

City of Cambridge

The Civil and Human Rights Committee held a public meeting on May 15, 1997, beginning at 5:45 p.m. in the Sullivan Chamber for the purpose of receiving a report on the affirmative action order adopted by the City Council on February 10, 1997.

Present at the hearing were Councillor Katherine Triantafillou, Chair of the Committee, Councillor Henrietta Davis, Councillor Kenneth E. Reeves, Councillor Michael A. Sullivan, and City Clerk D. Margaret Drury. Also present were Robert W. Healy, City Manager; Michael Gardner, Personnel Director; William Gomes, Affirmative Action Director; Els Knopper, Deputy Director of Personnel; and Deputy Superintendent Gloria Pimental, Police Department.

Councillor Triantafillou convened the hearing and explained the purpose. She noted that the Committee has received a detailed report from Mr. Healy (Attachment A) and requested that Mr. Healy comment on the report. Mr. Healy began with a summary of the material contained in his report.

Councillor Triantafillou asked who will do the affirmative action training and to whom the trainings are directed. Mr. Healy said that Sharon Bueno Washington, with two other trainers, will be the trainer, and it will be for department heads and their chief deputies. He is not sure where it will be held at this time. It will involve fifty-sixty people.

Mr. Healy stated that with regard to EEOC reporting information, the reclassification and review is just about complete. A consultant was utilized in areas of disagreement. There is now consensus all areas except deputy fire chiefs. He and William Gomes have agreed to have an EEOC adjudication of the proper classification of deputy fire chiefs. Philip Matthews at the EEOC will make the determination and the City will accept that adjudication.

Mr. Healy noted that the City has established an applicant tracking system to serve as a permanent record of activity related to applicants and specific recruitment campaigns. He described the increased recruitment activities and noted the need to balance expectations with available opportunity to some extent. The labor lists, including the 47 A list, are long. Mr. Healy also noted that the separation of the hospital has reduced the available entry level jobs significantly.

Mr. Healy then reviewed the EEO Report Department Profile contained in his report. Total minorities are 24.2% and total women are 37.9%.

Councillor Triantafillou asked how the disputed category employees are listed in the report. Mr. Healy said that they are in the category suggested by William Gomes.

Councillor Triantafillou asked about the function of the Affirmative Action Advisory Committee. Mr. Gomes said the Affirmative Action Advisory Committee is charged with working closely with the Affirmative Action Director and the Executive Office to set affirmative action policy. Mr. Gomes said that there are fifteen people on the Advisory Committee, all Cambridge citizens.

Councillor Triantafillou requested a list of the members of the Affirmative Action Advisory Committee.

Councillor Triantafillou asked about the functions of the Diversity Committee, and how it relates to the Affirmative Action Advisory Committee.

Mr. Healy said that the Diversity Committee is mainly current employees. The first big focus was a celebration of the diversity of our community. The committee has become more involved in training and education on diversity. The Affirmative Action Advisory Committee is primarily citizens, and the charge is to review and rewrite the City's affirmative action plan.

Councillor Triantafillou thanked the City Manager for his presentation and thanked the members of the Affirmative Action and Diversity Committees in attendance.

Councillor Triantafillou invited public comment. There was none.

Councillor Triantafillou then opened the meeting to comments by members of the City Council.

Councillor Reeves said that the Affirmative Action Advisory Committee was created as a result of an order that he sponsored in his first term on the Council in 1990. The Diversity Committee was created from the desire to create a more welcoming atmosphere within the workforce, and their function is more social and educational.

Councillor Reeves asked Mr. Healy for his view of what diversity is and what affirmative action is. Mr. Healy said that they are not synonymous. Affirmative action is a goal-setting, a trying to have the workforce mirror the community from which the City draws its employees and to act affirmatively to ensure that there is equal opportunity to all. Diversity is a recognition and respect for the whole range of differences in the community and workforce, because every individual is different/diverse from every other, and their beliefs and actions reflect these differences.

Councillor Reeves said that in his view diversity has very little to do with thought processes. For example, both his parents were Jamaican, and that has a lot to do with who he is, on a very basic level of identity and personality that has little to do with conscious thinking. Diversity involves a recognition that everyone comes here from a different country and culture. Affirmative action is the acknowledgement that some groups have been excluded and the attempt to redress that.

Mr. Healy stated that he agreed with Councillor Reeves.

