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## SENATE CONCURRENT RESOLUTION

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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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1 WHEREAS, the topics provided by the program include sorting  
2 and filing, using office equipment and technologies, using  
3 office-related computer and software, preparing correspondence,  
4 scheduling, and all of the other components of that are  
5 considered best practices in office administration and customer  
6 service; and  
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8 WHEREAS, program participants develop both technical and  
9 non-technical skills appropriate for today's workplace,  
10 including keyboarding, word processing and other software  
11 skills, file management, and effective communication skills; and  
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13 WHEREAS, the program evaluates the individual apprentice's  
14 skills acquisition through a combination of a specified number  
15 of hours of on-the-job learning and the successful demonstration  
16 of competency as described in the work process schedule; and  
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18 WHEREAS, during the term of apprenticeship, the apprentice  
19 shall receive on-the-job learning to develop the skills and  
20 proficiencies necessary for the occupation; now, therefore,  
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22 BE IT RESOLVED by the Senate of the Thirtieth Legislature  
23 of the State of Hawaii, Regular Session of 2020, the House of  
24 Representatives concurring, that the Department of Human  
25 Resources Development shall recruit applicants and have them  
26 registered for participation in the Honolulu Community College  
27 Office Administrative Assistant Apprenticeship Program during  
28 the Fall 2020 semester; and  
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30 BE IT FURTHER RESOLVED that the Department of Human  
31 Resources Development shall provide a report to the Legislature  
32 prior to the end of the fall 2020 semester on how many students  
33 have enrolled into the Honolulu Community College Office  
34 Administrative Assistant Apprenticeship Program; and  
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36 BE IT FURTHER RESOLVED that certified copies of this  
37 Concurrent Resolution be transmitted to the Chairperson of the  
38 Board of Regents of the University of Hawaii, President of the  
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# S.C.R. NO. 199

1 University of Hawaii, Chancellor of Honolulu Community College,  
2 Director of Department of Human Resources Development, and  
3 Department of Labor and Industrial Relations.

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OFFERED BY:



