

May 6, 1983

CAMBRIDGE EMPLOYMENT PROGRAM

PROGRESS REPORT

This first Cambridge Employment Program (CEP) progress report summarizes the major activities of the program during the period February 16, 1983 - April 22, 1983.

Four major areas are addressed: job development efforts, demographic characteristics of resident applicants, skill level of residents compared to job opening requirements, and occupational composition by industrial category. An expenditure report is also included for your review.

It is important that conclusions are not quickly drawn based on the data from this limited two month period. Although the data presented indicates certain trends, policy should not be developed until the program's pilot ten month period is completed. Over the next six months, it is anticipated that we will be able to adequately answer the following questions:

1. Are new and expanding firms participating in the Cambridge Employment Program?
2. Are qualified Cambridge residents being hired for new jobs?
3. Are all demographic groups of Cambridge residents gaining access to the jobs being created?
4. Do the skill levels of residents match the skill requirements of the new jobs? If not, what is the appropriate labor market intervention? (i.e., occupational training, educational upgrading, etc.) Is there, as well, an appropriate economic development strategy?

JOB DEVELOPMENT EFFORTS

Since the inception of the CEP, job development efforts have generated 121 job order listings in 34 companies. Job development efforts have included personal visits to firms, mass mailings, and extensive telephone activity. Fifty nine firms are involved in the CEP network. Job development activity has been most successful in the Cambridgeport and Kendall Square areas; 73% of all jobs created were in these two areas. Boston Properties has been extremely helpful in coordinating the Kendall Square activities. Chart I depicts job development activities by geographic area.

Jobs listed with the Cambridge Employment Program vary substantially in terms of skill level, educational requirements, and physical demands. Not only are jobs diverse but the types of firms participating in CEP are varied and include Manufacturing companies, High Tech firms, and Service establishments. In general, firms have been very cooperative and have demonstrated a willingness to participate in the program.

Developers, as well, have participated; however there is an obvious lack of construction job listings with the CEP. In most cases this is the result of subcontractors being closed union shops and developers not having the authority or control over these jobs. It will be necessary to concentrate on the expansion of the temporary construction job opportunities over the next few months. EMHRDA, in conjunction with the City's Community Development Department, has met with all local developers, and is presently concentrating on those working in the Lechmere and Alewife areas.

DEMOGRAPHIC PROFILE OF RESIDENTS IN THE CEP

Intensive outreach and recruitment efforts, conducted simultaneously with job development, have resulted in 100 residents being registered in the CEP. Chart II depicts the demographic characteristics of the 100 residents. Of the total, 70% are male, 57% are minority, and 48% do not possess more than a high school diploma. Based on EMHRDA's past experience with Cambridge residents, this demographic profile is not representative of the overall unemployed population of Cambridge. The characteristics are substantially skewed towards male and minority groups. Typically, the male/female ratio will be 60/40 and the minority populations will represent approximately 35% of the applicant pool. The demographics of the placements were fairly representative of the applicant pool with the exception of the male to female ratio. Of the total number placed 55% were male, 57% were minority and 45% did not possess more than a high school diploma.

In general, the educational status and job interests of the 100 applicants correlate well. For example, the type of job individuals are requesting does not require a greater educational level than they possess; however the job might require a higher occupational skill. An analysis of the educational and skill level of the applicants reveals that approximately 40% would benefit from occupational and/or educational upgrading. An example of this is the pool of applicants requesting secretarial/clerical jobs. Of the total clerical pool, only six to seven individuals possessed marketable typing and secretarial skills based on current market demands. This trend will be carefully watched over the next few months.

COMPARISON OF JOB ORDERS AND RESIDENT INTEREST LEVEL

Chart III compares job orders and resident interests by occupational area. Although 121 jobs have been developed, and 100 residents have applied for service, the match between jobs and residents is limited. Of the current job openings, 36 are professional and high-level technical positions and an additional 23 are assembler positions for the late evening shift. Both types of positions are very difficult to fill. The remaining 59 positions are more appropriately matched to our residents' skills and/or interests.

Of the 59 positions, 18 openings have been filled by CEP applicants; 31% of the applicable job openings.

Overall, 23% of the applicant job interests were in the managerial and technical fields, 24% in the clerical field, 21% in semi-skilled, entry-level skilled positions and 32% in general labor positions. In contrast, 40% of the job openings were in the managerial and technical fields, 15% in the clerical field, 35% in the semi-skilled, entry-level skilled positions, and 11% in general labor positions. Again, caution must be taken before drawing conclusions, because of the small data base involved.

