) facilitate cooperation between state agencies and the  
University of Alaska and other academic institutions and industry;

(7) recommend methods to improve logistical planning and support  
for needed state research;

(8) suggest methods for improving efficient sharing and  
dissemination of data and information in the state among interested public  
and private institutions;

(9) promote science education and training for young scientists  
and engineers to pursue careers in the state and the Arctic;

(10) cooperate with the Federal Arctic Research Commission and  
the Interagency Arctic Research Policy Committee in the formulation of  
[THE] arctic research [POLICY;] and information networking policies; and

(11) not later than September 30 of each year, present to the governor the commission's recommended research priorities of the state for the next fiscal year.

\* Sec. 3. AS 44.19.263 is amended by adding new subsections to read:

(b) the commission shall conduct an annual policy review of the programs of agencies of the state and the University of Alaska concerned with t acquisition, management, transfer, circulation, and dissemination of scientific, natural resource and engineering information, data, or materials and may develop and recommend appropriate policies for organizations involved with such activities.

(c) The commission may

(1) receive money from private and government sources;

(2) award [GRANTS] contracts to accomplish the purposes of

AS 44.19.251

\* Sec. 4. AS 44.19 is amended by adding a new section to read:

Sec. 44.19.264. DESIGNATION OF MANAGEMENT ROLES IN COOPERATIVE INFORMATION AND DATA MANAGEMENT FOR AN ALASKA/U.S. ARCTIC NATIONAL INFORMATION NETWORK.

(a) A state agency may join the Council on Northern Resources Information Management and participate in cooperative information and data management sharing and dissemination programs.

(b) The commission shall use the Council on Northern Resources Information Management as an advisory group for the development of state policy on cooperative interagency information management, sharing, and dissemination.

(c) The Alaska state library and the Rasmuson Library of the University of Alaska-Fairbanks may be designated as primary library information collection repositories and centers for scientific, natural resource and engineering knowledge.

(d) Each state agency and each organizational unit of the University of Alaska shall maintain a listing and description with the

commission and with the Council on Northern Resources Information Management of the natural resource, scientific, and engineering data bases that the agency or unit has developed and is maintaining. The listing shall be revised and submitted to the commission and the council annually. Proprietary data may be protected under law.

(e) The Arctic Environmental Information and Data Center of the University of Alaska-Anchorage shall provide professional information acquisition activities, investigations and searches, or information consultation liaison and referral services, or information dissemination services, under appropriate terms and conditions, to the commission, any agency of the state or unit of the University of Alaska, or to the public and to private industry in the fields of natural resource, scientific and engineering research, management and development knowledge. The center may acquire and maintain current or historic information collections, data bases or referral systems or directories to accomplish these services and prepare, publish, and disseminate appropriate books, reports, maps, films and other media to meet the needs of governments and the public and private sectors. The center may also share facilities and offer support services to appropriate governmental agencies or university units whose missions are enhanced by, and are compatible with, the operation of the center; and the center shall administer the Alaska State Climate Center established under AS 14.40.085 in cooperation with the regional office of the National Weather Service and the National Climatic Data Center under cooperative agreements authorized by law.

\* Sec 5[3]. AS 44.19 is amended by adding a new section to read:

Sec. 44.19.265[4]. APPROPRIATIONS. Appropriations made for the purposes of AS 44.19.251 -- 44.19.264[5] are not one-year appropriations and do not lapse under AS 37.25.010.

\* Sec 6[4]. Notwithstanding AS 44.19.259, the initial terms of members of the science and engineering advisory commission appointed under

AS 44.19.257(a)(5) and (6), enacted by sec. 1 of this Act, are for three years.

\* Sec. 7[5]. This Act takes effect immediately under AS 01.10.070(c).

BILL SHEPFIELD  
GOVERNORSTATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

January 31, 1986

-1-

Mr. Gerald Zamber, Federal Co-Chairman,  
U.S. Bureau of Land Management  
Mr. Douglas Mutter, State Co-Chairman,  
Alaska Department of Natural Resources  
Committee for Natural Resource Information Management  
701 "C" Street  
P.O. Box 1313  
Anchorage, AK 99572

Dear Mr. Zamber and Mr. Mutter:

The purpose of this letter is to encourage the federal-state interagency Committee for Natural Resource Information Management (CONRIM) in its current efforts to draft a cooperative interagency agreement for the formal establishment and operation of an Arctic and Alaskan natural resource, scientific, and technological information transfer network.

The creation of this proposed network will greatly assist the U.S. Arctic Research Commission in carrying out its responsibilities set forth in the Arctic Research and Policy Act of 1984 and enhance the natural resource and scientific research and management missions of both federal and state governments.

We trust that you and the CONRIM membership will provide continued leadership in this endeavor and offer our suggestion that the agreement will set forth: 1) specific information management and transfer objectives to be achieved through organizational coordination and cooperation; 2) individual agency responsibilities consonant with existing law and regulation; 3) organizational representation and administrative relationships; and 4) recognize the relationship of the availability of funds to the achievement of long-range objectives and the execution of responsibilities.

Mr. Zamber and Mr. Mutter

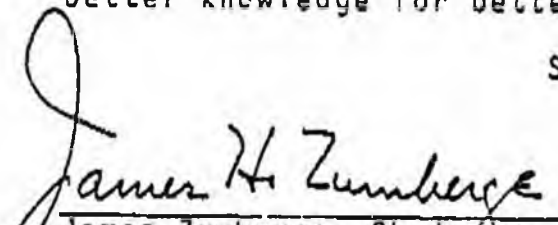
-2-

January 31, 1986

We also suggest that the writing of the draft agreement be accomplished in close liaison with all agencies concerned, be responsive to individual mission responsibilities and interests and be coordinated with a related project of the University of Alaska-Fairbanks, Arctic Environmental Information and Data Center's (AEIDC) entitled Arctic Information Network Design and Plan.

The result of this endeavor will be the availability of better knowledge for better government.

Sincerely,

  
James Zumberge, Chairman  
United States Arctic  
Research Commission

  
Governor Bill Sheffield  
State of Alaska



STATEMENT OF

DAVID M. HICKOK

BEFORE

ALASKA HOUSE OF REPRESENTATIVES  
COMMITTEE ON STATE AFFAIRS

IN CONSIDERATION OF HB253

APRIL 22, 1987

Chairman Ulmer, members of the State Affairs Committee of the Alaska House of Representatives, my name is David Hickok. I am director of the University of Alaska's Arctic Environmental Information and Data Center, current president of the Alaska Academy of Engineering and Sciences and past chairman of the Alaska Council on Science and Technology. I have been involved with science policy--particularly arctic science policy since 1964. That's 27 years--longer than anyone else in the state of Alaska. I began working with Bob Bartlett in 1964-65 on his ideas that U.S. arctic policy should equate with U.S. Antarctic interests. For 21 years I alone carried this dream forward. In 1968 in my capacity with the Federal Field Committee for Development Planning in Alaska (the post 1964 earthquake reconstruction group), I helped place on President Johnson's desk a United State's policy for arctic interests. The president was ill in the later days of his office and did not sign this policy. In 1981 U.S. arctic policy interests were resurrected in a white paper authored by me and four colleagues entitled U.S. Arctic Science Policy.

This paper was the foundation of legislation sponsored by Senators Murkowski, Stevens, and Jackson. I drafted this legislation for the senators with the collaboration of Mr. William VanNess which ultimately became law as the U.S. Arctic Research and Policy Act.

As Chairman Ulmer is also aware, she and I worked together to forge the legislation in the Hammond administration establishing the Alaska Council on Science and Technology.

It is from this background that I speak to you today.

My essential message to you is:

(1) that federal law links U.S. arctic science activities to a foundation of man's current knowledge;

(2) that former Governor Sheffield and U.S. Arctic Research Commission Chairman James Zumberge expressed jointly in their letter of January 31, 1986, that their first science policy priority was the formulation of an Alaska/Arctic information network--they requested action to that end;

(3) that Alaska science policy statute, unlike federal law, is currently silent on this essential linkage of science and information and that this omission in the original statute should be corrected, in my opinion;

(4) that the opportunity exists, here and now, to amend HB 253 and to demonstrate Alaska's commitment to U.S. arctic policy interests through partnerships in information networking; and

(5) that although Senate Bill 232 reflects this policy linkage between science and information, the best opportunity for cohesive action this session between the House of Representatives and the Senate, exists in amendment to HB 253 with the essence of SB 232--then I predict that the Senate will act in concert.

In a more general view, I should say here that the members of the Council on Northern Resources Information Management, which I chair, also believe that HB 40 sponsored by Representative Boucher is complementary to our substantive interests in natural resource, scientific and engineering information management. We believe that as HB 253 is amended, as I suggest, HB 40 should

also be passed out in order to provide concerted processes for improved policies and practices in information management which will positively and favorably enhance Alaska's ability to use existing knowledge in support of societal problems and the resolution of the issues and conflicts before us.

With the linkage of science and information policy vested in the Alaska Science and Engineering Advisory Commission, the stage is set for the execution of the partnership between the state and the federal government for an Alaska/arctic information network. Without action by Alaska, I fear that the federal agencies will proceed unilaterally in their advocacy of a five-year arctic research plan before the Congress this summer to establish and operate a national arctic information network. This would indeed be a sad and unnecessary happening and would not bode well for Alaska's interests.

All of this policy linkage is proposed as sec. 44.19.264 on pages 3 and 4 of the revisions I suggest to HB 253.

In addition, I have the following other comments to offer.

First, appropriation of funds for the Commission is essential to its operation and cooperation with federal agencies. In this context, I do suggest, however, out of a great deal of experience, that funds so appropriated must be used for the internal resolution of commission policy resolution and science planning for Alaska. You may recall that it was the downfall of the Alaska Council on Science and Technology to be involved with both science policy and the granting of research funds. These two functions are utterly incompatible in one office. While the commission should proceed with planning for a state research foundation and possibly contract funds for policy and program analysis they should in no way grant funds for research per se.

It is to that end that I suggest the substitution of the word contracts for grants in sec. 3, subsection (c).

Finally, a last note of perhaps minor significance, but nevertheless important enough to note. At issue is the composition of the Alaska Science and Engineering Advisory Commission. In HB 253 as originally offered is the addition of: one member appointed from individuals with experience in national and international research programs. One cannot help but notice that all other appointments to the commission are to be drawn from representative interest groups. Here is a qualification rather than a representational criteria. I believe it to be unnecessary since there are hundreds probably about 3,000 individuals in Alaska with these qualifications. Wouldn't it be more consistent and appropriate to consider this qualification of appointment more broadly for all commission opportunities? I offer language in this respect. In addition, I feel strongly that representation from the Council on Northern Resources Information Management will further balance out the commission's representation and forge the necessary linkage between information management and science policies.

That is all I have to say. I thank you for this opportunity and would be pleased to answer any questions.

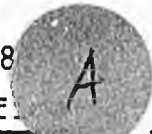
**STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE**

No. 1

**REQUEST:** \_\_\_\_\_  
 Revision Date: \_\_\_\_\_  
 Title: An Act Relating to Alaska  
 Research Policy  
 Sponsor: Rules Committee  
 Requestor: Governor

Bill Version: HB 253  
 Publish Date: HOUSE 4/8/87

Agency Affected: Governor's Office  
BRU; Office of Management & Budget  
 Components: Division of Policy



**EXPENDITURES/REVENUES: (Thousands of Dollars)**

OPERATING	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS		200.0				
MISCELLANEOUS						
<b>TOTAL OPERATING</b>		200.0				
<b>CAPITAL</b>						
<b>REVENUE</b>						

**FUNDING: (Thousands of Dollars)**

GENERAL FUND		100.0				
FEDERAL FUNDS						
OTHER		100.0				
<b>TOTAL</b>		200.0				

**POSITIONS:**

FULL-TIME		0				
PART-TIME		0				
TEMPORARY		0				

**ANALYSIS : (Attach a separate page if necessary)**

See attached

Prepared by: Henry Cole, PhD  
 Division: Office of Management and Budget

Phone: 465-3568  
 Date: 3/25/87

Approved by Commissioner: Pete Jeans, Chief of Staff  
 Agency: Office of the Governor

Date: 3/25/87

Distribution (by preparer):

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

AN ACT RELATING TO ALASKA RESEARCH POLICY

Henry Cole

Applied research projects which are to be selected from Alaskan Research and Developments grants need to meet certain criteria:

1. The project must produce technical knowledge capable of leading to the start up of a new industry, the improvement of an existing industry or the understanding of an important Alaskan problem.
2. The project should lead to results within a predictable and short time period (such as within 2 years). (The fact that the time frame is predictable means that the problem has been adequately analyzed beforehand.)
3. Even though the project leads to the solution of a practical Alaskan problem, the knowledge gained should be useful in solving related and broader scientific questions.
4. The overall size of the task would be small enough so that a relatively small amount of money could make a difference. The grant would be seed money or a necessary first step of what could be a larger effort.
5. Projects which could stimulate matching funds from industry or the federal government would be desirable. In that case other monies might be obtained resulting to a greater degree of success.

The reason for criteria #3 and #5 is that the existence of a related scientific question could very likely connect this local Alaskan problem to scientific questions of national or global interest. The National Science Foundation and National Oceanic and Atmospheric Administration have considerable interest in funding research in Alaska on basic questions of biological and chemical oceanography, the interaction of the Bering Sea ice edge with nutrients and primary productivity, ocean currents and meteorology.

