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THE STATE EMPLOYEE is published  
monthly except April, July, and August.  
Publication office, 2 Norton St., Albany,  
N. Y. Editorial and executive offices,  
Room 156, State Capitol, Albany, N. Y.  
10c a single copy, 1.00 per year. Entered  
as Second-class matter, July 19, 1934, at  
the Post Office at Albany, N. Y., under  
the Act of March 3, 1879. Letters to the  
Editor, contributions, news items, appli-  
cations for memberships and application  
for advertising rates should be sent to  
Executive Headquarters, Room 156,  
State Capitol, Albany, N. Y.

# The State Employee

VOL. 10, Number 6

SEPTEMBER, 1941

10c a Copy

## Nominating Committee Reports

In accordance with the revised Constitution of the Association, ratified at the last annual meeting, and effective January 1, 1941, the Executive Committee selected a Nominating Committee consisting of former presidents of the Association; William F. McDonough, Chairman, Mrs. Beulah Bailey Thull, and John A. Cromie.

This committee, after giving full consideration to all facts, and petitions presented to it by individual members and groups of members, filed with the Secretary of the Association, nominations for officers of the Association and members of the Executive Committee for next year. Its report follows:

"We, the undersigned Nominating Committee, duly selected by the Executive Committee to submit candidates for officers and members of the Association for the year 1942, respectfully submit the following nominees:

"For president, Harold J. Fisher; First Vice President, Charles L. Campbell; Second Vice President, John L. Livingston; Third Vice President, J. Earl Kelly; Secretary, Janet Macfarlane; Treasurer, Earl P. Pfannebecker.

"Members of the Executive Committee: William F. McDonough, Agriculture & Markets; Charles W. Swim, Audit & Control; Elizabeth Staley, Banking; Joseph Tammaney, Civil Service; Arthur S. Hopkins, Conservation; Harry Fritz, Correction; Wayne W. Soper, Education; Charles Foster, Executive; Clifford C. Shoro, Health; Harry S. Deevey, Insurance; John W. Henry, Labor; Francis C. Maher, Law; Patrick McCormick, Mental Hygiene; William Hunt, Public Service; Edward J. Ramer, Public Works; Jesse MacFarland, Social Welfare; Harold J. Fisher, State; John A. Cromie, Taxation & Finance.

"Signed, Beulah Bailey Thull, John A. Cromie, W. F. McDonough, Chairman, Nominating Committee.

"August 18, 1941."

Other provisions of the revised Constitution of the Association relating to the nomination and election of officers and members of the executive committee are as follows:

"Section 2. Independent Nominations. Nominations for officers may be made, subscribed with the names of not less than ten per cent of the eligible members of the Association, and nominations for members of the Executive Committee may also be made subscribed with the names of not less than ten per cent of the eligible members in the department making such nomination, and the names of such candidates shall be printed on the official ballot, if such nominations are filed with the Secretary not less than thirty days prior to the annual meeting.

"Section 3. Officers and members of the Executive Committee shall be elected by ballot at the annual meeting which will be deemed to continue from nine o'clock A. M. to eight o'clock P. M. on the third Tuesday of each October. When the meeting is not actually convened, the headquarters of the Association shall be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. Ballots with the names of all duly nominated candidates printed thereon shall be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the Executive Committee, at least ten days prior to the Annual Meeting date. The ballots or the envelopes in which ballots are enclosed by the member shall be marked 'Ballot,' and such envelope or ballots shall also bear the signature of the

member and the name of the department in which he is employed.

"Section 4. The Executive Committee shall appoint a Board of Canvassers of at least three members of the Association to determine the validity of nominating petitions and to count the ballots. The persons receiving the greatest number of votes for the respective offices or positions shall be duly elected for the ensuing year. Any person whose name is printed on the ballot may be present during the canvass of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the Executive Committee."

### Ballots In Next Issue

Ballots for use of members of the Association in voting for officers and members of the Executive Committee for 1942 will be printed in the October issue of THE STATE EMPLOYEE.

Members are urged to use their voting franchise. It must be remembered that the success of the Association in securing the improvements in working conditions sought by its members depends always upon an active membership and intelligent leadership democratically selected.

