



CITY OF CAMBRIDGE

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

Department

Clerk

OFFICE OF AFFIRMATIVE ACTION

MINORITIES

	employees as of 7/82		minorities		needed for full utili- zation (20%)	projected vacancies FY 83	hiring goals: minorities
	f-t	p-t	#	%			
officials/ administrators	2		0				
professionals							
technicians							
protective service							
para- professional							
office/ clerical	5		0		+ 1		(1) *
skilled craft							
service/ maintenance							
TOTAL	7		0	0%	+ 1		(1) *

WOMEN

	employees as of 7/82		women		needed for full utili- zation (47%)	projected vacancies FY 83	hiring goals: women
	f-t	p-t	#	%			
officials/ administrators	2		0		+ 1		(1) *
professionals							
technicians							
protective service							
para- professional							
office/ clerical	5			100%			
skilled craft							
service/ maintenance							
* TOTAL	7		5	70%			

if unexpected vacancies materialize, affirmative efforts should be made to attain (or maintain) full utilization



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To All Department Heads

Date 10/29/82

From Anne Strong
Affirmative Action Officer

Reference

Subject

Attached are your department's new affirmative action hiring goals for FY83. These goals are derived from requirements of the Massachusetts Commission Against Discrimination. The goal for racial minorities is based on the City's population, which is 20% minority according to the latest federal census. The goal for women - 47% - is based on labor market analysis by the state Division of Employment Security.

The predicted number of vacancies underlying each numerical goal is an 'educated estimate' based on the department's own projection plus the number of actual new-hires from the preceeding fiscal year. If a different number of vacancies actually materializes than was predicted, your numerical goals should be adjusted to maintain the rate of hiring minorities and women that the goals represent.

City-wide, the workforce (as of July, 1982) is 13.4% minority, up from 12% one year earlier, and 45% female, up from 39%. The City has thus attained two-thirds of its minority employment goal and 96% of its goal for employing women.

While affirmative action efforts need to be continued in all areas, special attention should be directed to increasing the proportions of minorities and women in those departments and job categories that are below the goals. As to individual departments, an employment profile of your department is included in the attachment. For the different job categories citywide, the proportion of minorities and women are as follows:

<u>Minorities</u> (goal:20%)		
	full-time	part-time
officials/administrators	3%	11%
skilled craft	9%	-
professional	10.3%	8%
protective service	10.5%	10%
technicians	11.2%	17%
service maintenance	12%	20%
(clerical	21%	17%)
(para-professional	31%	28%)

<u>Women</u> (goal:47%)		
	full-time	part-time
protective service	2.4%	98%
skilled craft	3%	-
service maintenance	24%	10%
officials/administrators	30%	44%
technicians	38½%	50%
(professionals	67%	65%)
(paraprofessionals	89%	72%)
(clerical	94%	90%)

Please call the Affirmative Action Office (ext.9006) if you have any questions or suggestions or would like assistance in recruiting, interviewing selecting, etc.

Finally, kindly sign & return the receipt below at your earliest convenience.

(detach here)

S-697
Comm. from Anne Strong, Affirmative Action Officer
Re: affirmative action hiring goals for
Fiscal Year 1983.