

# City of Cambridge

**ECONOMIC DEVELOPMENT, TRAINING  
AND EMPLOYMENT COMMITTEE MEMBERS**

*Councillor Henrietta Davis, Chair  
Councillor Marjorie C. Decker  
Vice Mayor David P. Maher*

In City Council May 7, 2001

The Economic Development, Training & Employment Committee conducted a public meeting on Wednesday, April 18, 2001 at 12:40 p.m. in the Ackermann Room.

The purpose of the meeting was to discuss the web site and the long term planning of the committee.

Present at the meeting were Councillor Henrietta Davis, Chair of the Committee; Ellen Semonoff, Deputy Director of Human Services; Sue Walsh, Office of Workforce Development; Ellen Madden, Project Planner, Community Development Department (CDD); Tom Makofske, MIS Director; Ini Tomeu, Public Information Officer; Jason Marshall, Project Manager, Assistant to the Mayor; and Donna P. Lopez, Deputy City Clerk.

Councillor Davis opened the meeting and stated the purpose. She stated that Vice Mayor Maher is able to attend these meetings on Friday and this fact should be kept in mind when the next meeting is scheduled. The meeting now focused on the discussion of the web page.

Ms. Mintz informed the committee that meetings were held to discuss the web page. The web page of other cities was also reviewed, she said. A modest reorganization of the employment page was received. (ATTACHMENT A)

Ms. Tomeu, Public Information Officer, stated that the Resources page will be rethought when a new web master is hired.

Ms. Mintz stated that the first link would open to the city positions. The second link will lead to employment resources for Cambridge residents and the third link will list other jobs search resources and links to the 25 largest employers in Cambridge and preparation of resumes.

Councillor Davis stated that a definition is needed for all links. Ms. Mintz stated that there is no job opportunity link. Ms. Madden, Project Planner, CDD, stated that the training link was a question on the survey. Ms. Semonoff suggested that the Cambridge Business Development Center and the Economic Development Department be listed in this link.

Councillor Davis suggested that there be a link that will enable outside employers to list resources that can be accessed. Support for employers should be the title of the link, stated Ms. Mintz. Ms. Madden stated that the Mayor's Summer Youth Employment Program (MSYEP) should be listed under resources.

Councillor Davis stated that links should be defined so that the visitor knows what the link contains. There is an art to writing the links so that the links are inviting, she said.

Ms. Tomeu stated that she felt adult education does not belong with employment. Ms. Semonoff stated that adults who are seeking to obtain a G.E.D. to seek employment could check and find that there are resources available.

Ms. Tomeu stated that more subject headings would be added to the web page when the web master is hired. Councillor Davis stated that she would like a Web Page Advisory Committee formed for the design of the web site.

Mr. Makofske, Director of MIS, stated that there could be public hearings to have people come to review the new web site to see if they have comments. Councillor Davis asked if there could be interdepartmental group review. Mr. Makofske responded in the affirmative. He stated that there was a technical group formed first. Councillor Davis stated that there is a technical and editorial side to preparing a web page. Ms. Semonoff informed the committee that MIS is sensitive to both technical versus the users.

Mr. Marshall, Assistant to the Mayor, asked if the Internet would be kept. Mr. Makofske responded in the affirmative.

Mr. Makofske stated that he would need to know where the links are needed. Ms. Mintz stated that an interim committee is needed because there is more work to be done.

Ms. Susan Walsh, Office of Workforce Development, asked if a Publishers Web Program could easily be put on the web. Mr. Makofske stated that it depends on what kind of navigation that you want people to have. More jumps, he said, make it easier to navigate but it is more work. Ms. Semonoff stated that an enemy of a good web site is a perfect web site; a more sophisticated format could be produced later.

Councillor Davis stated that information on youth employment would be popular soon due to the need for summer employment and should be on the web site. Ms. Semonoff stated that the applications for the Mayor's Summer Youth Employment Program are not out yet. Ms. Walsh stated that the Office of Workforce Development would put the information on the web site regarding summer jobs. Mr. Makofske stated that it would only take a few hours to add this information to the web site. Ms. Semonoff stated that the shell cannot be inserted without links. Councillor Davis stated that links could be added and put to sleep. Mr. Makofske stated that the design of web pages could be done by departments as well as MIS.