Upon receiving your October issue use the ballots contained therein and send it in to Association Headquarters. Urge your fellow employees to do likewise.

### The Front Cover

Many of the drawings reproduced on the front cover of this issue were used with the special permission of "Norcross, New York City."

The editors of our magazine regret the oversight in failing to mention in the June issue that the photograph used on the front cover of that issue was supplied by the Publicity Division of the State Department of Conservation.

# Candidates for Ass'n Offices

*The following candidates for officers of the Association for 1942 were selected by the Nominating Committee of which I am Chairman. This committee presents a brief write-up concerning each one herewith, so that members generally may become better acquainted with the candidates selected.*

WILLIAM F. McDONOUGH

## For President



**Harold J. Fisher**  
Department of State

Having served so well as president of the Association for the past year, Harold J. Fisher has been chosen by the Nominating Committee to continue in that office for the ensuing year. Under his guidance during the past few months the Association has acquired a new record in membership development and in its influence for good. The Association and its over 35,000 members throughout the State will be fortunate in retaining his intelligent guidance in its efforts during the coming year to obtain the improvements in working conditions on the future program of the organization.

Mr. Fisher has been on the Executive Committee of the Association since its reorganization in 1930, and has had ample opportunity to become acquainted intimately with

its work. He also was Chairman of the Social Committee of the Association for two years. His long service with the State and close affiliation with the Association has acquainted him well with the problems of State employees and the work of the Association.

Although you may not realize it from his picture, he has served the State continuously since 1911, when he was appointed to the Secretary of State's Office, where he still serves in the capacity of Finance Officer, having been promoted to that position in 1932. He is a real "career" man in State civil service.

Genial, capable and always willing to lend a hand, he has won innumerable friends and acquaintances throughout State service. There is no doubt but that his continuance as President of the Association would prove advantageous to State workers as a whole.

## For Vice President



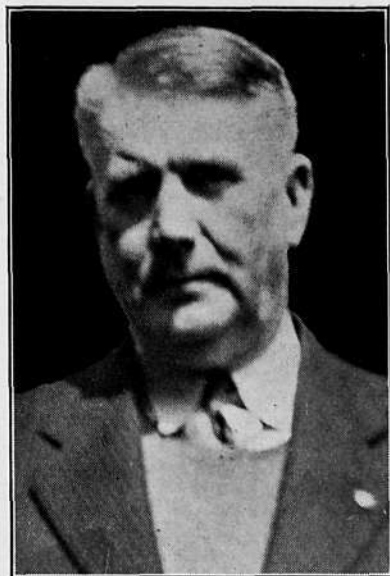
**Charles L. Campbell**  
Department of Civil  
Service

The Nominating Committee has chosen Charles L. Campbell to continue as a Vice President of the Association. As a former Vice President and a member of the most important Association Committee in the past, Mr. Campbell has become

well acquainted with the problems of public employees and has contributed much time and energy to their solution.

As present Chairman of the Classification Board and Director of the Classification Division of the Civil Service Department, and former Director of the Examinations Bureau of that Department, he is perhaps as well known in civil service circles as anybody in the State.

## For Vice President



**John Livingstone**  
Hudson River State  
Hospital

One of the most unselfish, diligent, conscientious and untiring workers ever to become affiliated with the Association is the Nominating Committee's choice for one of the offices of Vice President. Better known as Captain Livingstone to his many acquaintances throughout the State, there is probably no other individual who has worked harder to improve the lot of institutional workers. His efforts have been recognized and continuously crowned with success.

Mr. Livingstone entered State service as an Attendant at Hudson River State Hospital in August, 1925. In 1927 he was promoted to the title of Assistant Florist and in 1928 he earned his present position of Head Farmer at the institution.



He was Chairman of the Association's State Institution Committee in 1936, 1937 and 1939, a member of its Legislative Committee in 1938, 1939, 1940 and 1941, and a member of the Group Insurance Committee in 1938 and 1939. He has served as Vice President of the Association of Employees of the Department of Mental Hygiene for 1939 and 1940 and on the Executive Committee of that organization since 1936. He has been President of the Local Employees' Association at Hudson River State Hospital since 1939; Legislative Representative from 1932 to 1938, and was a moving spirit in the organization of the present splendid Federal Credit Union at that institution.

