

CAMBRIDGE EMPLOYMENT PLAN

PROGRESS REPORT

February 16, 1983 - September 30, 1983

SUBMITTED BY:

EMPLOYMENT RESOURCES, INC.

October 11, 1983

SUMMARY OF ACTIVITIES

Extensive job development efforts are being conducted throughout the city of Cambridge, with a concentration in the economic development areas. One hundred eleven (111) companies are participating in the program, and CEP has received 452 job openings from these firms. The types of companies listing job openings are diverse and are representative of the industrial mix in Cambridge; 24% were high-tech, 39% service and 23% manufacturing firms. Although job development efforts have been extensive in the economic development areas covered in the Cambridge Employment Plan, many of the job listings have not come from firms that are located in officially designated development areas. The reason for this is twofold. Many of the development projects are not completed and therefore firms are not as yet occupying space. Second, the construction jobs associated with these development projects are mostly in companies with closed-union shops and therefore access to construction jobs is limited. The CEP staff, in conjunction with the City's Affirmative Action Department and Community Development Department, has developed a list of qualified residents with skills in the construction trades. Chart I depicts job development efforts by economic development area.

Job openings by occupational category are also diverse and indicate a balanced distribution among the various occupational categories. Of the 452 job openings, 20% are in the professional, managerial, and technical field, 35% are in secretarial/clerical occupations, 18% in sales and services, 13% in benchwork and structured, and 14% in miscellaneous. By comparison, of the 222 residents, 24% expressed interest in the managerial, professional/technical field, 22% in the secretarial field, 19% in the service and sales, 16% in benchwork and structured, and 19% in miscellaneous. Chart II shows occupational openings by firm and resident interest. There is a well balanced distribution of occupational openings by all industrial classifications. The high-tech industries, service industries and manufacturing firms have a large diversity of job classifications among technical, managerial, secretarial and benchwork occupations. Chart III depicts occupational openings by industrial classification.

Through recruitment and outreach efforts, 222 individuals have participated in the Cambridge Employment Program (CEP). 100 individuals have been placed as a result of the CEP staff efforts. 45% of the residents have been placed and an additional 6% have been referred to other employment and training programs. Chart IV depicts placement by occupational area. The average hourly starting salary wage for the various occupational clusters are as follows: professional/managerial - \$7.07; technical - \$5.82; clerical/secretarial - \$5.75; sales \$6.00/service jobs \$5.11; structural - \$9.00 and benchwork/miscellaneous - \$4.77.

The demographics of the 200 residents is summarized on Chart IV. Approximately 53% are minority and 47% are female. 43% of the 222 persons do not possess greater than a high school diploma; 25% possess a Bachelors Degree or above. The demographics of the individuals placed are representative of the resident pool of applicants. In general, the educational status and job interest of the 100 applicants correlate well. For example, the type of jobs individuals are requesting do not require greater educational levels than they possess; however the jobs do require, in many cases, higher occupational skill levels. This is a problem in the clerical/secretarial field, the hotel/restaurant field and the electronics and assembly fields. Of the 122 individuals not as yet placed, 75 individuals are in need of much more comprehensive training and support services. A number of these individuals need occupational training or upgrading and/or educational upgrading including English-as-a-Second language.

Since the inception of CEP, we have expended \$47,490. The cost per participant is \$214.00; total cost per placement is \$475.00. Chart V shows plan vs. actual expenditures.

SPECIFIC FINDINGS

1. The majority of the jobs in the professional/managerial field require people with technical or scientific training. Though 25% of our registered residents have Bachelors Degrees, their backgrounds do not meet the employer skill requirement demands.
2. Companies in all industrial categories have a strong need for administrative support staff. A total of 157 secretarial/clerical openings have been listed with the program. However, there are only

2. (continued)

48 residents in our applicant pool who meet even the minimum requirements of this job category. Most of the job listings are for a much higher skill level. Furthermore, there are a number of individuals who expressed an interest in clerical occupations but did not meet the minimum requirements.

3. A number of jobs exist in the benchwork occupations; however residents with this occupational skill that have been recently laid off due to plant closings are unable to fill these positions.