Ms. Mintz asked who is "we"? Other people, she said, need to review the language. Mr. Marshall stated that five or six different examples could be done. Ms. Semonoff stated that Ms. Mintz and Mr. Marshall should work on drafting language and circulate the drafts among the group.

Councillor Davis stated that the sooner, the better that the summer jobs are on the web. The city's summer jobs should be specific and information should be gathered on other summer opportunities.

The committee now focused on the draft for the long-term planning for the committee. **(ATTACHMENT B)**

Ms. Semonoff stated that the first seven items are what has happened in the committee or is in progress. The last four items are things that are happening over time. She suggested that a hearing be held on the Bunker Hill Satellite Program.

Councillor Davis asked what is the status on the retreat. Ms. Walsh stated that it is up in the air. A meeting is being scheduled with the high school staff now.

Ms. Semonoff stated that the Bunker Hill Program has served the needs of those who have used this program.

Councillor Davis asked who would analyze who the student body is for the program. Ms. Walsh stated that the data received from Bunker Hill is Cambridge residents and demographic information.

There is no information on income, she said. Bunker Hill is just starting to do residential data and sending this information to the Cambridge Housing Authority.

Ms. Walsh stated that blanket mailings have been done to target the intended population and the numbers are low.

A discussion ensued about teaching CRLS graduates and what system is used. Councillor Davis asked if the Economic Development Department should support the effort to track the high school graduates. Ms. Semonoff stated that the School Department needs to do work on this issue. Ms. Semonoff suggested inviting Ms. Paula Evans to discuss the school to work vision and the things she feels are useful. Councillor Davis stated that she would draft a letter and agenda to go to the Superintendent of Schools, Paula Evans and Maria Ferri. The meeting will include:

- A presentation of the Executive Summary of the survey entitled "Education and Skill for New Cambridge Economy. Patterns of Employment in New Economic Sectors";
- School to career opportunities; and

- Connection to Cambridge employers.

Councillor Davis asked if the Economic Survey would be available for this meeting. Ms. Madden stated that the information is statistical. This presentation should be done in June and then the Executive Summary could be made to the School Department. This information needs to be incorporated in the School to Career Program.

Councillor Davis stated that she would send a letter to the Superintendent of Schools and then follow-up herself or through the Mayor's Office and ask for a meeting to be scheduled in June.

At the conclusion, the following schedule was agreed upon:

May meeting - Bunker Hill

June meeting : Meeting with the Superintendent of School, School Committee, Maria Ferri and Paula Evans to present survey "Education and Skill for New Cambridge Economy. Patterns of Employment in New Economic Sectors"; including the following:

1. Presentation
2. School to Career
3. Connection to Cambridge Employers
4. Track CRLS graduates.


A full presentation will be made in September to the School Committee.

Councillor Davis will talk to Councillor Braude on "In the Loop," a report on disabled persons and employment.

In November and December a recommendation of the Economic Development Training and Employment Committee will be prepared.

The meeting adjourned at 2:00 p.m.

For the Committee,



Councillor Henrietta Davis  
Chair

EMPLOYMENT

- **Working for the City of Cambridge**

*View open City [and School Department?] positions and find information about how to apply*

- **Employment Resources for Cambridge Residents**

*[OWD, CEP, Career Source]*

- **Other Job Search Resources**

*Link to the 25 largest employers in Cambridge, [find help with resume preparation and view other job search and career websites]*

- **Job Training Programs in Cambridge**

*View a list of skills training and apprenticeship programs*

- **Adult Basic Education, GED and English Classes**

*View a list of agencies offering Adult Basic Education classes in Cambridge*

- **Employer Services?**

- **Youth Employment?**

Work for the City	Camb. Empl. Resources	Job Search Resources	Job Training Programs	Adult Basic Education	Employer Services	Youth Employment
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Resources



## CAMBRIDGE CITY RESOURCES

and more

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- [Public Safety](#)
- [CRLS Sports](#)
- [TownOnLine Cambridge News](#)
  
- [Federal and State Government Resources](#)

Comments? Questions? Please e-mail the [WebMaster](#)

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Resources > Employment Opportunities



