

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART 111

RETAIL BUSINESSES/RESTAURANT

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
J. August, Inc. - Cambridge	Mens and boys clothing and furnishings	1	1 Sales Person
Med Coop	General merchandise	2	2 Cashier/Sales
Tech Coop	General merchandise	1	1 Sales/Cashier
Star Market Co. - Cambridge	Food supermarket	1	1 Computer Operator
Chichi's Restaurant - Cambridge	Restaurant food	1	1 Kitchen Help
Harvard Coop - Cambridge	General merchandise	5	3 Cashier/Teller Sales 1 Cashier 1 Cosmetician
Tello's - E. Boston	Clothing store	9	2 Warehouse Helpers 2 Janitors 2 Stock Help 2 Purchase Order Control Clerk 1 Sales, Stock Cashier
Crimson Camera - Cambridge	Camera and video audio supply store	1	1 Credit Collections Person
Fantasia - Cambridge	Restaurant	4	4 Waitresses/Waiters
Bread & Circus - Cambridge	Natural Foods	1	1 Cashier
Milk St. Cafe - Boston	Natural Foods	1	1 Waitress
Jordan Marsh - Burlington	Clothin/household goods	1	1 Product Demonstrator
Westin Hotel - Boston	Hotel/Restaurant	1	1 Convention Porter

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

HIGH TECHNOLOGY

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSTION LISTED</u>	<u>TYPES OF POSITIONS</u>
American Science & Engineering - Cambridge	Research/Development Manufacturing Industrial Testing & Research	16	1 Mechanical Assembler 1 Tool Room Attendant 1 Elec/Mech Assembler 1 Secretary, Manufacturing 1 Experimental Machinist 1 Sheet Metal Mechanic 1 Sr. Sheet Metal Mech. 1 Welder 1 Clerk/Typist 1 Senior Secretary 2 PC Board Assemblers 1 Electronic Technician 1 Shipper/Receiver 1 Senior Account Clerk 1 Technician
Kurzweil Computer Co. - Cambridge	Computer Design and Manufacture	2	1 Training & Support Spec. 1 Electronics Buyer/Expeditor
Computer Corp. of America - Cambridge	Data Base Management Systems	8	1 Asst. Contractor Admin. 1 Accountant 1 Typesetter/Paste-Up Artist 1 Message Center Person f/t 1 Message Center Person p/t 1 Office Person 1 Accounting Clerk 1 Office Assistant
Liberty Engineering - Waltham		1	1 Electronic Technician
Saddlebrook Corporation - Cambridge	Software Packages	4	1 Software Support-Phone 1 Hardware Support-Phone 1 Asst. Contract Administrator 1 Acct. Typesetter/Paste-Up Artist
Bolt, Beranek & Newman - Cambridge	Computer Networks & Systems, Software	1	1 Accountant

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
Orion Research - Cambridge	Medical Testing Equipment	16	1 Secretary 1 Computer Documentation Coordinator 1 Secretary III 2 Customer Service Rep. 1 Admin. Assistant 1 Accounts Rec. Clerk I 2 Accounts Payable Clerk 3 Telephone Coordinator 1 Reproduction Clerk 3 Field Sales/Service Assistant
Bio Technica - Cambridge	Biological Testing/Research & Dev.	1	1 Administrative Assistant
Shintron Corp. - Cambridge	Electronics Sound/Video Mfg.	1	1 Order Processor Expeditor
Clinical Assays - Cambridge	Medical Research & Testing	5	1 Programmer/Analyst 1 Secretary 3 Production Line Workers
Biogen - Cambridge	Bio-Medical Research & Development	10	1 Scientific Programmer 1 Shipping/Receiving Clerk 6 Research Technicians 1 Research Secretary 1 Research Tech. (Chemist)
Anagenics - Cambridge	Biological Research & Testing	6	5 Packers/Assemblers 1 Building Maintenance
Cambridge Research Labs - Cambridge	Medical Research & Testing	22	20 Research Assistants 1 p/t Animal Caretaker 1 p/t Library Assistant
Petroferm	R & D Petroleum-based Products	2	2 Chemist (Res. Technician)
Dynatech - Cambridge	Design and Manufacturing of Electronic Instruments	2	2 Technical Typists
Teradyne - Boston	Design & Mfg. of Electronic Test Equip.	3	3 Material Handlers

HIGH TECHNOLOGY

Page 5.

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
The Computer Company - Cambridge	Develops software packages for business & management services	1	1 Clerical
Index Systems - Cambridge	Develops software packages for management systems	1	1 Secretary
Whitehead Institute - Cambridge	Bio-Medical Research	1	1 Director of Grants Management & Accounting
Bioran - Cambridge	Medical Research	4	1 Maintenance Person 1 Driver 2 Data Entry Clerks
Raytheon - Waltham	Design & Manufacturer of Electronic Systems	1	1 Production Control Asst.
Stone & Webster - Boston	Research & Development	1	1 Secretary
Data General Corporation - Cambridge	Computer Company	1	1 Secretary/Receptionist
Badger Co. - Cambridge	Engineering/Consulting Petrochemical/energy related	2	1 Secretary 1 Scientific Programmer
Quadex - Cambridge	Computer Graphics	2	1 Sr. Secretary - Mktg. 1 Receptionist
Draper Labs. - Cambridge	Research & Development	8	1 Computer Operator 1 Publications Spec. 1 Payroll Clerk 1 Senior Secretary 1 Secretary, Grade 3 1 Office Assistant III 1 Editorial Secretary 1 Secretary
Project Software Dev. Corp. - Cambridge	Computer Software	1	1 Receptionist

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
ABT Associates - Cambridge	Research & Consulting	1	1 Maintenance Person
Charles River Publishing - Cambridge	Advertising	2	1 Driver-Utility Person 1 Driver
American Credit & Collections	Collection Agency	1	1 Management Trainee
Food Enterprises - Canton	Advertising, business service	1	1 Assistant to the Vice Pres.
Burns International Security - Camb.	Detective & protective services	1	1 Security Guard
Children's Hospital - Boston	Health care facility	1	1 Clerical
Sheraton Commander Hotel - Camb.	Hotel restaurant accomodations	1	1 Maintenance Worker
Department of Public Welfare - Boston	Social Services	1	1 Information Clerk
Harvard University - Cambridge	Educational facility	2	1 Custodian 1 Administrative Secretary
BayBank Data Services - Waltham	Computerized data bank service	7	1 Customer Representative 1 Control Clerk 1 Data Control Spec. 1 Field Representative 1 NCC Monitor 1 Data Control Spec. 1 Control Clerk
Harvard Community Health Plan - Camb.	Health care facility	15	1 Radiology Secretary 1 Clinical Asst. 1 Clinical Asst. p/t 1 Medical Transcriber 1 Clerk 1 Child Care Attendant/Area Asst. 1 Secretary 1 Medical Records Data Inputter 1 Appt. Sec/Receptionist