OCCUPATIONAL OPENINGS BY INDUSTRIAL CATEGORY

The City Council has expressed an interest in receiving information pertaining to occupational distribution by broad industrial category, in order to assess the types of employment opportunities generated by certain firms. Chart IV summarizes the 121 CEP occupational listings by broad industrial category and by firm. Firm classification is based on the company's major product. The sample for this particular category is skewed because a small number of firms comprise a large portion of the job orders. However, in general, there is a good distribution of occupational openings by all industrial classifications. Excluding the thirty research assistant openings from one firm, in the High Tech industry, professional and highly technical positions comprised approximately 40% of the job listings; entry-level technician, clerical, and miscellaneous positions comprised 60% of the job openings. The Service industry as well has a large diversity in job classifications; 25% of the openings are in technical positions, 75% entry-level and clerical positions. Trends of occupational job openings by types of industry will be assessed carefully over the next several months.

EXPENDITURES

From its inception, the CEP has expended \$14,310. These costs include marketing, advertising expenses and operational costs. Cost per participant is \$143; total cost per placement is \$795 which includes all start-up costs. The placement cost will decrease substantially over time. Chart V shows plan vs. actual expenditures.

CHART I

JOB ORDERS BY GEOGRAPHICAL AREA

<u>GEOGRAPHICAL AREA</u>	<u>NO. OF ORDERS</u>
Lechmere/Riverfront	0
Kendall	18
Cambridgeport	69
Mass. Avenue Corridor	9
Alewife	2
Other Cambridge	7
Outside Cambridge	<u>16</u>
	121

CHART II

RESIDENT DEMOGRAPHICS

CLIENT PROFILE

		<u>Enrolled</u>
SEX:	Male	70
	Female	30
RACE:	White	39
	Black	50
	Hispanic	7
	Native Amer.	1
	Asian	3
EDUC. STATUS:	H.S. Dropout	14
	H.S. Grad.	34
	Post Secondary	28
	B.A. and above	24

TOTAL 100

CHART III

COMPARISON OF JOB OPENINGS TO RESIDENT NEEDS

<u>Occupational Title</u>	<u>No. of Positions Listed</u>	<u>No. of Residents Seeking this Position</u>
Professional, Managerial	<u>9</u>	<u>17</u>
Assistant Contract Admin.	1	
Engineers	2	
Scientific Programmer	1	
Text Editor	1	
Accountant	1	
Director of Grants Management	1	
Computer Operator	1	
Management Trainee	1	
Technical	<u>39</u>	<u>6</u>
Electronic Technician	2	
Bio-Med Research Technicians	36	
Typesetter/Layout Designer	1	
Clerical/Secretarial	<u>18</u>	<u>24*</u>
Secretary/Admin. Assistant	8	7
Other Clerical/Office Related	10	17
Sales	<u>7</u>	<u>2</u>
Service	<u>4</u>	<u>7</u>
Maintenance	4	
Machine Trade		<u>2</u>
Car Repair		2
Benchwork	<u>35</u>	<u>3</u>
Electro-Mechanical Assemblers	2	3
Assemblers	24	
Stitchers	9	

* Skill level does not meet demand of job.

<u>Occupational Title</u>	<u>No. of Positions Listed</u>	<u>No. of Residents Seeking this Position</u>
Structural Work		<u>3</u>
Carpenter		1
Welder		2
Miscellaneous	<u>9</u>	<u>36</u>
Van/Truck Drivers	3	4
Warehouse Helper	1	
Shipper/Receiver	1	
General/Unskilled Laborer	4	32
For example:		
Housecleaning		
Guard		
General Factory Helper		
TOTAL	<u>121</u>	<u>100</u>

OCCUPATIONAL COMPOSITION BY INDUSTRIAL CATEGORY - CHART IV

<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
<u>HIGH TECH</u>			
Cambridge Research Lab 195 Albany Street Cambridge, MA 02139	Biology Research	30	Research Assistants
Orion Research 380 Putnam Avenue Cambridge, MA 02139	Medical testing equipment	2	1 Secretary 1 Computer Documentation Coordinator
American Science & Engineering 40 Erie Street Cambridge, MA 02134	Industrial testing and research of Systems Design	1	1 Mechanical Assembler
The Computer Company 234 Broadway Cambridge, MA	Develops software packages for business and management systems	1	1 Clerical
Index Systems 5 Cambridge Center Cambridge, MA	Develops software packages for management systems	1	1 Secretary
Biogen 241 Binney Street Cambridge, MA	Bio-Medical research development	9	1 Scientific Programmer 1 Shipping/Receiving Clerk 6 Research Technicians 1 Research Secretary
Computer Corporation of America 4 Cambridge Center Cambridge, MA	Develops data base management systems	3	1 Ass't. Contractor Admin. 1 Accountant 1 Typesetter/Paste-up Artist

<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
Whitehead Institute M.I.T. Building 25-406 Carlton Street Cambridge, MA	Bio-Medical Research	1	1 Director of Grants Management & Accounting
Bioran 415 Massachusetts Avenue Cambridge, MA	Medical Research	4	1 Maintenance Person 1 Driver 2 Data Entry Clerks
<u>MANUFACTURING</u>			
Stide Rite Company 5 Cambridge Center Cambridge, MA	Manufacturers of men's, women's & children's footwear	3	1 Secretarial 2 Accounting Clerks
Cambridge Coat Company 169 Bridge Street Cambridge, MA	Coat manufacturers	8	8 Stitchers
Meditech Catheters 150 Coolidge Avenue Watertown, MA 02172	Manufactures medical supplies	1	1 Assembler
Kloss Video 145 Sidney Street Cambridge, MA 02139	Manufactures large screen T.V.'s	26	1 Electronic Technician 1 Senior Engineer 2 Warehouse Persons 1 Receptionist 20 Mechanical Assemblers 1 Machine Operator

