



City of Cambridge

84.

IN CITY COUNCIL
September 14, 1998

MAYOR DUEHAY
COUNCILLOR BORN
COUNCILLOR DAVIS
VICE MAYOR GALLUCCIO
COUNCILLOR REEVES
COUNCILLOR RUSSELL
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY
COUNCILLOR TRIANTAFILLOU

- WHEREAS: It has come to the attention of this City Council that Kathryn L. "Kay" Wheelock has retired from the Assessor's Department effective June 19, 1998; and
- WHEREAS: Kay was initially employed as a part-time Junior Clerk and Stenographer and became a full time employee on May 16, 1956; and
- WHEREAS: On November 27, 1967 Kay was promoted to a Senior Clerk and Typist; and
- WHEREAS: Kay was promoted to Principal Clerk in 1973; Head Clerk in 1982 and to Executive Secretary in 1989, the position from which she will retire; and
- WHEREAS: Kay was the recipient of the Outstanding Employee Award by the City Manager on May 8, 1998; now therefore be it
- RESOLVED: That this City Council go on record expressing its appreciation to Kathryn L. Wheelock for her forty-two years of dedicated service to the citizens and to the City of Cambridge and wish her much happiness in her retirement; and be it further
- RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Kathryn L. Wheelock on behalf of the entire City Council.

In City Council September 14, 1998.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury

D. Margaret Drury
City Clerk

Mayor Bluday
all

84

WHEREAS: It has come to the attention of this City Council that

Kathryn L. Wheelock has ~~or will~~ retire ✓
from the Assessor's Department effective
June 19, 1998; and

WHEREAS: KAY WAS INITIALLY EMPLOYED AS A PART-TIME JUNIOR CLERK AND STENOGRAPHER AND BECAME A FULL TIME EMPLOYEE ON MAY 16, 1956; AND

Whereas: ON NOVEMBER 27, 1967 KAY WAS PROMOTED TO A SENIOR CLERK AND TYPIST; AND
_____;

WHEREAS: KAY WAS PROMOTED TO PRINCIPAL CLERK IN 1973; HEAD CLERK IN 1982 AND TO EXECUTIVE SECRETARY IN 1989 THE POSITION FROM WHICH SHE WILL RETIRE; AND

Whereas: KAY WAS THE RECIPIENT OF THE OUTSTANDING EMPLOYEE AWARD BY THE CITY MANAGER ON MAY 8, 1998; now therefore be
it

RESOLVED: That this City Council go on record expressing its appreciation to Kathryn L. Wheelock for ~~his~~ ^{Forty-two} ~~many~~ years of dedicated service to the citizens and to the City of Cambridge and wish ~~him~~ ^{her} much happiness in ~~his~~ ^{her} retirement; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Kathryn L. Wheelock on behalf of the entire City Council.

KATHRYN L. WHEELock

4/17/56 Jk. Clerk Steno. - pt time

5/16/56 - employed full time

11/27/67 prom Sr Clerk & typist

7/1/73 prom Rsn Clerk

7/6/82 ~~6/24/85~~ - Head Clerk

3/1/89 Exec sec.

98

56
42



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139
BUDGET & PERSONNEL
DEPARTMENT
TEL 349-4300
FAX 349-4307
MAY 5 2 53 PM '98



RICHARD C. ROSSI
Deputy City Manager

April 22, 1998

Kathryn Wheelock
8 Carleton Road, #1
Belmont, MA 02178

Dear Ms. Wheelock:

Earlier this month I asked for nominations for Outstanding City Employee Awards, and received a number of nominations representing a cross section of the City workforce. I want to congratulate you on the superior performance that supported your nomination. You represent the kind of employee we value.

On Friday, May 8, 1998 your colleagues and I will honor you and other Outstanding Employees at an awards ceremony. I hope you will attend to accept your award and be recognized in public for your positive attitude and your hard work. You are welcome to bring guests to this ceremony. The ceremony will take place at:

City Hall
Sullivan Chamber, 2nd Floor
10:00 a.m.

