



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

TO: The City Council Committee on Economic Development

FROM: Evelyn Rabouin, Affirmative Action Officer

DATE: January 25, 1977

Attached per the Committee's request are the following:

- Evaluation of Affirmative Action Plan (1976)
- Changes which will occur at next writing of plan.
- Explanation of Affirmative Action Plan for Contractors

If further clarification is necessary please contact me.

ER/nwc

The City of Cambridge has an Affirmative Action Plan. Now the City needs a program geared to upgrading and increasing minority and women in areas of employment where their representation has been minimal.

City Workforce (full-time 2340)

	Male (%)	Female (%)	Total (%)
Black	3.26	3.3	7.65
White	59.89	30.21	90.10
Hispanic	1.11	.51	1.62
Asians	.25	.38	.63

Full time employees decreased by 4% in 1976. In comparison, the mincrity population increased by 2% (includes CETA employees). This increase does not represent any marketable gains, reason being that the workforce remains deficient in areas the Affirmative Action Plan was designed to correct, i.e. according minorities and women the opportunity to compete for positions historically closed to them. The 2% increase becomes visible in Service Maintenance and Protective Service. The various minority groups are still under represented in terms of their presence in the City population.

% City Population:	Black	9.2
	White	87.0
	Hispanic	5.0
	Oriental	1.3
	Portuguese	4.5

Departmental breakdown disperses the 2% gain and succeeds in exemplifying the need for continuous affirmative action. For example (partial list) there are no minorities in the following departments:

Treasury, City Clerks Office, Law Department, Purchasing. Females are adequately represented in clerical positions but lack training to avail themselves of higher positions within the City. 3/4 ths of City positions are under Civil Service allowing only 1/4 we can initiate affirmative action. Until Civil Service amends its certification procedures the City will lag in its efforts.

The following revisions will be forthcoming and reflected in the City's Affirmative Action Plan.

1. Statement of percentage goal for minority hiring
2. Clarifying personnel procedures as they relate to affirmative action:

recruitment
hiring
upgrading
training

3. Incorporate contract and union guidelines to complement City's Affirmative Action Plan
4. Incorporate utilization and goal reports
5. Incorporate grievance procedure for employees
6. State that department heads are responsible for implementing program

Supplemental Affirmative Action Plan

The City of Cambridge supplemental Affirmative Action Plan for contractors will insure that all projects receiving state or federal monies are acting affirmatively in their employment practices.

The main points of the affirmative action supplement are as follows:

1. requires establishment of a liaison committee composed of representatives from community groups, interested citizens and the affirmative action officer --- committee will monitor employment policies and records of contractor to insure that minorities are represented throughout the life of the project.
2. contractor will consult with liaison committee on all matters related to minority hiring, referral, employment and training.
3. committee shall recommend to the affirmative action officer sanctions (page 3 of supplement) if contract fails to adhere or correct inequities. Contractor will be given ample time to comply.



DAVID E. CLEM
CITY COUNCILLOR

CITY OF CAMBRIDGE
MASSACHUSETTS

January 27, 1977

The Honorable, The City Council,

Enclosed you will find the report of the Affirmative Action Officer which the Committee on Economic Development, Manpower and Employment requested of her at our meeting of December 16, 1976.

I intend to convene another meeting of the Committee so that we might discuss this report in detail.

In the meantime, if any of you have any additional comments or questions which you would like to have addressed, please contact me and I will be happy to take up your concerns at our next meeting.

Very truly yours,

David E. Clem
Ch. of the Ec. Dev. Comm.

enc.

7. S-66

Comm. from the City Clerk transmitting one
from Councillor Clem re: to the report of
the Affirmative Action Officer as requested
by the Committee on Economic Development,
Manpower and Employment.

In City Council,
January 31, 1977

1/31/77
Placed on File