These workers tend to be non-skilled assemblers. The assembler positions listed with the CEP require a much higher skill level such as electro-mechanical or electronic assembler. Some of these workers are also non-English or limited-English speaking and in today's workforce the language barrier is a much greater barrier than in the past.

4. The service industry is expanding in our labor market area. However, residents will need training in order to fill entry-level positions.

Companies are interested in individuals who are upwardly mobile and can grow with the expanding job skill requirement of the company.

For example, the hotel/restaurant industry needs front desk, convention set-up, restaurant and other staff. The Hyatt-Regency hires new staff for these positions upon completion of a formal training program.

5. A disproportionate number of jobs have been developed (452) in comparison to the number of residents recruited (222). A major reason for this is the staff size of CEP. Over the past seven months, 222 residents have enrolled with the program. There are three staff members working with this population and administering the program. The client/counselor ratio has been 74 to 1. This ratio is a very high caseload for a direct placement program.

6. As stated earlier, at least 75% of the residents have been determined as non-job ready due to employment barriers that cannot be addressed with the current staffing or program design. Vocational assessment, skill training, language, and educational upgrading needs to be provided. Staff have been working with the Cambridge School Department and Just-a-Start to develop a variety of occupational training options for adult and youth residents.

CHART I

JOB ORDERS BY GEOGRAPHIC AREAS

| <u>GEOGRAPHIC AREA</u> | <u>TOTAL NO. OF ORDERS</u> |
|-----------------------------|----------------------------|
| Lechmere/Riverfront | 20 |
| Kendall | 88 |
| Cambridgeport | 113 |
| Massachusetts Ave. Corridor | 18 |
| Alewife | 24 |
| Other Cambridge | 93 |
| Outside Cambridge | <u>96</u> |
| TOTAL | 452 |

CHART II

COMPARISON OF JOB OPENINGS TO RESIDENT NEEDS

| <u>OCCUPATIONAL TITLE</u> | <u>NO. POSITIONS LISTED</u> | <u>NO. OF RESIDENTS SEEKING POSITIONS</u> | <u>PLACEMENTS</u> |
|--------------------------------|-----------------------------|---|-------------------|
| <u>PROFESSIONAL/MANAGERIAL</u> | <u>38</u> | <u>36</u> | <u>14</u> |
| Engineering Programmer | 1 | 1 | |
| Scientific Programmer | 1 | 1 | |
| Accountant | 2 | 1 | |
| Director of Grants Management | 1 | | |
| Computer Programmer | 2 | 2 | |
| Management Trainee | 2 | 3 | |
| Production Manager | 2 | 2 | |
| Job Processing Manager | 1 | 1 | |
| Engineer | 2 | 1 | |
| Registered Architect | 1 | 1 | |
| Training & Support Specialist | 1 | 1 | |
| Electronics Buyer | 1 | 1 | |
| New Product Developer Mgr. | 1 | 1 | |
| Design Supervisor | 1 | 3 | |
| Group Leader | 2 | | |
| Pre-School Teachers | 12 | 5 | |
| Programmer Analyst | 1 | | |
| Plant Supervisor | 1 | | |
| Social Service Supervisor | 1 | 8 | |
| Publication Specialist | 2 | 5 | |
| <u>TECHNICAL</u> | <u>53</u> | <u>18</u> | <u>9</u> |
| Technical Writer | 1 | | |
| Electronic Technician | 6 | 4 | |
| Senior Engineers | 2 | | |
| Research Assistants | 20 | 2 | |
| Machinists | 4 | 2 | |
| Sheet Metal Mechanic | 2 | | |
| Laboratory Technician | 1 | 1 | |
| Research Technicians | 7 | 3 | |
| Typesetter | 1 | 1 | |