Again, congratulations. People like yourself make us all proud to be City employees. I look forward to seeing you at the awards ceremony.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec

cc: Sally Powers

NAME

REMARKS

ASSESSORS

1. WHEELLOCK, KATHRYN
2. Appointed Temp. Jr. Clerk Stenographer @ \$2500. yr effect.
3. April 17, 1956 until estab. of eligible list. She will be
4. employed part-time approx. 15 hrs. week until graduation from
5. High School. *Perm. Appt. Nov. 21, 1956 @ \$2500.7*

CHANGES

Pay Rate \$2500. 19 56 Effective April 17,

Civil Service Notified By

Remarks *Perm. Appt. Nov. 21, 1956*

Pay Rate 2960. 1957 Effective April 17

Civil Service Notified By

Remarks *Gen Inc & Increment*

Pay Rate 3070. 1958 Effective April 17

Civil Service Notified By

Remarks *Increment*

Pay Rate 3480- 1959 Effective April 17

Civil Service Notified By

Remarks *Gen Inc - Increase*

Pay Rate 3590. 1960 Effective April 1

Civil Service Notified By

Remarks *Increment*

Pay Rate 4070. 1961 Effective April 1

6. New wage Scale 2850. to 3400. effective Jan. 1, 1957 110 yr. 5 yrs. *Promoted: Jr. Clerk & Typist @ 5630. yr. effect. Nov. 27, 1967*
7. New wage Scale 3150. to 3700. effective Jan. 1, 1959 110 yr. 5 yrs. *Promoted: PROV. PRINC. CLERK. @ \$9,434. YR. EFF 7-1-73*
8. New wage Scale 3470. to 4070. effective July 1, 1960 130 yr. 5 yrs. *Appt. Perm. 7/3/74*
9. NEW WAGE SCALE 6540. TO 7560. JAN. 1, 1971 340 YR. 3 YRS.
10. NEW WAGE SCALE 3825. TO 4475. OCTOBER 1, 1962 130. YR. 5. YRS. *NEW WAGE SCALE 7070. TO 8165. JAN. 1, 72 YR. 3 YRS.*
11. New wage Scale 4225. to 4725. effective Jan. 1, 1965 141 yr. 5 yrs.
12. NEW WAGE SCALE 4645. TO 5420. JAN. 1, 1967 155 YR. 5 YRS.
13. NEW WAGE SCALE 5010. TO 5725. NOV. 27, 1967 155 YR. 5 YRS.
14. NEW WAGE SCALE 5510. TO 6365. JAN. 1, 1969 285 YR. 3 YRS.

MASSACHUSETTS CIVIL SERVICE REQUISITION BLANK

(FILE SINGLE COPY)

City or Town Cambridge
 Department Assessing
 Division _____
 Post Office Address City Hall
 Date August 10, 1967

To the DIRECTOR OF CIVIL SERVICE
 State House, Boston, Massachusetts

I hereby certify that I have the power of appointment and that there are no employees entitled to reinstatement in this position (see General Laws, Chapter 31, Section 46G) and therefore make requisition as follows:

Title of Position Senior Clerk and Typist Number of Vacancies One
 Salary Rate: \$ 5010. to 5785. yr. per _____ Temporary increase or bonus: \$ _____ per _____

If room or board furnished, to what extent: _____ Meals _____ Rooms _____

Permanent ☒ Temporary _____ Military Substitute _____

Full-time ☒ Part-time _____ Intermittent _____

Services to begin As soon as possible. If temporary, to end _____

If part-time or intermittent state to what extent _____

If hours of employment are unusual state in detail _____

Is position newly created? Yes If not, state name and title of previous incumbent _____

Reason for and date of termination _____

Duties of position (state in detail) Under supervision, to do clerical work of more than ordinary difficulty and responsibility involving general familiarity with office processes and individual judgment in the carrying out of established procedure and in applying provisions of the law and regulations; to operate a typewriter; answer all correspondence regards motor vehicle excise; type warrants for Tax Collector; correct and total real estate and personal property records and perform related work as required.

Sex _____ (If person of particular sex desired, exemption from Massachusetts Commission Against Discrimination must be attached to requisition).

If license is required by State Department of Public Safety or by law, state kind and class _____

For Labor Service Position:

1. If heavy work indicate here ☐

2. If position is in Class II or Class III, attach a statement relative to posting of promotional bulletin in accordance with Chapter 521, Acts of 1964, giving exact locations, dates, and results of posting (see reverse side).

If promotion requested, fill out reverse side of form.

Requisition form not necessary for transfer or reinstatement; use Form 9 for transfer and Form 10 for reinstatement.

APPROVED

Signed [Signature]

Title Chairman, Board of Assessors B.

FILL IN APPROPRIATE PARAGRAPHS ON REVERSE SIDE.