Federal priorities in research in seven basic areas have been set forth in the working document of the 1984 Arctic Research Policy Act. This document serves as an important point of connection between State and federal research efforts. Federal/State coordinating committees are already assigned for the areas of fisheries, health and logistics. These areas have been identified to be of the highest priority for action by the Arctic Research Commission. In these and other areas which

have been identified, federal agencies would welcome joint participation if the State would pick up some of the costs. And a mechanism for the near term release of small amounts of federal money help could be sought through our congressional delegation. Furthermore, careful initial planning, involvement and awareness by the Alaskan business and scientific communities would generate enthusiasm, lead to possible matching of funds and insure the endorsement of this grant process for future applied research and development schemes.

The execution of these proposals would be according to the following plan.

1. The State appropriation to this pilot effort is \$100,000 which will be matched by an additional \$100,000 from private individuals.
2. The choice of a suitable project(s) would be made by the Science and Engineering Advisory Commission, instituted by the Alaska Research Policy Act.

Listed below are possible candidates for study which have recently come to my attention. The actual and final choices would be based upon submitted proposals and a proper review process. These examples are listed merely to illustrate the projects which seem to fit the above criteria.

1. Fisheries: Fisheries return data such as overall harvest size and composition and age/size structure is essential for analyzing population status and trends. These data could be provided by a shipboard observer program. Such information permits increased harvest predictability and is necessary for long-term sustainable-yield management of the resource. In addition, such information may apply to our understanding of the overall health and stability of the ecosystem. Certain components of that ecosystem (southern and central Bering Sea), such as marine mammals, have been subject to severe population declines in recent years, for reasons which are poorly understood.
2. Fisheries: Parasitism Research: Investigations into the distribution, causes, and controlling factors of diseases and parasitism affecting commercial fish and shellfish populations could have obvious benefits in terms of increased harvests and resource stability. One such instance which would bear further investigation is the nemertean parasite which attacks crab eggs during incubation. Studies should probably concentrate efforts at possible methods of control, which would probably derive from increased understanding of the life history of the parasite and factors which control its populations.

3. Health: A pathology study on the aorta and heart tissue of atherosclerosis victims from non-native and native Alaskan populations whose diets have been documented. This study would provide a solid link between seafood diet and the characteristics of the heart tissue at death. A clear result could lead to major future federal funding of \$3m to investigate the hypothesis that a seafood diet reduces the chance of atherosclerosis.
4. Logistics: To produce a document which lists the types and utility of remote logistic sites and transportation available for field research in Alaska. More than one half the cost of field science in Alaska is logistical. Military, State agencies and the university would be sources of information.

H B

257

# HOUSE COMMITTEE REPORT

(7)

Date referred: 4/8/87

FURTHER REFERRALS: Labor & Commerce  
Finance

DATE: 5-16-87

The State Affairs Committee has considered HB 257

"An Act relating to certified professional secretaries and professional legal secretaries and amending the scope of the personnel rules."

**RECOMMENDS:**

- replace with \_\_\_\_\_  the same title
- attached amendment(s)  a new title
- do pass
- do not pass
- no recommendation
- individual recommendations
- additional referral to the \_\_\_\_\_ Committee

**ADOPTS:**  \_\_\_\_\_ letter of intent

**ATTACHES NEW FISCAL NOTE(s):**

- fiscal impact  same as previous fiscal note published \_\_\_\_\_
- zero fiscal note  same as previous zero fiscal note published \_\_\_\_\_
- zero with analysis

**SIGNING DO PASS:**

*D. C. Boush*  
 \_\_\_\_\_  
*Terry Martin*  
 \_\_\_\_\_  
*Scott Morrison*  
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**SIGNING OTHER RECOMMENDATIONS:**

*Franklin Moore*  
 \_\_\_\_\_  
*David Duley, NO REC*  
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*Jim Gilman*  
 \_\_\_\_\_  
 Chairman's signature



Official Business

# Alaska State Legislature

## House

P.O. BOX V  
State Capitol  
Juneau, Alaska 99811

HB 257

### FILE CONTENTS

1. HB 257: AN ACT RELATING TO CERTIFIED PROFESSIONAL SECRETARIES AND PROFESSIONAL LEGAL SECRETARIES AND AMENDING THE SCOPE OF THE PERSONNEL RULES
2. POSITION PAPER, DEPARTMENT OF ADMINISTRATION
3. MEMORANDUM FROM REPRESENTATIVE MARTIN TO MEMBERS, HOUSE STATE AFFAIRS COMMITTEE, MAY 15, 1987
4. LETTER FROM GLORIA BIRDSALL, CPS, TO REPRESENTATIVE ULMER, DATED MAY 15, 1987

### FISCAL NOTE

- A. DEPARTMENT OF ADMINISTRATION, DIVISION OF PERSONNEL:  
\$19,700

2

POSITION PAPER

HB 257

HB 257 grants employment preference rights to individuals who hold the rating of certified professional secretary or professional legal secretary. It also provides for an advance step pay rate for a new employee or a one step increase for current employees who hold either of these ratings.

Section 1 grants employment preference rights for secretarial and clerical job classes to applicants who are certified professional secretaries or legal secretaries. Granting State employment preference rights for professional achievement is a radical departure from current public policy with respect to such statutory rights.

State employment preference rights are currently granted under Alaska Statute (AS) 39.25.150(19) to war-period veterans for initial hire in the classified service by adding points to qualified applicants' scores. Severely handicapped persons receive employment preference rights under AS 39.25.150(21). This provision allows the noncompetitive appointment of the severely handicapped for up to four months to allow the individual to demonstrate the ability to perform in the job.

The granting of employment preference rights under current law is aimed at assisting persons who have been removed from the traditional workforce to transition back into it. Current provisions do not differentiate between professions or training levels or opportunities. The effect of Section 1 would be to provide preference in State employment to a limited number of the members of a specific profession as recognition for achievement in that profession.

Section 2 of HB 257 would provide monetary rewards to current State employees and those entering State employment who have successfully completed the certified professional secretary or professional legal secretary examinations. Current employees in secretarial or clerical positions would receive a one step increase, notwithstanding eligibility for other pay increases. A new employee holding the rating of certified professional secretary or professional legal secretary would automatically be hired above the entry step A in clerical or secretarial positions.

There are no current provisions, statutory, contractual or otherwise, which give automatic monetary incentives for professional achievement among State employees. Yet there are any number of State employees in professions or belonging to professional organizations which impose strict testing or other requirements on their members. Statutorily imposed monetary recognition of one profession can only lead to requests for similar recognition by other professions.

REP. TERRY MARTIN

ELECTIVE DISTRICT 13  
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PHONE 465-3783

Alaska House of Representatives

M E M O R A N D U M

DATE: May 15, 1987  
TO: Members, House State Affairs Committee  
FROM: Representative Terry Martin *THM*  
SUBJ: HOUSE BILL NO. 257 - AN ACT RELATING TO CERTIFIED PROFESSIONAL SECRETARIES AND PROFESSIONAL LEGAL SECRETARIES

Certification as a professional secretary or a professional legal secretary is a significant, measurable and attainable goal for career oriented secretaries who seek to be identified as exceptional in their profession.

To achieve the status of Certified Professional Secretary or Professional Legal Secretary, a two-day, six-part examination must be successfully completed. This rigorous 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 in behavioral science in business, business law, economics and management, accounting, communication applications and office administration and technology.

Because of the difficulty of this examination, any secretary achieving the Certified Professional Secretary or Professional Legal Secretary rating demonstrates superior skills and professional commitment. Knowledgeable employers in the private sector often give hiring preference to job applicants with a CPS or PLS; correspondingly, most employers will do their best to retain their CPS/PLS's. Several states as well as the Federal Government already recognize the distinction of professionals holding the CPS/PLS certification.

Statistics show that Alaska ranks first in the nation in terms of Certified Professional Secretaries per capita. Of the 5,754<sup>+</sup> secretaries in Alaska, 437 (or 7.6%) are employed by



the State of Alaska<sup>2</sup>. There are 149 CPS's in Alaska<sup>3</sup>, so only 2.6% of all secretaries in Alaska are CPS's.  $2.6\% \text{ of } 437 = 11.4$  -- so only 11 1/2 secretaries employed in state government are likely to be affected.

HB 257 would recognize the professionalism, dedication and personal commitment of individuals possessing CPS/PLS certification by rewarding them with employment preference rights and granting them a one step increase over their normal pay (if they are already employed by the State) or by hiring them at an appropriate advanced step.

The State of Alaska will benefit in employing Certified Professional Secretaries and Professional Legal Secretaries who view their jobs as worthwhile careers, bringing a higher caliber of job performance and commitment to the workplace.

/laj

1 "Alaska Occupational Information", Alaska Department of Labor, page 25, table II-1, published January, 1985

2 Alaska Department of Administration, Division of Personnel

3 Patti Rizer, Anchorage Community College, Office Occupations Department

# **CORRECTION**

**THIS DOCUMENT  
HAS BEEN REPHOTOGRAPHED  
TO ASSURE LEGIBILITY**

POSITION PAPER  
HB 257

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There are no current provisions, statutory, contractual or otherwise, which give automatic monetary incentives for professional achievement among State employees. Yet there are any number of State employees in professions or belonging to professional organizations which impose strict testing or other requirements on their members. Statutorily imposed monetary recognition of one profession can only lead to requests for similar recognition by other professions.

It should be pointed out that current regulation provides for advance step hires in some cases. Article 8, 2 AAC 07.320(1) dealing with pay states:

A beginning salary higher than the minimum rate for the job class may be authorized by the director for a position in the classified service or by principal executive officer for a position in the partially exempt service. A salary rate higher than the minimum rate may be authorized if:

- (1) the appointee is exceptionally qualified;

Certainly this provision in the Personnel Rules provides existing flexibility to provide advance step pay for those possessing a CPS or PLS certificate if warranted. Parenthetically, imposing a statutory obligation to provide a higher rate of compensation for those with such a certificate may inhibit the hiring of such candidates in these economic times.

The language of the Bill, as currently written, would grant employment preference rights to at minimum the 35 clerical/secretarial job classes covered by the Office Skills Test. There are currently 2,440 positions allocated to these 35 job classes. If it is the sponsors' intent that preference be granted only for those job classes in which the duties reflect the traditional secretarial profession, the Bill should be amended to reflect that intent.

Contemplation of adjusting pay rates in this manner at this point in time is of particular concern in light of the current Classification Study. One of the principle goals of the Classification Study is to examine the issues of equity and consistency across job classes and pay practices.

The Department of Administration is opposed to this legislation.

Diana DeSimone  
Diana DeSimone, Director  
Department of Administration

4/13/87  
Date

Garrey Peska  
Commissioner Garrey Peska  
Department of Administration

4/16/87  
Date

REP. TERRY MARTIN

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Alaska House of Representatives

M E M O R A N D U M

DATE: May 15, 1987  
TO: Members, House State Affairs Committee  
FROM: Representative Terry Martin *TMM*  
SUBJ: HOUSE BILL NO. 257 - AN ACT RELATING TO CERTIFIED PROFESSIONAL SECRETARIES AND PROFESSIONAL LEGAL SECRETARIES

Certification as a professional secretary or a professional legal secretary is a significant, measurable and attainable goal for career oriented secretaries who seek to be identified as exceptional in their profession.

To achieve the status of Certified Professional Secretary or Professional Legal Secretary, a two-day, six-part examination must be successfully completed. This rigorous 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 in behavioral science in business, business law, economics and management, accounting, communication applications and office administration and technology.

Because of the difficulty of this examination, any secretary achieving the Certified Professional Secretary or Professional Legal Secretary rating demonstrates superior skills and professional commitment. Knowledgeable employers in the private sector often give hiring preference to job applicants with a CPS or PLS; correspondingly, most employers will do their best to retain their CPS/PLS's. Several states as well as the Federal Government already recognize the distinction of professionals holding the CPS/PLS certification.

Statistics show that Alaska ranks first in the nation in terms of Certified Professional Secretaries per capita. Of the 5,754<sup>1</sup> secretaries in Alaska, 437 (or 7.6%) are employed by



the State of Alaska<sup>2</sup>. There are 149 CPS's in Alaska<sup>3</sup>, so only 2.6% of all secretaries in Alaska are CPS's. 2.6% of 437 = 11.4 -- so only 11 1/2 secretaries employed in state government are likely to be affected.

HB 257 would recognize the professionalism, dedication and personal commitment of individuals possessing CPS/PLS certification by rewarding them with employment preference rights and granting them a one step increase over their normal pay (if they are already employed by the State) or by hiring them at an appropriate advanced step.

The State of Alaska will benefit in employing Certified Professional Secretaries and Professional Legal Secretaries who view their jobs as worthwhile careers, bringing a higher caliber of job performance and commitment to the workplace.