TECHNICAL (continued)

| | | | |
|-------------------------------|------------|-----------|-----------|
| Computer Operator | 2 | 4 | |
| Tool & Die Maker | 1 | 1 | |
| Alarm Installer | 1 | | |
| Toxicologist | 1 | | |
| Structural Draftsperson | 1 | 1 | |
| Mechanical Artist | 1 | | |
| Technical Representative | 2 | | |
| | | | |
| <u>CLERICAL</u> | <u>157</u> | <u>48</u> | <u>24</u> |
| | | | |
| Secretary/Admin. Assistant | 39 | 3 | |
| Other Clerical | 118 | 45 | |
| | | | |
| <u>SALES</u> | <u>58</u> | <u>14</u> | <u>10</u> |
| | | | |
| Sales | 44 | 5 | |
| Field Service/Sales Asst. | 4 | 1 | |
| Telephone Coordinators | 3 | | |
| Customer Relations Rep. | 4 | 1 | |
| Cashier | 5 | 5 | |
| | | | |
| <u>SERVICE</u> | <u>23</u> | <u>28</u> | <u>14</u> |
| | | | |
| Waitress/Waiter | 14 | 3 | |
| Busboy | 1 | 3 | |
| Cosmetician | 1 | | |
| Child Care Worker | 5 | 5 | |
| Convention Personnel | 2 | 2 | |
| Housekeeping | | 15 | |
| | | | |
| <u>BENCHWORK</u> | <u>54</u> | <u>24</u> | <u>11</u> |
| | | | |
| Electro/Mechanical Assemblers | 28 | 13 | |
| Quality Control Inspectors | 4 | 4 | |
| Stitchers | 16 | 2 | |
| P.C. Board Assemblers | 6 | 4 | |

| | | | |
|---------------------------|---------------|---------------|---------------|
| <u>STRUCTURAL</u> | <u>4</u> | <u>12</u> | <u>2</u> |
| Welder | 1 | 1 | |
| Construction Worker | 2 | 11 | |
| Mason | 1 | | |
| <u>MISCELLANEOUS</u> | <u>65</u> | <u>42</u> | <u>16</u> |
| Driver Utility | 7 | 2 | |
| Warehouse Person | 6 | 1 | |
| Tool Room Attendant | 2 | | |
| Shipper Receiver | 8 | 2 | |
| Messenger Operator | 2 | | |
| Maintenance | 17 | 18 | |
| Packers | 7 | 1 | |
| Pastry Maker | 1 | | |
| Security Guards | 7 | 5 | |
| General Production Worker | 5 | 11 | |
| Material Handlers | 3 | | |
| Animal Care Taker | 1 | | |
| Baggage Handler | 1 | 2 | |
| Landscaper | 1 | | |
| TOTAL | 452 | 222 | 100 |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

RETAIL BUSINESSES/RESTAURANT

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---------------------------------|--|------------------------|---|
| J. August, Inc. - Cambridge | Mens and boys clothing and furnishings | 1 | 1 Sales Person |
| Med Coop | General merchandise | 2 | 2 Cashier/Sales |
| Tech Coop | General merchandise | 1 | 1 Sales/Cashier |
| Star Market Co. - Cambridge | Food supermarket | 1 | 1 Computer Operator |
| Chichi's Restaurant - Cambridge | Restaurant food | 1 | 1 Kitchen Help |
| Harvard Coop - Cambridge | General merchandise | 5 | 3 Cashier/Teller Sales 1 Cashier 1 Cosmetician |
| Tello's - E. Boston | Clothing store | 9 | 2 Warehouse Helpers 2 Janitors 2 Stock Help 2 Purchase Order Control Clerk 1 Sales, Stock Cashier |
| Crimson Camera - Cambridge | Camera and video audio supply store | 1 | 1 Credit Collections Person |
| Fantasia - Cambridge | Restaurant | 4 | 4 Waitresses/Waiters |
| Bread & Circus - Cambridge | Natural Foods | 1 | 1 Cashier |
| Milk St. Cafe - Boston | Natural Foods | 1 | 1 Waitress |
| Jordan Marsh - Burlington | Clothin/household goods | 1 | 1 Product Demonstrator |
| Westin Hotel - Boston | Hotel/Restaurant | 1 | 1 Convention Porter |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