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
Harvard Community Health Plan (cont.)			1 Evening Receptionist 2 Area Assistants 1 Accounts Payable Clerk 1 Medical Data Inputter 1 Medical Records Clerk
North Charles - Somerville	Social Services	1	1 Supervisor
Manlabs Inc. - Cambridge	Metal research & testing lab	2	1 Accounting Clerk 1 Machinist
Com Gas - Cambridge	Public Utility	1	1 Messenger/Operator
The Plantary - Cambridge	Plants & foliage for offices	2	2 Plant Care/Delivery persons
Sippican Consultants, Int'l.-Camb.	Engineering consultants	1	1 Secretary/Receptionist
American Twine Office Park - Camb.	Maintenance	13	9 Cleaners 1 Supervisor 2 Drivers 1 Assistant Superintendent
Harper & Schuman - Cambridge	Computer consultants	5	1 Processing Person 1 Receptionist 2 Professional Sales 1 Technical Writer
John Leonard, Inc. - Watertown	Insurance	1	1 Information Clerk
Williams Gens & Sons, Inc. - Boston	Consultants	2	1 Receptionist/Typist 1 Clerk/Typist
Preview - Cambridge	Cable T.V.	20	20 Sales Reps.
1st Data Resources - Cambridge	Service-credit card records & telephone verification	38	1 Data Entry (perm.) 5 Data Entry (temp.) 1 Secretary 1 Receptionist 30 Data Entry Clerks

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
Eastern Security Systems - Cambridge	Security	3	3 Security Guards
A.D.T. Security - Cambridge	Security	7	1 Alarm Installer 1 Customer Relations Rep. 4 C.R.T. Operators 1 Filing Clerk/Switchboard Oper.
Arlington Town Hall - Arlington	Municipal	1	1 Mason/Driver
Boston YWCA - Boston	Social Services	1	1 Resource Developer
Lehigh Metal Products - Cambridge	Warehousing & distribution of metal prod.	2	2 Packers
Cambridge Dept. of Human Services - Camb.	Neighborhood Services	4	2 Group Leaders 2 Teacher/Associates
Hyatt Regency - Cambridge	Restaurant & hotel (service)	19	1 Turn Down Housekeeper 1 Houseman 5 Cocktail Servers 3 Bus Persons 3 Waiter/Waitress 1 P.B.X. Telephone Oper. 1 Day Maintenance 1 Convention Personnel 2 Bar Porters 1 Pastry Maker
M.I.T. - Cambridge	Educational institution	1	1 Typist
Allied Security - Burlington	Security business/home	3	2 Security Guards 1 Security Person
Masonta, Inc. - Boston	Graphic Arts Services	1	1 Advertising Supervisor

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

SERVICES INDUSTRY

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPE OF POSITIONS</u>
Fayerweather St. School - Cambridge	Educational institution	10	5 Head Teachers 5 Asst. Teachers
Montessori School - Cambridge	Educational institution	1	1 Full Charge Bookkeeper
Energy Resources Co., Inc. - Camb.	Energy related testing & consulting	1	1 Toxicologist
Eco Design - Cambridge	Architectural design	1	1 Registered Architect
East Camb. Office Park - Camb.	Office leasing	1	1 Secretary/Receptionist
Skill Bureau - Cambridge	Temporary Office Support	1	1 Secretary
David Mullane - Cambridge	Construction/landscaping	1	1 Landscaper
Schwartz & Schwartz -	Lawyers	1	1 Secretary
Paul Stanley Roof Co.	Roofing Co.	1	1 Construction Worker
Warren Hayes	Attorney	1	1 Secretary
Perkins School for Blind - Watertown	Special School	1	1 Accounting Clerk
Healy School - Somerville	Elementary School	1	1 Teacher
Winchester Hospital		1	1 Clerk
McCormack & Dodge - Newton	Business consultants	1	1 Technical Writer

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
Stride Rite Co. - Cambridge	Manufacturers of men's, women's and children's footwear.	3	1 Secretarial 2 Accounting Clerks
Cambridge Coat Co. - Cambridge	Coat manufacturers.	8	8 Stitchers
Meditech Catheters - Watertown	Manufacturers medical supplies	1	1 Assembler
Kloss Video - Cambridge	Manufactures large screen T.V.s	28	1 Electronic Technician 1 Senior Engineer 2 Warehouse Persons 1 Receptionist 20 Mechanical Assemblers 1 Machine Operator 2 Quality Control Inspectors
Superior Nut - Cambridge	Manufacturer nuts and candy	3	1 General Production Worker 2 General Production Workers
Power General - Canton	Electronic Parts	1	1 Electronic Tech.
Varian Inc. - Woburn	Manufactures electronic components for industrial use	2	2 Electro-Mechanical Assemb.
Little Brown & Co. - Boston	Book manufacturer	1	1 Secretary
Illuminations - Cambridge	Graphic Design, Graphic Arts	8	2 Secretary/Order Taker 1 Exec. Secretary to Comptroller 1 Exec. Secretary 1 Mechanical Artist 1 New Product Dev. Manager 1 Design Supervisor - Graphics 1 Accounting Support Person
Data Packaging - Cambridge	Manufacturing of data processing; storage and packaging supplies	1	1 Receptionist
Paramount Coat Co. - Cambridge	Clothing Mfg.	6	1 Production Manager 5 Stitchers

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
Louis Bornstein - Boston	Clothing Mfg.	1	1 General Helper
California Products Co. - Camb.	Paint Mfg.	1	1 Secretary/Officer Person
Capitol Circuits - Allston	Mfg. electronic circuits	7	1 Route Dept. Person 1 Assistant Shipper 2 Q.C. Inspectors 2 Mechanical Assemblers 1 Board Stuffer
Hyde Athletic Industries - Cambridge	Mfg. athletic footwear & clothing	13	1 Genral Clerk 1 p/t Switchboard Operator 4 Telemarketing Reps. 3 Telemarketing Sales Persons 4 Warehouse Personnel
Peter Gray Corp. - Cambridge	Mfg. and fabrication of steel and metal products	2	1 Tool & Die Person 1 p/t Secretary/Rec.
Wheeler Mfg. - Cambridge	Metal manufacturing	6	1 Receptionist/Sec. 1 Production Manager 1 Job Processing Coor. 1 File Clerk 2 Inside Salespersons
Redifusion Video - Stoneham	Video Games	1	1 Management Trainee
W.R. Grace Co. - Cambridge	Chemicals	3	1 Computer Operator 1 Research Tech. 1 Secretary