/laj

- 1 "Alaska Occupational Information", Alaska Department of Labor, page 25, table II-1, published January, 1985
- 2 Alaska Department of Administration, Division of Personnel
- 3 Patti Rizer, Anchorage Community College, Office Occupations Department

SUCCESSFUL STATE RECOGNITION TO DATE

- Florida -- Director of Personnel incorporated CPS in class specifications of Secretary III through Executive Secretary III, and placement on registers for consideration for promotion without further testing. Memorandum issued May 20, 1971.
- Illinois -- University Civil Service System added CPS in class specifications. In 1979 the Illinois Department of Personnel stated recognition of significant attainment and determined that for certain state positions requiring college training or experience in the business administration field, certification as a professional secretary can appropriately be recognized as being equal to the completion of two years of college training. This was implemented on April 1, 1979.
- Indiana -- The minimum qualifications required in applying for jobs will be modified to reflect the importance of the CPS Program and allow employees to qualify for promotions as of February 1, 1979. The State Personnel Division is pursuing the possibility of awarding additional recognition and/or monetary rewards.
- Iowa -- Iowa has two merit systems in state employment. The Iowa Merit Employment Department, in 1978, incorporated CPS in class specifications of Secretary I through Administrative Assistant I and II, and Administrative Officer I. It was stated that the Extra Meritorious Increase ruling would be relevant to the pay issue.
- The Iowa Board of Regents Merit System has included CPS in class specifications of Secretary III and IV, and Office Coordinator I and II. Effective July 1, 1979.
- Kentucky -- One-step increase for CPS rating granted by Department of personnel--1975.
- Montana -- States recognition of CPS Program, and directs that a system be developed to "provide opportunity for merit pay or productivity bonuses, based upon demonstrated superior job performance; and to implement the system to encourage employee initiative in gaining increased relevant job knowledge such as demonstrated by professional certification." Joint resolution passed in 1979.
- North Dakota -- Bill passed the legislature in 1977, commending CPS in government employment as well as in business and private industry.
- Nebraska -- Director of Personnel gave directive granting merit increase on presentation of certification--1976.
- Tennessee -- 1972 legislation giving automatic two-step increase on CPS certification.
- Virginia -- 1975 legislation giving consideration for promotion for CPS.

## EXAMPLES OF RECOGNITION BY FEDERAL GOVERNMENT

Marshall Space Flight Center in Alabama grants a two-step increase recognizing sustained performance after achieving the CPS rating.

Chanute Air Base in Illinois has offered CPS classes.

Goddard Space Flight Center includes CPS preparation classes as part of their career advancement program.

Department of State Secretarial Task Force Report of 1975 recommends recognition of CPS rating in government employment.

Five entries in the Congressional Record by senators and representatives commending the CPS program.

NASA grants two additional step increases in recognition of sustained high quality performance above that ordinarily found in a secretarial position, as a direct result of special achievement in the CPS program.

Federal Regional Council of New England sent out proposals to its various agencies in 1974. The proposal granted two-step additional increases for certification, plus expenses involved in preparation for the examination. The proposal was signed and accepted by:

Department of Labor  
 Environmental Protection Agency  
 Department of Housing and Urban Development  
 Department of Transportation

Mid-Continent Federal Regional Council which includes Iowa, Kansas, Missouri, and Nebraska has agreed to distribute information on CPS to its agency offices.

Dyess Airforce Base at Abilene, Texas recommended CPS in its newsletter of June, 1977.

Wright-Patterson Air Force Base pays the registration and processing fee for their qualified candidates.

Further information on all of these recognitions is available from your district representative on the International CPS Service Committee.

Institute for Certifying Secretaries  
SUMMARY OF 1985 CPS EXAMINATION RESULTS

In 1985, 1536 experienced secretaries and 712 full-time employed secretaries experience not completed, and students took the examination for the first time; 3397 retook all or part of the examination. The 1985 candidates achieving the rating of CPS are distributed as follows: 251 New Takes; 1018 Partial Retakes; 5 Complete Retakes; plus 74 students who previously passed and have since acquired the necessary experience; 1348 candidates achieved the rating of CPS. CERTIFIED PROFESSIONAL SECRETARY and CPS are registered trademarks of PROFESSIONAL SECRETARIES INTERNATIONAL.

NUMBER TAKING CPS EXAMINATION

Year	New Candidates	Complete	Retakes Partial	Total Candidates	Number Certified	Total Achieving CPS Rating (cumulative)
1951	281		-	281	62	62
1952	409		33	442	123	185
1953	468		204	672	175	360
1954	560		344	904	222	582
1955	447		400	847	190	772
1956	617		454	1071	211	983
1957	678		562	1240	244	1227
1958	783		708	1491	233	1466
1959	818		788	1616	245	1711
1960	721	64	874	1659	285	1996
1961	640	102	873	1615	255	2251
1962	522	144	706	1372	249	2500
1963	557	195	691	1443	237	2737
1964	485	173	732	1390	279	3016
1965	634	188	754	1573	314	3330
1966	573	208	782	1565	260	3596
1967	835	209	826	1870	311	3901
1968	829	217	922	1968	351	4252
1969	957	227	1015	2199	386	4638
1970	990	211	1139	2340	415	5053
1971	1022	230	1166	2418	606	5659
1972	1024	255	1166	2445	529	6188
1973	1350	261	1219	2830	613	6801
1974	1751	181	1648	3580	936	7737
1975	2055	142	1933	4130	976	8713
1976	2302	119	2422	4843	1346	10059
1977	2319	134	2664	5117	1065	11124
1978	2299	163	2796	5258	940	12064
1979	2289	209	3082	5580	1061	13125
1980	2654	202	3304	6162	960	14085
1981	2338	230	3284	5852	966	15051
1982	2094	225	3323	5645	1146	16197
1983	1983	242	3169	5394	1060	17257
1984	2101	230	3282	5617	1141	18398
1985	2248	326	3071	5645	1348	19746
	42641					

RESULTS BY PARTS

The percentages passing each part in 1985 were as follows:

	New	Complete	Retakes Partial
Behavioral Science in Business	51%	20%	47%
Business Law	36	12	44
Economics and Management	40	15	46
Accounting	42	17	47
Office Administration and Communication	32	11	46
Office Technology	34	11	37

RESULTS ON FIRST ATTEMPT

Secretaries and students taking the examination for the first time had results as indicated by the following table:

No. Parts Passed	1982		1983		1984		1985	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
6	175	8.4	181	9.1	200	9.5	291	12.9
5	222	10.6	240	12.1	220	10.5	224	10.0
4	37	11.3	242	12.2	217	10.3	217	9.7
3	258	12.3	250	12.6	233	11.1	230	10.2
2	266	12.7	270	13.6	254	12.1	242	10.8
1	389	18.6	398	20.1	300	14.2	328	14.6
0	547	26.1	462	20.3	681	32.3	716	31.8
	2094	100.0	1983	100.0	2105	100.0	2248	100.0

THOSE WHO HAVE ATTAINED THE RATING OF  
 CERTIFIED PROFESSIONAL SECRETARY BY STATE  
 (Based on Residence at Time of Certification)

	1980	1981	1982	1983	1984	1985	Total To Date
Alabama	22	17	15	16	10	21	315
Alaska	13	11	7	11	11	14	134
Arizona	12	14	21	16	32	18	357
Arkansas	7	11	11	13	15	8	124
California	58	49	67	47	53	69	1710
Canada							
Alberta	-	1	2	1	3	2	20
British Columbia	6	10	4	10	5	7	95
Manitoba	1	-	-	-	-	-	5
New Brunswick	2	-	-	1	2	-	14
Newfoundland	1	3	1	2	2	5	22
Nova Scotia	2	2	3	4	3	2	41
NW Territory	-	-	-	1	-	-	1
Ontario	7	14	9	9	17	10	173
Prince Edward Island	1	2	1	-	2	-	12
Quebec	-	1	4	4	1	1	72
Saskatchewan	-	1	-	3	1	3	11
Colorado	14	15	28	22	21	14	371
Connecticut	11	10	8	7	3	11	141
Delaware	3	-	4	2	1	4	32
District of Columbia	1	-	-	1	-	-	54
Florida	49	24	33	35	45	37	736
Georgia	32	41	45	35	33	56	547
Hawaii	4	-	1	4	3	2	35
Idaho	6	5	9	6	7	9	84
Illinois	54	59	56	51	69	76	1169
Indiana	26	33	44	24	32	35	506
Iowa	13	12	19	15	12	19	230
Jamaica	7	7	12	16	25	37	110
Kansas	8	7	13	11	12	14	217
Kentucky	9	10	18	15	22	24	246
Louisiana	16	17	17	31	19	27	416
Maine	1	1	5	2	-	-	26
Malaysia	-	-	-	2	-	-	9
Maryland	10	7	12	5	17	18	186
Massachusetts	7	11	10	5	11	17	265
Michigan	34	47	59	47	67	51	623
Minnesota	15	17	27	21	16	24	405
Mississippi	6	6	5	7	6	5	95
Missouri	56	49	54	56	64	70	710
Montana	-	5	8	4	3	5	69
Nebraska	12	5	10	5	7	15	152
Nevada	-	4	1	2	2	2	59
New Hampshire	-	1	1	-	-	2	9
New Jersey	19	17	14	17	9	14	304
New Mexico	5	5	2	5	4	6	116
New York	29	31	25	32	29	36	667
North Carolina	31	22	46	31	29	34	456
North Dakota	5	3	3	2	8	6	57
Ohio	45	50	60	61	38	59	646
Oklahoma	22	24	36	25	25	31	450
Oregon	5	9	13	11	12	16	267
Pennsylvania	3	20	22	15	21	21	373
Puerto Rico	1	1	-	1	2	1	13
Rhode Island	1	4	4	3	2	1	51
South Carolina	17	32	25	16	26	27	230
South Dakota	1	1	1	2	2	4	47
Tennessee	51	54	57	86	81	111	1220
Texas	66	74	80	73	61	103	1636
Utah	12	11	11	7	17	22	164
Vermont	-	1	-	-	-	-	3
Virgin Islands	-	-	1	1	-	-	4
Virginia	30	37	57	41	31	36	521
Washington	26	12	23	26	31	41	447
West Virginia	2	4	7	2	4	5	86
Wisconsin	23	22	16	20	24	22	477
Wyoming	-	-	-	1	-	5	21
Other Foreign	-	-	-	1	-	-	4
<b>Total:</b>	<b>961</b>	<b>966</b>	<b>1146</b>	<b>1060</b>	<b>1141</b>	<b>1346</b>	<b>19746</b>

A SAMPLING OF QUESTIONS . . .



certified professional Secretary.  
EXAMINATION



*... the accepted standard  
of proficiency —  
the recognized capstone of  
the secretarial profession*



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# A sampling of questions...



## certified professional Secretary EXAMINATION

**Certified Professional Secretary™, CPS™**, is the registered service mark for the rating that has become the recognized standard of measurement of secretarial proficiency.

Since the first Certified Professional Secretary Examination in 1951, 18,398 have achieved the CPS rating.

To attain the CPS rating, a secretary must meet certain education and work experience requirements, and pass the two-day examination. The six-part examination is administered annually in May by the Institute for Certifying Secretaries, a department of Professional Secretaries International.

Although advantageous, membership in PSI is not required to become a CPS. The CPS Examination covers six parts: behavior science in business, business law, economics and management, accounting, office administration and communication, and office technology.

For additional information and application to sit for the examination, request a free copy of Capstone from PSI.

The 1986 CPS Examination will be administered May 2 and 3. Deadline for application is December 1.

The sampling of questions from the CPS Examination battery was prepared for CPS candidates to provide a general overview of the examination. The questions are intended to be representative of the content examined and to demonstrate the format in which questions are cast. The number of questions in the sample tests is not commensurate with that in the CPS Examination. There is no intent to suggest that familiarity with the questions in this booklet will insure a candidate's success on the entire CPS Examination.

We do recommend that taking objective examinations be an important part of any CPS study program. Use of this sample will be a worthwhile experience for candidates and a guide for instructors who wish to develop other examinations for their study courses.

The CPS Examination contains three levels of multiple choice questions:

1. Facts, terminology, and dates (basic knowledge)

2. Concepts, procedures, and principles (understanding)
3. Application and interpretation of concepts

Level 2 and level 3 questions test for a higher level of knowledge and a significant number of questions are designed at these levels.

Please refer to the following questions in each part of the sample questions for illustrations of questions at each level.

### Example of Questions Testing Each Level of Knowledge

Sample of Questions	Level 1	Level 2	Level 3
Part I	12	7	2
Part II	2	6	3
Part III	6	9	12
Part IV	7	11	5
Part V	1	6	10
Part VI	15	11	13

## ANSWER SHEET For Sampling of Test Items

For each item you are to decide which one of the four choices BEST answers the question or completes the statement; then on this answer sheet you are to blacken the circle having the letter of that choice.

PART I				PART II				PART III				PART IV				PART V				PART VI			
A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
1				1				1				1				1				1			
2				2				2				2				2				2			
3				3				3				3				3				3			
4				4				4				4				4				4			
5				5				5				5				5				5			
6				6				6				6				6				6			
7				7				7				7				7				7			
8				8				8				8				8				8			
9				9				9				9				9				9			
10				10				10				10				10				10			
11				11				11				11				11				11			
12				12				12				12				12				12			
13				13				13				13				13				13			
14				14				14				14				14				14			
15				15				15				15				15				15			

No claim is made that study of this material will ensure the passing of the examination.