HIGH TECHNOLOGY

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSTION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---|---|-----------------------|---|
| American Science & Engineering - Cambridge | Research/Development Manufacturing Industrial Testing & Research | 16 | 1 Mechanical Assembler 1 Tool Room Attendant 1 Elec/Mech Assembler 1 Secretary, Manufacturing 1 Experimental Machinist 1 Sheet Metal Mechanic 1 Sr. Sheet Metal Mech. 1 Welder 1 Clerk/Typist 1 Senior Secretary 2 PC Board Assemblers 1 Electronic Technician 1 Shippcr/Receiver 1 Senior Account Clerk 1 Technician |
| Kurzweil Computer Co. - Cambridge | Computer Design and Manufacture | 2 | 1 Training & Support Spec. 1 Electronics Buyer/Expeditior |
| Computer Corp. of America - Cambridge | Data Base Management Systems | 8 | 1 Asst. Contractor Admin. 1 Accountant 1 Typesetter/Paste-Up Artist 1 Message Center Person f/t 1 Message Center Person p/t 1 Office Person 1 Accounting Clerk 1 Office Assistant |
| Liberty Engineering - Waltham | | 1 | 1 Electronic Technician |
| Saddlebrook Corporation - Cambridge | Software Packages | 4 | 1 Software Support-Phone 1 Hardware Support-Phone 1 Asst. Contract Administrator 1 Acct. Typesetter/Paste-Up Artist |
| Bolt, Beranek & Newman - Cambridge | Computer Networks & Systems, Software | 1 | 1 Accountant |

HIGH TECHNOLOGY

Page 2.

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|-------------------------------------|--|------------------------|--|
| Orion Research - Cambridge | Medical Testing Equipment | 16 | 1 Secretary 1 Computer Documentation Coordinator 1 Secretary III 2 Customer Service Rep. 1 Admin. Assistant 1 Accounts Rec. Clerk I 2 Accounts Payable Clerk 3 Telephone Coordinator 1 Reproduction Clerk 3 Field Sales/Service Assistant |
| Bio Technica - Cambridge | Biological Testing/Research & Dev. | 1 | 1 Administrative Assistant |
| Shintron Corp. - Cambridge | Electronics Sound/Video Mfg. | 1 | 1 Order Processor Expeditor |
| Clinical Assays - Cambridge | Medical Research & Testing | 5 | 1 Programmer/Analyst 1 Secretary 3 Production Line Workers |
| Biogen - Cambridge | Bio-Medical Research & Development | 10 | 1 Scientific Programmer 1 Shipping/Receiving Clerk 6 Research Technicians 1 Research Secretary 1 Research Tech. (Chemist) |
| Anagenics - Cambridge | Biological Research & Testing | 6 | 5 Packers/Assemblers 1 Building Maintenance |
| Cambridge Research Labs - Cambridge | Medical Research & Testing | 22 | 20 Research Assistants 1 p/t Animal Caretaker 1 p/t Library Assistant |
| Petroferm | R & D Petroleum-based Products | 2 | 2 Chemist (Res. Technician) |
| Dynatech - Cambridge | Design and Manufacturing of Electronic Instruments | 2 | 2 Technical Typists |
| Teradyne - Boston | Design & Mfg. of Electronic Test Equip. | 3 | 3 Material Handlers |