JOB DEVELOPMENT BY INDUSTRIAL CATEGORY - CHART III

MANUFACTURING

<u>NAME OF COMPANY</u>	<u>TYPE OF BUSINESS</u>	<u>POSITION LISTED</u>	<u>TYPES OF POSITIONS</u>
A. O. Wilson Company, Cambridge, Ma.	Structural Steel	1	1 Structural Draftsperson
Infocom, Inc., Cambridge, Ma.	Manufacturers computer games	2	1 Accounting Clerk 1 Secretary/Receptionist
Damco, Inc., Watertown, Ma.	Manufacturer of Electronic Components	1	1 Assembler
Carter's, Needham, Ma.	Manufacturer of Infant Clothing	1	1 Computer Operator
Design Plastics		1	1 Plant Supervisor
Sweetheart Corp., Somerville, Ma.	Paper products	1	1 Machine Assembler

INSURANCE

Prudential Insurance, Boston, Ma.	Insurance Carrier	1	1 Food Preparer
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TRANSPORTATION

Hudson Aviation, East Boston, Ma.	Baggage transportation service	1	1 Baggage Handler
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CAMBRIDGE CITY COUNCIL

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 498-9094

David E. Sullivan
City Councillor

October 24, 1983

To the Honorable; the City Council:

I have the honor of submitting the most recent report of your Committee on Economic Development, Manpower, and Employment. The report, which results from an October 12 public meeting of the Committee, shows that we are making real progress toward our goal of securing full employment for all Cambridge residents. However, much more remains to be done.

In summary:

1. The Cambridge Employment Program (CEP), administered by Employment Resources, Inc. (ERI, formerly EMHRDA), has placed 100 Cambridge residents in jobs during its first six months of operation. It appears that there are both more job openings (452) and more unemployed residents available to fill them (222) that the present "clearinghouse" program can handle. The Deputy City Manager agreed to submit a proposal to expand the CEP staff to place more residents in jobs. The October 11 CEP progress report is attached.
2. It is also clear that many residents require training to fill available jobs. At my request, the Cambridge School Department submitted the attached preliminary proposal for a training program using existing school personnel and facilities. The School Department and ERI agreed to present a detailed budget proposal to the Committee's next meeting. In addition, ERI is working with Just-A-Start, Inc. (JAS) to provide additional training, particularly in the construction trades.
3. The Committee discussed proposing a mandatory residents hiring requirement for public construction jobs, as Boston recently adopted by ordinance. The Community Development Department indicated a preference for including such requirements in construction contracts, as it has already for the East Cambridge garage, and agreed to report on its plans for doing so in other contracts.

October 21, 1983

4. The Job Training Partnership Act (JIPA), CETA's successor, began operation on October 1. ERI administers this program for income eligible residents of Cambridge and many other surrounding communities. The EPI board includes substantial private sector participation, as well as the City Manager and other city representatives. The Deputy City Manager agreed to make regular reports to the Committee on JIPA operations.
5. Finally, the CEP report makes it clear that many jobs currently being created in Cambridge do not meet the needs of unemployed residents, in terms of their skills and interests (see findings 1 to 3). The disparity appears large enough that education and training will not resolve it. The City Council is responsible for shaping the city's labor market, through zoning and other land use policies, to ensure provision of diverse jobs which meet all residents' needs.

Respectfully submitted,

David E. Sullivan

David E. Sullivan
Chairman
Committee on Economic Development,
Manpower, and Employment

DES/smc

City of Cambridge

In City Council October 24, 1983

The Committee on Economic Development, Manpower and Employment conducted a public meeting on Wednesday, October 12, 1983 in the Ackermann Room beginning at 5:40 PM. The purpose of the meeting was to discuss 1.) the performance of the Cambridge Employment Program; 2.) Job Training Partnership Act (J.T.P.A.) activities; 3.) construction jobs for Cambridge residents; 4.) employment of CRLS graduates; and 5.) the use of CRLS for job training programs.

Councillor David Sullivan opened the meeting by thanking all those in attendance and outlined the evening's agenda and asking that Ms. Marlene Seltzer give an update on her employment program.

At this time Ms. Seltzer, Director of Employment Resources, Inc., (formerly E.M.H.R.D.A.) summarized the basic activities of the program including the fact that thus far 111 companies have participated in the employment program listing 452 job openings. Furthermore, she stated that she was continuing to have difficulty with the construction industry but was still working on the issue.

Ms. Seltzer further stated her office was currently working with the School Department on the possibility of establishing a training program for various job skills. She further stated that two main questions must be answered; one, dealing with staffing in her office, if in fact the job placement program is expanded, and secondly additional budget allocations for training programs will have to be considered.

At this time Mr. Richard Rossi, Deputy City Manager responded by stating he agreed that if the budget were larger at E.R.I. more jobs orders could be written. Furthermore he stated that the manager's office has tried to utilize the Job Training Partnership Act (J.T.P.A.) in order to place as many unemployed individuals as possible. Mr. Rossi further stated that another area which must be addressed is follow-up on the people who have been placed in order to track their performance and longevity on the job.

At this time Mr. William Lannon, Superintendent of Schools, stated that they have in fact been working with Ms. Seltzer on a job training program and he had assigned Mr. Joseph Sateriale, Assistant Superintendent of Schools, to deal with the specifics.

At this time Mr. Sateriale outlined the purpose, scope and description of what the components of a training program out to be including:

1. An assessment of job opportunities in Cambridge and contiguous communities.
2. An assessment of the industrial applicants' interest.
3. A job training program.
4. A placement program.

Ms. Sateriale further stated that the job training program could be set up similarly as the evening school which he currently directs.

At this time Councillor David Sullivan stated that a main concern remains to be additional budgetary allotments for staffing and equipment and asked if that perception was correct. Both Ms. Sletzer and Mr. Sateriale agreed.

Councillor David Sullivan requested that the School Department work with E.R.I. in an effort to refine the School Department's report putting some hard numbers to the proposal. He further requested that they address what kind of policy guidance they would expect from the City Council and asked that the whole package be ready in almost six weeks.