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- 1 The leader who attempts to help a group organize themselves into a productive unit is using
    - A authoritarian leadership
    - B bureaucratic leadership
    - C free-rein leadership
    - D participative leadership
  - 2 You have been working for two months in the purchasing department of a large company. The supervising secretary gives you a new assignment to do, and she tells you that she hopes you will do this job accurately. You should
    - A ask her what she means by her remark since no one has complained about your work
    - B ignore the remark
    - C say nothing but make sure everything is completed perfectly
    - D suggest that she have someone else do the job if she does not like your work
  - 3 Brooks' position is satisfying, and there is opportunity for advancement, but Brooks has been offered a position with another company with a substantial increase in salary. What type of conflict will be involved in Brooks' decision?
    - A Approach-approach
    - B Approach-avoidance
    - C Avoidance-avoidance
    - D Double approach-avoidance
  - 4 The process of copying the behavior of a person highly regarded in a group or organization in order to enhance his/her chances of acceptance is called
    - A cognitive dissonance
    - B conformity
    - C identification
    - D reaction formation
  - 5 When Rosen joined a new firm, Rosen wanted to feel a part of the group. This is called
    - A physiological drive
    - B security drive
    - C self-esteem
    - D social drive
  - 6 Pat is seeking certification as a CPS, and has accepted most of the professional value and beliefs communicated by the CPS members of her local PSI Chapter. These CPS members provide Pat with what is commonly known as
    - A control group
    - B formal group
    - C informal group
    - D reference group
  - 7 Roosevelt gives Floyd a high rating as a secretary because Floyd is pleasant, cooperative, a fast typist, willing to learn, and always punctual. Floyd's typing accuracy is poor to fair. The high rating is an example of
    - A harmonizing
    - B the "halo" effect
    - C the Hawthorne effect
    - D Theory Z
  - 8 The tendency to evaluate an individual as high or low in many traits because the evaluator already knows or believes the individual to be high or low in one trait is known as
    - A "halo" effect
    - B first impression
    - C mind-set
    - D mistaken identity
  - 9 The most common response to the fear stimulus is
    - A aggressive behavior
    - B flight or fight
    - C high blood pressure
    - D internal reactions
  - 10 You are the newly employed secretary to the manager of a small, but rapidly growing, insurance company, with the responsibility of supervising a clerical staff of twelve. You have been given a free hand to make any changes in procedures and routines that you see fit. You have been proceeding cautiously but have observed that you might have some opposition from five clerical workers who are very friendly—they go together and socialize after hours. In order to avoid some of these possible difficulties, you should
    - A do all of the following
    - B determine the personal goals of individual members and work with them
    - C listen carefully to suggestions from members of the informal group
    - D try to find out how members of this informal group feel about certain changes you want to introduce
  - 11 The office manager, who stresses the importance of getting along, whose staff production is on a plateau, who closely follows outdated policies and who discourages new ideas is characterized by
    - A conflict
    - B conformity
    - C creativity
    - D flexibility
  - 12 Translating an idea into a message is called
    - A communicating
    - B decoding
    - C encoding
    - D feedback loop
  - 13 Fear of change can be disturbing as change itself because
    - A all changes are not resisted
    - B all types of change are normal in employment
    - C it produces identical symptoms
    - D people will not secure themselves from disturbance of that balance
  - 14 After Hall explains a new procedure to Taylor, a new employee, she realizes from some nonverbal cues that Taylor does not understand completely what she has said. Hall should say
    - A "Ask me if you have any questions when you do it."
    - B "I'll repeat what I just said so I'm certain you understand."
    - C "Let's go over it again. This time you describe the procedure to me."
    - D "You don't understand, do you? I guess I didn't explain it very well."
  - 15 A committee formed to organize a career conference is best described as a
    - A ad hoc
    - B project group
    - C standing
    - D task group
- 
- 1 A contract which has full legal effect as to one of the parties, but is not enforceable against the other party against his will is
    - A valid
    - B void
    - C voidable
    - D unenforceable
  - 2 Subject to certain exceptions, the contracts entered into by minors are
    - A nonvoidable
    - B valid
    - C void
    - D voidable
  - 3 While Ginger was visiting Margie, Margie offered to sell her a figurine for \$50. Ginger said she would like to have the figurine for \$40. When Margie refused to
    - A do nothing
    - B sell the figurine for \$40
    - C sell the figurine for \$50
    - D sell the figurine for \$60

- take \$40. Ginger agreed to pay the \$50. Must Marjie part with the figurine for \$50?
- A No. By making a qualified acceptance, Ginger rejected the original offer.
  - B No. An offer lapses if it is not accepted within the specified time or within a reasonable time if no time is stated.
  - C Yes. The tardiness of Ginger in making up her mind to pay the \$50 should not preclude her from purchasing the figurine.
  - D Yes. There is a valid offer and acceptance.
- 4 The Statute of Limitations provides that
- A after a certain number of years have passed a contract in claim is barred.
  - B the number of parties to a contract is limited in accordance with the Statute.
  - C the terms of a contract are limited in accordance with the Statute.
  - D the time a contract may run is limited in accordance with the Statute.
- 5 In order to establish title to real property by adverse possession, the party so claiming must, among other things
- A be acting in good faith.
  - B have had a continuous possession for the period prescribed by the statute of limitations.
  - C have originally been on the land with the consent of the owner.
  - D record the claim.
- 6 If Bill owed Barbara a debt that became due and payable June 1, 1982 (assuming a six-year statute of limitations), the claim would be outlawed June 1, 1988. However, Bill made a payment on account on May 1, 1988, and the claim thus would be outlawed
- A June 1, 1988.
  - B June 1, 1994.
  - C May 1, 1988.
  - D May 1, 1994.
- 7 The Statute of Frauds provides that contracts must be in writing unless performance can be completed within
- A 3 months.
  - B 6 months.
  - C 1 year.
  - D 2 years.
- 8 A professional agent such as a lawyer or broker
- A can be either a general or a special agent.
  - B is under his principal's control as to the business acts he performs for himself.
  - C may not serve in that same capacity for a number of persons.
  - D must have a signed contract of agency.
- 9 When the endorser merely signs the paper, the endorsement is
- A blank.
  - B qualified.
  - C restrictive.
  - D special.
- 10 Carmichael, as agent of Superior Construction Company, was authorized to purchase various quantities of different types of building materials. He made a contract to purchase such materials from Benderson Concrete Corporation, but did not disclose that he was acting as agent for the construction company. Under these circumstances, which of the following statements is TRUE?
- A The construction company is not liable for the contract made by Carmichael, unless it ratifies the contract.
  - B The concrete corporation may hold the construction company liable when it discovers the identity of the principal.
  - C The concrete corporation may not hold the construction company liable, since the contract was not made in its name.
  - D Since Carmichael entered into the contract with the concrete corporation in his own name, he alone is responsible for the contract.
- 11 All employees of the XYZ Corporation are required to sign an agreement stating that any inventions they design while employed there are the property of the corporation. Bill Smith, an employee, designed a camera smaller than the one marketed by the XYZ Corporation. He did the work on his own time but used the corporation's equipment to build the model. Bill Smith then left the XYZ Corporation to market this camera. The XYZ Corporation brought suit against Bill Smith. Under these circumstances
- A Bill Smith should be awarded judgment. He designed the camera on his own time and was not compensated for his efforts by the corporation.
  - B Bill Smith should be awarded judgment. Since he is no longer an employee of the XYZ Corporation, he can no longer be held to the agreement.
  - C the XYZ Corporation should be awarded judgment. The employment agreement is valid.
  - D the XYZ Corporation should be awarded judgment. Their equipment was used in designing the model so it has a claim on the invention.
- 12 Blair was negotiating to purchase an oil painting owned by Whitney's estate. Blair insured the painting against fire, windstorm and theft. Could Blair recover the loss if any of these perils damaged the painting?
- A Yes—Blair paid for the insurance and could recover the loss.
  - B Yes—Blair was negotiating to purchase the painting and therefore had proved intent to purchase.
  - C No—Blair did not have an insurable interest in the painting.
  - D No—once the painting was destroyed or stolen, Blair lost any insurable interest.
- 13 A buyer who, after accepting goods, discovers defects that could not have been found earlier by a reasonable inspection
- A may make repairs and bill the seller.
  - B may revoke acceptance.
  - C must keep the goods that have been already accepted.
  - D must return the goods immediately.
- 14 George bought an expensive watch from Joe who claimed that it was an inheritance and that his grandfather's initials were engraved on the back. A short time later, Phillip saw the watch and claimed that Joe had stolen it from him. Phillip proved ownership of the watch and forced George to return the watch because
- A Joe did not have title to the watch.
  - B Joe's actions were not covered by the Uniform Sales Act.
  - C Joe could be prosecuted under the Statute of Frauds.
  - D George can sue for recovery of the purchase price plus damages.
- 15 To enable a creditor to receive any distribution from the assets of a bankrupt debtor's estate, he/she must
- A appear in court to prove the claim.
  - B file in court a suit against the debtor.
  - C file with the court a sworn statement of the claim and the basis thereof.
  - D write a demand letter to the debtor.

- 1 The setting of objectives, utilization of these objectives in the management process, and measurement of individual and organizational performance against these objectives is known as  
 A the Law of Diminishing Returns  
 B Management by Exception  
 C Management by Objectives  
 D the Management Process Cycle
- 2 Which of the following schools of management relates specifically to an analysis of the experience of successful managers?  
 A Decision theory  
 B Empirical  
 C Mathematical  
 D Social systems
- 3 The first step in achieving effective delegation is to  
 A assign duties necessary to complete the task.  
 B determine objectives  
 C establish necessary controls  
 D select best candidate based on job requirements
- 4 One of the major drawbacks of the "division of work" principle is that  
 A it leads to boredom and cuts down on productivity  
 B no consideration is given to interpersonal relations  
 C no consideration is given to the working environment  
 D the focus is upon a single segment of a company
- 5 One of the primary advantages of individual proprietorship is the  
 A availability of unlimited resources  
 B control over issuance of stock  
 C decision-making flexibility afforded the owner  
 D limited liability of the owner for any debts incurred
- 6 Management is defined as  
 A money, materials and human resources.  
 B serving goals and objectives for the benefit of an organization.  
 C setting goals and measuring results.  
 D the coordination of all resources
- 7 Discrimination against women in employment is prohibited by the  
 A Civil Rights Act of 1964  
 B Equal Rights Amendments  
 C Fair Labor Standards Act of 1938  
 D Nineteenth Amendment
- 8 A serious problem facing business today, in attempting to comply with pollution controls, involves  
 A all of the following  
 B complying with the requirements of the Occupational Safety and Health Administration  
 C maintaining good standing with the Organization of Petroleum Exporting Countries  
 D providing convenience products while maintaining environmental quality
- 9 Which of the following is NOT considered a progressive tax?  
 A Corporate income  
 B Excise  
 C Inheritance  
 D Personal income
- 10 When prices go down, consumers will buy more. How much more is determined by the  
 A elasticity of demand  
 B income elasticity  
 C price elasticity  
 D unitary elasticity
- 11 The rate of interest paid to the Federal Reserve Banks by member banks is called the  
 A discount rate  
 B federal reserve rate  
 C prime loan rates  
 D reserve rate
- 12 If national income falls, unchanged tax rates on personal and corporation income will  
 A not change tax receipts to the government!  
 B result in higher tax receipts for the government!  
 C results in lower tax receipts for the government!  
 D tend to be flexible
- 13 Who or what has ultimate control over what will be done with the nation's resources?  
 A Consumers  
 B Special interest groups  
 C The economy  
 D The rise and fall of the GNP
- 14 When producers decide how much they will produce without giving thought to the effect each one may have on price, what is taking place?  
 A An increase in supply  
 B Equilibrium  
 C Monopolistic competition  
 D Pure competition
- 15 Rising wages of American workers are made possible by  
 A aggregate demand  
 B the growing supply of labor  
 C a higher standard of living  
 D increased productivity

**PART IV**  
**ACCOUNTING**

- 1 The check register is a simplified version of the  
 A Capital account  
 B Cash Payments journal  
 C General journal  
 D Petty Cash journal
- 2 To minimize the possibility of inefficiency, errors, and fraud, assignments of a sequence of related operations should be the responsibility of  
 A one department within the company  
 B one individual  
 C the owner of the company  
 D two or more persons
- 3 Tight Corporation has established the policy that advantage be taken of all available cash discounts on purchases, even though it may be necessary to borrow the money with which to make the payment. An invoice for \$1,000, with terms of 2/10 n/30, is to be paid within the discount period with funds borrowed for the remaining 20 days of the credit period at an annual interest rate of 6 percent. The net savings to the purchaser is  
 A \$3.27  
 B \$10.20  
 C \$16.73  
 D \$20.00
- 4 When a voucher system is used, the voucher register replaces which one of the following journals?  
 A Cash receipts  
 B General  
 C Purchases  
 D Sales
- Questions 5 and 6 are based on the following information:  
 January 1, Inventory 200 units at \$9; March 10, Purchase 300 units at \$10; Sept. 21, Purchase 400 units at \$11; Nov. 18, Purchase 100 units at \$12  
 The physical count on December 31 indicates that 300 units of the commodity are on hand.
- 5 Based on the last-in, first-out method of inventory, what is the value of the December 31 inventory?

