SENATE RESOLUTION

REQUESTING THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT TO PROVIDE A REPORT ON ENROLLMENT IN THE HONOLULU COMMUNITY COLLEGE OFFICE ADMINISTRATIVE ASSISTANT APPRENTICESHIP PROGRAM.

WHEREAS, the State has over three hundred office assistant positions and fifty secretary positions currently vacant; and

WHEREAS, the Honolulu Community College has established the Office Administrative Assistant Apprenticeship Program in partnership with the Department of Human Resources Development and the Department of Labor and Industrial Relations; and

WHEREAS, the Honolulu Community College Office Administrative Assistant Apprenticeship Program prepares participants to advance in the field of general office administration within State government; and

WHEREAS, the Office Administrative Assistant Apprenticeship Program offers professional preparation for entry-level office assistant programs; and

WHEREAS, the intent of the program is to increase the number of qualified office administrative assistants throughout the State of Hawaii; and

WHEREAS, the program will have a direct impact on the availability and quality of customer service provided to the public through state agencies; and

WHEREAS, the program will provide participants with a steadily increasing income source in a stable careers; and

WHEREAS, program participants learn the basic skills needed to be a successful office administrative assistant; and

WHEREAS, the topics provided by the program include sorting and filing, using office equipment and technologies, using office-related computer and software, preparing correspondence,
scheduling, and all of the other components of that are
considered best practices in office administration and customer
service; and

WHEREAS, program participants develop both technical and
non-technical skills appropriate for today's workplace,
including keyboarding, word processing and other software
skills, file management, and effective communication skills; and

WHEREAS, the program evaluates the individual apprentice's
skills acquisition through a combination of a specified number
of hours of on-the-job learning and the successful demonstration
of competency as described in the work process schedule; and

WHEREAS, during the term of apprenticeship, the apprentice
shall receive on-the-job learning to develop the skills and
proficiencies necessary for the occupation; now, therefore,

BE IT RESOLVED by the Senate of the Thirtieth Legislature
of the State of Hawaii, Regular Session of 2020, that the
Department of Human Resources Development shall recruit
applicants and have them registered for participation in the
Honolulu Community College Office Administrative Assistant
Apprenticeship Program during the Fall 2020 semester; and

BE IT FURTHER RESOLVED that the Department of Human
Resources Development shall provide a report to the Legislature
prior to the end of the fall 2020 semester on how many students
have enrolled into the Honolulu Community College Office
Administrative Assistant Apprenticeship Program; and

BE IT FURTHER RESOLVED that certified copies of this
Resolution be transmitted to the Chairperson of the Board of
Regents of the University of Hawaii, President of the University
of Hawaii, Chancellor of Honolulu Community College, Director of
Department of Human Resources Development, and Department of
Labor and Industrial Relations.

OFFERED BY: [Signature]