<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
Superior Nut 225 Msg. O'Brien Highway Cambridge, MA	Manufactures nuts	1	1 General Production Worker
Varian Inc. Woburn, MA	Manufactures electronic components for industrial use	2	2 Electro-Mechanical Assemblers
Little, Brown & Company Beacon Street Boston, MA	Book manufacturer	1	1 Secretary

SERVICES INDUSTRY

ABT Associates 55 Wheeler Street Cambridge, MA	Research & Consulting	1	1 Maintenance Person
Charles River Publishing 45 Landsdowne Street Cambridge, MA	Advertising	2	1 Driver-Utility Person 1 Driver
American Credit & Collections 265 Medford Street Somerville, MA	Collection Agency	1	1 Management Trainee
Food Enterprises 500 Turnpike Road Canton, MA	Advertising, business service	1	1 Assistant to the Vice President

<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
Burns International Security System 54 Rindge Avenue Extension Cambridge, MA	Detective and protective services	1	1 Security Guard
Bay Bank Data Services Waltham, MA 02154	Computerized data bank service	5	1 Customer Representative 1 Control Clerk 1 Data Control Specialist 1 Field Representative 1 NCC Monitor
Harvard Community Health Program 1611 Cambridge Street Cambridge, MA 02138	Health Care Facility	1	1 Radiology Secretary
Childrens Hospital Longwood Avenue Boston, MA	Health Care Facility	1	1 Clerical
Sheraton Commander Hotel 16 Garden Street Cambridge, MA	Hotel restaurant accomodations	1	1 Maintenance Worker
Harvard University 1350 Massachusetts Avenue Cambridge, MA 02138	Educational Facility	2	1 Custodian 1 Administrative Secretary

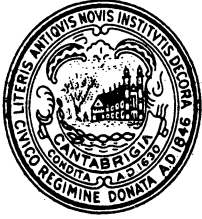
<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
<u>INSURANCE</u>			
Prudential Insurance Prudential Plaza Boylston Street Boston, MA	Insurance Carrier	1	1 Food Preparer
<u>TRANSPORTATION</u>			
Hudson Aviation Logan Airport E. Boston, MA	Baggage Transportation Service	1	1 Baggage Handler
<u>RETAIL BUSINESSES</u>			
J. August, Inc. 1320 Massachusetts Avenue Cambridge, MA	Mens & Boys clothing and furnishings	1	1 Sales Person
Harvard Coop. Harvard Square Cambridge, MA	General Merchandise	3	3 Cashier/Teller Sales
Med Coop	General Merchandise	2	2 Cashier/Sales
Tech Coop	General Merchandise	1	1 Sales/Cashier

<u>NAME AND ADDRESS OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF OPENINGS</u>	<u>TYPES OF POSITIONS</u>
Star Market Company 625 Mount Auburn Street Cambridge, MA	Food Supermarket	1	1 Computer Operator
Chichi's Restaurant 1001 Massachusetts Avenue Cambridge, MA	Restaurant Food	1	1 Kitchen Helper

CHART. V

EXPENDITURE REPORT

<u>CATEGORY</u>	<u>PLAN</u>	<u>ACTUAL</u>	<u>%</u>
Staff Salaries	\$9,400.00	\$9,819.78	104
Marketing & Advertising	3,333.00	2,528.10	76
Travel, Communications, Supplies & Equipment	1,050.00	850.00	81
Other	375.00	375.00	100
Administration	975.00	737.12	76
TOTAL	\$15,133.00	\$14,310.00	95



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

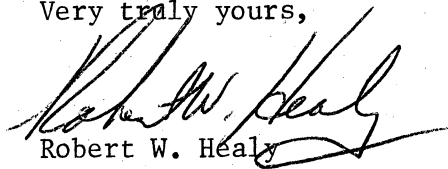
May 9, 1983

To the Honorable, the City Council:

Enclosed for your review is the first progress report on the Cambridge Employment Program. The Program is performing well, and the data presented provides us with valuable information to begin formulating ideas around employment and training policy for residents of Cambridge.

I request that the City Council refer this package of material for further discussion to the Economic Development Subcommittee.

Very truly yours,


Robert W. Healy
City Manager

RWH/ctw
Enclosures

Agenda Item Number Eight S-270

Re: progress report on the Cambridge
Employment Program.

In City Council,

May 9, 1983

5/9/83

- Not

- Placed

on

File -

AD1 - To Fran

Rev. L. Nitte