- A \$2,800
  - B \$3,120
  - C \$3,400
  - D \$3,500
- 6 Based on the weighted-average method of inventory, what is the value of the December 31 inventory?
- A \$2,800
  - B \$3,120
  - C \$3,400
  - D \$3,500
- 7 A trial balance indicates
- A complete proof of the accuracy of the ledger
  - B net profit or loss
  - C postings to the ledger are accurate
  - D the debits and credits are equal
- 8 The journal entry to record the issuance of a check to replenish the imprest petty cash fund is a debit to
- A Cash and a credit to Petty Cash
  - B Petty Cash and credit to Cash
  - C the appropriate expense account and a credit to Cash
  - D the appropriate expense account and a credit to Petty Cash
- 9 After closing entries are posted, the temporary accounts are ruled to indicate
- A that all temporary accounts have been totaled
  - B that the books are in balance
  - C that the totals have been verified
  - D the end of one period and the beginning of another
- 10 A trade discount is a (an)
- A allowance for trade-in
  - B credit for defective material
  - C deduction from list or catalog prices
  - D discount for prompt payment
- 11 The ledger balance in the Petty Cash account changes when
- A a balance sheet is made
  - B a check is written to increase the petty cash fund
  - C a check is written to reimburse for items paid from the petty cash fund
  - D the books are closed
- 12 Which of the following entries should be made to record the expiration of prepaid insurance at the end of the fiscal year?
- A Debit Cash, Credit Prepaid Insurance
  - B Debit Insurance Expense, Credit Prepaid Insurance
  - C Debit Prepaid Insurance, Credit Cash
  - D Debit Prepaid Insurance, Credit Insurance Expense
- 13 If a company gives a note payable for \$4,000 which one of the following describes the effect of the transaction upon the accounting period?
- A Assets increase by \$4,000; owner's equity decreases by \$4,000
  - B Both assets and liabilities increase by \$4,000
  - C Both assets and owner's equity increase by \$4,000
  - D There would be no change in the equation
- 14 The entry to record the cash payment for the store building rental would be
- A debit Cash, credit Prepaid Rent
  - B debit Prepaid Rent, credit Accounts Payable
  - C debit Prepaid Rent, credit Cash
  - D debit Rent Expense, credit Prepaid Rent
- 15 If union dues have been deducted from employees' earnings, the company must consider this deduction until the amounts are paid to the union as a (an)
- A current asset
  - B current liability
  - C expense
  - D fixed liability

- 1 In organizing a report there must be
- A a common denominator
  - B a conclusion
  - C a recommendation
  - D subject coverage
- 2 The basic requirement of a form sales letter would be to
- A ensure a positive response
  - B gain attention
  - C introduce the product
  - D outline sales strategy
- 3 Coherence in a letter is BEST achieved by
- A arranging data in a logical order
  - B repetitious use of the same words
  - C the use of transitional words to tie in with the following sentence
  - D using action words
- 4 Deciding the caption by which an item is to be filed is called
- A coding
  - B indexing
  - C screening
  - D sorting
- 5 A convenient memory aid where pending work is noted by due date is called a
- A daily work plan
  - B schedule
  - C tickler file
  - D work flow chart
- 6 In reprographics, the term "duplexing" is used when referring to
- A copying on both sides of a sheet of paper
  - B dual finishing
  - C dual imaging
  - D two drums on a copier
- 7 Which one of the following answers correctly completes this statement: A passport
- A has no expiration date
  - B includes a photograph
  - C is issued at no charge
  - D may include more than one member of a family
- 8 A broken bar chart is used to show that
- A components are from two different time periods
  - B different factors contribute to a total figure
  - C quantities are so large some parts have been left out
  - D the zero is placed at midpoint on the scale instead of on the vertical axis
- 9 The "you" attitude in letter writing is BEST expressed by which one of the following statements?
- A Avoid too frequent use of the pronoun "I."
  - B Repeat the reader's name frequently in the letter
  - C Use the pronoun "you" frequently
  - D Write from the reader's point of view
- 10 When typing a report for the next board meeting, Sharon had to use various levels of headings (or captions). Which one of the following statements is CORRECT?
- A Subheadings may be flush with left margin or indented, depending on degree.
  - B Subheadings will be all capital letters, without underlining
  - C Superior headings may be flush with left margin or indented five spaces.
  - D Superior headings will be flush with left margin and underlined.
- 11 Which one of the following statements would be the BEST indication of the respect a writer has for the reader?
- A Although you did not make your payment on time, we will still credit your account.
  - B Since we are the largest dealer in this product, we can afford to give you a good deal.
  - C Since we value your

- opinion, please complete the enclosed reply card concerning your recent order
- D The only way to ensure prompt delivery is to mail your order early
- 12 An ultimate goal of business communications is to create
- A a good corporate image
  - B diversification
  - C goodwill
  - D less paperwork

- 13 When organizing a report, you should build the outline around
- A new items.
  - B predetermined problem factors
  - C the objective of the report
  - D the table of contents
- 14 Which one of the following sentences illustrates CORRECT capitalization?
- A A familiar New Orleans landmark is the french

- Quarter area
- B A 1984 Porsche emerged from the Holland Tunnel
  - C Correct Capitalization helps to clarify ideas and also emphasize words
  - D The White House is located in Washington in the District Of Columbia
- 15 Airfares and services vary substantially. Which one of the following statements regarding air fares

- and services is CORRECT?
- A Coach fares are the least expensive of all air fares
  - B Excursion fares are higher because of special arrangements available
  - C First class service provides more frills
  - D Night flights provide more specialized services because of fewer travelers

- 1 The office management concept of integrating key information functions into one computer-based system is called a/an
- A automated office
  - B satellite office
  - C systems office
  - D technology office
- 2 Copies that appear to have been professionally printed most likely come from
- A copysets
  - B phototypesetting
  - C spirit duplicating
  - D xerography
- 3 If your firm does not have a computerized mailing list system to handle a large monthly mail-out, it likely uses a/an
- A addresser-printer
  - B copier-duplicator
  - C electronic typewriter
  - D typing pool.
- 4 A centralized purchasing process that is established for the procurement of office furniture equipment
- A allows flexibility to adjust to individual needs
  - B may have functions assigned to each option
  - C provides improved planning and control
  - D requires agreements to match individual department budgets
- 5 Which one of the following is NOT a magnetic medium?
- A Card
  - B Disk
  - C Record
  - D Tape

- 6 The most efficient method of producing catalogues, brochures, reports, etc. wherein varied type styles, sizes and colors are desired, is the
- A azograph process
  - B diazo process
  - C duplicator
  - D offset composer
- 7 The majority of word processing feasibility studies focus on the work performed by
- A managers and principals
  - B managers and secretaries.
  - C principals
  - D secretaries.
- 8 A traditional letter-sized cabinet in a central filing system requires
- A 3 to 5 square feet
  - B 5 to 7 square feet
  - C 8 to 10 square feet
  - D 10 to 12 square feet
- 9 The Jones Company has decided to restructure its office system to use automated preparation of typewritten and printed documents prepared by specialized office personnel. This function is known as
- A administrative support
  - B computation support system
  - C records management
  - D word processing
- 10 Jordan has a micro computer at home. To communicate with the computer system at the office, which of the follow-

- ing equipment will be required at his residence?
- A Modem
  - B Linking cable
  - C Electronic typewriter
  - D Cathode ray tube
- 11 Which one of the following devices processes data transferred to it by an input device and, in turn, transfers the results to an output device?
- A Central processing unit
  - B Control unit
  - C Batch processor
  - D Report program operator
- 12 The reprographic process which combines capabilities of a computer and phototypesetter is the
- A electronic copier
  - B fiber optic copier
  - C intelligent copier
  - D photocopier.
- 13 To integrate word processing with other office functions a linkage can be

- used to facilitate communications within the office or company. This electronic linking is
- A central processing unit
  - B local area network
  - C shared resource system
  - D word processing module
- 14 The process of relaying messages from one place to another without paper is called
- A telecommunications
  - B distribution
  - C laser printing
  - D OCR
- 15 The primary objective of both data and word processing is
- A to complete the work in less time
  - B to produce more information
  - C create fewer jobs.
  - D to have one piece of equipment to perform both functions.

**CPS Sample Examination**

**ANSWER KEY**

PART I	1. D	1. B	1. C	1. C	1. A
PART II	2. A	2. B	2. D	2. B	2. A
PART III	3. A	3. C	3. C	3. B	3. A
PART IV	4. C	4. B	4. C	4. A	4. C
PART V	5. D	5. C	5. A	5. C	5. D
PART VI	6. D	6. A	6. B	6. D	6. D
	7. B	7. B	7. D	7. A	7. B
	8. A	8. C	8. C	8. D	8. A
	9. B	9. D	9. D	9. B	9. B
	10. A	10. A	10. C	10. A	10. A
	11. C	11. C	11. B	11. A	11. C
	12. C	12. C	12. B	12. C	12. C
	13. B	13. C	13. B	13. A	13. C
	14. C	14. B	14. C	14. D	14. C
	15. A	15. C	15. B	15. D	15. A

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May 15, 1987

The Honorable Fran Ulmer  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representative Ulmer:

House Bill 257 relating to the recognition of secretaries with the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) ratings and working for the State of Alaska has come before the House State Affairs Committee for consideration.

I would like to thank you for scheduling this bill for hearing and submit the following information for the Committee's consideration.

A secretary's professional competence is demonstrated through the performance of routine as well as non-routine duties. New responsibilities are considered a challenge and an opportunity to expand and grow professionally. Striving for and receiving the CPS rating is a major step in the professional growth of a secretary.

Preparing for the two day examination requires a lot of time, effort, and dedication. The exam covers six different areas ranging from economics and business law to office communications and technology. Many secretaries are not exposed to all six areas in their jobs which means more research and studying is necessary to prepare. The six year time frame for passing all six sections is indicative of the difficulty of the exam. Figures from the 1985 test results show that only 12.9 percent of the 2,248 candidates passed all six sections on the first attempt. On the opposite end of the scale, 31.8 percent of the new candidates did not pass any of the sections.

Alaska presently has seven testing centers, all of which provide review courses for the CPS examination. As of 1985 the total number of secretaries in Alaska who had attained the CPS rating was 149. I received my certification in 1986.

If passed, House Bill 257 would be a great step toward acknowledging the secretarial profession. A secretary with the

A

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE

Bill Version: HB 257  
Publish Date: \_\_\_\_\_

REQUEST \_\_\_\_\_

Revision Date: \_\_\_\_\_  
Title: An Act Relating to Certified Professional Secretaries and Amending the Scope of the Personnel Rules.  
SPONSOR: Martin, Phillips, Hanlev, Barnes  
Requestor: \_\_\_\_\_

Agency Affected: Administration  
BRU: Personnel  
Components: Personnel

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
OPERATING						
PERSONAL SERVICES	0	9.7	14.5	21.8	32.7	49.7
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	19.7	14.5	21.8	32.7	49.7
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	19.7	14.5	21.8	32.7	49.7
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	19.7	14.5	21.8	32.7	49.7

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

See Attached.

Prepared By: Diana DeSimone *DD* *AS*  
Division: Personnel

Phone: 465-4430  
Date: April 13, 1987

Approved by Commissioner: Garrey Peska *GP*  
Agency: Department of Administration

Date: 4/16/87

Distribution (by preparer):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)  
Senate Secretary

# **CORRECTION**

**THIS DOCUMENT  
HAS BEEN REPHOTOGRAPHED  
TO ASSURE LEGIBILITY**

May 15, 1987

The Honorable Fran Ulmer  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representative Ulmer:

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I would like to thank you for scheduling this bill for hearing and submit the following information for the Committee's consideration.

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Alaska presently has seven testing centers, all of which provide review courses for the CPS examination. As of 1985 the total number of secretaries in Alaska who had attained the CPS rating was 149. I received my certification in 1986.

If passed, House Bill 257 would be a great step toward acknowledging the secretarial profession. A secretary with the

CPS or PLS rating is a great asset to the State of Alaska. Passage of this bill would mean that the State of Alaska as a whole recognizes the value of these secretaries and their dedication to the secretarial profession.

I respectfully request that HB 257 be moved out of committee with a do-pass recommendation to the Labor and Commerce Committee for consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gloria Birdsall".

Gloria Birdsall, CPS

gb

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE

A

Bill Version: HB 257  
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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
<b>TOTAL OPERATING</b>	0	19.7	14.5	21.8	32.7	49.7
<b>CAPITAL</b>	0	0	0	0	0	0
<b>REVENUE</b>	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	19.7	14.5	21.8	32.7	49.7
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
<b>TOTAL</b>	0	19.7	14.5	21.8	32.7	49.7

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

See Attached.

Prepared By: Diana DeSimone *DD* *AS* Phone: 465-4430  
Division: Personnel Date: April 13, 1987  
Approved by Commissioner: Garrey Peska *GP* Date: 4/16/87  
Agency: Department of Administration

- Distribution (by preparer):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)  
 Senate Secretary

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

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# HOUSE COMMITTEE REPORT

(7)

Date referred: 4/8/87

FURTHER REFERRALS: HESS  
Finance

DATE: 5-16-87

The State Affairs Committee has considered HB 262

"An Act relating to credited service under the Teachers' Retirement System and Public Employees' Retirement System for service in the Peace Corps."

