

MAR - 6 2020

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.

1 WHEREAS, the State has over three hundred office assistant
2 positions and fifty secretary positions currently vacant; and
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4 WHEREAS, the Honolulu Community College has established the
5 Office Administrative Assistant Apprenticeship Program in
6 partnership with the Department of Human Resources Development
7 and the Department of Labor and Industrial Relations; and
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9 WHEREAS, the Honolulu Community College Office
10 Administrative Assistant Apprenticeship Program prepares
11 participants to advance in the field of general office
12 administration within State government; and
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14 WHEREAS, the Office Administrative Assistant Apprenticeship
15 Program offers professional preparation for entry-level office
16 assistant programs; and
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18 WHEREAS, the intent of the program is to increase the
19 number of qualified office administrative assistants throughout
20 the State of Hawaii; and
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22 WHEREAS, the program will have a direct impact on the
23 availability and quality of customer service provided to the
24 public through state agencies; and
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26 WHEREAS, the program will provide participants with a
27 steadily increasing income source in a stable careers; and
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29 WHEREAS, program participants learn the basic skills needed
30 to be a successful office administrative assistant; and
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32 WHEREAS, the topics provided by the program include sorting
33 and filing, using office equipment and technologies, using
34 office-related computer and software, preparing correspondence,



1 scheduling, and all of the other components of that are
2 considered best practices in office administration and customer
3 service; and

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5 WHEREAS, program participants develop both technical and
6 non-technical skills appropriate for today's workplace,
7 including keyboarding, word processing and other software
8 skills, file management, and effective communication skills; and
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10 WHEREAS, the program evaluates the individual apprentice's
11 skills acquisition through a combination of a specified number
12 of hours of on-the-job learning and the successful demonstration
13 of competency as described in the work process schedule; and
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15 WHEREAS, during the term of apprenticeship, the apprentice
16 shall receive on-the-job learning to develop the skills and
17 proficiencies necessary for the occupation; now, therefore,
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19 BE IT RESOLVED by the Senate of the Thirtieth Legislature
20 of the State of Hawaii, Regular Session of 2020, that the
21 Department of Human Resources Development shall recruit
22 applicants and have them registered for participation in the
23 Honolulu Community College Office Administrative Assistant
24 Apprenticeship Program during the Fall 2020 semester; and
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26 BE IT FURTHER RESOLVED that the Department of Human
27 Resources Development shall provide a report to the Legislature
28 prior to the end of the fall 2020 semester on how many students
29 have enrolled into the Honolulu Community College Office
30 Administrative Assistant Apprenticeship Program; and
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32 BE IT FURTHER RESOLVED that certified copies of this
33 Resolution be transmitted to the Chairperson of the Board of
34 Regents of the University of Hawaii, President of the University
35 of Hawaii, Chancellor of Honolulu Community College, Director of
36 Department of Human Resources Development, and Department of
37 Labor and Industrial Relations.
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OFFERED BY: 