He is a member of many organizations, and is always active in community chest work, Red Cross drives and any other humane enterprise that will benefit his fellow man. As Captain Livingstone, he has a military record to be proud of, being Commanding Officer of Company D of the 105th Infantry for 18 years, including the period of the World War.

### For Vice President



**J. Earl Kelly**  
Department of Taxation  
and Finance  
New York City

As one of the Vice Presidents of the Association, the Nominating Committee has selected J. Earl Kelly, a Referee in the Motor Vehicle Bu-

reau, who has been President of the Association's New York City Chapter for the past several years. Under his competent leadership this chapter has grown until it now numbers more than 3,500 members. Before becoming president of this chapter, he served as Chairman of its Legislative Committee for four years.

Mr. Kelly entered State service in 1925 and obtained his present title shortly afterward. In 1928 he received an LL.B. degree from Brooklyn Law School, preceded by an M.A. from Fordham in 1925 and graduation from Holy Cross College in 1923. His first job in State service was that of License Clerk for which he took an open-competitive examination, and he secured his present position through a promotion examination.

As he has contributed generously not only to the development of the New York City Chapter, but to the success of the State-wide Association during the past few years, Mr. Kelly would naturally add much of value to the Association's official family.

Mr. Kelly has always worked strenuously for any improvement which would better the position of his fellow employees.

### For Secretary



**Janet Macfarlane**  
Department of  
Mental Hygiene

One of the most attractive and efficient State servants is the nominee for the office of Secretary. Pep, per-

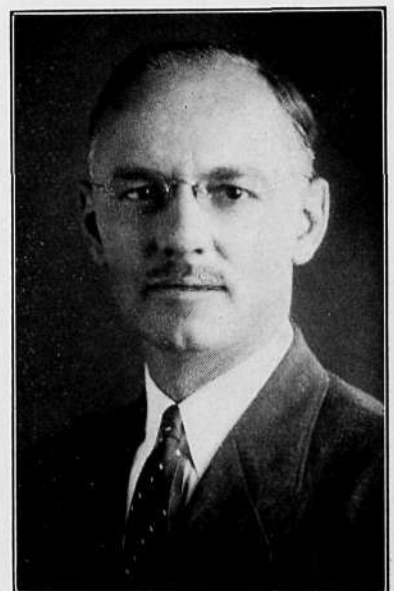
sonality and good sense being her stock in trade, there is every reason to believe that she will continue to serve the Association well in the office of Secretary.

After graduating from Albany High School, she attended State College for Teachers at Albany. Thereupon deciding on a business career, she entered Mildred Elley Business School in Albany and graduated from that institution.

Miss Macfarlane adopted civil service as a career by accepting an appointment to the State Education Department, but later transferred to the administrative Division of the Mental Hygiene Department, where she is presently serving in the position of Senior Account Clerk.

Having served the Association on various committees during the past, Miss Macfarlane is familiar with the work and services of the Association. She served on the Social Committee, of which she has been a member for three years, and contributed a great deal to make the Annual Dinner the success which it has been. The spirit of cooperation and good understanding with which Miss Macfarlane is endowed fits her well for the office of Secretary.

### For Treasurer



**Earl P. Pfannebecker**  
Department of  
Taxation and Finance

A conscientious and hard working man is the candidate for Treasurer. (Continued on Page 207)



# Local Activities

## 160 At Letchworth Corn Roast

A corn roast which attracted 160 persons opened autumn activities for members of Letchworth Village Chapter at Thiells.

Election of officers is slated for the first pay-day prior to the general meeting on October 4 or 6, in order that the vote would represent the sentiments of the greatest possible number of members. A revision of the chapter's constitution, made recently, provides now for elections by secret ballot.

Dr. George W. T. Watts, chapter president, has summarized activities for the year in a report, Village Views, to be published soon. The report says there are 578 chapter members and, in addition, 53 who are association members, but not members of the chapter.

To give members a picture of the scope of official business, Dr. Watts reported completion of a card index of active members. He said office equipment had been purchased for the preservation of all documents.