Councillor Reeves asked what is the affirmative action training in the police department. Deputy Superintendent Gloria Pimental stated that diversity training was presented by Ruth Mackiewietz, Human Resources Manager, Department of Public Works. The training is presented in phases. The first phase delves into the experience of the individual participants, their concepts of diversity, their understanding of differences and their ability to be sensitive to people different from them. Deputy Superintendent Pimental stated that there are plans for future training. This was only a very first stage. There are plans for more training.

Councillor Reeves asked how that is linked to the City plans. Deputy Superintendent Pimental said that the City's training for managers is very important to changing the culture of the organization.

Councillor Reeves said that particularly in light of the recent *Chronicle* article on the no-confidence issue, there are obviously serious divisions that will increase the difficulty of providing diversity training.

Councillor Reeves asked why the category "white" is followed by the parenthetical phrase "(includes Portuguese)." He said that as far as he knows, the Portuguese in Cambridge are white. Mr. Healy agreed. He said it was based on an archaic record-keeping model that is no longer needed and can be eliminated.

Councillor Reeves stated that until there is a full-time black employee in Mr. Healy's office, the departments will not get the message that diversity is highly valued. Diversity must be modeled from the top. When he was Mayor he did this. There is not full-time person of African descent in the executive suite.

Councillor Reeves stated that the Manager's letter (Attachment A) represents a step. He still has questions about the EEOC report. He asked why the Mayor's office is in the statistics, when the City Council is not.

Mr. Healy said that the employees of the Mayor have to be approved by the City Manager, he technically must approve them; he does not have the responsibility or power to approve members of the City Council, they are hired by the voters.

Councillor Reeves said he does not agree with this analysis. Employees of the Mayor's office are temporary.

Councillor Reeves stated that he also questions the classification of the assessors. The chief assessor is the only one involved in hiring and firing. Mr. Healy said that they are involved in deciding on abatements.

Councillor Reeves read from the August 29, 1903 Cambridge *Chronicle* and stated that nearly a century ago Cambridge had several African American leaders. No black woman has ever been hired as a department head during Mr. Healy's tenure. He is looking forward to that event.

Councillor Reeves added that he does not believe that sending notices to black churches is effective. There are many qualified persons of color who could work in this city and model diversity. Cambridge has not tapped into this yet.

Councillor Davis said that some departments seem to be more racially and gender balanced. She asked Mr. Healy which departments he would identify as needing more balance.

Mr. Healy said that historically and continually the Fire Department and Electrical Department are underrepresented in the categories of women and minorities.

Councillor Davis asked if there are departments where the leadership is not as balanced. Mr. Healy said that the City has made progress in the Department of Public Works, but more needs to be done. He noted that the Department of Public Works has had two women engineers.

Councillor Davis said that the School Department is now looking at percentages of specific minorities. She asked whether this is something that could be done in the City's affirmative action report. Mr. Healy said that the statistics could be broken out in more specific categories, although the City may not be able to set goals that way. Even now, there is over-representation and under-representation of particular minorities. There are lower percentages of Asians and Hispanics.

Councillor Davis said that there is a statistical tendency of American managers to hire persons who are like themselves. This is a good reason for having goals, to guard against this.

Councillor Davis also noted that she had some problems with the physical presentation and layout of the data and requested that the City Manager look at this.

Councillor Triantafillou suggested thinking about whether the Human Rights Commission should be involved. Councillor Triantafillou also suggested keeping data on persons who applied but did not get interviewed. She stated that she wants to know that the data is used and does not just sit there.

Councillor Triantafillou requested a list of churches to which job ads are mailed. She encouraged holding a job fair at a church or other community setting.

Councillor Triantafillou thanked everyone present for their attendance. She thanked the City Manager for the report and stated that the report is well done and answers the questions that follow from the order adopted.

The hearing was adjourned at 7:30 p.m.

For the Committee,

Katherine Triantafillou
Councillor Katherine Triantafillou *DMJ*

Chair



City of Cambridge

Calendar Item #14

IN CITY COUNCIL

February 10, 1997

COUNCILLOR TRIANTAFILLOU

ORDERED: That the City Manager be and is hereby requested to

- a. Insure that all employees of the City are given meaningful training in diversity issues forthwith;
- b. Examine EEOC reporting information and create an accurate profile of city employees;
- c. Prepare employment data on minority hiring and retention in a consistent fashion so that the Council can compare the City's progress accurately.
- d. Institute procedures whereby applications from and information regarding minority candidates for jobs is retained and utilized and that personnel procedures be tightened with regard to follow-up with minority candidates to insure that we have an active pool of minority candidates from which to choose potential employees, including but not limited to a resume bank.
- e. Contact all minority churches in Cambridge and organize job fairs and/or information sharing at such sites;
- f. Report to the council on a quarterly basis, the relevant employment statistics showing minority hiring and retention, training, and goals progress by department, as well as goals and objectives for the Affirmative Action Director accompanied by an implementation schedule.
- g. Re-examine and update affirmative action goals immediately and report to the City Council with said results and thereafter on an annual basis.

