

CITY OF CAMBRIDGE

In City Council

October 5, 1970

WHEREAS, the City of Cambridge in cooperation with the City Demonstration Agency desires to carry out a Public Service Careers Program, attached hereto and made a part hereof, with Federal financial assistance pursuant to Title I, Part B of the Economic Opportunity Act;

WHEREAS, the City of Cambridge has indicated by letters, attached hereto and made a part hereof, its intention to carry out a Public Service Careers Program;

NOW, THEREFORE, be it resolved by the City Council of Cambridge as follows:

SEC. 1. The Public Service Careers Program is hereby approved.

SEC. 2. The City Manager, acting for and on behalf of the City Demonstration Agency, is authorized to execute a grant agreement with the United States of America and to do all things necessary in order to carry out the Public Service Careers Program, including the incorporation with the regular city merit system of all public service enrollee positions for which training or other services are provided and which are not presently classified, and the submission of such reports, certifications and other material as the Secretary of Housing and Urban Development shall require.

SEC. 3. The City Council of Cambridge assumes full responsibility for assuring that all grant funds will be used in an economical and efficient manner in carrying out the Public Service Careers Program.

SEC. 4. The City Auditor or his successor or delegate may do all things required to be done in order to obtain payment vouchers, the submission of signature specimens, and the filing of requests for payments.

In City Council Nov 16, 1970

Adopted by yeas and nays Vote

Yeas 7 Nays 2 Absent 0

Paul E. Healey  
City Clerk

CERTIFICATION

The undersigned hereby certifies that:

1. He is the fully qualified and acting City Clerk of the City Council of Cambridge and keeper of its official records.
2. The foregoing resolution is a true and correct copy of the resolution as finally adopted at a meeting of the City Council of Cambridge held on the fifth day of October 1970, and duly recorded in his office.
3. The following is the signature of the person holding the office designated in Section 4.

---

Edward Seffilian

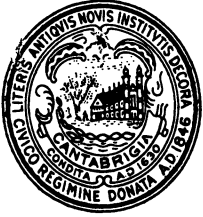
4. The undersigned is duly authorized to execute this certification.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.







# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

EXECUTIVE DEPARTMENT  
JOHN H. CORCORAN  
City Manager

October 26, 1970

To the Honorable, the City Council:

The concept of Public Service Careers was approved by the City Council when it voted affirmatively on the Second-Year Plan for Model Cities on May 27, 1970.

The program, the duration of which is 78 weeks, July 22, 1970, to March, 1972, calls for the training of 94 persons - - 54 entry level at \$2,642 each, or a total of \$142,668 and 40 upgraded slots at \$1,000 each, or a total of \$40,000, making the total program \$182,668.00. However, this amount would not accrue to the City but would be used to support personnel for the program, office space and equipment, and certain consultative costs.

The 54 entry level positions are presently or slated at a later time to be filled by C.D.A. employees who are MNA residents, the salaries being provided by the Second-Year Plan Program Budget.

The 40 upgraded positions are not in fact slated for persons who are now on the City payroll per se, but for persons now on the C.D.A. payroll or on sub-contracted payrolls at Health and Hospitals and the Cambridge School Department, and other City Departments under the Model Cities Program.

Thus, in fact, it appears that first the \$182,663 is strictly for additional staff personnel in C.D.A. to be used to train those who are now or will be in future employ of the City Demonstration Agency. Thus looking down the road what we are talking about is the potential lateral entry of C.D.A. personnel, initially on March, 1972, 94 persons on to the City Budget. Projected, this would mean an addition of no less than \$650,000.00 on the City payroll or an average increase in the tax rate of approximately \$2.30.

While this program promises to afford MNA residents an opportunity which is alleged they are denied today, there is, in spite of the theory of Model Cities, a serious question as to whether or not there would be created a serious morale problem within the City Departments.

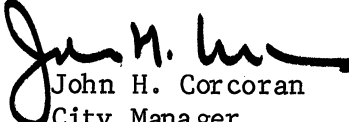
To: The Honorable, the City Council (cont.)

October 26, 1970

The simple fact is that the 94 positions which are now or will be in subcontracts to City Departments will eventually be entered onto the City payrolls. The theory behind Public Service Career is basically that if we are going to have these people on the payroll anyway, we might as well train them to do the job.

Thus, the view is that P.S.C. provides only a vehicle to train those persons who are contracted by C.D.A. to other City Departments and who, practically speaking, will laterally enter onto the City payrolls anyway because of the direction of C.D.A. If this opinion is accepted, then P.S.C. is acceptable in terms of potentially increasing or at least maintaining the present efficiency of City Departments. Thus, I would reluctantly recommend the passage of the P.S.C. Program proposal with a view toward motivating our present funding capacity toward developing a program of in-service training program to benefit all City employees.

Very truly yours,

  
John H. Corcoran  
City Manager

JHC/b

(17)

COMMUNICATION  
*from the City Manager* ~~trans~~  
~~mitted over from~~  
relative to Public Service Careers Program

October 26, 1970

Copies

# City of Cambridge

October 7, 1970.

Mr. John H. Corcoran,  
City Manager,  
Cambridge, Mass.

Dear Sir:-

At a meeting of the City Council held on October 5, 1970 a communication was received from Wallace Brown, CDA Board Chairman, together with a resolution concerning a Public Service Careers Program and said matter was tabled for three weeks, until October 26, 1970.

