

MAR 12 2021

SENATE CONCURRENT RESOLUTION

URGING THE UNIVERSITY OF HAWAII COMMUNITY COLLEGES AND
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT TO COORDINATE
WITH THE DEPARTMENT OF EDUCATION TO ESTABLISH AN OFFICE
ADMINISTRATIVE ASSISTANT APPRENTICESHIP PATHWAY WITHIN THE
STATE'S HIGH SCHOOLS.

1 WHEREAS, the State has over eight hundred office assistant
2 positions and two hundred secretary positions currently vacant;
3 and
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5 WHEREAS, the Honolulu community college has established the
6 office administrative assistant apprenticeship program; and
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8 WHEREAS, it is in the State's best interests to allow early
9 access to this program so that high school graduates can become
10 involved in civil service, have access to stable careers, and
11 gain a stable income; and
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13 WHEREAS, the Honolulu community college office
14 administrative assistant apprenticeship program prepares
15 apprentices to enter and excel in the field of general office
16 administration; and
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18 WHEREAS, the office administrative assistant apprenticeship
19 program offers professional preparation for entry-level office
20 assistant positions, increasing the number and availability of
21 qualified office assistant personnel within the State; and
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23 WHEREAS, offering this opportunity will have a direct
24 impact on the availability and level of service to the public
25 throughout state agencies; and
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27 WHEREAS, the participants will develop both technical and
28 non-technical skills for today's workplace, including
29 keyboarding, word processing and other software skills, file



1 management, language, and effective communication and customer
2 service skills; and

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4 WHEREAS, the office administrative assistant apprenticeship
5 program is in partnership with the State of Hawaii, Department
6 of Human Resources Development, and Department of Labor and
7 industrial Relations; and

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9 WHEREAS, the apprentices will receive on-the-job learning
10 to develop the skills and proficiencies of the occupation; and

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12 WHEREAS, the office administrative assistant apprenticeship
13 program measures the individual apprentice's skill acquisition
14 through a combination of specified numbers of hours of on-the-
15 job learning and the successful demonstration of competency as
16 described in the work process schedule during the term of the
17 apprenticeship; now, therefore,

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19 BE IT RESOLVED by the Senate of the Thirty-first
20 Legislature of the State of Hawaii, Regular Session of 2021, the
21 House of Representatives concurring, that the University of
22 Hawaii community colleges and Department of Human Resources
23 Development are urged to coordinate with the Department of
24 Education to establish the office administrative assistant
25 apprenticeship pathway within the State's high schools by
26 January 1, 2022; and

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28 BE IT FURTHER RESOLVED that the pathway allow high school
29 students to participate in the office administrative assistant
30 apprentice program while still enrolled in high school; and

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32 BE IT FURTHER RESOLVED that the pathway allow high school
33 students to earn dual credits while attending the office
34 administrative assistant apprentice program; and

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36 BE IT FURTHER RESOLVED that the Department of Human
37 Resources Development is urged to require applications and
38 register high school students into the office administrative
39 assistant apprentice program for the fall semester of 2022; and

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41 BE IT FURTHER RESOLVED that the Department of Human
42 Resources Development is urged to provide a report to the



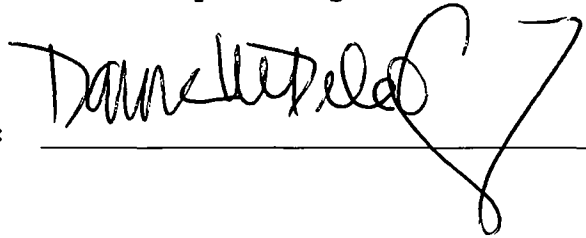
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1 Legislature prior to the end of the fall semester of 2022
2 detailing the number of high school students enrolled in the
3 office administrative assistant apprentice program; and
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5 BE IT FURTHER RESOLVED that certified copies of this
6 Concurrent Resolution be transmitted to the Director of Human
7 Resources Development, Chairperson of the Board of Education,
8 President of the University of Hawaii System, and Chancellor of
9 the University of Hawaii, Honolulu Community College.

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OFFERED BY: _____

A handwritten signature in black ink, appearing to read "Daniel H. Hironaka", is written over a horizontal line. The signature is stylized and cursive.