In City Council February 10, 1997

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
D. Margaret Drury
City Clerk



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

May 13, 1997

Katherine Triantafillou
Chair
Civil and Human Rights Committee

Henrietta Davis
Kenneth Reeves
Members
Civil and Human Rights Committee

Dear Councillors Triantafillou, Davis and Reeves:

In response to Calendar Item #14 of February 10, 1997, I am pleased to submit the following status report:

BACKGROUND:

In FY97, a variety of training activities were undertaken which focused specifically on diversity or Affirmative Action, or which included segments on diversity. Most diversity training to date has been within a department (e.g. Police, Public Works and Community Development all offered diversity training this year). Other programs offered have been open to all City employees (e.g. programs on the Americans with Disabilities Act, Affirmative Action, a diversity videotape series, and diversity training sponsored by the Department of Human Services). Additionally, customized training on diversity is available to all departments, as noted in the City's training catalog. Several courses include segments which provide a view on diversity (e.g. Communication Skills incorporates a module that illustrates how background, culture, and experience all affect communication with others).

Year- to-date diversity training has included participation by at least 25 departments. There have been 283 attendances at diversity training sessions.

The activities of the Diversity Committee have also contributed to offering employees an exposure to diversity. The Diversity Breakfast had a nice turn-out and a May Dance is planned.

Attendance at all City-wide sponsored training sessions is tracked. As part of our annual training plan, these statistics will be analyzed and used to determine appropriate strategies and activities for the upcoming fiscal year. A summary of year-to-date (as of April 23, 1997) statistics follow (note: department-specific training sessions are not included in these figures):

Number of attendees:

Management Development programs:	311
General Skills sessions	256
Health, Safety and Lifestyle	43

Percent attendance by gender:

Male	36%
Female	64%

Percent attendance by race:

White (includes Portuguese)	77%
Black	19%
Hispanic	3%
Asian	1%

A. Diversity Training:

I am currently in the process of contracting with a consultant to assist the City in further development and implementation of a system-wide program to foster diversity in the City's workforce. The diversity consultant will assist the City in training employees, will work with individual department heads as they implement various diversity initiatives in their own departments, and will work with the City of Cambridge Employees Committee of Diversity on integrating its goals with those of the entire organization.

The initial focus of this program is to increase the capability all senior managers to assist them in leading and managing a diverse workforce; this will be accomplished through an intensive training program. The senior management training has four fundamental goals: (1) To explore the various individual beliefs regarding what diversity means and what it means to value diversity in an organization; (2) To identify those behaviors that impede and those that encourage effective management of diverse workgroups; (3) To apply skills,

knowledge, resources and real scenarios shared by participants; and (4) To develop an organizational plan with goals and expectations regarding diversity.

Also, as you are aware, the FY98 Budget submitted to the City Council includes funds to undertake a substantial training initiative in FY98, including initiation of a program to provide diversity training for all employees.

B. EEOC Reporting Information:

The initial re-classification of City positions was completed on February 28, 1997. A review is currently underway to ensure consistency. There are still a few outstanding position classifications that need to be reconciled. We are currently in the process of retaining outside expertise to review all positions to ensure proper classification. Reclassifications will be final after sign-off from State and Federal EEOC Officials.

Attached, for your information, is an EEOC report sorted by department which reflects the way positions are currently classified on the personnel system.

C. Prepare Employment Data on Minority Hiring, Training and Retention in a Consistent Fashion:

Attached please find two (2) report formats for your review: one on Employment Activity, and a second on Internal Training Sessions. It is my intent that both reports be submitted to the City Council quarterly, commencing FY98.

D. Procedures for Retaining and Utilizing Applications from Minority Candidate to insure an active pool of Minority Candidates to Choose Potential Employees:

Current City job postings and recruitment advertising explicitly encourage job applicants to provide personal information which will assist us in our Affirmative Action efforts. Nonetheless, race and gender data is only rarely provided in a resume or cover letter. Those who complete a standard Application for Employment are somewhat more likely to volunteer this information. We have, therefore, begun to ask all applicants who are interviewed to complete a job application as part of the screening process.