During the year, the corresponding secretary has sent 75 letters. Ten service kits have been sent by the chapter to members inducted into the military service.

A general meeting was to be held August 29 as the result of a petition by 50 members who are seeking salary increases commensurate with rises in living costs, Dr. Watts reported.

## Plan Hallowe'en Fete

A Hallowe'en Dance is the big item on the social calendar of the Matteawan State Hospital Employees Association.

Percy Larrabee has been named to head the committee in addition to his chapter presidential duties.

The association has sponsored a drum corps and members have been highly praised for their appearance and have received cups for representation. A new American flag, Matteawan State Hospital banner and an official State flag have been purchased for parades and display in the clubroom. A desk, book case and ping pong outfit also have been installed for use of members.

The Red Cross will soon begin weekly Tuesday night first aid

classes for association members. Members are being urged to write cards or letters to draftees and the social club is preparing boxes for selectee-members.

The summer time program of social events, including several swimming parties and picnics, proved popular, under the leadership of Mr. Larrabee.

## St. Lawrence Elects

With the election of G. Gilbert Beck, president, the Employees Association of St. Lawrence Hospital, Ogdensburg, has initiated a drive for 100 per cent membership in that institution.

Elected to assist Mr. Beck were: Vice President, Matthew Roshirt; Treasurer, Mrs. Faye I. Clapp; and Secretary, Warren T. Reilly. Delegates are Lee Keyes and Clarence Julien.

The opening meeting, August 4, saw adoption of a 5-point legislative program favoring adoption of the Feld-Ostertag bill by January 1, 1942, or an increase in commutation to \$12 per item with a pay increase of 25 per cent; continuance of competitive civil service for attendants; establishment of sick leave at 14 days per year, cumulative for two years;

provision of an 8-hour day for all State hospital employees, and demands for issuance of pay checks on or before the 5th and 20th of each month.

Adjourning the opening meeting, members stood in a rising vote of thanks for the work of retiring officers.

## Bows Out In Glory

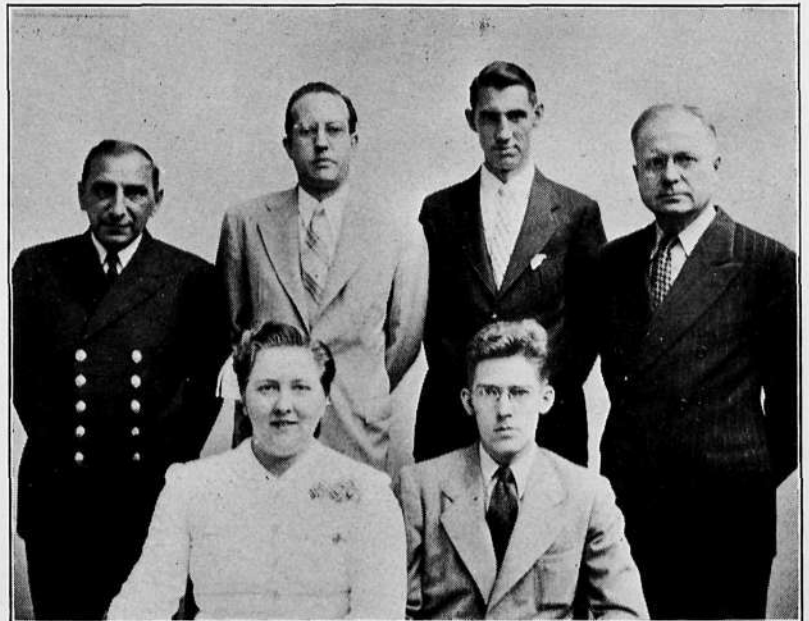
Hudson River State Hospital employees said a fond farewell recently to Glendy Jack, Jr., 59, for nearly 40 years an H. R. S. H. worker.

Mr. Jack retired from the "first job I ever had" August 1. A veteran member of the hospital's engineering department, he headed back for the Smoky Mountains in Virginia "to keep cool and roast chestnuts."

For almost 29 years, Mr. Jack has been endeared to oarsmen frequenting the hospital's pumping station on the river front as "Old Captain Jack."