At this time Mr. Gordon Gottsche briefly outlined his report on behalf of the Just-A-Start Corporation relative to the resources needed for a workable job training program and further wanted to "go on the record" requesting his corporation be considered for any additional funding.

At this time Ms. Seltzer, at the request of Councillor David Sullivan, briefly outlined the provisions of J.T.P.A. which, she stated, have essentially the same purposes as the former C.E.T.A. legislation. She further stated that the role of the private sector has changed with the make up of the board members equalling 65% private businesses.

Councillor David Sullivan requested periodic reports from Mr. Rossi regarding the activities of the Private Industry Council. Councillor Sullivan further outlined the fact that the Boston City Council had recently codified Mayor White's executive order relative to Boston residents receiving priority on all public construction jobs.

Ms. Seltzer stated that relative to construction jobs, she has had 12 people apply for 4 positions within the construction industry and based on this information raised some concern she had about mandatory jobs for local people, both because of a resource and monitoring problem.

At this time Mr. Thomas Scanlon, Vice President of the AFL-CIO stated that a city must understand that it is difficult to monitor placing local residents in jobs and outlined a situation in Boston where Cablevision had a problem with individuals coming from other locations and establishing residency just to qualify for work.

At this time Mr. James Campbell of the Community Development Department stated that in terms of construction job placement within the Lechmere Canal project, he has spoken with four major developers within the project area. However, he further stated that both job referral and monitoring would be problem areas. Furthermore, he stated that as far as the East Cambridge garage was concerned, 7% of all jobs has been mandated through the agreement with the City for local residents.

At this time Councillor David Sullivan requested that representatives of the Community Development Department, Employment Resources, Inc., AFL-CIO meet with Mr. Rossi in order to discuss the feasibility of putting a paragraph in all construction agreements within the city jurisdiction mandating a percentage local employment.

Councillor David Sullivan at this time summarized what ought to be done prior to the next meeting which were:

1. Employment Resources, Inc. to prepare what they would like to see in terms of policy guidance from the City Council.
2. A status report from the City Manager's office in the success of the J.T.P.A. implementation.
3. A report from Employment Resources, Inc. on construction job placement.
4. The School Department and Employment Resources, Inc. agreed to put some numbers together for a budget needed to conduct job training programs for Cambridge residents.

The meeting adjourned at 7:02 PM.

For the Committee

Councillor David E. Sullivan
Chairman

DES/smc

Enclosures: Report from Employment Resources, Inc.
Report from School Department
Report from Just-A-Start Corporation

CAMBRIDGE EMPLOYMENT PLAN

PROGRESS REPORT

February 16, 1983 - September 30, 1983

SUBMITTED BY:

EMPLOYMENT RESOURCES, INC.

October 11, 1983

SUMMARY OF ACTIVITIES

Extensive job development efforts are being conducted throughout the city of Cambridge, with a concentration in the economic development areas. One hundred eleven (111) companies are participating in the program, and CEP has received 452 job openings from these firms. The types of companies listing job openings are diverse and are representative of the industrial mix in Cambridge; 24% were high-tech, 39% service and 23% manufacturing firms. Although job development efforts have been extensive in the economic development areas covered in the Cambridge Employment Plan, many of the job listings have not come from firms that are located in officially designated development areas. The reason for this is twofold. Many of the development projects are not completed and therefore firms are not as yet occupying space. Second, the construction jobs associated with these development projects are mostly in companies with closed-union shops and therefore access to construction jobs is limited. The CEP staff, in conjunction with the City's Affirmative Action Department and Community Development Department, has developed a list of qualified residents with skills in the construction trades. Chart I depicts job development efforts by economic development area.

Job openings by occupational category are also diverse and indicate a balanced distribution among the various occupational categories. Of the 452 job openings, 20% are in the professional, managerial, and technical field, 35% are in secretarial/clerical occupations, 18% in sales and services, 13% in benchwork and structured, and 14% in miscellaneous. By comparison, of the 222 residents, 24% expressed interest in the managerial, professional/technical field, 22% in the secretarial field, 19% in the service and sales, 16% in benchwork and structured, and 19% in miscellaneous. Chart II shows occupational openings by firm and resident interest. There is a well balanced distribution of occupational openings by all industrial classifications. The high-tech industries, service industries and manufacturing firms have a large diversity of job classifications among technical, managerial, secretarial and benchwork occupations. Chart III depicts occupational openings by industrial classification.

Through recruitment and outreach efforts, 222 individuals have participated in the Cambridge Employment Program (CEP). 100 individuals have been placed as a result of the CEP staff efforts. 45% of the residents have been placed and an additional 6% have been referred to other employment and training programs. Chart IV depicts placement by occupational area. The average hourly starting salary wage for the various occupational clusters are as follows: professional/managerial - \$7.07; technical - \$5.82; clerical/secretarial - \$5.75; sales \$6.00/service jobs \$5.11; structural - \$9.00 and benchwork/miscellaneous - \$4.77.

The demographics of the 200 residents is summarized on Chart IV. Approximately 53% are minority and 47% are female. 43% of the 222 persons do not possess greater than a high school diploma; 25% possess a Bachelors Degree or above. The demographics of the individuals placed are representative of the resident pool of applicants. In general, the educational status and job interest of the 100 applicants correlate well. For example, the type of jobs individuals are requesting do not require greater educational levels than they possess; however the jobs do require, in many cases, higher occupational skill levels. This is a problem in the clerical/secretarial field, the hotel/restaurant field and the electronics and assembly fields. Of the 122 individuals not as yet placed, 75 individuals are in need of much more comprehensive training and support services. A number of these individuals need occupational training or upgrading and/or educational upgrading including English-as-a-Second language.

Since the inception of CEP, we have expended \$47,490. The cost per participant is \$214.00; total cost per placement is \$475.00. Chart V shows plan vs. actual expenditures.

SPECIFIC FINDINGS

1. The majority of the jobs in the professional/managerial field require people with technical or scientific training. Though 25% of our registered residents have Bachelors Degrees, their backgrounds do not meet the employer skill requirement demands.
2. Companies in all industrial categories have a strong need for administrative support staff. A total of 157 secretarial/clerical openings have been listed with the program. However, there are only

2. (continued)

48 residents in our applicant pool who meet even the minimum requirements of this job category. Most of the job listings are for a much higher skill level. Furthermore, there are a number of individuals who expressed an interest in clerical occupations but did not meet the minimum requirements.

3. A number of jobs exist in the benchwork occupations; however residents with this occupational skill, that have been recently laid off due to plant closings are unable to fill these positions.