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---|---|------------------------|--|
| The Computer Company - Cambridge | Develops software packages for business & management services | 1 | 1 Clerical |
| Index Systems - Cambridge | Develops software packages for management systems | 1 | 1 Secretary |
| Whitehead Institute - Cambridge | Bio-Medical Research | 1 | 1 Director of Grants Management & Accounting |
| Bioran - Cambridge | Medical Research | 4 | 1 Maintenance Person 1 Driver 2 Data Entry Clerks |
| Raytheon - Waltham | Design & Manufacturer of Electronic Systems | 1 | 1 Production Control Asst. |
| Stone & Webster - Boston | Research & Development | 1 | 1 Secretary |
| Data General Corporation - Cambridge | Computer Company | 1 | 1 Secretary/Receptionist |
| Badger Co. - Cambridge | Engineering/Consulting Petrochemical/energy related | 2 | 1 Secretary 1 Scientific Programmer |
| Quadex - Cambridge | Computer Graphics | 2 | 1 Sr. Secretary - Mktg. 1 Receptionist |
| Draper Labs. - Cambridge | Research & Development | 8 | 1 Computer Operator 1 Publications Spec. 1 Payroll Clerk 1 Senior Secretary 1 Secretary, Grade 3 1 Office Assistant III 1 Editorial Secretary 1 Secretary |
| Project Software Dev. Corp. - Cambridge | Computer Software | 1 | 1 Receptionist |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---------------------------------------|---------------------------------|------------------------|--|
| ABT Associates - Cambridge | Research & Consulting | 1 | 1 Maintenance Person |
| Charles River Publishing - Cambridge | Advertising | 2 | 1 Driver-Utility Person 1 Driver |
| American Credit & Collections | Collection Agency | 1 | 1 Management Trainee |
| Food Enterprises - Canton | Advertising, business service | 1 | 1 Assistant to the Vice Pres. |
| Burns International Security - Camb. | Detective & protective services | 1 | 1 Security Guard |
| Children's Hospital - Boston | Health care facility | 1 | 1 Clerical |
| Sheraton Commander Hotel - Camb. | Hotel restaurant accomodations | 1 | 1 Maintenance Worker |
| Department of Public Welfare - Boston | Social Services | 1 | 1 Information Clerk |
| Harvard University - Cambridge | Educational facility | 2 | 1 Custodian 1 Administrative Secretary |
| BayBank Data Services - Waltham | Computerized data bank service | 7 | 1 Customer Representative 1 Control Clerk 1 Data Control Spec. 1 Field Representative 1 NCC Monitor 1 Data Control Spec. 1 Control Clerk |
| Harvard Community Health Plan - Camb. | Health care facility | 15 | 1 Radiology Secretary 1 Clinical Asst. 1 Clinical Asst. p/t 1 Medical Transcriber 1 Clerk 1 Child Care Attendant/Area Asst. 1 Secretary 1 Medical Records Data Inputter 1 Appt. Sec/Receptionist |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---------------------------------------|--|------------------------|---|
| Harvard Community Health Plan (cont.) | | | 1 Evening Receptionist 2 Area Assistants 1 Accounts Payable Clerk 1 Medical Data Inputter 1 Medical Records Clerk |
| North Charles - Somerville | Social Services | 1 | 1 Supervisor |
| Manlabs Inc. - Cambridge | Metal research & testing lab | 2 | 1 Accounting Clerk 1 Machinist |
| Com Gas - Cambridge | Public Utility | 1 | 1 Messenger/Operator |
| The Plantary - Cambridge | Plants & foliage for offices | 2 | 2 Plant Care/Delivery persons |
| Sippican Consultants, Int'l.-Camb. | Engineering consultants | 1 | 1 Secretary/Receptionist |
| American Twine Office Park - Camb. | Maintenance | 13 | 9 Cleaners 1 Supervisor 2 Drivers 1 Assistant Superintendent |
| Harper & Schuman - Cambridge | Computer consultants | 5 | 1 Processing Person 1 Receptionist 2 Professional Sales 1 Technical Writer |
| John Leonard, Inc. - Watertown | Insurance | 1 | 1 Information Clerk |
| Williams Gens & Sons, Inc. - Boston | Consultants | 2 | 1 Receptionist/Typist 1 Clerk/Typist |
| Preview - Cambridge | Cable T.V. | 20 | 20 Sales Reps. |