Louis I. Garrison, vice president of the H. R. S. H. employees, was in charge of the farewell ceremonies. Dr. Wirt C. Groom, acting superintendent of the hospital, and Andrew J. Delaney were speakers. Mr. Jack was presented with a cash gift of \$97 in a billfold.

## Ogdensburg Officers



Left to right: Mrs. Faye I. Clapp, C. Gilbert Beck, Matthew Roshirt, Warren T. Reilly, Clarence Julien, Lee Keyes



# In-Service Training Notes

*Edited by Albert H. Hall, Chief, Bureau of Public Service Training, and Secretary, Regents Council on Public Service Training, State Education Department.*

The State Education Department is organizing and administering a State-wide program of defense fire training for 200,000 volunteer firemen at the request of Governor Lehman as Chairman of the State Defense Council and the State Fire Defense Committee. Six traveling instructors, all experienced fire officers, will present a uniform fire defense training curriculum throughout the counties of the State. The instructors have been trained by the State Education Department and have completed the course at the Gas and Bomb School of the Chemical Warfare Service, United States Army, at Edgewood Arsenal, Maryland. The fire defense training course will adhere to the highest educational standards with an examination at the conclusion of the course and certificates awarded to successful students by the Regents.

\* \* \*

The Division of Public Service Training of the College of the City of New York is offering a two-year course in preparation for service in New York City's police and fire departments. A catalogue will be sent upon request. City College also has instituted an educational program of "post-entry training" for public employees who desire to improve their services and prepare themselves for advancement.

\* \* \*

Of the 1,778 guards in the institutions of the State Correction Department, not including the Albion State Training School and Westfield State Farm, institutions for women, and the Dannemora and Matteawan State Hospitals for the Criminally Insane, 642 have applied for permission to take the advanced training course for custodial officers. It has been impossible to accommodate the large number desiring to enroll in the course as a maximum of 40 was fixed for classes in the larger institutions and 25 for the smaller ones. The largest number of applicants were from Attica Prison where 126 requests for enrollment were received

from 275 guards. Sing Sing Prison, with 300 guards, had 108 applications. The course is under the direction of the Division of Education of the Correction Department and is supervised by the staff of the Central Guard School at Wallkill Prison.

\* \* \*

The Regional municipal training schools for civil service commissioners and secretaries of the cities of New York State will be held during September in Syracuse, Buffalo, Albany and Peekskill. The schools are administered by the Municipal Training Institute of New York State in cooperation with the State Conference of Mayors, State Department of Civil Service and the State Education Department. Commissioners Reavy, Jones and Smith of the State Civil Service Commission and members of the Commission staff will provide instruction on classification and compensation plans, recruitment methods, preparation and rating of examinations, forms and records and civil service extension. There will also be a round table discussion on municipal civil service problems.

\* \* \*

The Bureau of Training of the New York City Civil Service Commission has announced a course in airport protection for national defense offered to employees of LaGuardia Field. The course is sponsored by Mayor Fiorello H. LaGuardia, United States Director of Civilian Defense, and the Bureau of Aviation of the Department of Docks. Major Elmer Haslett, Director of the Airport, is Chairman of the course which is open to all airline and airport employees. The course will comprise ten lecture and discussion periods on explosive bombs and characteristics; effects of bombings on airport structures, runways, supplies and services; airport blackouts, camouflage and gas protection; airport sabotage and prevention; incendiary bombs and fire protection; temporary repairs and structural reinforcing of present buildings. The Bureau of Training has arranged for credit toward promotion to be given to Civil Service employees who complete the course successfully.

Twelve regional municipal training institutes will be held during the next three months for city and village elective officials and heads of municipal departments. The schools will be operated by the Municipal Training Institute of New York State in cooperation with the State Conference of Mayors and the State Education Department. One-day sessions will present developments in city and village administration during the past year; defense training for municipal officials and new problems facing cities and villages. There will also be round table discussions on city and village administrative problems and legislative needs.

\* \* \*

Two training schools for field auditors of the State Department of Audit and Control will be held in Albany in October. The sessions will be held in cooperation with the State Education Department. Regents certificates will be awarded to successful students. Each three-day session will present detailed information on the organization and administration of the Department of Audit and Control.