These workers tend to be non-skilled assemblers. The assembler positions listed with the CEP require a much higher skill level such as electro-mechanical or electronic assembler. Some of these workers are also non-English or limited-English speaking and in today's workforce the language barrier is a much greater barrier than in the past.

4. The service industry is expanding in our labor market area. However, residents will need training in order to fill entry-level positions. Companies are interested in individuals who are upwardly mobile and can grow with the expanding job skill requirement of the company.

For example, the hotel/restaurant industry needs front desk, convention set-up, restaurant and other staff. The Hyatt-Regency hires new staff for these positions upon completion of a formal training program.

5. A disproportionate number of jobs have been developed (452) in comparison to the number of residents recruited (222). A major reason for this is the staff size of CEP. Over the past seven months, 222 residents have enrolled with the program. There are three staff members working with this population and administering the program. The client/counselor ratio has been 74 to 1. This ratio is a very high caseload for a direct placement program.

6. As stated earlier, at least 75% of the residents have been determined as non-job ready due to employment barriers that cannot be addressed with the current staffing or program design. Vocational assessment, skill training, language, and educational upgrading needs to be provided. Staff have been working with the Cambridge School Department and Just-a-Start to develop a variety of occupational training options for adult and youth residents.

CHART I

JOB ORDERS BY GEOGRAPHIC AREAS

<u>GEOGRAPHIC AREA</u>	<u>TOTAL NO. OF ORDERS</u>
Lechmere/Riverfront	20
Kendall	88
Cambridgeport	113
Massachusetts Ave. Corridor	18
Alewife	24
Other Cambridge	93
Outside Cambridge	<u>96</u>
TOTAL	452

CHART II

COMPARISON OF JOB OPENINGS TO RESIDENT NEEDS

<u>OCCUPATIONAL TITLE</u>	<u>NO. POSITIONS LISTED</u>	<u>NO. OF RESIDENTS SEEKING POSITIONS</u>	<u>PLACEMENTS</u>
<u>PROFESSIONAL/MANAGERIAL</u>	<u>38</u>	<u>36</u>	<u>14</u>
Engineering Programmer	1	1	
Scientific Programmer	1	1	
Accountant	2	1	
Director of Grants Management	1		
Computer Programmer	2	2	
Management Trainee	2	3	
Production Manager	2	2	
Job Processing Manager	1	1	
Engineer	2	1	
Registered Architect	1	1	
Training & Support Specialist	1	1	
Electronics Buyer	1	1	
New Product Developer Mgr.	1	1	
Design Supervisor	1	3	
Group Leader	2		
Pre-School Teachers	12	5	
Programmer Analyst	1		
Plant Supervisor	1		
Social Service Supervisor	1	8	
Publication Specialist	2	5	
<u>TECHNICAL</u>	<u>53</u>	<u>18</u>	<u>9</u>
Technical Writer	1		
Electronic Technician	6	4	
Senior Engineers	2		
Research Assistants	20	2	
Machinists	4	2	
Sheet Metal Mechanic	2		
Laboratory Technician	1	1	
Research Technicians	7	3	
Typesetter	1	1	

TECHNICAL (continued)

Computer Operator	2	4	
Tool & Die Maker	1	1	
Alarm Installer	1		
Toxicologist	1		
Structural Draftsperson	1	1	
Mechanical Artist	1		
Technical Representative	2		
<u>CLERICAL</u>	<u>157</u>	<u>48</u>	<u>24</u>
Secretary/Admin. Assistant	39	3	
Other Clerical	118	45	
<u>SALES</u>	<u>58</u>	<u>14</u>	<u>10</u>
Sales	44	5	
Field Service/Sales Asst.	4	1	
Telephone Coordinators	3		
Customer Relations Rep.	4	1	
Cashier	5	5	
<u>SERVICE</u>	<u>23</u>	<u>28</u>	<u>14</u>
Waitress/Waiter	14	3	
Busboy	1	3	
Cosmetician	1		
Child Care Worker	5	5	
Convention Personnel	2	2	
Housekeeping		15	
<u>BENCHWORK</u>	<u>54</u>	<u>24</u>	<u>11</u>
Electro/Mechanical Assemblers	28	13	
Quality Control Inspectors	4	4	
Stitchers	16	2	
P.C. Board Assemblers	6	4	

<u>STRUCTURAL</u>	<u>4</u>	<u>12</u>	<u>2</u>
Welder	1	1	
Construction Worker	2	11	
Mason	1		
<u>MISCELLANEOUS</u>	<u>65</u>	<u>42</u>	<u>16</u>
Driver Utility	7	2	
Warehouse Person	6	1	
Tool Room Attendant	2		
Shipper Receiver	8	2	
Messenger Operator	2		
Maintenance	17	18	
Packers	7	1	
Pastry Maker	1		
Security Guards	7	5	
General Production Worker	5	11	
Material Handlers	3		
Animal Care Taker	1		
Baggage Handler	1	2	
Landscaper	1		
TOTAL	452	222	100

CHART IV

RESIDENT DEMOGRAPHICS

CLIENT PROFILE

		<u>#</u>	<u>%</u>
Sex	Male	104	47
	Female	118	53
Race	White	104	47
	Black	94	42
	Hispanic	18	8
	Amer. Indian	1	1
	Asian	5	2
Educational Status	H.S. Dropout	29	13
	H.S. Graduate	66	30
	Post Secondary	71	32
	B.A. and above	56	25
	TOTAL	222	100%

CHART V

EXPENDITURE REPORT

<u>CATEGORY</u>	<u>PLAN</u>	<u>ACTUAL</u>	<u>PERCENT (%)</u>
Administrative	14,800	9,613	65%
Services	42,400	37,877	90%
<u>TOTAL*</u>	57,200	47,490	83%

*Report covers February 16, 1983 to September 30, 1983.

CAMBRIDGE SCHOOL DEPARTMENT

159 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

A Preliminary Proposal For The Use Of Cambridge School Department
Facilities And Staff For The Training And Job Placement of Adults
In The City Of Cambridge

October 12, 1983

Prepared for The Cambridge City Council Subcommittee on Economic
Development and Employment.



CAMBRIDGE SCHOOL DEPARTMENT

159 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

- 1.0 Purpose. The purpose of this preliminary proposal is to respond to the needs of the Cambridge City Council's subcommittee on unemployment and job placement.

The report briefly presents a working model of a program which can be implemented in a relatively short time span.