A computer applicant tracking system (ATS) is currently maintained by the Personnel Department and serves as a permanent record of activity related to specific recruitment campaigns and on individual applicants. The ATS includes the pertinent information from all resumes and applications received by the Personnel Department including Affirmative Action data when these are

provided by the job applicant. This permanent data base can be searched on a variety of criteria, making it fairly easy to call applicants back for future opportunities appropriate to the individual's interests.

In order to provide more timely applicant pool information at the department level, we have made the applicant data base available to key staff for "look up" searching. In order to better match past applicants with positions as they become vacant, we are studying the feasibility of adding a more comprehensive skills inventory to the ATS. This evaluation should be completed by the end of the summer and any changes implemented by the end of calendar year 1997.

E. Contact Minority Churches in Cambridge and Organize Job Fairs:

Minority Churches receive mailings every two weeks listing all open positions in the City. The Office for Workforce Development will work with the City of Cambridge and other employers, city businesses and organizations to conduct one or more job fairs for City residents.

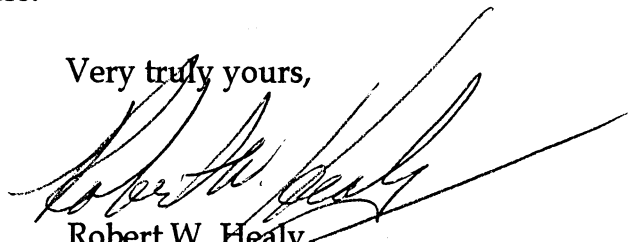
F. Report Relevant Employment Statistics by Department. Report Goals and Objectives for the Affirmative Action Director accompanied by an Implementation Schedule.

Employment statistics on minority hiring, retention and training opportunities by department will be reported using the suggested format (see section "C" above). The Affirmative Action Director and I are in discussion regarding the goals, objective and implementation schedule for the Affirmative Action Director.

G. Re-examine and Update Affirmative Action Goals:

The Affirmative Action Director, Personnel Director and I are currently in discussion regarding Affirmative Action goals for the City in FY98 and beyond, based on revised EEO classification numbers.

Very truly yours,



Robert W. Healy
City Manager

Attachments: Quarterly Report for Employment Activity - sample
Quarterly Report of Internal Training Sessions -sample
Departmental EEOC Report

Quarterly report of Employment Activity

Section 1

Summary data for positions filled with new employees this quarter

_____ White Males (_____ %) _____ Minority Males (_____ %) _____ All Males (_____ %)

_____ White Females (_____ %) _____ Minority Females (_____ %) _____ All Females (_____ %)

_____ Total White (_____ %) _____ Total Minority (_____ %) _____ Grand Total (_____ %)

EEO Category	Department	Hours/ Pay period	Assignment Type (R/T)*	Sex	Race	Cambridge (Y/N)

Section 2

Summary data for positions filled through internal transfer or promotion this quarter

_____ White Males (_____ %) _____ Minority Males (_____ %) _____ All Males (_____ %)

_____ White Females (_____ %) _____ Minority Females (_____ %) _____ All Females (_____ %)

_____ Total White (_____ %) _____ Total Minority (_____ %) _____ Grand Total (_____ %)

EEO Category	Department	Hours/ Pay period	Assignment Type (R/T)	Sex	Race

Section 3

Summary data for positions vacated* this quarter

_____ White Males (_____ %) _____ Minority Males (_____ %) _____ All Males (_____ %)

_____ White Females (_____ %) _____ Minority Females (_____ %) _____ All Females (_____ %)

_____ Total White (_____ %) _____ Total Minority (_____ %) _____ Grand Total (_____ %)

EEO Category	Department	Hours/ Pay period	Assignment Type (R/T)	Sex	Race	Length of Service **

* Includes only those individuals leaving the City service, not positions vacated by transfer or promotion.

** Reasons for leaving the City service will be solicited in Exit Interviews and trends will be reported annually for each fiscal year.

QUARTERLY REPORT OF INTERNAL TRAINING SESSIONS
[Begin Date] through [End Date]

SAMPLE FORMAT
FOR REVIEW PURPOSES

COURSES, PROGRAMS, SESSIONS OFFERED THROUGH DEVELOPMENT AND LEARNING CATALOG:

	TYPE OF TRAINING	SESSION TITLE	DATE	NUMBER OF PARTICIPANTS	NUMBER MINORITY	NUMBER FEMALE
<i>TOTAL FOR QUARTER:</i>						

COURSES, PROGRAMS, SESSIONS AT DEPARTMENT LEVEL:

DEPT	TYPE OF TRAINING	SESSION TITLE	DATE	NUMBER OF PARTICIPANTS	NUMBER MINORITY	NUMBER FEMALE
<i>TOTAL FOR QUARTER:</i>						

<p>CODES FOR TYPE OF TRAINING:</p> <p>C Core Curriculum: New Employee or Required Training</p> <p>D Diversity</p> <p>G General Skill Development</p> <p>H Personal Health, Lifestyle, Safety</p> <p>M Management Development</p> <p>O Other</p>

QUARTERLY REPORT OF INTERNAL TRAINING SESSIONS

January 1, 1997 through March 31, 1997

COURSES, PROGRAMS, SESSIONS OFFERED THROUGH DEVELOPMENT AND LEARNING CATALOG:

TYPE OF TRAINING	SESSION TITLE	DATE	NUMBER OF PARTICIPANTS	NUMBER MINORITY	NUMBER FEMALE
G	Americans with Disabilities*	1/16	11	2	8
G	Constructive Conflict Resolution	2/6	7	4	6
G	Dealing with Difficult People	2/25	14	4	11
M	Employment References	3/13	14	2	11
M	Giving Effective Feedback	3/5	20	3	17
M	Managing the Disciplinary Process	2/12	20	3	8
M	Supervising the Performance	1/29	16	4	14
M	Policy for Internet and On-Line Computer Use	3/12	52	7	25
D	Work Place Diversity*	3/20	9	6	6
D	Diversity Videotape Series (4 sessions)	1/23-3/6	35	15	27
TOTAL FOR QUARTER:			198	50 25.25%	133 67.17%

NOTE: Data represented for this quarter does not include Department level training information. A process to gather quarterly training information from Departments will be implemented starting July 1, 1997.

* DHSP sponsored workshop; required for new DHSP employees, open to all City employees.

CODES FOR TYPE OF TRAINING:	
C	Core Curriculum: New Employee or Required Training
D	Diversity
G	General Skill Development
H	Personal Health, Lifestyle, Safety
M	Management Development
O	Other

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

Animal Commission		Minorities	Women
1	OFFICIALS/ADMIN	%	%
2	PROTECTIVE SERVICE	%	(2) 100.0 %
3	TOTAL	%	(2) 66.7 %
Assessors		Minorities	Women
4	OFFICIALS/ADMIN	(1) 25.0 %	(2) 50.0 %
1	PROFESSIONAL	%	(1) 100.0 %
7	TECHNICIANS	(2) 28.6 %	(4) 57.1 %
1	PARAPROFESSIONAL	%	(1) 100.0 %
4	ADMIN SUPPORT	(1) 25.0 %	(3) 75.0 %
17	TOTAL	(4) 23.5 %	(11) 64.7 %
Auditing		Minorities	Women
1	OFFICIALS/ADMIN	%	%
1	TECHNICIANS	%	(1) 100.0 %
3	ADMIN SUPPORT	(1) 33.3 %	(3) 100.0 %
5	TOTAL	(1) 20.0 %	(4) 80.0 %
Budget		Minorities	Women
1	OFFICIALS/ADMIN	%	%
2	TECHNICIANS	%	%
1	PARAPROFESSIONAL	(1) 100.0 %	(1) 100.0 %
4	TOTAL	(1) 25.0 %	(1) 25.0 %
Cable Television		Minorities	Women
1	PROFESSIONAL	%	%
4	TECHNICIANS	%	%
1	ADMIN SUPPORT	%	(1) 100.0 %
6	TOTAL	%	(1) 16.7 %
City Clerk's Office		Minorities	Women
2	OFFICIALS/ADMIN	%	(2) 100.0 %
1	PROFESSIONAL	(1) 100.0 %	(1) 100.0 %
1	PARAPROFESSIONAL	%	(1) 100.0 %
6	ADMIN SUPPORT	(4) 66.7 %	(6) 100.0 %
10	TOTAL	(5) 50.0 %	(10) 100.0 %