| 1st Data Resources - Cambridge | Service-credit card records & telephone verification | 38 | 1 Data Entry (perm.) 5 Data Entry (temp.) 1 Secretary 1 Receptionist 30 Data Entry Clerks |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|---|---|------------------------|---|
| Eastern Security Systems - Cambridge | Security | 3 | 3 Security Guards |
| A.D.T. Security - Cambridge | Security | 7 | 1 Alarm Installer 1 Customer Relations Rep. 4 C.R.T. Operators 1 Filing Clerk/Switchboard Oper. |
| Arlington Town Hall - Arlington | Municipal | 1 | 1 Mason/Driver |
| Boston YWCA - Boston | Social Services | 1 | 1 Resource Developer |
| Lehigh Metal Products - Cambridge | Warehousing & distribution of metal prod. | 2 | 2 Packers |
| Cambridge Dept. of Human Services - Camb. | Neighborhood Services | 4 | 2 Group Leaders 2 Teacher/Associates |
| Hyatt Regency - Cambridge | Restaurant & hotel (service) | 19 | 1 Turn Down Housekeeper 1 Houseman 5 Cocktail Servers 3 Bus Persons 3 Waiter/Waitress 1 P.B.X. Telephone Oper. 1 Day Maintenance 1 Convention Personnel 2 Bar Porters 1 Pastry Maker |
| M.I.T. - Cambridge | Educational institution | 1 | 1 Typist |
| Allied Security - Burlington | Security business/home | 3 | 2 Security Guards 1 Security Person |
| Masonta, Inc. - Boston | Graphic Arts Services | 1 | 1 Advertising Supervisor |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|--------------------------------|--|------------------------|--|
| Stride Rite Co. - Cambridge | Manufacturers of men's, women's and children's footwear | 3 | 1 Secretarial 2 Accounting Clerks |
| Cambridge Coat Co. - Cambridge | Coat manufacturers | 8 | 8 Stitchers |
| Meditech Catheters - Watertown | Manufacturers medical supplies | 1 | 1 Assembler |
| Kloss Video - Cambridge | Manufactures large screen T.V.s | 28 | 1 Electronic Technician 1 Senior Engineer 2 Warehouse Persons 1 Receptionist 20 Mechanical Assemblers 1 Machine Operator 2 Quality Control Inspectors |
| Superior Nut - Cambridge | Manufacturer nuts and candy | 3 | 1 General Production Worker 2 General Production Workers |
| Power General - Canton | Electronic Parts | 1 | 1 Electronic Tech. |
| Varian Inc. - Woburn | Manufactures electronic components for industrial use | 2 | 2 Electro-Mechanical Assemb. |
| Little Brown & Co. - Boston | Book manufacturer | 1 | 1 Secretary |
| Illuminations - Cambridge | Graphic Design, Graphic Arts | 8 | 2 Secretary/Order Taker 1 Exec. Secretary to Comptroller 1 Exec. Secretary 1 Mechanical Artist 1 New Product Dev. Manager 1 Design Supervisor - Graphics 1 Accounting Support Person |
| Data Packaging - Cambridge | Manufacturing of data processing; storage and packaging supplies | 1 | 1 Receptionist |
| Paramount Coat Co. - Cambridge | Clothing Mfg. | 6 | 1 Production Manager 5 Stitchers |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|--------------------------------------|-------------------------------------|------------------------|-------------------------------------|
| Fayerweather St. School - Cambridge | Educational institution | 10 | 5 Head Teachers 5 Asst. Teachers |
| Montessori School - Cambridge | Educational institution | 1 | 1 Full Charge Bookkeeper |
| Energy Resources Co., Inc. - Camb. | Energy related testing & consulting | 1 | 1 Toxicologist |
| Eco Design - Cambridge | Architectural design | 1 | 1 Registered Architect |
| East Camb. Office Park - Camb. | Office leasing | 1 | 1 Secretary/Receptionist |
| Skill Bureau - Cambridge | Temporary Office Support | 1 | 1 Secretary |
| David Mullane - Cambridge | Construction/landscaping | 1 | 1 Landscaper |
| Schwartz & Schwartz - | Lawyers | 1 | 1 Secretary |
| Paul Stanley Roof Co. | Roofing Co. | 1 | 1 Construction Worker |
| Warren Hayes | Attorney | 1 | 1 Secretary |
| Perkins School for Blind - Watertown | Special School | 1 | 1 Accounting Clerk |
| Healy School - Somerville | Elementary School | 1 | 1 Teacher |
| Winchester Hospital | | 1 | 1 Clerk |
| McCormack & Dodge - Newton | Business consultants | 1 | 1 Technical Writer |