\* \* \*

Twenty State officials responsible for or interested in the development of training programs for State and local employees held their third regular conference in Albany on June 23 under the leadership of the State Education Department, to exchange information and experience in public service training. Inspector E. E. Cone of the State Conservation Department led a discussion on the training of game protectors and Deputy Commissioner Martin T. Purtell of the State Bureau of Motor Vehicles outlined the training program for motor vehicle license examiners. The next meeting of the group will be held in the early fall.

A training course on tests and measurements will be presented by the State Civil Service Department for members of the staff of its Division of Examinations. The course will begin in October in cooperation with the State Education Department. Regents certificates will be awarded to those who complete the course successfully.



# The Liaison Office

## FOR PERSONNEL MANAGEMENT

Editorial Note: This is reprint of an article which appeared in "Public Administration Review," contributed by William H. McReynolds, Liaison Officer for Personnel Management of the U. S. Government. It is so informative as to civil service history in relation to the Federal Service that we feel it will be of great interest to State civil service employees.

BY WILLIAM H. McREYNOLDS  
*Liaison Officer for Personnel Management*

The United States Civil Service Commission was originally established as an arm of the Chief Executive. Subsequent developments, however, tended to obscure this relationship. The Commission gradually became administratively isolated from other federal departments and agencies and from the Chief Executive. The creation of the Liaison Office for Personnel Management as a division of the Executive Office of the President, headed by one of the administrative assistants to the President, has brought the Commission within the administrative family and has opened a new and needed channel between the Commission and the President, who, for constitutional and practical reasons, must be vitally concerned with personnel matters.

The Pendleton Act of 1883, authorizing the establishment of the United States Civil Service Commission, was not the first formal effort that had been made to eliminate patronage in federal appointments. From time to time, the heads of the executive departments had made sporadic efforts to set up their own particular systems to prevent patronage abuses. Generally speaking, these non-uniform and uncoordinated plans were not effective. Any temporary success which some of them may have had was soon washed away with the changing of department heads.

Congressional recognition was given to the direct part which the Chief Executive must necessarily play in

personnel matters by inclusion in the act of March 3, 1871, of a provision that authorized the President to prescribe such regulations for the admission of persons into the civil service of the United States as may best promote the efficiency thereof, and ascertain the fitness of each candidate in respect to age, health, character, knowledge and ability for the branch of service into which he seeks to enter; and for this purpose he may employ suitable persons to conduct such inquiries, and may prescribe their duties, and establish regulations for the conduct of persons who may receive appointments in the civil service.

Under the authority granted in this act, President Grant appointed a board of seven members and clothed it with the power to hold examinations for entrance into the federal service. After a short life, this board was disbanded because of lack of funds. Nevertheless, the statute has never been repealed. It remains in effect today. Presidents have usually relied on this law, as well as the later Civil Service Act, whenever they have issued rules governing the work of the Civil Service Commission.

When the act of 1871 proved ineffective, civic and political leaders continued their efforts to eliminate partisan spoils appointments to the federal service. Their efforts were finally rewarded by the adoption of the Pendleton Act of 1883. This act authorized the establishment of the present Civil Service Commission, which was definitely made an arm of the Chief Executive and was not established as an independent agency outside of the President's direct control. This status was made clear by four facts:

1. The actual appointment of the Civil Service Commissioners was made discretionary with the President, who was authorized, but not directed, to appoint the three Commissioners.

2. The Commissioners were to serve without a fixed term at the pleasure of the President, who was specifically authorized to remove any Commissioner.

3. The Commissioners were given the duty of aiding the President "as he may request" in preparing suitable rules for carrying the act into effect. The rules were to be determined and promulgated by the President and not by the Commission.

4. The Commissioners were authorized to control examinations and to make regulations, subject to the rules determined and promulgated by the President.

Thus the Civil Service Act of 1883 and the earlier general act of 1871 both recognized the primary interest which the Chief Executive had in personnel matters, and the complete control which he should have over them. This recognition resulted from both constitutional and practical considerations. The Constitution specifically places the executive power in the President. It also recognized the President and his department heads as the appointing authorities for officers and inferior officers in the executive branch of the government. The framers of the act clearly understood that the executive head of an enterprise must necessarily exercise considerable direct authority in developing and effecting personnel policies.