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

City Council Office		Minorities		Women	
1	PARAPROFESSIONAL		%	(1)	100.0 %
1	ADMIN SUPPORT		%	(1)	100.0 %
2	TOTAL		%	(2)	100.0 %
Community Development		Minorities		Women	
11	OFFICIALS/ADMIN	(1)	9.1 %	(5)	45.5 %
16	PROFESSIONAL	(1)	6.3 %	(11)	68.8 %
8	TECHNICIANS	(3)	37.5 %	(4)	50.0 %
11	PARAPROFESSIONAL	(3)	27.3 %	(8)	72.7 %
7	ADMIN SUPPORT	(3)	42.9 %	(7)	100.0 %
53	TOTAL	(11)	20.8 %	(35)	66.0 %
Conservation Commission		Minorities		Women	
1	OFFICIALS/ADMIN		%		%
1	TOTAL		%		%
Dept Human Services Prgm		Minorities		Women	
13	OFFICIALS/ADMIN	(3)	23.1 %	(10)	76.9 %
92	PROFESSIONAL	(24)	26.1 %	(70)	76.1 %
102	TECHNICIANS	(27)	26.5 %	(71)	69.6 %
185	PARAPROFESSIONAL	(78)	42.2 %	(119)	64.3 %
32	ADMIN SUPPORT	(21)	65.6 %	(27)	84.4 %
30	SERVICE/MAINTENANCE	(15)	50.0 %	(3)	10.0 %
454	TOTAL	(168)	37.0 %	(300)	66.1 %
Election Commission		Minorities		Women	
6	OFFICIALS/ADMIN	(1)	16.7 %	(4)	66.7 %
14	ADMIN SUPPORT	(3)	21.4 %	(13)	92.9 %
20	TOTAL	(4)	20.0 %	(17)	85.0 %
Electrical Department		Minorities		Women	
1	OFFICIALS/ADMIN		%		%
1	PARAPROFESSIONAL		%	(1)	100.0 %
9	SKILLED CRAFT		%		%
11	TOTAL		%	(1)	9.1 %

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

Emergency Communications	Minorities	Women
1 OFFICIALS/ADMIN	%	%
2 PROFESSIONAL	%	%
6 TECHNICIANS	(1) 16.7 %	(2) 33.3 %
26 PROTECTIVE SERVICE	(3) 11.5 %	(10) 38.5 %
1 PARAPROFESSIONAL	(1) 100.0 %	%
1 ADMIN SUPPORT	%	(1) 100.0 %
37 TOTAL	(5) 13.5 %	(13) 35.1 %

Emergency Management	Minorities	Women
1 OFFICIALS/ADMIN	%	%
1 PROTECTIVE SERVICE	%	%
1 ADMIN SUPPORT	%	(1) 100.0 %
3 TOTAL	%	(1) 33.3 %

Executive City Manager	Minorities	Women
3 OFFICIALS/ADMIN	(1) 33.3 %	%
2 PROFESSIONAL	(1) 50.0 %	(1) 50.0 %
10 PARAPROFESSIONAL	(8) 80.0 %	(5) 50.0 %
3 ADMIN SUPPORT	%	(3) 100.0 %
18 TOTAL	(10) 55.6 %	(9) 50.0 %

Finance Administration	Minorities	Women
2 OFFICIALS/ADMIN	%	%
1 TECHNICIANS	%	%
3 TOTAL	%	%

Fire	Minorities	Women
13 OFFICIALS/ADMIN	%	%
63 PROFESSIONAL	(2) 3.2 %	%
195 PROTECTIVE SERVICE	(36) 18.5 %	(2) 1.0 %
2 ADMIN SUPPORT	%	(2) 100.0 %
1 SKILLED CRAFT	%	%
274 TOTAL	(38) 13.9 %	(4) 1.5 %

General Services	Minorities	Women
1 TECHNICIANS	%	%
2 ADMIN SUPPORT	%	(2) 100.0 %
3 SKILLED CRAFT	%	%
1 SERVICE/MAINTENANCE	%	%