City Manager's Copy

August 23, 1967

P. Brendan Noonan, Chairman
Board of Assessors
City Hall
Cambridge, Massachusetts

Dear Sir:

In accordance with your request, authority is given for the promotion of Catherine D. O'Shea and Kathryn L. Wheelock, Junior Clerk and Stenographers, to the position of Senior Clerk and Typist, subject to a promotional qualifying examination, under the provisions of General Laws Chapter 31, Section 15, Paragraph A, as amended, inasmuch as the Misses O'Shea and Wheelock are the first and second oldest employees respectively in length of service, have been employed for over three years in the next lower grade and have a seniority date of November 21, 1956.

Arrangements will be made to hold these examinations at the earliest possible date.

Very truly yours,

MABEL A. CAMPBELL
ACTING DIRECTOR OF CIVIL SERVICE

WMH:LMT
C67-13370
cc. Auditor
Treasurer
City Manager

SEP 11 8 00 AM '67

November 27, 1967

67-13370

P. Brendan Noonan, Chairman
Board of Assessors
City Hall
Cambridge, Massachusetts

Dear Mr. Noonan:

This is to certify that Kathryn L. Wheelock and
Catherine D. O'Shea have passed the qualifying examina-
tion for promotion to Senior Clerk and Typist, Cambridge
Assessing Department, as prescribed under the law.

Note should be made on your records accord-
ingly.

@ 5630.

Very truly yours,

MFR: cab
cc: a & t

MABEL A. CAMPBELL
ACTING DIRECTOR OF CIVIL SERVICE

MASSACHUSETTS CIVIL SERVICE

Provisional Promotion Form

(G.L. Ch. 31, Sec. 15F, as amended by Ch. 652 of the Acts of 1968)

City **Cambridge**Department .. **Assessors**

Division

Date **March 21, 1973**Social Security
NumberName of Employee **Kathryn L. Wheelock** **019-30-3154**

Effective

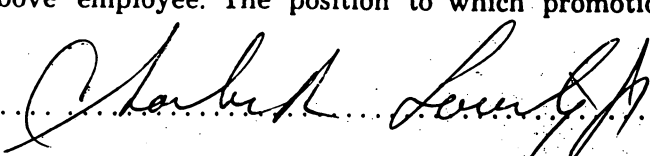
Position to which provisional promotion is requested: — Date **May 9, 1972**Salary **\$8640.**Title **Principal Clerk**

Title of permanent position from which promoted:

..... **Senior Clerk Typist**

One of the following paragraphs must be completed including signature. If an appointing authority is not certain that a position is or is not in the next higher grade, in order to prevent any delay in processing the request, he should complete paragraph 2.

1. Provisional Promotion is requested of the above employee. The position to which promotion is requested is in the next higher grade.

Signature of Appointing Authority 

2. Provisional Promotion is requested of the above employee. The position to which promotion is requested is not in the next higher grade.

(a) Statement of sound and sufficient reason why provisional promotion will be for public good:

.....

(b) I hereby certify there is no employee in next lower grade qualified and willing to accept.

Signature of Appointing Authority

Correspondence Number:

MASSACHUSETTS CIVIL SERVICE

Provisional Promotion Form

(G.L. Ch. 31, Sec. 15F, as amended by Ch. 652 of the Acts of 1968)

City ..Cambridge.....

Department ..Assessors.....

Division

Date ..September 19, 1973.....

Social Security
Number

Name of Employee ..Kathryn L. Wheelock.....019-30-3154

Effective

Position to which provisional promotion is requested: —DateJuly 1, 1973.....

Salary

.....\$9434.00.....

TitlePrincipal Clerk.....

Title of permanent position from which promoted:

.....Senior Clerk Typist.....

One of the following paragraphs must be completed including signature. If an appointing authority is not certain that a position is or is not in the next higher grade, in order to prevent any delay in processing the request, he should complete paragraph 2.

1. Provisional Promotion is requested of the above employee. The position to which promotion is requested is in the next higher grade.

Signature of Appointing Authority ✓ *James H. L...* *City Manager*

2. Provisional Promotion is requested of the above employee. The position to which promotion is requested is not in the next higher grade.

(a) Statement of sound and sufficient reason why provisional promotion will be for public good:

.....

(b) I hereby certify there is no employee in next lower grade qualified and willing to accept.

Signature of Appointing Authority

Correspondence Number:

JAN 10 12 45 PM '74
JAN 17 AM 10 46
DEPARTMENT
OF PERSONNEL
CITY OF CAMBRIDGE

APPROVED	
Division of Civil Service	
Provisional Prom. auth. from	JUL 1 to 1973
pending est. of eligible list (Ch. 31, Sec. 15 F as amended.)	
By	<i>Mls - lg</i>



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Robert W. Healy
City Manager

Date June 24, 1982

From Board of Assessors

Reference

Subject Head Clerk Position

We respectfully request that the position of Head Clerk be reinstated into the 1983 Assessors' budget. This position will be given to our Principal Clerk, Kathryn Wheelock. The position is needed in order to reinforce an efficient administrative course that this office has been taking to accomplish the awesome task of revaluation.

