



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To John H. Corcoran, City Manager

From Charles A. Watson, Purchasing Agent

Subject Establishment of the Position of Buyer
as a Classified Position

Date June 26, 1970

Reference

Dear City Manager;

In order to effectuate a standardization of duties and work load in the administrative functions of the Purchasing Department personnel, it is requested that there be a re-classification of two positions in the Purchasing Department above the clerical category level subject to your consideration, and, of course, subject to Civil Service review and approval.

A review and evaluation of the workload requirements of the personnel of this department warrants a re-classification of positions as an incentive to a higher grade of productivity and efficiency among the employees.

Funds are available in the department that may be used to accomplish this objective.

Your favorable consideration will be appreciated.

Very truly yours,

A handwritten signature in cursive script that reads "Charles A. Watson".

Charles A. Watson
Purchasing Agent

CAW/lc



City of Cambridge

IN CITY COUNCIL

June 29, 1970

WHEREAS:-

Sufficient funds are available in the appropriation for Personal Services in the Purchasing Department, it is

ORDERED:-

That the classification of Buyer be established in the Purchasing Department at a salary of \$6900. to \$7500. with annual increments of \$300.00 per year not provided for in the annual budget, to be filled by promotion within the Department subject to Civil Service examination and the establishment of a certified list from which to make two appointments as Buyer.

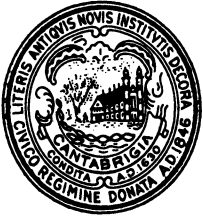
in City Council

June 29, 1970

Adopted by yea and nay Vote

Yeas 5 Nays 1 Absent 2 Voting Present 1

Tang City Clerk



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT

James L. Sullivan
City Manager

John H. Corcoran
Assistant City Manager

June 29, 1970

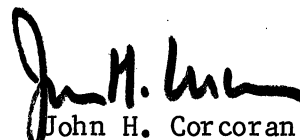
To the Honorable, the City Council:

I transmit herewith communication from Charles A. Watson, Purchasing Agent, dated June 26, 1970, relative to the re-classification of two positions in the Purchasing Department above the clerical category level, to that of Buyer at a salary of \$6,900.00 to \$7,500.00, with annual increments of \$300.00. Funds are available in the Purchasing Department to provide for these promotions.

Your favorable consideration of this request will be appreciated.

Order providing for same is attached.

Very truly yours,


John H. Corcoran
City Manager

JHC/b

COMMUNICATION

from the City Manager trans-

mitting one from Charles A. Watson,
Purchasing Agent relative to approval of
reclassification of two positions in the
Purchasing Dept. above the clerical cate-
gory level to that of Buyer

June 29, 1970

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