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

7 TOTAL % (2) 28.6 %

Historical Commission Minorities Women

1 OFFICIALS/ADMIN % %

3 PROFESSIONAL % (3) 100.0 %

3 PARAPROFESSIONAL % (2) 66.7 %

7 TOTAL % (5) 71.4 %

Human Right's Commission Minorities Women

1 OFFICIALS/ADMIN % (1) 100.0 %

1 PROFESSIONAL % (1) 100.0 %

1 ADMIN SUPPORT (1) 100.0 % (1) 100.0 %

3 TOTAL (1) 33.3 % (3) 100.0 %

Inspectional Services Minorities Women

3 OFFICIALS/ADMIN (1) 33.3 % %

1 PROFESSIONAL % %

17 PROTECTIVE SERVICE (1) 5.9 % (2) 11.8 %

2 PARAPROFESSIONAL % (1) 50.0 %

5 ADMIN SUPPORT (1) 20.0 % (5) 100.0 %

28 TOTAL (3) 10.7 % (8) 28.6 %

Legal Department Minorities Women

2 OFFICIALS/ADMIN % %

8 PROFESSIONAL (1) 12.5 % (5) 62.5 %

3 ADMIN SUPPORT % (3) 100.0 %

13 TOTAL (1) 7.7 % (8) 61.5 %

Libraries Minorities Women

2 OFFICIALS/ADMIN (1) 50.0 % (2) 100.0 %

34 PROFESSIONAL (4) 11.8 % (22) 64.7 %

21 PARAPROFESSIONAL (1) 4.8 % (14) 66.7 %

40 ADMIN SUPPORT (15) 37.5 % (26) 65.0 %

2 SKILLED CRAFT % %

3 SERVICE/MAINTENANCE (2) 66.7 % %

102 TOTAL (23) 22.5 % (64) 62.7 %

License Commission Minorities Women

3 OFFICIALS/ADMIN (1) 33.3 % %

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

3	PROFESSIONAL		%	(3)	100.0	%
2	PROTECTIVE SERVICE	(1)	50.0			%
5	ADMIN SUPPORT	(1)	20.0	(5)	100.0	%
13	TOTAL	(3)	23.1	(8)	61.5	%

MIS

Minorities

Women

1	OFFICIALS/ADMIN		%	(1)	100.0	%
10	PROFESSIONAL	(2)	20.0	(5)	50.0	%
1	TECHNICIANS		%	(1)	100.0	%
1	ADMIN SUPPORT	(1)	100.0			%
13	TOTAL	(3)	23.1	(7)	53.8	%

Mayor's Office

Minorities

Women

1	OFFICIALS/ADMIN		%			%
1	PROFESSIONAL	(1)	100.0	(1)	100.0	%
3	ADMIN SUPPORT		%	(1)	33.3	%
5	TOTAL	(1)	20.0	(2)	40.0	%

Peace Commission

Minorities

Women

1	OFFICIALS/ADMIN		%	(1)	100.0	%
1	TOTAL		%	(1)	100.0	%

Personnel

Minorities

Women

2	OFFICIALS/ADMIN		%	(1)	50.0	%
4	PROFESSIONAL	(2)	50.0	(2)	50.0	%
3	TECHNICIANS	(1)	33.3	(3)	100.0	%
1	PARAPROFESSIONAL	(1)	100.0			%
3	ADMIN SUPPORT	(2)	66.7	(3)	100.0	%
13	TOTAL	(6)	46.2	(9)	69.2	%

Police

Minorities

Women

7	OFFICIALS/ADMIN	(2)	28.6	(2)	28.6	%
17	PROFESSIONAL	(2)	11.8			%
34	TECHNICIANS		%	(1)	2.9	%
196	PROTECTIVE SERVICE	(58)	29.6	(30)	15.3	%
66	PARAPROFESSIONAL	(18)	27.3	(44)	66.7	%
23	ADMIN SUPPORT	(6)	26.1	(21)	91.3	%
3	SERVICE/MAINTENANCE		%			%
346	TOTAL	(86)	24.9	(98)	28.3	%

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

Police Review/Adv. Board		Minorities	Women
1	OFFICIALS/ADMIN	(1) 100.0 %	(1) 100.0 %
1	TOTAL	(1) 100.0 %	(1) 100.0 %
Public Celebrations		Minorities	Women
1	OFFICIALS/ADMIN	%	(1) 100.0 %
1	PROFESSIONAL	%	%
4	PARAPROFESSIONAL	(2) 50.0 %	(3) 75.0 %
6	TOTAL	(2) 33.3 %	(4) 66.7 %
Public Works Department		Minorities	Women
9	OFFICIALS/ADMIN	%	(1) 11.1 %
8	PROFESSIONAL	(2) 25.0 %	(2) 25.0 %
9	TECHNICIANS	%	(1) 11.1 %
8	PARAPROFESSIONAL	(2) 25.0 %	(1) 12.5 %
11	ADMIN SUPPORT	%	(8) 72.7 %
96	SKILLED CRAFT	(20) 20.8 %	(1) 1.0 %
83	SERVICE/MAINTENANCE	(20) 24.1 %	(1) 1.2 %
224	TOTAL	(44) 19.6 %	(15) 6.7 %
Purchasing		Minorities	Women
1	OFFICIALS/ADMIN	%	(1) 100.0 %
1	PROFESSIONAL	%	(1) 100.0 %
2	TECHNICIANS	(1) 50.0 %	(1) 50.0 %
1	PARAPROFESSIONAL	%	(1) 100.0 %
4	ADMIN SUPPORT	(1) 25.0 %	(4) 100.0 %
9	TOTAL	(2) 22.2 %	(8) 88.9 %
Traffic, Parking & Transportation		Minorities	Women
3	OFFICIALS/ADMIN	%	(1) 33.3 %
3	PROFESSIONAL	%	(2) 66.7 %
5	TECHNICIANS	(1) 20.0 %	(3) 60.0 %
31	PROTECTIVE SERVICE	(8) 25.8 %	(16) 51.6 %
1	PARAPROFESSIONAL	(1) 100.0 %	%
13	ADMIN SUPPORT	(1) 7.7 %	(11) 84.6 %
20	SKILLED CRAFT	(4) 20.0 %	%
5	SERVICE/MAINTENANCE	(1) 20.0 %	%
81	TOTAL	(16) 19.8 %	(33) 40.7 %

