



City of Cambridge

Department of Human Service Programs

51 Inman Street, Cambridge, Massachusetts 02139
(617) 349-6200, Fax (617) 349-6248

MEMORANDUM

TO: Robert W. Healy
FROM: Jill Herold *JH*
DATE: March 22, 1995
RE: Council Order #35, dated 01/23/95,
Re: Civil Service Exams

RECEIVED
95 MAR 22 PM 4:28
OFFICE OF THE CITY MANAGER

There are several steps that the Office of Workforce Development proposes to take, in collaboration with the Community and Youth Division of the Department of Human Service Programs, in order to develop a long-term plan to make Cambridge residents aware of Civil Service examinations.

As part of its efforts to revise the Cambridge Employment Plan, the Office of Workforce Development proposes to incorporate civil service exam information into outreach and program intake materials by developing a civil service handout for Cambridge Employment Plan applicants, and keeping a running list on available exam dates, etc. as part of Cambridge Employment Plan's referral resources. The Coordinator may also put information on Civil Service exams on job boards that are posted in public areas throughout the city.

Incorporated in its new information and referral component, Workforce's Employment Resource Specialist will be conducting outreach to the community, providing information on available employment and training resources in Cambridge and helping residents make connections to these programs. The Specialist can incorporate Civil Service exam and job information into these presentations and can coordinate with DHSP to reach residents through the community schools and youth centers.

Finally, through its joint sponsorship of the City Links program with Cambridge Community Services, the Office of Workforce Development helps to disseminate information to recent immigrant youth and their families about Civil Service test dates, preparation, and job application processes on a regular basis. Through "Public Service Seminars" which reach over 200 linguistic minority adults and youth a year information about the tests and

DIVISIONS:

Childcare
349-6200

Community Learning Center
349-6363

Community & Youth
349-6231

Council on Aging/Elderly Services
349-6220

Low Income Fuel Assistance
349-6247

Planning & Development
349-6200

Recreation
349-6230

MultiService Center/Homeless Services
349-6340

the application process is presented. In addition, an after-school class for City Links apprentices (20 total) incorporates an exposure to and explanation of the civil service process.

To bring about a better awareness about city positions and prepare youth for job-seeking and placement (through public sector employment programs and the private sector) on site at Youth Centers, Office of Workforce Development and Community and Youth are currently piloting a series of joint workshops to be held at the Moore and Gately Youth Centers focusing on setting employment goals, preparing for a job search, developing a resume, interviewing and communication skills. There are two separate forums: one for younger 14-15 year olds, and another for 16 - 19 year olds. While Office of Workforce Development has developed the training and brought in guest speakers, Youth Center staff are available afterwards to help workshop participants follow-up with resume preparation, to connect with the Department of Employment and Training's statewide job bank, and apply to local employment programs for which they are eligible.

JH/cg



PERSONNEL DEPARTMENT
MICHAEL P. GARDNER
Director

CITY OF CAMBRIDGE
795 MASSACHUSETTS AVENUE
CAMBRIDGE, MASSACHUSETTS 02139
TEL. 349-4332
FAX: 349-4312

MEMORANDUM

RECEIVED
95 MAR 22 PM 4:28
OFFICE OF THE CITY MANAGER

TO: Robert W. Healy
City Manager

FROM: Michael Gardner
Personnel Director 

DATE: 22 March 1995

RE: Council Order #35, dated 1/23/95
Creating a long term plan to make Cambridge residents aware of civil service exams as well as the availability of non civil service positions

The Personnel department routinely sponsors public awareness and pretest orientation programs for public safety (police & fire) examinations, with good results in terms of a high level of participation by Cambridge residents in these opportunities. Civil service exam announcement titles and dates are distributed to all City department for posting and have also been included on Cable TV. A recent initiative by this department and the IPEA Local 195 union provided seminars to assist current City employees to prepare for the clerical series examinations. In the future similar opportunities could also be opened to the public.

The Personnel department will continue to work cooperatively with the Workforce Development and Citywide Youth Employment Offices at the DHSP to disseminate information regarding the Cambridge Labor Service registration, schedules of Official Service examinations, and current job opportunities within the City workforce. We will also work with the DHSP, Cambridge Public Libraries, and the Health & Hospital departments to develop a network of City agencies to assist in filling position vacancies. This network should include branch libraries, youth and recreation centers, neighborhood health centers, and other City programs which serve large numbers of Cambridge residents. The City will participate in career counseling workshops established by the School department on an invitation basis.

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET CAMBRIDGE, MASSACHUSETTS 02141



TO: Robert Healy
City Manager

FROM: Mary Lou McGrath 
Superintendent of Schools

DATE: March 23, 1995

RE: Council Order #35

RECEIVED
95 MAR 24 AM 8:37
OFFICE OF THE CITY MANAGER

I have enclosed a response from Barbara Allen, Executive Director for Human Resources regarding a long term plan to make Cambridge Residents aware of Civil Service Exams as well as new Civil Service Positions.

Please feel free to contact Ms. Allen at 349-6438.

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDELL STREET CAMBRIDGE MASSACHUSETTS 02141



March 23, 1995

TO: Mary Lou McGrath, Superintendent

FROM: Barbara J. Allen, ^{BA}Executive Director for Human Resources

RE: **Council Order #35 RE: CREATE A LONG TERM PLAN TO
MAKE CAMBRIDGE RESIDENTS AWARE OF CIVIL
SERVICE EXAMS AS WELL AS THE AVAILABILITY OF NON-
CIVIL SERVICE POSITIONS**

Currently, all support, teaching, and administrative staff vacancies are posted within all Cambridge Schools, and are forwarded to the Personnel Office and Affirmative Action Office at City Hall for posting.

In addition, job advertisements are published within the Cambridge Chronicle and the Tab to encourage applications from Cambridge residents.

Our Personnel Office requested that the Public Information Office publicize the recently conducted Civil Service exams on the School Department's cable channel. In addition, information on the exams was posted in advance within all Cambridge Schools and the Central Office.

It is recommended that greater use be made of the City's and School Department's cable channels to publicize job openings and effect greater outreach.

cc: J. Ball
N. Perry

MAR 23 9 41 AM
OFFICE OF THE
SUPERINTENDENT
CAMBRIDGE



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

April 3, 1995

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 17, regarding civil services examinations, received from Assistant City Manager for Human Services Jill Herold, Personnel Director Michael P. Gardner and Superintendent of Schools MaryLou McGrath.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over the typed name.

Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda # 3 S-125

Response to Awaiting Report Item
Number Seventeen, regarding civil
service examinations.

In City Council,

April 3, 1995

Placed on file