



PERSONNEL DEPARTMENT
MICHAEL P. GARDNER,
Director

CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9024

RECEIVED

90 MAR -8 AM 10:35

OFFICE OF THE CITY MANAGER

TO: Robert W. Healy
City Manager

FROM: Michael P. Gardner 
Personnel Director

RE: City Policy on Posting Job Opportunities
Council order #22

DATE: March 7, 1990

It is City policy to post most job opportunities. The exceptions include positions which are not actual vacancies such as positions which are reclassification of other positions in which it is determined that the incumbent is in fact doing work of a higher grade or more complex nature than the original rating (For example a Clerk & Typist position being reclassified as Senior Clerk & Typist in the same department, doing the same work). In that instance the incumbent is reclassified and there is no posting.

Another exception involves positions covered by the Local 195 contract. In that agreement, vacancies that occur when an employee is promoted or transferred out of one position into another are not subject to posting. This is as the result of a specific agreement of long standing between the City and the Union, wherein the City agreed to a standard of strict seniority selection when vacancies are posted. In return, the Union agreed that such posting would only be required when openings are created by termination, death, retirement, a leave of absence for a period in excess of 4 months, or a new position. This avoids the necessity of "pyramid posting" for subsequent vacancies resulting when current employees are selected for transfer or

promotion. This is advantageous because it eliminates the requirement of making the selection decision for subsequent vacancies solely on the basis of seniority, it avoids lengthy delay in providing full staffing for essential operations, and it gives the City the opportunity to recruit from outside the existing employee pool for both entry and middle level positions.

For job vacancies subject to posting, copies of a Notice of In-House Posting are placed on bulletin boards outside the main personnel department office at City Hall and in other locations in City Hall and in other public buildings. Poster notices are routinely circulated to other City departments and forwarded to the City Council Office for distribution. Listings of available position vacancies are also periodically circulated to community agencies by the Director of Affirmative Action, including many agencies serving the minority community.

Generally union and labor service positions are posted for ten working days, or whatever other time period is called for in a particular union contract. Nonunion and management positions are posted for twelve workdays generally beginning on the Wednesday following approval of the position vacancy. During the vacancy posting period applications from the inquiring public are encouraged as well as internal bids from current employees.

Positions are typically not advertised if it is determined that there is an adequate pool of eligible and interested candidates within the City work force who will respond to posting and particularly where the involved department wishes to give first priority to internal candidates. Positions which must be filled according to strict civil service or union posting requirements are not advertised. Exceptions are sometimes made when it is felt that there may not be sufficient eligible or interested internal

applicants, for instance when past posting (e.g. for X-Ray Technician) has failed to attract qualified internal candidates.

Advertising is undertaken for those jobs which are viewed as being most likely filled from external sources and/or where there have been demonstrated recruiting problems (e.g. medical technicians). We also advertise for those positions where it is particularly important to ensure that a large pool of qualified applicants, internal or external, is available. Positions such as these are advertised in the local press, including publications with substantial minority readership, and/or through notification to the state Department of Employment & Training, and mailings to local community agencies, schools, colleges, and professional organizations.

The basic sources for the City's posting policy are the City of Cambridge Affirmative Action Plan as originally promulgated in 1977, job posting procedures established by the Personnel Director in 1976 and 1978, and the various union contracts which have been entered into since the advent of collective bargaining in 1968.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

March 12, 1990

To The Honorable, The City Council:

In response to Awaiting Report Item No. 34, dated 2/12/90, relative to the city's policy regarding posting City of Cambridge employment opportunities, attached please find a response from Michael P. Gardner, Personnel Director, regarding this matter.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev
enclosure

Agenda # 14 5245

Awaiting Report Item Number 34 regarding the
city's policy on posting City of Cambridge
employment opportunities.

In City Council,

March 12, 1990

Placed on file