



CITY OF CAMBRIDGE
Traffic, Parking and Transportation
57 Inman Street,
Cambridge, Massachusetts 02139

Susan E. Clippinger
Director

Administration
Parking Violations
Resident Parking

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OFFICE OF THE CITY MANAGER
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June 10, 1997

TO: Robert Healy, City Manager

FROM: Susan E. Clippinger, Director *SC*

SUBJECT: Council Order #62 dated 6/9/97

RE: Parking Service Coordinator Position

Several questions were asked about the posting and recruitment for the Parking Service Coordinator position in Traffic, Parking and Transportation. The following are the questions asked and the answers:

1. Where and for what period of time was the position posted?

In house posting from February 25 to March 12. External candidates list received March 19.

2. What recruitment was done to inform minorities and/or Cambridge residents of the position?

Letters to other Department Heads and people in the field. The Parking Services coordinator, Traffic & Parking #A155-701 was posted internally to current City employees from 2/25/97 to 3/12/97. The Notice of Posting is routinely distributed to all City departments including the seven branches of the Cambridge Public Library, the Office of Cable Television for posting on Channel 37 and MIS for inclusion in the Employment section of the Cambridge Home Page. External recruitment included mailing the Notice of Posting to 128 Cambridge based community agencies and approximately 135 individual Cambridge residents with then active job applications on file with the Personnel Department.

3. Was the period for submitting letters of interest extended beyond the first date posted?

No.

4. How many persons applied for this position?

12

5. Of those who applied for the position:

- a) How many were current city employees? 6
- b) How many were female? 8
- c) How many were female Cambridge residents? 4
- d) How many were minority females; 2 and of these, how many were Cambridge residents? 2
- e) How many were male? 4
- f) How many were male Cambridge residents? 3
- g) How many were minority males? 2 and of these, how many were Cambridge residents? 2

6. How many people were interviewed for the position? 8

7. Of those who were interviewed for the position:

- a) How many were current city employees? 5
- b) How many were female? 5
- c) How many were female Cambridge residents? 2
- d) How many were minority females? 0 and of these, how many were Cambridge residents? 0
- e) How many were male? 3
- f) How many were male Cambridge residents? 2
- g) How many were minority males? 1 and of these, how many were Cambridge residents? 1

8. Of the finalists for the position, using a numeric identifier rather than the names, list the gender, race, city of residence, and whether the person is currently employed by the City of Cambridge. Outline the qualifications each person had to be selected as a finalist for the position.

See attached chart

9. Explain the criteria for which a selection was made for this position and how the person selected meets the criteria of the newly created Residency policy, particularly the "demonstrated familiarity" with the City of Cambridge.

- Management experience/skills
- Cash handling environment experience
- Database system management

Parking Services Coordinator Candidates

	City employee	Gender	Resident	Minority	Interviewed
1	yes	F	no, Randolph	no	8-Apr
2	yes	M	yes	yes	8-Apr
3	yes	F	no, Medford	no	11-Apr
4	yes	M	yes	no	11-Apr
5	yes	M	no, Milton	no	11-Apr
6	no	F	no, Bellingham	no	14-Apr
7	no	F	yes	no	15-Apr
8	no	F	yes	no	17-Apr
9	yes	F	no, Somerville	yes	cancelled
10	no	M	yes	yes	no show
11	no	F	yes	yes	no show
12	no	F	yes	yes	no show
	6 employees	8 Female	7 residents	5 minority	8 interviewed
		4 Male			



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
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5.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 23, 1997

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 25, regarding a report on the recently filled position of "Parking Service Coordinator", received from Traffic, Parking & Transportation Director Susan Clippinger.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda #5

S-386

Relative to Awaiting Report Item Number
Twenty-five, regarding a report on the
recently filled position of "Parking
Service Coordinator".

In City Council June 23, 1997

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