## Employment Opportunities in Cambridge

### Working for the City and Notice to Applicants

### Inquiries regarding City Employment

### Open City Positions

- Auditor, Auditing Department
- Superintendent of Buildings, Public Works Department
- Director of Economic Development, Community Development Department
- Supervisor Of Printing And Mailing, General Services/Printing
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- Community School Director (Harrington), Dept. of Human Service Programs
- Children's Librarian/Librarian III
- Community School Director (Haggerty), Dept of Human Services
- Commissioner, Public Works Department
- Recycling Drop-off Center Monitor, Public Works Department
- Program Director, Youth Services Division, Dept. of Human Services
- (2)Activity Specialists, Department of Human Service Programs
- Special Needs Counselor, Human Service/Recreation
- Parking Services Coordinator, Traffic and Parking
- GIS Project Manager, MIS
- MIS Project Manager/Web Administrator
- Administrative Assistant/Office Manager, COA, Department of Human Svcs Programs
- Property Lister/Data Collector, Assessor's Office
- Sr. Clerk and Stenographer, City Clerk's Office
- System Administrator, MIS Dept
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- Counselors, MSYEP, DHSP
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- [Intellimatch](#)
- [International Personnel Management Association](#)
- [The Internet Job Source at StateJobs.com](#)
- [Mass Career Centers Job Bank](#)
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- [Jobs in Government](#)
- [The JobCenter](#)

- [JobDirect](#)
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- [The Job Resource](#) - A network of corporate contacts who seek to hire college graduates for full time and internship positions
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- [The Riley Guide](#) (job resources on the Internet)
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- [Volpe National Transportation Systems Center](#)

**Economic Development, Training and Employment Committee  
2000-2001 Workplan**

**Activities & Accomplishments to Date**

Since June 2000, the Committee has:

- Analyzed existing programs and services that help Cambridge residents access jobs
- Heard an overview of the publicly funded workforce development system
- Visited Career Source to get a sense of the services available for both employers and residents in the Metro North Region
- Heard presentations from three skills training programs:
  - \* Cambridge Biomedical Careers Program (Just A Start)
  - \* Medical Interpreter Training Program (Neighbors for A Better Community)
  - \* Workplace Education (Community Learning Center & Office of Workforce Development)
- Facilitated connections between Cambridge residents and Cambridge employers by providing links to the top twenty-five Cambridge employers on the City website
- Proposed a reorganization of the employment pages on the City's website to make the information more accessible to residents
- Through the Community Development Department, conducted a study of the changing Cambridge labor market in ~~the~~ <sup>FOUR</sup> of the city's largest and fastest growing industry groups: business and finance, information technology, science, and health  
*Summer Jobs Links*

**Proposed Future Activities**

In the next few months, the Committee plans to:

- Discuss the history and current issues surrounding the Cambridge Satellite of Bunker Hill Community College
- Hear a presentation on the Community Development Department employer survey
- Explore connection with the Cambridge Rindge & Latin School?
- Review recommendations from the October 2000 report, "In the Loop," *Improving Employment Opportunities for People with Disabilities in Cambridge*

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For the Committee,



Councillor Henrietta Davis  
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# ATTACHMENT A

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Work for the  
City

Camb. Empl.  
Resources

Job Search  
Resources

Job Training  
Programs

Adult Basic  
Education

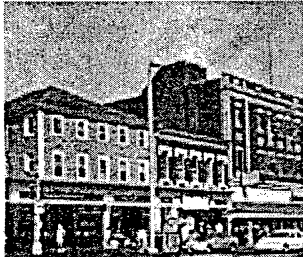
Employer  
Services

Youth  
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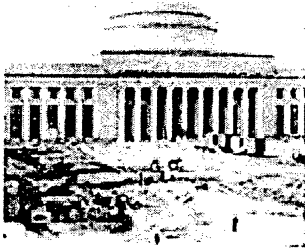
Resources



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2000-2001 Workplan**

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*Councillor Henrietta Davis, Chair  
Councillor Marjorie C. Decker  
Vice Mayor David P. Maher*

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1965

**Committee Report #4**

Committee Report from Councillor  
Henrietta Davis, Chair of the  
Economic Development, Training  
and Employment Committee for a  
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discuss the web site and long term  
planning of the committee.

**In City Council May 7, 2001**

*Report  
Accepted*

**PLACED ON FILE**