- 2.0 Scope. The program presented in this report is intended for unemployed adults over the age of eighteen who are currently participating in the Cambridge Employment Plan of Employment Resources, Incorporated (ERI). Because they lack marketable skills, these people have been unable to find employment.

The proposal calls for the use of the Cambridge Rindge and Latin School (CRLS) facilities, including the use of certain shops, typing rooms, computer rooms, laboratories, classrooms and the Solomon Transportation Center.

- 3.0 Description. Basically the proposal has four components.

- 3.1 An assessment of job opportunities in Cambridge and nearby communities
- 3.2 An assessment of the individual applicants' interests and abilities
- 3.3 A job training program
- 3.4 A placement program.

- 3.1 An Assessment of Job Opportunities. Much of this assessment has already been done by various departments within the Cambridge School Department as well as by city agencies and private industry. The coordination of all these efforts should be done by Employment Resources, Incorporated (ERI).

ERI may use the facilities of the Cambridge School Department and call upon members of school department staff in this effort.

- 3.2 An Individual Assessment of Each Participant. The Employment Resources, Incorporated (ERI) will conduct an individual assessment of each job applicant in an effort to match interests and abilities to existing job opportunities and available training programs.

3.3 Job Training. Mr. Philip Bergstrom, Coordinator of Occupational Education, and Mr. Saul Adamsky, Coordinator of Business Education, have assessed their respective departments to determine those areas in which an adult training program can be conducted. They cite the following programs:

Word Processing
Typing
Stenography
Record Keeping/Accounting
Auto Repair
Auto Body Repair
Machine Technology
Electricity
Welding
Culinary Arts
Computer Programming

3.4 Job Placement. The entire job placement will be conducted by Employment Resources, Incorporated (ERI). The Cambridge School Department will assist wherever possible. Job placement is presently in place as a function of ERI.

4.0 Commentary. While some of the areas mentioned above have fully equipped shops and facilities, others may require some expenditures.

Word Processing. Since there are many types of word processors it is not practical to give specific instruction on each of them. About 80% of the skills are transferable. Presently, the School Department has the following word processing equipment.

Royal S.E. 6,000
I.B.M. Mag card
Word Handler

The Word Handler is used on the microcomputer. We recommend that the capabilities of the School Department's main-frame DEC-20 be expanded. There is an existing word processing package on the DEC-20 which can be used to teach word processing. Terminals may be purchased, ranging in price from \$800 to \$1500 each. Such a conversion would greatly increase our training capabilities.

Typing. Presently, there are 156 electric typewriters in five typing rooms. The typewriters are all of high quality, representing those machines which are commonly found in modern offices.

Stenography. There is a stenography laboratory at CRLS complete with tapes, headphones and dictating machines.

Recordkeeping/Accounting. With a qualified instructor and the proper books and materials, these skills can be taught in any standard classroom. The school department has a microcomputer which is used exclusively for the instruction of accounting.

Auto Repair and Auto Body Repair. The Solomon Transportation Center is an outstanding education facility for the instruction of both auto repair and auto body repair.

Machine Technology, Electricity and Welding. There are presently fully equipped shops available for use in all of these areas.

Culinary Arts. The Culinary Arts department has a relatively new and fully equipped kitchen, as well as a small restaurant. This area is not used by the evening school, and holds great promise for an adult training program.

Computer Programming. There are two rooms, fully equipped with mini-computers; about twelve working machines in each room. In addition, another room has eight terminals connected to the school department's DEC-20 computer.

5.0 Implementation. There are many obstacles which need be overcome in order to successfully implement the program outlined above. The problems are largely in the area of job training.

Shortage of Trained Instructors. The Cambridge Evening School has had difficulty in obtaining qualified teachers for evening school programs for shop courses, typing, computer programming, and some academic areas. The teachers contract allows us to pay \$10.90 per hour. While this seems, on the surface, to be enough money to attract highly qualified personnel, it is not a sufficiently competitive rate of pay for instructors. We recommend that the pay rate be no less than \$15.00 per hour for the staffing of this program.

Need for a Budget for Consumable Materials. The present school department budget is adequate for the day school program. It cannot possibly be extended to cover a late afternoon or evening classes. Any such program would need a line item in the budget to cover materials.

Need for a Comprehensive Maintenance Program. Obviously, the additional use of the school department equipment will place a greater strain on that equipment and result in more breakdowns. Equipment will need to be repaired or replaced more often.

An aggressive maintenance program is critical to the success of the job training aspect of the program.

Need for Program Administration. There is a need for an on-site person to oversee the program and act as liaison between the Cambridge School Department and Employment Resources, Incorporated.

Despite the problems noted above we are of the opinion that a job training program properly administered can have a pronounced positive effect on the unemployment problem in this city.

6.0 Budget. This report was intended as a preliminary report and since we do not know at this time how many people will be involved or which training areas will be employed, it is not possible to submit even a tentative budget. However, the budgetary categories should be as follows:

1. Salaries
2. Equipment
3. Equipment maintenance
4. Materials and supplies for the training program
5. Office supplies for the placement program
6. Telephones
7. Custodial services.

Questions concerning this report may be directed to:

Saul Adamsky
Philip Bergstrom
Nancy Brown
Joseph G. Sateriale

EMPLOYMENT RESOURCES, INC. (ERI)
50-54 Essex Street
Cambridge, MA 02139

JUST-A-START CORPORATION (JAS)
320 Cambridge Street
Cambridge, MA 02141

October 12, 1983

RE: SUMMARY REPORT ON CURRENT STATUS AND RESOURCES NEEDED FOR
WORKABLE PROGRAMS TO TRAIN AND PLACE CAMBRIDGE RESIDENTS
IN JOBS

FOR: CAMBRIDGE CITY COUNCIL COMMITTEE ON ECONOMIC DEVELOPMENT
AND MANPOWER. COUNCILLOR DAVID E. SULLIVAN, CHAIRPERSON

Currently, local manpower, job training and placement program are experiencing reduced or zero increment Federal funding, growing production and service goals and expanded service areas.

Employment Resources, Inc. and Just-A-Start are two Cambridge-based agencies, funded with City and/or Federal funds, and leveraging private and other forms of financial support, that provide skills training, job counselling and development and job placement services for Cambridge residents year round. Both of these agencies have a track record in enrolling, preparing and placing Cambridge residents in a wide variety of jobs, primarily in the private sector.

The purpose of this summary report is to outline major program actions that are being taken by these two agencies to get Cambridge residents into jobs, and to summarize current resource needs being met only in part or not at all. It is hoped that this information will be of use in considering any upcoming proposals to the City of Cambridge to establish and/or fund job training and placement programs for Cambridge residents.