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

Treasury/Revenue	Minorities	Women
1 PROFESSIONAL	%	(1) 100.0 %
1 PARAPROFESSIONAL	(1) 100.0 %	(1) 100.0 %
12 ADMIN SUPPORT	(5) 41.7 %	(12) 100.0 %
14 TOTAL	(6) 42.9 %	(14) 100.0 %
Veterans' Services	Minorities	Women
1 OFFICIALS/ADMIN	(1) 100.0 %	%
1 PROFESSIONAL	%	%
1 PARAPROFESSIONAL	%	(1) 100.0 %
3 TOTAL	(1) 33.3 %	(1) 33.3 %
Water Department	Minorities	Women
1 OFFICIALS/ADMIN	%	%
6 PROFESSIONAL	%	(1) 16.7 %
6 TECHNICIANS	(1) 16.7 %	(1) 16.7 %
4 PARAPROFESSIONAL	%	(3) 75.0 %
4 ADMIN SUPPORT	(1) 25.0 %	(3) 75.0 %
38 SKILLED CRAFT	(6) 15.8 %	%
5 SERVICE/MAINTENANCE	%	%
64 TOTAL	(8) 12.5 %	(8) 12.5 %
Weights and Measures	Minorities	Women
1 OFFICIALS/ADMIN	%	%
1 TOTAL	%	%
Women's Commission	Minorities	Women
1 OFFICIALS/ADMIN	%	(1) 100.0 %
1 PARAPROFESSIONAL	%	(1) 100.0 %
2 TOTAL	%	(2) 100.0 %

CITY OF CAMBRIDGE
EEO REPORT - DEPARTMENTAL PROFILE
All City Employees as of 051297

Record totals		Minorities		Women	
104	Officials/Admin	(14)	13.5	(37)	35.6
281	Professional	(43)	15.3	(133)	47.3
192	Technicians	(37)	19.3	(93)	48.4
470	Protective Service	(107)	22.8	(62)	13.2
326	Paraprofessional	(117)	35.9	(209)	64.1
205	Admin Support	(68)	33.2	(173)	84.4
169	Skilled Craft	(30)	17.8	(1)	.6
130	Service/Maintenance	(38)	29.2	(4)	3.1
1,877	TOTAL CITY EMPLOYEES	(454)	24.2 %	(712)	37.9 %

Monday 14
Thurs 17



City of Cambridge

Calendar Item #14

IN CITY COUNCIL

February 10, 1997

COUNCILLOR TRIANTAFILLOU

ORDERED: That the City Manager be and is hereby requested to

- a. Insure that all employees of the City are given meaningful training in diversity issues forthwith;
- b. Examine EEOC reporting information and create an accurate profile of city employees;
- c. Prepare employment data on minority hiring and retention in a consistent fashion so that the Council can compare the City's progress accurately.
- d. Institute procedures whereby applications from and information regarding minority candidates for jobs is retained and utilized and that personnel procedures be tightened with regard to follow-up with minority candidates to insure that we have an active pool of minority candidates from which to choose potential employees, including but not limited to a resume bank.
- e. Contact all minority churches in Cambridge and organize job fairs and/or information sharing at such sites;
- f. Report to the council on a quarterly basis, the relevant employment statistics showing minority hiring and retention, training, and goals progress by department, as well as goals and objectives for the Affirmative Action Director accompanied by an implementation schedule.
- g. Re-examine and update affirmative action goals immediately and report to the City Council with said results and thereafter on an annual basis.

In City Council February 10, 1997

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

D. Margaret Drury

ATTEST:-

D. Margaret Drury
City Clerk

Committee Report #1

S-36D

A report was received from the Civil and Human Rights Committee for a meeting held on May 15, 1996 for the purpose of receiving a report on the affirmative action order adopted by the City Council on February 10, 1997

In City Council June 9, 1997

Report Accepted

PLACED ON FILE

*on motion of
Councillor Smartafellow*