**RECOMMENDS:**

- replace with \_\_\_\_\_  the same title
- attached amendment(s)  a new title
- do pass
- do not pass
- no recommendation
- individual recommendations
- additional referral to the \_\_\_\_\_ Committee

**ADOPTS:**  \_\_\_\_\_ letter of intent

**ATTACHES NEW FISCAL NOTE(S):**

- fiscal impact  same as previous fiscal note published \_\_\_\_\_
- zero fiscal note  same as previous zero fiscal note published \_\_\_\_\_
- zero with analysis

**SIGNING TO PASS:**

W.C. Bowler

Sam Newman

Cliff Davidson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNING OTHER RECOMMENDATIONS:**

Terry Martin - Mr. Roe

Mr. Ulmer - Mr. Roe

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

John Ulmer

Chairman's signature



Official Business

# Alaska State Legislature

## House

P.O. BOX V  
State Capitol  
Juneau, Alaska 99811

HOUSE BILL 262

FILE CONTENTS

1. AN ACT RELATING TO CREDITED SERVICE UNDER THE TEACHERS' RETIREMENT SYSTEM AND PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR SERVICE IN THE PEACE CORPS
2. LETTER FROM DIVISION OF RETIREMENT AND BENEFITS TO REPRESENTATIVE ULMER
3. POSITION PAPER. DEPARTMENT OF ADMINISTRATION
4. PROPOSED AMENDMENTS
5. MEMORANDUM FROM REPRESENTATIVE CATO TO REPRESENTATIVE ULMER

FISCAL NOTE

- A. DEPARTMENT OF ADMINISTRATION, DIVISION OF RETIREMENT AND BENEFITS: -0-

# STATE OF ALASKA

## DEPARTMENT OF ADMINISTRATION

DIVISION OF RETIREMENT & BENEFITS

PLEASE REPLY TO:

- P.O. BOX CR  
JUNEAU, ALASKA 99811-0203  
PHONE: (907)465-4460
- 2600 DENALI ST. SUITE 401  
ANCHORAGE, ALASKA 99503  
PHONE (907) 277-7504

Public Employees' Retirement System  
Teachers' Retirement System  
Judicial Retirement System  
Elected Public Officers Retirement  
National Guard Retirement System  
Territorial Retirement System  
Retirees' Voluntary Dental-Vision-Audio Plan  
Supplemental Benefits System  
Group Health-Life Insurance Benefits  
Deferred Compensation Plan  
Public Employers Social Security Contributions

STEVE COWPER, GOVERNOR

April 23, 1987

The Honorable Fran Ulmer  
Chairman  
House State Affairs Committee  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representative Ulmer:

Re: House Bill 262

In accordance with Alaska Statute 24.08.036, I am providing an analysis of House Bill 262. The analysis includes the long-term and short-term costs to the state if the bill is adopted and the impact the bill will have on the actuarial soundness of the Public Employees' Retirement System (PERS) and the Teachers' Retirement System (TRS) funds. Required changes to the appropriation for the Division of Retirement and Benefits are discussed in a separate fiscal note.

This bill would allow members vested in the Public Employees' (PERS) and Teachers' Retirement Systems (TRS) to claim up to five years service in the Peace Corps as credited service in the PERS or TRS. Once the service is claimed, the member would be indebted to the system for the employee's contribution for the equivalent service.

This bill is estimated to result in a .04% increase in the PERS employer contribution rates for FY 88 and to remain level each year thereafter. The state PERS payroll is estimated to be \$469,161,524 in FY 88 and to remain level each year thereafter. The bill would also result in a .04% increase to the TRS employer contribution rates and a .04% increase to the TRS State Match for FY 88. The state TRS payroll is estimated to be \$52,576,265 in FY 88 and remain level each year thereafter. The TRS state match payroll for FY 88 is estimated to be \$374,226,795 and remain level each year thereafter.

The state costs of \$358.5 are calculated as follows:

The increase in the PERS contribution rate  
(.04%) times the estimated FY 88 state PERS  
payroll (\$469,161,524) equaling: \$187.7

The increase in the TRS contribution  
rate (.04%) times the estimated FY 88  
Department of Education TRS payroll  
(\$5,898,815) equaling: 2.4

The increase in the TRS contribution rate  
(.04%) times the estimated FY 88 University  
of Alaska TRS payroll (\$46,677,450) equaling: 18.7

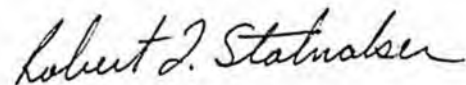
Plus the increase in the TRS state match  
contribution rate (.04%) times the  
estimated FY 88 TRS state match payroll  
(\$374,226,795) equaling: 149.7

Total state FY 88 costs \$358.5

In addition to the state costs described above, there would be an increase in political subdivisions' and school districts' FY 88 contribution rate of .04% respectively. This would result in an estimated increase in cost for political subdivisions of \$118.5 and to school districts of \$123.7. These figures are based on an estimated political subdivision PERS payroll of \$296,354,491 for FY 88 which is assumed to remain level each year thereafter and an estimated school district TRS payroll of \$321,650,530 for FY 88 which is assumed to remain level each year thereafter.

If this bill becomes law, the PERS unfunded liability will increase by \$3 million and the funding ratio will decrease by .2%. In the TRS, the unfunded liability will increase by \$3.1 million and the funding ratio will decrease by .2%.

Sincerely,



Robert F. Stalnaker  
Deputy Director

RFS/cam/7

POSITION PAPER  
HB 262

This bill would allow members vested in the Teachers' Retirement System (TRS) and the Public Employees Retirement System (PERS) to claim up to five years service in the Peace Corps as service credit in the PERS or TRS. Upon claiming this service, the member would be indebted to the system for the employee's contribution for the equivalent service.

The department is neutral on this bill due to the fiscal impact upon the state and other covered employers.

*for Robert J. Stalwaker*  
\_\_\_\_\_  
Director of Division of Retirement & Benefits

4-28-87  
Date

*Garrey Peska*  
\_\_\_\_\_  
Commissioner Garrey Peska  
Department of Administration

4/30/87  
Date

A M E N D M E N T

Offered in the

By Cato

TO: HB 262

Page 1, line 8, after "Corps":

Insert "; and relating to retirement benefits for peace officers, special officers of the Alaska State Troopers, correctional officers, and firemen"

Page 8, after line 6:

Insert a new bill section to read:

"\* Sec. 7. AS 39.35.360(a) is amended to read:

(a) An employee employed before January 1, 1980, who completes three years of credited service with the state after January 1, 1961, for which the employee makes contributions required by this chapter is entitled to credited service for service rendered (1) before January 1, 1961, as an employee of the state and former Territory of Alaska; (2) before January 1, 1961, as an employee of the United States government in Alaska, excluding service in the armed forces of the United States; or (3) after January 1, 1961, as a peace officer, correctional officer, or fireman of a participating political subdivision of the state if the employee is vested and is an active peace officer, correctional officer, special officer commissioned by the state troopers, or fireman in the system on or before January 1, 1983 [AS OF JULY 1, 1980]. The retirement benefits payable to an employee under this section shall be reduced by the amount of the retirement

pension benefits paid to the employee by the United States government for the same period of service."

Renumber remaining bill section accordingly.

# Alaska State Legislature



## House of Representatives

REPRESENTATIVE  
BETTE CATO  
DISTRICT 6  
BOX 775  
VALDEZ, ALASKA 99686  
(907) 835-4568  
WHILE IN JUNEAU  
P. O. BOX V  
JUNEAU, ALASKA 99811  
(907) 465-4858  
(907) 586-2660

CHAIRMAN  
HOUSE TRANSPORTATION

MEMBER  
RESOURCES  
STATE AFFAIRS

### MEMORANDUM

TO: REPRESENTATIVE FRAN ULMER, CHAIR HOUSE STATE AFFAIRS  
COMMITTEE, & COMMITTEE MEMBERS

FROM: REPRESENTATIVE BETTE CATO *BC*

RE: AMENDMENT TO HB 262

I am offering this amendment to HB 262 entitled, "An Act relating to credited service under the Teachers' Retirement System and Public Employees' Retirement System for service in the Peace Corps," to include special officers commissioned by the Alaska State Troopers in order to allow those few law enforcement officers who were assigned to undercover work for the state before joining a local police department or the Department of Public Safety to receive credited service. Special commissions are normally issued to full time law enforcement personnel who are already covered, so this will only affect two or three people. However, these few have worked for the state in a very dangerous line of work and should be able to receive credit for that time.

I appreciate your friendly consideration of this amendment and urge your support.

Thank you.

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE



Bill Version: HB 262  
Publish Date: April 8, 1987

REQUEST \_\_\_\_\_

Revision Date: \_\_\_\_\_  
Title: An Act Relating to Credited  
Service Under the . . . \_\_\_\_\_  
Sponsor: Taylor  
Requestor: \_\_\_\_\_

Agency Affected: Administration  
BRU: Retirement and Benefits  
Components: Retirement and Benefits

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
PERSONAL SERVICES	0.0	0.0	0.0	0.0	0.0	0.0
TRAVEL	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACTUAL	0.0	0.0	0.0	0.0	0.0	0.0
SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0
EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0
LAND & STRUCTURES	0.0	0.0	0.0	0.0	0.0	0.0
GRANTS, CLAIMS	0.0	0.0	0.0	0.0	0.0	0.0
MISCELLANEOUS	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL OPERATING	0.0	0.0	0.0	0.0	0.0	0.0
CAPITAL	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE	0.0	0.0	0.0	0.0	0.0	0.0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0.0	0.0	0.0	0.0	0.0	0.0
FEDERAL FUNDS	0.0	0.0	0.0	0.0	0.0	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0

POSITIONS:

FULL-TIME	0.0	0.0	0.0	0.0	0.0	0.0
PART-TIME	0.0	0.0	0.0	0.0	0.0	0.0
TEMPORARY	0.0	0.0	0.0	0.0	0.0	0.0

ANALYSIS: Attach a separate page if necessary

An analysis of the impact of this bill on the actuarial soundness of the Public Employees' Retirement System and the Teachers' Retirement System is provided in the attached letter to Representative Ulmer.

Prepared By: Robert F. Stalnaker  
Division: Retirement and Benefits

Phone: 465-4470  
Date: April 22, 1987

Approved by Commissioner: Garrey Peska  
Agency: Department of Administration

Date: 5/1/87

Distribution (by preparer):

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

H B

2 6 4

# HOUSE COMMITTEE REPORT

(7)

Date referred: 4/10/87

FURTHER REFERRALS: Finance

DATE: 4-22-87

The State Affairs Committee has considered HB 264

"An Act relating to the reenlistment bonus for members of the Alaska National Guard and Alaska Naval Militia; and providing for an effective date."

**RECOMMENDS:**

- replace with \_\_\_\_\_  the same title
- attached amendment(s)  a new title
- do pass
- do not pass
- no recommendation
- individual recommendations
- additional referral to the \_\_\_\_\_ Committee

**ADOPTS:**  \_\_\_\_\_ letter of intent

**ATTACHES NEW FISCAL NOTE(s):**

- fiscal impact  same as previous fiscal note published \_\_\_\_\_
- zero fiscal note  same as previous zero fiscal note published 4-10-87
- zero with analysis

**SIGNING DO PASS:**

*Lesley Martin*  
 \_\_\_\_\_  
*John W. ...*  
 \_\_\_\_\_  
*D.C. ...*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNING OTHER RECOMMENDATIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[Signature]*  
 \_\_\_\_\_  
 Chairman's signature



Official Business

# Alaska State Legislature

## House

P.O. BOX V  
State Capitol  
Juneau, Alaska 99811

STATE AFFAIRS COMMITTEE

HOUSE BILL 264

FILE CONTENTS

1. HB 264: AN ACT RELATING TO THE REENLISTMENT BONUS FOR MEMBERS OF THE ALASKA NATIONAL GUARD AND ALASKA NAVAL MILITIA; AND PROVIDING FOR AN EFFECTIVE DATE
2. TRANSMITTAL LETTER FROM GOVERNOR COWPER

### FISCAL NOTE

- A. MILITARY AND VETERANS AFFAIRS, ALASKA NATIONAL GUARD BENEFITS, RETENTION BENEFITS: -0-

STEVE COWPER  
GOVERNOR



STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

2

April 9, 1987

The Honorable Ben Grussendorf  
Speaker of the House  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representative Grussendorf:

Under the authority of art. III, sec. 18, of the Alaska Constitution, I am transmitting a bill relating to the reenlistment bonus for members of the Alaska National Guard and Alaska Naval Militia. The bill reduces the pool of members eligible to receive a reenlistment bonus, most significantly by eliminating from eligibility full-time employees of the National Guard and full-time employees of the Department of Military and Veterans' Affairs.

AS 26.05.265, as amended in 1983, provides for payment of a \$500 bonus annually for each year of reenlistment, up to \$3,000 for a member's entire service. AS 26.05.265(b). Certain members who were receiving the pre-1983 type of bonus, which was equal to 10 days' pay, were "grandfathered" into that bonus until they retired, resigned, or were otherwise discharged. Sec. 2, ch. 62, SLA 1983.

Section 1 of this bill makes federal employees who are full-time technicians or active guard reserve employees, and full-time employees of the Department of Military and Veterans' Affairs, ineligible to receive a reenlistment bonus. AS 26.05.265(c). Additionally, the bill amends AS 26.05.-265(b) to provide for pro rata payment of an annual bonus when a member becomes ineligible due to other amendments made by this bill, or when a member dies, is disabled, or is discharged from enlisted status to accept a warrant or commission as an officer.

Section 2 of the bill repeals the "grandfather" language in sec. 2, ch. 62, SLA 1983, finally discontinuing payment of the 10-days'-pay bonus.

