



CITY OF CAMBRIDGE
RECEIVED BY
OFFICE OF CITY CLERK
INTEROFFICE CORRESPONDENCE
JUL 1 10 41 AM '76
CAMBRIDGE, MASS.

To All Department Heads

From Donald P. Hawkes, Director
Budget-Personnel Dept.

Subject JOB POSTING PROCEDURES

Date July 1, 1976

DP Hawkes
Reference

The attached procedures for the posting of all non-union vacant positions will go into effect July 1, 1976. Every City employee will receive a flyer with their checks this week indicating the posting places.

If you have any questions call Ray Clark or me at extension 207 or 208.

JOB POSTING PROCEDURES

The City is concerned with helping employees find opportunities for advancement and upward mobility. To further increase opportunities in these areas, the City has a system of formal job posting for which the procedures are as follows:

1. Non-union jobs are posted for twelve (12) workdays. They are posted as they become available in the following places:

City Hall	51 Inman St.
City Hall Annex	Main Library
Election Commission	Police Department
Fire Headquarters	Public Works
Health Department	Rent Control
Hospital	Water Department
Infirmary	
2. Postings include: Title of Position, Civil Service or non-Civil Service, Full or Part Time, Salary Range, Hours of Work, Department, Department Head and City or Grant Funded.
3. Employees must notify their present Department Head of their intention to apply for an opening being posted.
4. Employees will obtain job description and qualification requirements from the Department Head for the position opening, then fill out a job bidding form in the Personnel Department.
5. The employee's Department Head will be asked for an evaluation of the applicant's job performance and attendance record in his present job.
6. Employees seeking a transfer/promotion must have the qualifications for the job being offered. A review of applying employees will be made by the Personnel Department and the Head of the Department which has the opening. The final decision in this, as in all hiring, will be made by the City Manager based upon recommendation of the Department Head.
7. These procedures will in no way supercede the General Laws, Chapter 31 (Civil Service Laws and Rules).

4-89
A Comm. was received from Donald P.
Hawkes Director of Budget Personnel
Dept. re: to job posting procedures.

July 7, 1976