ERI provides job training and placement to a diverse and large number of Cambridge residents of varying ages, racial-cultural, skills and attitudinal backgrounds. Just-A-Start provides job training and placement services primarily for 16-21 year old in-school and out-of-school Cambridge youth.

Major Program Components to Make Job Training and Placement Work

- A. Job Training: There are four major components in this phase. These are:
1. Work Experience Training: Exposure to employer expectations, appropriate work behavior and development of good work attitudes and habits.
 2. Career-Related Skills Training: Development of real, marketable occupational skills.
 3. Basic Educational Development: Upgrading of basic reading and computation skills.
 4. Vocational Development: Assessment of skills and interests and development of short and long range vocational goals and a plan for meeting the goals.
- B. Job Development and Placement: There are three major components in getting Cambridge residents placed in jobs. These are:
1. Job Placement Strategy, with each person in training, oriented toward his/her short or long term vocational choice.
 2. Job Search Training: Exposure to the steps involved in the job search and full participation by each person in the job search process.
 3. Job Placement: Job placement incorporates four - five key functions or requirements:
 - (1) Job training agencies, such as ERI and JAS producing trainees that have made it through the four components in Phase One, and have improved or further developed their skills, educational competencies, work habits and who have a vocational goal;
 - (2) Training agencies working with the trainees to keep the process going, keep each participant focused on the steps he/she must keep taking, until a firm placement is achieved.

- (3) Affirmative Action/Section 3 (Employing Local Residents) requirements that enhance significantly the prospects of placing Cambridge residents in private sector jobs.
- (4) Actions by City officials that make the private sector aware of local needs and willing to respond to these needs.
- (5) Follow-up and Job Change Services, for participants who may want to make a change. There is little or no funding for this function.

Current Status and Resources Needed.

Employment Resources, Inc. administers job training and placement services in the agency and through contracts. The scope of this responsibility includes:

. Cambridge Employment Program, funded by the City of Cambridge, in which 222 Cambridge residents have been served this year, including 35 youth.

. Job Factory, funded by the Department of Labor, in which 150 Cambridge residents were served this year, including 30 youth.

. School to Work Transition in which 53 high school seniors, including 24 from Cambridge, have been served this year.

. Occupational Skills Training Program, in which 250 Cambridge residents, including 60 youth were provided with training in the following occupational areas: respiratory therapy, computer manufacturing, clerical, cable TV installation, etc.

. Special projects for youth include contracts with Just-A-Start (basic construction, housing rehabilitation and energy conservation), Somerville Media Action Program (graphic arts, video production, silkscreening, photography and Bunker Hill Community College (culinary arts).

. Summer Youth Employment Program providing 450 Cambridge youth with quality work experience and an opportunity to develop good work behaviors, positive attitudes and marketable skills.

. New Program Initiatives by ERI in this year's plan include an Education for Employment Program and an Entry Employment Experience Program for high school seniors.

Just-A-Start develops and administers skills training, work experience training, basic education and High School Equivalency competencies, vocational development and job search training/ placement for 16-21 year old Cambridge residents, incorporating two major phases of program work.

1. Year Round Job Training Program for 100-115 youth, primarily high school dropouts in six month training cycles. In the past two years, 70-80% of the trainees completing training cycles have been placed positively, primarily in private sector jobs in construction, rehabilitation, food processing and related entry level jobs, and in post-secondary educational programs.
2. Comprehensive Summer Program for 75-100 Cambridge youth, primarily in-school. The majority of these youth return to school.

Just-A-Start and Employment Resources, Inc. were cooperating partners in Cambridge Community Services' Summer Teen Work Program for 1983, serving 110 in-school youth who were placed in private sector summer jobs.

Resources Needed

Funds at the Federal level for administration and management, for job development and job counselling and for operational costs have been shrinking. Federal and local funds for training stipends and for College Work-Study and Cambridge's High School Work-Study Program have been reduced drastically.

The Job Training Programs of Employment Resources, Inc. and Just-A-Start, summarized above, are workable and do produce results. The major activities that are part of the process of training people and getting them placed in jobs all have to be done, for most participants, to produce these results. Continuing Federal and local cutbacks, particularly in training stipends, seriously jeopardize enrollments, training and successful placements.

It is hoped that the experiences of Employment Resources, Inc. and Just-A-Start Corporation will be considered as part of any proposed job programs in Cambridge in the future.

Marlene Seltzer, Director, Employment Resources, Inc.
Gordon Gottsche, Executive Director, Just-A-Start Corporation.

EMPLOYMENT
RESOURCES
INCORPORATED



Employment Resources, Inc. • 50-54 Essex Street • Cambridge, MA 02139 • 492-05

October 11, 1983

Mr. David Sullivan
City Councilor
City of Cambridge
Massachusetts Avenue
Cambridge, MA 02139

Dear Councilor Sullivan:

Enclosed, for your review, is the second progress report on the Cambridge Employment Program. The Program is performing well, and the data presented provides us with valuable information to use as a base for formulating an employment and training policy for residents of Cambridge.

Sincerely,

Marlene Seltzer, President
Employment Resources, Inc.

MS/ctw
Enclosure



CAMBRIDGE CITY COUNCIL

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 498-9094

David E. Sullivan
City Councillor

October 24, 1983

To the Honorable; the City Council:

I have the honor of submitting the most recent report of your Committee on Economic Development, Manpower, and Employment. The report, which results from an October 12 public meeting of the Committee, shows that we are making real progress toward our goal of securing full employment for all Cambridge residents. However, much more remains to be done.

In summary:

1. The Cambridge Employment Program (CEP), administered by Employment Resources, Inc. (ERI, formerly EMHRDA), has placed 100 Cambridge residents in jobs during its first six months of operation. It appears that there are both more job openings (452) and more unemployed residents available to fill them (222) than the present "clearinghouse" program can handle. The Deputy City Manager agreed to submit a proposal to expand the CEP staff to place more residents in jobs. The October 11 CEP progress report is attached.
2. It is also clear that many residents require training to fill available jobs. At my request, the Cambridge School Department submitted the attached preliminary proposal for a training program using existing school personnel and facilities. The School Department and ERI agreed to present a detailed budget proposal to the Committee's next meeting. In addition, ERI is working with Just-A-Start, Inc. (JAS) to provide additional training, particularly in the construction trades.
3. The Committee discussed proposing a mandatory residents hiring requirement for public construction jobs, as Boston recently adopted by ordinance. The Community Development Department indicated a preference for including such requirements in construction contracts, as it has already for the East Cambridge garage, and agreed to report on its plans for doing so in other contracts.