Some of the additional duties Ms. Wheelock will be undertaking include:

- . budgetary items for the purchasing process;
- . working in conjunction with management level of data processing firms to initiate and/or facilitate feasible programs for work production in connection with assessment records, i.e. correct titles, valuations, legal descriptions of property, etc.;
- . instituting new procedures and preparing new forms for records, filing systems, etc. as needed;
- . working on special projects involving individual knowledge and experience;
- . corroborating with other office supervisors to insure efficient and congenial inter-departmental work relations;
- . reviewing reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformity with department policies;

Memo to: Robert W. Healy
Re: Head Clerk Position

June 24, 1982
page 2 of 2

- deciphering and researching abstracts of deeds received from Registry of Deeds transferring ownership of property.

We would appreciate a favorable consideration of the above request.

Approved [Signature]

BOARD OF ASSESSORS

Kevin T. McDevitt

Kevin T. McDevitt, MAA
Chairman

Abigail A. Burns

Abigail A. Burns, SRA, MRA

Faith D. McDonald

Faith D. McDonald, CMA, MAA, CA-S

PROVISIONAL PROMOTION (G.L. Ch. 31, Sect. 15F)
FORM 15 A 11/76

Division of Personnel Administration

☐ State Service

☒ Municipal Service

City or Town Cambridge

Department Assessors

Division _____

Bureau _____

TO: The Personnel Administrator

Date July 6, 1982

Name of Employee Kathryn L. Wheelock

Social Security No. 019-30-3154

Position to which provisional promotion is requested:

Title Head Clerk

Effective Date 7-6-82

Salary 8.2816 per hr.

Title of permanent position from which promoted: Principal Clerk

One of the following paragraphs must be completed, including signature. If the appointing authority is not certain that the position is or is not in the next higher grade, he should complete paragraph 2 to prevent any delay in processing.

1. Provisional promotion of the above named employee is requested. The position to which promotion is requested is in the next higher grade.

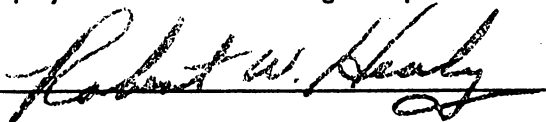
Signature of Appointing Authority _____

2. Provisional promotion of the above named employee is requested. The position to which promotion is requested is not in the next higher grade.

(a) Statement of sound and sufficient reason why provisional promotion will be for the public good.

(b) I hereby certify that there is no employee in the next lower grade qualified and willing to accept.

Signature of Appointing Authority



The following statement applies on MUNICIPAL PROMOTIONS ONLY:

This is to notify you that I have made a provisional promotion of the person named above. I have forwarded copies of this letter to the Treasurer and to Auditor
(insert title of Auditor, Accountant, etc.)

Requisition No. _____



City of Cambridge

84.

IN CITY COUNCIL

September 14, 1998

MAYOR DUEHAY
COUNCILLOR BORN
COUNCILLOR DAVIS
VICE MAYOR GALLUCCIO
COUNCILLOR REEVES
COUNCILLOR RUSSELL
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY
COUNCILLOR TRIANTAFILLOU

WHEREAS: It has come to the attention of this City Council that Kathryn L. "Kay" Wheelock has retired from the Assessor's Department effective June 19, 1998; and

WHEREAS: Kay was initially employed as a part-time Junior Clerk and Stenographer and became a full time employee on May 16, 1956; and

WHEREAS: On November 27, 1967 Kay was promoted to a Senior Clerk and Typist; and

WHEREAS: Kay was promoted to Principal Clerk in 1973; Head Clerk in 1982 and to Executive Secretary in 1989, the position from which she will retire; and

WHEREAS: Kay was the recipient of the Outstanding Employee Award by the City Manager on May 8, 1998; now therefore be it

RESOLVED: That this City Council go on record expressing its appreciation to Kathryn L. Wheelock for her forty-two years of dedicated service to the citizens and to the City of Cambridge and wish her much happiness in her retirement; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Kathryn L. Wheelock on behalf of the entire City Council.

Consent Order #84

~~10/30~~ R
10/30

Mayor Duehay and entire membership re:
Resolution on the retirement of
Kathryn L. Wheelock from the Assessors
Department.

In City Council September 14, 1998

ORDER ADOPTED