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE

Bill Version: HB 264  
Publish Date: HOUSE 4/10/87

REQUEST: \_\_\_\_\_

Revision Date: \_\_\_\_\_  
Title: Reenlistment Bonus for Members of the AKNG and AK Naval Militia  
Sponsor: \_\_\_\_\_  
Requestor: Governor

Agency Affected: Military & Veterans Affairs  
BRU: Alaska National Guard Benefits

Components: Retention Benefits

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	-0-	-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						
FEDERAL FUNDS						
OTHER						
TOTAL						

POSITIONS:

FULL-TIME						
PART-TIME						
TEMPORARY						

ANALYSIS : (Attach a separate page if necessary)

See attached

Prepared by: Richard L. Rountree, Director  
Division: Administrative & Support Services

Phone: 465-4600  
Date: 4/6/87

Approved by Commissioner for MG John W. Schaeffer  
Agency: Department of Military & Veterans Affairs

Date: 4/6/87

Distribution (by preparer):

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

# **CORRECTION**

**THIS DOCUMENT  
HAS BEEN REPHOTOGRAPHED  
TO ASSURE LEGIBILITY**

STEVE COWPER  
GOVERNOR



STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

April 9, 1987

The Honorable Ben Grussendorf  
Speaker of the House  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representative Grussendorf:

Under the authority of art. III, sec. 18, of the Alaska Constitution, I am transmitting a bill relating to the reenlistment bonus for members of the Alaska National Guard and Alaska Naval Militia. The bill reduces the pool of members eligible to receive a reenlistment bonus, most significantly by eliminating from eligibility full-time employees of the National Guard and full-time employees of the Department of Military and Veterans' Affairs.

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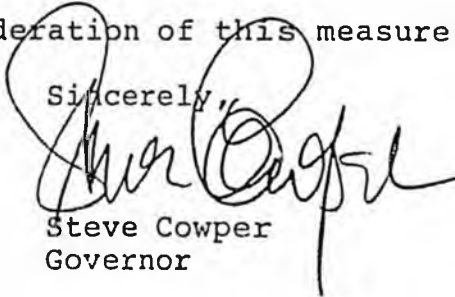
Section 2 of the bill repeals the "grandfather" language of sec. 2, ch. 62, SLA 1983, finally discontinuing payment of the 10-days'-pay bonus.

Hon. Ben Grussendorf

Page 2

I urge your favorable consideration of this measure.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Cowper". The signature is written in a cursive style with a large, looping initial "S".

Steve Cowper  
Governor

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE



REQUEST: \_\_\_\_\_

Bill Version: HB 264  
Publish Date: HOUSE 4/10/87

Revision Date: \_\_\_\_\_  
Title: Reenlistment Bonus for Members of  
the AKNG and AK Naval Militia  
Sponsor: \_\_\_\_\_  
Requestor: Governor

Agency Affected: Military & Veterans Affairs  
BRU: Alaska National Guard Benefits

Components: Retention Benefits

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	-0-	-0-	-0-	-0-	-0-	-0-

CAPITAL	-0-	-0-	-0-	-0-	-0-	-0-
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REVENUE	-0-	-0-	-0-	-0-	-0-	-0-
---------	-----	-----	-----	-----	-----	-----

FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
TOTAL						

POSITIONS:

FULL-TIME						
PART-TIME						
TEMPORARY						

ANALYSIS : (Attach a separate page if necessary)

See attached

Prepared by: Richard L. Rountree, Director  
Division: Administrative & Support Services

Phone: 465-4600  
Date: 4/6/87

Approved by Commissioner: MG John W. Schaeffer  
Agency: Department of Military & Veterans Affairs

Date: 4/6/87

Distribution (by preparer):

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

This program was funded at \$484,400 during fiscal year 1987. A budget decrement for \$304,000 has been submitted in the FY88 budget bringing the revised funding level to \$180,400. This decrement has been submitted based on the elimination of the reenlistment bonus program for the National Guardsmen with over twelve years of service. The program will be maintained for those members in the seven to twelve year group where the program has proven most effective in retaining members.

H B

2 6 7

STATE OF ALASKA  
THE LEGISLATURE

LEGISLATIVE AFFAIRS AGENCY  
LEGISLATIVE REFERENCE LIBRARY

POUCH Y - STATE CAPITOL  
JUNEAU, ALASKA 99811  
907-465-3800

May, 1988

Copies of minutes listed below were originally included in this file. The minutes are available on the STAIRS database CMPR. In order to save space copies of minutes have not been left in the files.

Mary Van Nimwegen

*House State Affairs:  
May 13, 1988*

Ben:

Re: HB 276

Senate Rules is unable to move the procurement bill to the floor. We are still trying for a last minute compromise between the Union and the contractors but I don't believe it is going to come together.

So -- the attached bill would simply postpone implementation of the new law for one more year. Sen. Faikis has agreed to go with the postponement bill if the compromise doesn't come together.

We will need the House to concur in the postponement when (if) it gets back here.

Please!

Harry Beck



# **CORRECTION**

**THIS DOCUMENT  
HAS BEEN REPHOTOGRAPHED  
TO ASSURE LEGIBILITY**

Re: HB 276

Ben:

Senate Rules is unable to move the procurement bill to the floor. We are still trying for a last minute compromise between the unions and the contractors but I don't believe it is going to come together.

So -- the attached bill would simply postpone implementation of the new law for one more year. Sen. Faikis has agreed to go with the postponement bill if the compromise doesn't come together.

We will need the House to concur in the postponement when (if) it gets back here.

Please!

Ferry Becka



Original sponsor: Rules/Governor

48 192

1 IN THE HOUSE

2 SENATE CS FOR 2d CS FOR HOUSE BILL NO. 276 ( )

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 FIFTEENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to state procurement practices and  
7 procedures; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 \* Section 1. AS 36.30.005(a) is amended to read:

10 (a) Except as otherwise provided, all rights, powers, duties,  
11 and authority relating to the procurement of supplies, services, and  
12 professional services, and the control over supplies, services, and  
13 professional services vested in or exercised by an agency on July 1,  
14 1988 [1987], are transferred to the commissioner of administration and  
15 to the chief procurement officer. Authority granted under this sub-  
16 section shall be exercised in accordance with this chapter.

17 \* Sec. 2. AS 36.30.005(b) is amended to read:

18 (b) Except as otherwise provided, all rights, powers, duties,  
19 and authority relating to the procurement of construction and procure-  
20 ments of equipment or services for the state equipment fleet and the  
21 control over construction of state facilities and the state equipment  
22 fleet vested in or exercised by an agency on July 1, 1988 [1987], are  
23 transferred to the commissioner of transportation and public facili-  
24 ties, subject to regulations adopted by the commissioner of adminis-  
25 tration. Notwithstanding AS 44.71.010, authority relating to dis-  
26 posals from the state equipment fleet is vested in the commissioner of  
27 transportation and public facilities, subject to regulations adopted  
28 by the commissioner of administration. Authority granted under this  
29 subsection shall be exercised in accordance with this chapter.

AS 36.30.050(b) deleted FROM 2d CS FOR  
HB 276

1 \* Sec. 3. AS 36.30.540 is amended to read:

2 Sec. 36.30.540. REPORT TO LEGISLATURE. Beginning with Decem-  
3 ber 1, 1990 [1989], the commissioner shall biennially report to the  
4 legislature concerning procurements by agencies. The report must  
5 include

6 (1) the records maintained by the commissioner under  
7 AS 36.30.510 and the records maintained under AS 36.30.520(a) for the  
8 previous two fiscal years;

9 (2) recommendations for changes in this chapter or other  
10 laws based on implementation of this chapter in the previous two  
11 fiscal years;

12 (3) a description of any matters that involved litigation  
13 concerning this chapter in the previous two fiscal years;

14 (4) a list of procurements made under this chapter from  
15 out-of-state sources during the previous two fiscal years together  
16 with the total number of procurement contracts entered into during  
17 that period with out-of-state contractors and the total value of these  
18 contracts; this paragraph does not apply to procurements made under  
19 AS 36.30.320; and

20 (5) a list of procurements made under this chapter from  
21 state sources during the previous two fiscal years together with the  
22 total number of procurement contracts entered into during that period  
23 with state contractors and the total value of these contracts; this  
24 paragraph does not apply to procurements made under AS 36.30.320.

25 \* Sec. 4. AS 36.30.850(a) is amended to read:

26 (a) This chapter applies only to contracts solicited or entered  
27 into after July 1, 1988 [1987], unless the parties agree to its appli-  
28 cation to a contract solicited or entered into before that date.

29 \* Sec. 5. Section 65, ch. 106, SLA 1986, is amended to read:

1                    Sec. 65. REPORT. By December 1, 1989 [1988], the commissioner  
2 of administration and the commissioner of transportation and public  
3 facilities shall report to the legislature concerning procurements by  
4 state agencies during fiscal year 1988 [1987]. The report must in-  
5 clude

6                    (1) the records prepared under AS 36.30.510(4);

7                    (2) recommendations for changes in AS 36.30 or other laws  
8 based on implementation of AS 36.30 in those 12 months; and

9                    (3) a description of any matters that involved litigation  
10 concerning AS 36.30 during those 12 months.

11 \* Sec. 6. Section 66, ch. 106, SLA 1986, is amended to read:

12                    Sec. 66. REGULATIONS DEADLINE. The regulations required under  
13 AS 36.30, as added by sec. 2 of this Act, shall be adopted by July 1,  
14 1988, [1987] and shall be effective on that date. Regulations adopted  
15 under laws repealed in sec. 67 of this Act become ineffective July 1,  
16 1988 [1987].

17 \* Sec. 7. Section 69, ch. 106, SLA 1986, is amended to read:

18                    Sec. 69. Except as provided in sec. 68, this Act takes effect  
19 July 1, 1988 [1987].

20 \* Sec. 8. This Act takes effect immediately under AS 01.10.070(c).  
21  
22  
23  
24  
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26  
27  
28  
29

Original sponsor: Rules/Governor

1 IN THE HOUSE BY THE STATE AFFAIRS COMMITTEE  
2 2d CS FOR HOUSE BILL NO. 276 (State Affairs)  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 FIFTEENTH LEGISLATURE - FIRST SESSION  
5 A BILL

6 For an Act entitled: "An Act relating to state procurement practices and  
7 procedures; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 \* Section 1. AS 36.30.005(a) is amended to read:

10 (a) Except as otherwise provided, all rights, powers, duties,  
11 and authority relating to the procurement of supplies, services, and  
12 professional services, and the control over supplies, services, and  
13 professional services vested in or exercised by an agency on <sup>July</sup> Janu-  
14 ary 1, 1988 [JULY 1, 1987], are transferred to the commissioner of  
15 administration and to the chief procurement officer. Authority gran-  
16 ted under this subsection shall be exercised in accordance with this  
17 chapter.

18 \* Sec. 2. AS 36.30.005(b) is amended to read:

19 (b) Except as otherwise provided, all rights, powers, duties,  
20 and authority relating to the procurement of construction and procure-  
21 ments of equipment or services for the state equipment fleet and the  
22 control over construction of state facilities and the state equipment  
23 fleet vested in or exercised by an agency on <sup>July</sup> January 1, 1988 [JULY 1.  
24 1987], are transferred to the commissioner of transportation and  
25 public facilities, subject to regulations adopted by the commissioner  
26 of administration. Notwithstanding AS 44.71.010, authority relating  
27 to disposals from the state equipment fleet is vested in the commis-  
28 sioner of transportation and public facilities, subject to regulations  
29 adopted by the commissioner of administration. Authority granted

1 under this subsection shall be exercised in accordance with this  
2 chapter.

Deleted 3 → \* Sec. 3. AS 36.30.050(b) is amended to read:

4 (b) A person who desires to be on a list shall submit to the  
5 commissioner evidence of a valid Alaska business license. A [TOGETHER  
6 WITH A] biennial fee may be established by regulation in an amount  
7 reasonably calculated to pay the costs of administering this section.  
8 A construction contractor shall also submit a valid certificate of  
9 registration issued under AS 08.18. The commissioner, by regulation,  
10 may require submission of additional information.

Deleted 11 → \* Sec. 4. AS 36.30.115(a) is amended to read:

12 (a) Within 48 [24] hours after receiving notice of intent to  
13 award [OPENING OF BIDS], the [TWO] apparent low bidder [BIDDERS] shall  
14 submit a list of the subcontractors the bidder proposes [BIDDERS  
15 PROPOSE] to use in the performance of the contract. The list must  
16 [SHALL] include the name and location of the place of business for  
17 each subcontractor and evidence of the subcontractor's valid Alaska  
18 business license. A bidder for a construction contract shall also  
19 submit evidence of each subcontractor's registration under AS 08.18.

Deleted 20 → \* Sec. 5. AS 36.30.115(b) is amended to read:

21 (b) A bidder may replace a listed subcontractor if the subcon-  
22 tractor

- 23 (1) fails to comply with AS 08.18;  
24 (2) files for bankruptcy or becomes insolvent;  
25 (3) fails to execute a contract with the bidder involving  
26 performance of the work for which the subcontractor was listed and the  
27 bidder acted in good faith;  
28 (4) fails to obtain bonding;  
29 (5) fails to obtain insurance acceptable to the state;

1 (6) fails to perform the contract with the bidder involving  
2 work for which the subcontractor was listed;

3 (7) must be substituted in order for the prime contractor  
4 to satisfy required federal affirmative action requirements;

5 (8) refuses to agree or abide with the bidder's labor  
6 agreement; or

7 (9) is determined by the procurement officer not to be a  
8 responsible bidder.