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|--------------------------------------|---------------------------------------|------------------------|--|
| A. O. Wilson Company, Cambridge, Ma. | Structural Steel | 1 | 1 Structural Draftsperson |
| Infocom, Inc., Cambridge, Ma. | Manufacturers computer games | 2 | 1 Accounting Clerk 1 Secretary/Receptionist |
| Damco, Inc., Watertown, Ma. | Manufacturer of Electronic Components | 1 | 1 Assembler |
| Carter's, Needham, Ma. | Manufacturer of Infant Clothing | 1 | 1 Computer Operator |
| Design Plastics | | 1 | 1 Plant Supervisor |
| Sweetheart Corp., Somerville, Ma. | Paper products | 1 | 1 Machine Assembler |

INSURANCE

| | | | |
|-----------------------------------|-------------------|---|-----------------|
| Prudential Insurance, Boston, Ma. | Insurance Carrier | 1 | 1 Food Preparer |
|-----------------------------------|-------------------|---|-----------------|

TRANSPORTATION

| | | | |
|-----------------------------------|--------------------------------|---|-------------------|
| Hudson Aviation, East Boston, Ma. | Baggage transportation service | 1 | 1 Baggage Handler |
|-----------------------------------|--------------------------------|---|-------------------|

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

| <u>NAME OF COMPANY</u> | <u>TYPE OF BUSINESS</u> | <u>POSITION LISTED</u> | <u>TYPES OF POSITIONS</u> |
|--------------------------------------|--|------------------------|---|
| Louis Bornstein - Boston | Clothing Mfg. | 1 | 1 General Helper |
| California Products Co. - Camb. | Paint Mfg. | 1 | 1 Secretary/Officer Person |
| Capitol Circuits - Allston | Mfg. electronic circuits | 7 | 1 Route Dept. Person 1 Assistant Shipper 2 Q.C. Inspectors 2 Mechanical Assemblers 1 Board Stuffer |
| Hyde Athletic Industries - Cambridge | Mfg. athletic footwear & clothing | 13 | 1 Genral Clerk 1 p/t Switchboard Operator 4 Telemarketing Reps. 3 Telemarketing Sales Persons 4 Warehouse Personnel |
| Peter Gray Corp. - Cambridge | Mfg. and fabrication of steel and metal products | 2 | 1 Tool & Die Person 1 p/t Secretary/Rec. |
| Whicoler Mfg. - Cambridge | Metal manufacturing | 6 | 1 Receptionist/Sec. 1 Production Manager 1 Job Processing Coord. 1 File Clerk 2 Inside Salespersons |
| Redifision Video - Stoneham | Video Games | 1 | 1 Management Trainee |
| W.R. Grace Co. - Cambridge | Chemicals | 3 | 1 Computer Operator 1 Research Tech. 1 Secretary |

CHART IV

RESIDENT DEMOGRAPHICS

CLIENT PROFILE

| | | # | % |
|--------------------|----------------|-----|------|
| Sex | Male | 104 | 47 |
| | Female | 118 | 53 |
| Race | White | 104 | 47 |
| | Black | 94 | 42 |
| | Hispanic | 18 | 8 |
| | Amer. Indian | 1 | 1 |
| | Asian | 5 | 2 |
| Educational Status | H.S. Dropout | 29 | 13 |
| | H.S. Graduate | 66 | 30 |
| | Post Secondary | 71 | 32 |
| | B.A. and above | 56 | 25 |
| | TOTAL | 222 | 100% |

CHART V

EXPENDITURE REPORT

| <u>CATEGORY</u> | <u>PLAN</u> | <u>ACTUAL</u> | <u>PERCENT (%)</u> |
|-----------------|-------------|---------------|--------------------|
| Administrative | 14,800 | 9,613 | 65% |
| Services | 42,400 | 37,877 | 90% |
| <u>TOTAL*</u> | 57,200 | 47,490 | 83% |

*Report covers February 16, 1983 to September 30, 1983.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

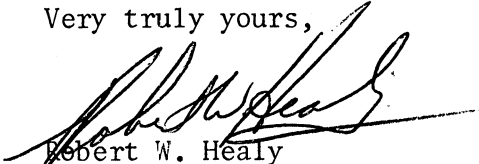
October 24, 1983

To the Honorable, the City Council:

Enclosed for your review is the second progress report on the Cambridge Employment Program. The Program is performing well, and the data presented provides us with valuable information to begin formulating ideas around employment and training policy for residents of Cambridge.

I request that the City Council refer this package of material for further discussion to the Economic Development Subcommittee.

Very truly yours,


Robert W. Healy
City Manager

RWH/ctw
Enclosure

Agenda Item Number Three

F-287

Re: enclosing a copy of the second progress
report on the Cambridge Employment Plan.

In City Council,

October 24, 1983

10-24-1983

Placed on File