4. The Job Training Partnership Act (JIPA), CETA's successor, began operation on October 1. ERI administers this program for income eligible residents of Cambridge and many other surrounding communities. The EPI board includes substantial private sector participation, as well as the City Manager and other city representatives. The Deputy City Manager agreed to make regular reports to the Committee on JIPA operations.
5. Finally, the CEP report makes it clear that many jobs currently being created in Cambridge do not meet the needs of unemployed residents, in terms of their skills and interests (see findings 1 to 3). The disparity appears large enough that education and training will not resolve it. The City Council is responsible for shaping the city's labor market, through zoning and other land use policies, to ensure provision of diverse jobs which meet all residents' needs.

Respectfully submitted,

David E. Sullivan

David E. Sullivan
Chairman
Committee on Economic Development,
Manpower, and Employment

DES/smc

Ms. Sateriale further stated that the job training program could be set up similarly as the evening school which he currently directs.

At this time Councillor David Sullivan stated that a main concern remains to be additional budgetary allotments for staffing and equipment and asked if that perception was correct. Both Ms. Sletzer and Mr. Sateriale agreed.

Councillor David Sullivan requested that the School Department work with E.R.I. in an effort to refine the School Department's report putting some hard numbers to the proposal. He further requested that they address what kind of policy guidance they would expect from the City Council and asked that the whole package be ready in almost six weeks.

At this time Mr. Gordon Gottsche briefly outlined his report on behalf of the Just-A-Start Corporation relative to the resources needed for a workable job training program and further wanted to "go on the record" requesting his corporation be considered for any additional funding.

At this time Ms. Seltzer, at the request of Councillor David Sullivan, briefly outlined the provisions of J.T.P.A. which, she stated, have essentially the same purposes as the former C.E.T.A. legislation. She further stated that the role of the private sector has changed with the make up of the board members equalling 65% private businesses.

Councillor David Sullivan requested periodic reports from Mr. Rossi regarding the activities of the Private Industry Council. Councillor Sullivan further outlined the fact that the Boston City Council had recently codified Mayor White's executive order relative to Boston residents receiving priority on all public construction jobs.

Ms. Seltzer stated that relative to construction jobs, she has had 12 people apply for 4 positions within the construction industry and based on this information raised some concern she had about mandatory jobs for local people, both because of a resource and monitoring problem.

At this time Mr. Thomas Scanlon, Vice President of the AFL-CIO stated that a city must understand that it is difficult to monitor placing local residents in jobs and outlined a situation in Boston where Cablevision had a problem with individuals coming from other locations and establishing residency just to qualify for work.

At this time Mr. James Campbell of the Community Development Department stated that in terms of construction job placement within the Lechmere Canal project, he has spoken with four major developers within the project area. However, he further stated that both job referral and monitoring would be problem areas. Furthermore, he stated that as far as the East Cambridge garage was concerned, 7% of all jobs has been mandated through the agreement with the City for local residents.

At this time Councillor David Sullivan requested that representatives of the Community Development Department, Employment Resources, Inc., AFL-CIO meet with Mr. Rossi in order to discuss the feasibility of putting a paragraph in all construction agreements within the city jurisdiction mandating a percentage local employment.

Councillor David Sullivan at this time summarized what ought to be done prior to the next meeting which were:

1. Employment Resources, Inc. to prepare what they would like to see in terms of policy guidance from the City Council.
2. A status report from the City Manager's office in the success of the J.T.P.A. implementation.
3. A report from Employment Resources, Inc. on construction job placement.
4. The School Department and Employment Resources, Inc. agreed to put some numbers together for a budget needed to conduct job training programs for Cambridge residents.

The meeting adjourned at 7:02 PM.

For the Committee

Councillor David E. Sullivan
Chairman

DES/smc

Enclosures: Report from Employment Resources, Inc.
Report from School Department
Report from Just-A-Start Corporation

City of Cambridge

In City Council October 24, 1983

The Committee on Economic Development, Manpower and Employment conducted a public meeting on Wednesday, October 12, 1983 in the Ackermann Room beginning at 5:40 PM. The purpose of the meeting was to discuss 1.) the performance of the Cambridge Employment Program; 2.) Job Training Partnership Act (J.T.P.A.) activities; 3.) construction jobs for Cambridge residents; 4.) employment of CRLS graduates; and 5.) the use of CRLS for job training programs.

Councillor David Sullivan opened the meeting by thanking all those in attendance and outlined the evening's agenda and asking that Ms. Marlene Seltzer give an update on her employment program.

At this time Ms. Seltzer, Director of Employment Resources, Inc., (formerly E.M.H.R.D.A.) summarized the basic activities of the program including the fact that thus far 111 companies have participated in the employment program listing 452 job openings. Furthermore, she stated that she was continuing to have difficulty with the construction industry but was still working on the issue.

Ms. Seltzer further stated her office was currently working with the School Department on the possibility of establishing a training program for various job skills. She further stated that two main questions must be answered; one, dealing with staffing in her office, if in fact the job placement program is expanded, and secondly additional budget allocations for training programs will have to be considered.

At this time Mr. Richard Rossi, Deputy City Manager responded by stating he agreed that if the budget were larger at E.R.I. more jobs orders could be written. Furthermore he stated that the manager's office has tried to utilize the Job Training Partnership Act (J.T.P.A.) in order to place as many unemployed individuals as possible. Mr. Rossi further stated that another area which must be addressed is follow-up on the people who have been placed in order to track their performance and longevity on the job.

At this time Mr. William Lannon, Superintendent of Schools, stated that they have in fact been working with Ms. Seltzer on a job training program and he had assigned Mr. Joseph Sateriale, Assistant Superintendent of Schools, to deal with the specifics.

At this time Mr. Sateriale outlined the purpose, scope and description of what the components of a training program out to be including:

1. An assessment of job opportunities in Cambridge and contiguous communities.
2. An assessment of the industrial applicants' interest.
3. A job training program.
4. A placement program.

REPORT 5-592

Committee on Economic Development, Manpower & Employment Re: Cambridge Employment Plan performance, Job Training Partnership Act activities, construction jobs for Cambridge residents, employment of CRLS graduates & use of CRLS for job training programs.

10/24/83

R. P. Sullivan moved

That the report

Be accepted -
Motion carried on
voice vote of 8

In City Council,

October 24, 1983

Send copy to Engle.