Deleted ←<sup>9</sup> \* Sec. 6. AS 36.30.140(a) is amended to read:

10 (a) The procurement officer shall open bids [PUBLICLY IN THE  
11 PRESENCE OF ONE OR MORE WITNESSES] at the time and place designated in  
12 the invitation to bid. All bid openings are open to the public. The  
13 amount of each bid and other relevant information that is specified by  
14 regulation of the commissioner, together with the name of each bidder,  
15 shall be recorded.

Deleted ← \* Sec. 7. AS 36.30.170(b) is amended to read:

17 (b) The procurement officer shall award a contract based on  
18 solicited bids to the lowest responsive and responsible bidder after  
19 an Alaska bidder preference of five percent and an Alaska products  
20 preference as described in AS 36.30.322 - 36.30.338 have been applied.  
21 [NOTWITHSTANDING AN ALASKA PRODUCT PREFERENCE UNDER AS 36.30.322 -  
22 36.30.338, THE PROCUREMENT OFFICER SHALL AWARD A CONTRACT BASED ON  
23 SOLICITED BIDS TO THE LOWEST RESPONSIBLE AND RESPONSIVE ALASKA BIDDER  
24 IF THE BID IS NOT MORE THAN FIVE PERCENT HIGHER THAN THE LOWEST NON-  
25 RESIDENT BIDDER'S.] In this subsection, "Alaska bidder" means a  
26 person who

27 (1) holds a current Alaska business license;

28 (2) submits a bid for goods, services, or construction  
29 under the name as appearing on the person's current Alaska business

1 license;

2 (3) has maintained a place of business within the state  
3 staffed by the bidder or an employee of the bidder for a period of six  
4 months immediately preceding the date of the bid;

5 (4) is incorporated or qualified to do business under the  
6 laws of the state, is a sole proprietorship, and the proprietor is a  
7 resident of the state or is a partnership, and all partners are resi-  
8 dents of the state; and

9 (5) if a joint venture, is composed entirely of ventures  
10 that qualify under (1) - (4) of this subsection.

*Deleted* 11 ~~11~~ \* Sec. 8. AS 36.30.210(a) is amended to read:

12 (a) A request for competitive sealed proposals must contain the  
13 date, time and place for delivering proposals, a specific description  
14 of the supplies, construction, services, or professional services to  
15 be provided under the contract, and the terms under which the sup-  
16 plies, construction, services, or professional services are to be  
17 provided. The request shall require the offeror to submit evidence of  
18 the offeror's valid Alaska business license and, no later than 72  
19 hours after receiving notice of intent to award [THE DATE BY WHICH  
20 PROPOSALS MUST BE RECEIVED], to list subcontractors the offeror pro-  
21 poses to use in the performance of the contract. The list shall  
22 include the name and location of the place of business for each sub-  
23 contractor and evidence of the subcontractor's valid Alaska business  
24 license. An offeror for a construction contract shall also submit  
25 evidence of the offeror's registration under AS 08.18 and evidence of  
26 registration for each listed subcontractor.

27 \* Sec. 9. AS 36.30 is amended by adding a new section to read:

*Deleted* 28 ~~28~~ Sec. 36.30.305. LIMITED COMPETITION PROCUREMENTS. (a) A con-  
29 tract for supplies, services, professional services, or a construction

1 contract under \$100,000, may be awarded without competitive sealed  
2 bidding or competitive sealed proposals, in accordance with regula-  
3 tions adopted by the commissioner of administration. A contract may  
4 be awarded under this section only when the commissioner of adminis-  
5 tration, or, for construction contracts under \$100,000 or procurements  
6 for the state equipment fleet, the commissioner of transportation and  
7 public facilities, determines in writing that a situation exists that  
8 makes competitive sealed bidding or competitive sealed proposals  
9 impractical or contrary to the public interest. Procurements under  
10 this section shall be made with competition that is practicable under  
11 the circumstance. The authority to make a determination required by  
12 this section may not be delegated.

13 (b) The using agency shall submit written evidence to support a  
14 determination under this section.

15 (c) Procurement requirements may not be artificially divided,  
16 fragmented, aggregated, or structured so as to constitute a purchase  
17 under this section or to circumvent the source selection procedures  
18 required by AS 36.30.100 - 36.30.270.

19 (d) Sole source procurements may not be made under this section.

20 (e) Architectural, engineering, and land survey contracts under  
21 AS 36.30.270 may not be made under this section.

~~deleted~~ \* Sec. 10. AS 36.30.320(e) is amended to read:

23 (e) The procurement officer shall give adequate public notice of  
24 intent to make a procurement under this section in accordance with  
25 regulations adopted by the commissioner. [NOTICES SHALL ALSO BE  
26 PROVIDED TO THOSE ALASKA BIDDERS DESIGNATED BY THE COMMISSIONER UNDER  
27 AS 36.30.050(d).]

28 \* Sec. 11. AS 36.30.322(a) is amended to read:

29 (a) Only timber, lumber, and manufactured lumber products

1 originating in this state from Alaska [LOCAL] forests may be procured  
2 by an agency or used in construction projects of an agency unless [THE  
3 COMMISSIONER OF COMMERCE AND ECONOMIC DEVELOPMENT CERTIFIES THAT] the  
4 manufacturers and suppliers who have notified the commissioner of  
5 commerce and economic development of their willingness to manufacture  
6 or supply Alaska forest products

7 (1) have been given reasonable notice of the forest product  
8 needs of the procurement or project; and

9 (2) are unable to supply the products at a cost that is  
10 within seven percent of the price offered by a manufacturer or sup-  
11 plier of non-Alaska forest products.

~~Deleted~~ 12 \* Sec. 12. AS 36.30.322 is amended by adding a new subsection to read:

13 (c) During the period of performance of a state contract, the  
14 contractor shall maintain records showing efforts made in using Alaska  
15 forest products or evidence of Alaska forest products not being avail-  
16 able or reasonably competitive. The contractor shall provide the  
17 records to the procurement officer on a periodic basis, as required by  
18 regulations adopted by the commissioner of commerce and economic  
19 development.

~~Deleted~~ 20 \* Sec. 13. AS 36.30.332(b) is amended to read:

21 (b) Materials and supplies with value added in the state that  
22 are

23 (1) more than 25 percent and less than 50 percent produced  
24 or manufactured in the state are [OF THE MANUFACTURER'S QUOTED PRICE  
25 IS A] Class I products [PRODUCT];

26 (2) 50 percent or more and less than 75 percent produced or  
27 manufactured in the state are [OF THE MANUFACTURER'S QUOTED PRICE IS  
28 A] Class II products [PRODUCT]; and

29 (3) 75 percent or more produced or manufactured in the

1 state are [OF A MANUFACTURER'S QUOTED PRICE IS A] Class III products  
2 [PRODUCT].

~~Deleted~~ ← 3 \* Sec. 14. AS 36.30.338(1) is amended to read:

4 (1) "Alaska product" means a product of which not less than  
5 25 percent of the value, as determined in accordance with regulations  
6 adopted under AS 36.30.332(a), has been added by manufacturing or  
7 production in the state [PRODUCED OR MANUFACTURED IN THE STATE IF THE  
8 VALUE ADDED IN THE STATE IS NOT LESS THAN 25 PERCENT OF THE QUOTED  
9 PRICE OF THE MANUFACTURER];

~~Deleted~~ → 10 \* Sec. 15. AS 36.30.365 is amended to read:

11 Sec. 36.30.365. NOTICE OF INTENT TO AWARD A CONTRACT. At least  
12 10 days before the formal award of a contract that is not for con-  
13 struction, and at least five days before the award of a construction  
14 contract, under this chapter, except for a contract awarded under  
15 AS 36.30.300 - 36.30.320, the procurement officer shall provide to  
16 each bidder or offeror notice of intent to award a contract. The  
17 notice shall conform to regulations adopted by the commissioner.

Added → Sec. 36.30.540 (page 2)

~~Deleted~~ → 18 \* Sec. 16. AS 36.30.565 is amended to read:

19 Sec. 36.30.565 TIME FOR FILING A PROTEST. (a) A protest based  
20 upon alleged improprieties in an award of a contract or a proposed  
21 award of a contract must [A SOLICITATION INVOLVING COMPETITIVE SEALED  
22 BIDDING THAT ARE APPARENT BEFORE THE BID OPENING SHALL BE FILED BEFORE  
23 THE BID OPENING. A PROTEST BASED ON ALLEGED IMPROPRIETIES IN A SOLIC-  
24 ITATION INVOLVING COMPETITIVE SEALED PROPOSALS THAT ARE APPARENT

25 (1) BEFORE THE DUE DATE FOR RECEIPT OF INITIAL PROPOSALS  
26 SHALL BE FILED BEFORE THAT DUE DATE;

27 (2) AFTER THE DUE DATE FOR RECEIPT OF INITIAL PROPOSALS  
28 SHALL BE FILED BEFORE THE NEXT DUE DATE FOR RECEIPT OF ADJUSTED PRO-  
29 POSALS THAT OCCURS AFTER THE IMPROPRIETIES ARE APPARENT.

1 (b) IN SITUATIONS NOT COVERED UNDER (a) OF THIS SECTION, PRO-  
2 TESTS SHALL] be filed within 10 days after a notice of intent to award  
3 the contract is issued by the procurement officer.

4 (c) If the protester shows good cause, the procurement officer  
5 of the contracting agency may consider a filed protest that is not  
6 timely.

~~Deleted~~ \* Sec. 17. AS 36.30.610 is amended by adding a new subsection to read:

8 (c) The commissioner of administration or the commissioner of  
9 transportation and public facilities, as appropriate, shall, within 15  
10 days after receipt of an appeal, notify the appellant of the accep-  
11 tance or rejection of the appeal and, if rejected, the reasons for the  
12 rejection.

13 \* Sec. 18. AS 36.30.850(a) is amended to read:

14 (a) This chapter applies only to contracts solicited or entered  
15 into after <sup>July</sup> January 1, 1988 [JULY 1, 1987], unless the parties agree to  
16 its application to a contract solicited or entered into before that  
17 date.

~~Deleted~~ \* Sec. 19. AS 36.30.900 is amended to read:

19 Sec. 36.30.900. PREFERENCE FOR ALASKA PRODUCTS. This chapter  
20 does not modify [, AMEND, OR ALTER] AS 36.15.010 and 36.15.020 regard-  
21 ing preference for Alaska forest products, [OR AS 36.20.010 REGARDING  
22 PREFERENCE TO PRODUCERS OR DEALERS IN ALASKA] except as provided in  
23 AS 36.30.170(b) and (c).

24 \* Sec. 20. AS 36.30.050(d) and 36.30.380 are repealed.

25 \* Sec. 21. Section 65, ch. 106, SLA 1986 is amended to read:

26 Sec. 65. REPORT. By December 1, 1989 [1988], the commissioner  
27 of administration and the commissioner of transportation and public  
28 facilities shall report to the legislature concerning procurements by  
29 state agencies during fiscal year 1988 [1987]. The report must

1 include

2 (1) the records prepared under AS 36.30.510(4);

3 (2) recommendations for changes in AS 36.30 or other laws  
4 based on implementation of AS 36.30 in those 12 months; and

5 (3) a description of any matters that involved litigation  
6 concerning AS 36.30 during those 12 months.

7 \* Sec. 22. Section 66, ch. 106, SLA 1986 is amended to read:

8 *Added* → *Report* Sec. 66. REGULATIONS DEADLINE. The regulations required under  
9 AS 36.30 as added by sec. 2 of this Act, shall be adopted by *July*  
10 January 1, 1988, [JULY 1, 1987] and shall be effective on that date.  
11 Regulations adopted under laws repealed in sec. 67 of this Act become  
12 ineffective *July* January 1, 1988 [JULY 1, 1987].

13 \* Sec. 23. Section 69, ch. 106, SLA 1986 is amended to read:

14 Sec. 69. Except as provided in sec. 68, this Act takes effect  
15 *July* January 1, 1988 [JULY 1, 1987].

16 \* Sec. 24. Sections 1, 2, 18, and 21 - 23 of this Act take effect  
17 immediately under AS 01.10.070(c).

18 \* Sec. 25. Sections 3 - 17, 19, and 20 of this Act take effect January  
19 1, 1988.

STATE OF ALASKA 1987 LEGISLATIVE SESSION  
FISCAL NOTE



REQUEST: \_\_\_\_\_ Bill Version: HB 267  
 \_\_\_\_\_ Publish Date: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_ Agency Affected: Comm. & Econ. Dev.  
 Title: An Act placing development BRU: Advocates  
specialists in the DCED in Partial Exempt Service  
 Sponsor: Brown Components: \_\_\_\_\_  
 Requestor: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 87	FY 88	FY 89	FY 90	FY 91	FY 92
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	-0-	-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						
FEDERAL FUNDS						
OTHER						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS:

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

ANALYSIS : (Attach a separate page if necessary)

\_\_\_\_\_

Prepared by: Joan Brown, Director Phone: 465-2505  
 Division: Division of Administrative Services Date: May 7, 1987  
 Approved by Commissioner: J. Anthony Smith, Commissioner Date: May 7, 1987  
 Agency: Department of Commerce and Economic Development

- Distribution (by preparer):
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  - Senate Secretary