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**By: Delegates McIntosh and Rosenberg**

Introduced and read first time: February 12, 1997

Assigned to: Appropriations

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A BILL ENTITLED

1 AN ACT concerning

2 **State Personnel - Employee Development**

3 FOR the purpose of requiring the Secretary of Budget and Management to establish a  
4 Clerical Workers Career Advancement Task Force; specifying the composition and  
5 duties of the Task Force; requiring the Task Force to make a certain report to the  
6 Secretary by a certain date; requiring the Secretary to develop and present a certain  
7 proposal to the Governor and the General Assembly by a certain date; and  
8 generally relating to training and development of State employees.

9 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
10 MARYLAND, That:

11 (a) The Secretary of Budget and Management shall establish a Clerical  
12 Workers Career Advancement Task Force composed of no more than 12 members and  
13 including State employees, representatives of State employee organizations,  
14 representatives of the University of Maryland System, and supervisors and heads of  
15 principal units in the State Personnel Management System. The President of the Senate  
16 of Maryland and the Speaker of the House of Delegates shall designate one Senator and  
17 one Delegate to serve on the Task Force.

18 (b) The Task Force shall:

19 (1) identify those clerical and secretarial positions within the State  
20 Personnel Management System that would benefit from skills enhancement and training  
21 opportunities;

22 (2) examine impediments to career advancement in those positions;

23 (3) develop a new career path training program that includes skills  
24 enhancement through workshops, seminars, and other innovative efforts to enable an  
25 employee to advance in a career path; and

26 (4) make recommendations for a pilot or permanent program under  
27 which employees in the State Personnel Management System would be allowed to enroll,  
28 at no cost to the employee, in any course offered at a campus of the University of  
29 Maryland System in which enrollment is below capacity, and which would enhance the  
30 employee's job skills and development.

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1                   (c) By November 1, 1997, the Task Force shall issue a report to the  
2 Secretary with the findings and recommendations of the Task Force.

3                   (d) By January 1, 1998, the Secretary shall develop and present to the  
4 Governor and, subject to § 2-1312 of the State Government Article, the General  
5 Assembly a proposal for enhancing the career development and advancement  
6 opportunities for employees in the State Personnel and Management System who are in  
7 clerical or secretarial positions and for implementing the program described in subsection  
8 (b)(4) of this section.

9                   SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
10 June 1, 1997.