

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 TEL. 498-9006

CAMBRIDGE, MASS.

RECEIVED BY
OFFICE OF CITY CLERK
JAN 28 12 33 PM '82

OFFICE OF AFFIRMATIVE ACTION

Enclosed is a summary of the City's latest EEO report (July '81), plus a listing of the proportion of minorities and women in each department (or cluster of small departments).

In FY 81 there were 199 new hires (regular, full-time, permanent, provisional), making for a turnover rate of 9%. The minority proportion of the new hires increased by 3 percentage points over that of the year before - from 18½% to 21½%; the proportion of new hires who were women grew by 8 percentage points - from 56% to 64%.

As of this report, the City has attained 60% of its ultimate goal for employing minorities (20%) and 78% of its goal for employing women (47%).

Jan. '82



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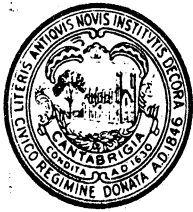
OFFICE OF AFFIRMATIVE ACTION

Proportion of WOMEN in each department, as of 7/81

(small departments are clustered together, to give greater validity to the percentages)

<u>Department</u>	<u>% Women</u>	<u>Totl. # employees</u> (regular & other)		
Police (part-time, seasonal)	100%			47
Elections, Clerk, Council, Mayor	82%	17	&	23
Animal, Arts, Consumers', Historical, Women's Comm.	80%	11	&	9
Assessors	77%	9	&	1
Neville Manor	77%	118	&	6
Finance	75%	17	&	3
Hospital	75%	684	&	90
Purchasing & Personnel	70½%	13	&	3
Rent Control	67%	16	&	5
Civ.Def., License, Retirem, Sealer, & Veterans	64%	12	&	2
Auditing	63%	9	&	2
Library	63%	52	&	32
Community Development	59%	42	&	4
Human Services (regular, full-time)	55%	62		
Executive & Law	53%	9	&	6
Budget & General Services	36%	11		
Traffic	34%	66	&	1
Human Services (seasonal, part-time)	24%			273
Building	23%	13		
Police	9%	291		
Health	7%	15		
Electrical	4%	26	&	2
Water	4%	82	&	2
Public Works	2%	291	&	9
Fire	.6%	306		

Jan. '82



CITY OF CAMBRIDGE

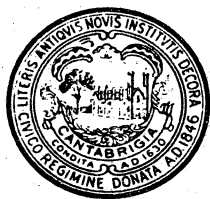
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OFFICE OF AFFIRMATIVE ACTION

Proportion of MINORITIES in each department as of 7/81

(small departments are clustered together, to give greater validity to the percentages)

<u>Department</u>	<u>% Minority</u>	<u>Totl. # employees</u> (regular & other)
Budget & General Services	27%	11
Neville Manor	27%	118 & 6
Human Services (regular, full-time)	21%	62
Executive & Law	20%	9 & 6
Auditing	18%	9 & 2
Hospital	15%	684 & 90
Library	14%	52 & 32
Police	13%	291 & 47
Human Services (part-time, seasonal)	12½%	273
Elections, Clerk, Council, Mayor	12½%	17 & 23
Purchasing & Personnel	12%	13 & 3
Community Development	11%	42 & 4
Assessors	10%	9 & 1
Rent Control	10%	16 & 5
Traffic	10%	66 & 1
Building	8%	13
Public Works	8%	291 & 9
Electrical	7½%	26 & 2
Civ. Def., License, Retirem., Sealer, & Veterans	7%	12 & 2
Health	7%	15
Water	7%	82 & 2
Fire	6%	306
Animal, Arts, Consumers', Historical, Women's Comm.	5%	11 & 9



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City Workforce Profile (full-time, provisional & permanent)

CATEGORY	As of July, 1981			As of June 30, 1980		
	No.	% minority	% women	No.	% minority	% women
officials, administrators	72	3%	30½%	47	4%	19%
professionals	520	9%	61%	497	9%	63%
technicians	158	15%	44%	219	12%	30%
protective service	515	9%	2%	557	9%	2%
para-professional	170	33%	89%	165	27%	78%
office/clerical	239	19%	94½%	252	16%	91%
skilled craft	153	5%	½%	127	8%	1%
service/maintenance	371	9%	18%	333	9%	14%
Total	2198	12%*	39%	2197	11½%*	36½%

*: minorities comprise 20% of the Cambridge population

(The figures for 1980 & 1981 are not strictly comparable because personal services contractors were included in the report for the first time in 1981)

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OFFICE OF AFFIRMATIVE ACTION

CITY NEW - HIRES

(full-time, permanent and provisional)

FY '81

<u>Category</u>	<u>Turn-over rate</u>	<u>number</u>	<u>%minority</u>	<u>%women</u>
officials/administrators	4%	3	0	100%
professionals	13%	124 [28]	8% 18%	72½% 57%]*
technicians	16%	25	4%	68%
protective service	6%	33**	12%	0
para-professional	32%	56	36%	66%
office/clerical	16%	39	36%	92%
skilled craft	3%	5	100%	20%
service/maintenance	3%	10	90%	50%
TOTAL		295	21.4% [29%	64% 58%]*

*"Professional" results when Doctors and Nurses are discounted

**includes Northeastern Co-op Students

FY '80

<u>Category</u>	<u>number</u>	<u>%minority</u>	<u>%women</u>
officials/administrators	32	31%	25%
professionals	42	7%	67%
technicians	35	9%	51%
protective service	5	0	0
para-professional	40	20%	80%
office/clerical	38	21%	95%
skilled craft	6	16½%	0
service/maintenance	23	35%	9%
TOTAL	221	18½%	56%



RECEIVED BY
CITY OF CAMBRIDGE
JAN 29 12 PM '82
INTEROFFICE CORRESPONDENCE
CAMBRIDGE, MASS.

To Joseph Daly
Assistant Director for Personnel

From Robert W. Healy
City Manager

Subject

Date January 22, 1982

Reference

From now on, the language below is to be included in all personnel advertisements that the City places in newspapers. Kindly make sure that all staff of the Personnel Department are so instructed.

Language to be included in all ads:

"An Affirmative Action/Equal Opportunity Employer
(voluntary information in this regard is welcomed)"

cc: All Department Heads



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Proportion of WOMEN in each department, as of 7/81

(small departments are clustered together, to give greater validity to the percentages)

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Hospital	75%	684 & 90
Purchasing & Personnel	70 $\frac{1}{2}$ %	13 & 3
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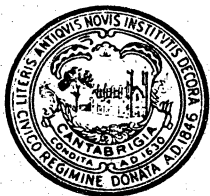
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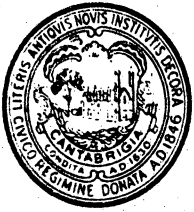
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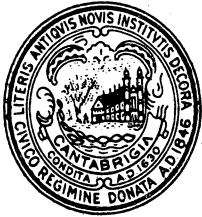
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Tel. 498-9011

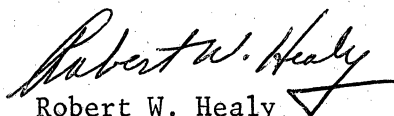
EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

February 1, 1982

To the Honorable, the City Council:

Enclosed for your information is a copy of the City's Equal Employment Opportunity (EEO) report as of July, 1981, as submitted by the Office of Affirmative Action.

Very truly yours,


Robert W. Healy
City Manager

RWH/mbf
Enc.

Filed

Agenda Item Number Four *S-61*

Re: copy of the City's Equal Employment Opportunity (EEO) report as of July, 1981.

In City Council,

February 1, 1982

2/1/1982

Placed

on

File -