The City Council requested that you confer with the City Solicitor in order to determine the appropriate action for the City Council to take on the proposed resolution and inform the City Council as to what obligations, if any, the City of Cambridge assumes in the event the City Council takes favorable action on the resolution, and whether or not the legislation has any effect upon the Civil Service positions in the city, and any other information that might be of assistance to the City Council.

Enclosed you will find a copy of the proposed resolution.

Truly yours,

---

Paul E. Healy,  
Temporary City Clerk.



Public Service Careers Program

The City Government, Model Cities Agency and Model Cities Board have identified the following goals for the Public Service Careers Program in The City of Cambridge:

1. To provide careers within city government for Model Neighborhood residents by hiring now and training later.
2. To equip Model Neighborhood residents with the required skills and give them the supportive services necessary to maintain employment in city government.
3. To upgrade present employees for the purpose of improving their skills and of creating additional entry level and career ladder opportunities for Model Neighborhood residents.

In order to accomplish these goals, training, education, and supportive services will be given to 54 Model Neighborhood residents who will be employed in entry level positions in city government. In addition, <sup>40</sup>current City and Model City Program employees will receive education and training so that they may be upgraded into the next promotional opportunity. The theory behind the upgrading is that moving current employees to the next promotional opportunity opens up entry level jobs.

Entry level positions - 54 (Model Neighborhood residents only)  
(Salaries paid by Supplemental Funds)

<u>Current Position Title</u>	<u>Agency</u>
3 Career Advisors	CDA
4 Police Aides	CDA
1 Chief Monitor	CDA
7 Instructional Aides	CDA
4 Detached Workers	CDA
1 Asst. Director	CDA
2 Fire Aides	CDA
1 Asst. Director of: Pre-Teen Program	CDA
2 Citizen Participation Workers	CDA
1 Research Assistant	CDA
4 Teacher Aide to the Retarded	CDA
2 Junior Clerk Typist	CDA
1 Junior Clerk Typist	CDA
4 Junior Clerk Typist	CDA
1	

- 1 Senior Clerk Typist CDA
- 1 Assistant Director CDA
- 3 Outreach Workers  
CDA Elderly Program CDA
- 12 Homemaker Home/  
Health Aide CDA

Upgrade positions - 40 (Current City and Model Cities Program Employees)

<u>Current Position Title</u>	<u>Agency</u>
2A 3 Nurse's Aide	Health, Hospitals & Welfare
2A 2 Surgical Technicians	Health, Hospitals & Welfare
2B 3 CDA Trainees	CDA Trainees
2B 5 Junior Clerk Typists	CDA
2B 17 Instructional Aides	Cambridge School Department

The Program runs for 13 months. Regardless of the date the contract is signed, the program begins retroactive to July 22, 1970, and ends March, 1972. The grant must be allocated according to the following breakdown:

54 entry slots @ \$2,642 for a total of	\$142,668
40 upgrading slots @ \$1,000 total of	40,000
	<u>\$182,668</u>

Staff positions and duties are as follows:

Public Service Careers Program (PSC) Director--Supervises the PSC Program and the training of staff; negotiates contracts for PSC; insures coordination with participating agencies in the PSC; administrative and budgetary responsibility for the project.

Counselor---Provides personal, motivational family and problem solving counseling; refers residents to other community and social agencies where applicable. (Supervises training for all PSC participants; develops training schedules and curriculum and oversees training programs, conducts staff and supervisory training).

**Clerk Typist**---Schedules appointments, gives information to callers, takes dictation and otherwise relieves officials of clerical work and minor administrative and business detail. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered. Types letters, memorandums, etc. at least 50 words per minute.

**Data Assistant**---Under the direct supervision of the Project Director. Represents the Director in his absence and attends meetings and conferences as assigned. Will collect and maintain prescribed formulated data, will assist the Project Director and will enlist the cooperation of other staff members in maintaining and submitting appropriate records. Must have a A.B.A. degree or an equivalent combination of training and experience.

Priority in all PSC staff positions will be given to Model Neighborhood residents.



# CITY OF CAMBRIDGE

## MODEL CITIES PROGRAM

CITY DEMONSTRATION AGENCY BOARD

639 MASSACHUSETTS AVENUE  
CAMBRIDGE, MASS. 02139  
TEL. 868-8740

Francis X. Hayes  
*Chairman*

Daniel O'Connell  
*Vice-Chairman*

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*Communications  
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David Crimmins

Lillian Denkwicz

Henry Dormitzer

Rev. Alvin S. Graham

Rev. Henry Horn

Howard W. Johnson

Mary Kelley

Helen Meehan

Thomas Murphy

Robert O'Keefe

Janet Rose

James Leo Sullivan

Harold Thompson

Alfred Vellucci

Helen Young

October 1, 1970

**Mr. Paul Healy, Temporary City Clerk  
Cambridge City Hall  
Cambridge, Massachusetts 02139**

**Dear Mr. Healy:**

**On behalf of the Cambridge City Demonstration Agency, I submit  
the attached resolution for your consideration and for action by  
the City Council of Cambridge on October 5, 1970.**

**Very truly yours,**

  
**Wallace Brown  
CDA Board Chairman**

/ams

11 264

Communication from Wallace Brown, CDA  
Board Chairman transmitting resolution  
concerning a Public Service Careers Program

October 5, 1970

10/5/70

Tabled for three  
weeks until Dec 26/70

10/20/70 Remained on  
the table -

10/27/70 Remained on  
the table -

11/14/70 Resolution  
Approved  
72-0