But constitutional and logical considerations, although clearly recognized in the Civil Service Act, were not sufficiently strong to overcome other factors that were pulling in the opposite direction. The steady growth in the size and activities of the federal establishment, and other developments in the period after the Civil War, served to separate the Civil Service Commission from the close working relationship with the President which the laws provided.

The period following the Civil War was one of increasing economic, political, and social activity for the United States. Political machines grew and flourished in certain states and cities. The Tweed Ring ran rampant in New York City. The citizenry of the country began to question the integrity and purposes of many of their financial, industrial, and political leaders. A feeling became widespread that gov-

ernments were dirty and corrupt, and in need of a thorough cleansing.

A great governmental reform movement resulted. The drive for the elimination of patronage and spoils in filling governmental posts was a highly important aspect of the movement. The prevention of abuse was paramount in the thinking of many of these reformers. Their major aim was to stop undesirable practices rather than to create positive methods for directly facilitating the good administration of governmental affairs.

It was in such an environment that the United States Civil Service Commission came into being. Reform influences and skepticism of the motives and practices of political leaders remained strong during most of the first thirty or forty years of the Commission's existence. This atmosphere was unmistakably manifested in the character of the Commission's work, which reflected the belief that the Commission had been established to serve as a policeman to protect the federal service from the evils of the spoils system. There was a steady pulling away from the influence of the Chief Executive and a desire to be insulated from him and his department heads. Gradually, access to the Chief Executive became more difficult and too infrequent.

The feeling developed among civil service commissioners, their staffs, and reformers that the civil service system was "their" system and that the Chief Executive was its enemy. This attitude had no sound basis in fact. Long before the Congress was willing or ready to accept the suggestion, a number of presidents had urged the creation of a plan for regulating appointments to the federal service and preventing spoils abuses. As chief executives, responsible for the successful administration of national affairs, they were acutely aware of this need. When the Pendleton Act of 1883 was adopted, the President was given complete control of the agency and system which it authorized. The presidents have always had the power to remove any or all positions in the federal service from the jurisdiction of the Civil Service Commission. This authority has never been abused to any significant extent. On the contrary, presidents have usually been willing to proceed with the extension of the merit system to a far greater degree

than the Congress. In fact, the latter body has often refused to accept the recommendations of the Chief Executive regarding the extension of civil service provisions.

Despite the interest which chief executives have taken in extending the competitive civil service, the trend toward administrative separation of the Commission and the President was strengthened by the expanding activities of the federal government. In 1883 there were 131,208 employees in the executive branch. Of this number 13,780 were in the competitive classified service. By 1910, these numbers had increased to 370,000 and 222,278 respectively. Subsequent decades witnessed a continued pronounced growth in the size of the federal government and in the scope of its activities. In 1899, President McKinley was able to meet his responsibilities as Chief Executive by dealing with only ten heads of departments and agencies. By 1937, that number had grown to over one hundred and included a number of independent, multiple-headed agencies. This increasing work load with which succeeding presidents were faced tended to take such a great portion of their time and energy that little was left for them to give to the Civil Service Commission.

In addition to these problems, many presidents found it exceedingly difficult to obtain, through a three-member commission, the ready and responsible advice and help which they needed in making final decisions in personnel matters. It was difficult to maintain a close and satisfactory contact with a bipartisan, multiple-headed agency. There was no device or machinery to aid in overcoming this difficulty.

Thus, in actual practice, the channel of administrative communication between the Civil Service Commission and the Chief Executive became narrower and more tenuous. This development, which was not contemplated by the Civil Service Act, took place during a period when the President needed competent advice and aid on personnel matters to an increasing degree. This need became more pronounced as the Commission was made responsible for administering provisions of the Retirement Act and the Classification Act, as well as other provisions of law. It led to a situation that was unsatisfactory

both to the President and the Civil Service Commission. Many presidents, unable to obtain adequate personnel advice from the Commission, turned to other officials and agencies of the government for help. Thus, the Commission was further pushed into the isolation which it had earlier sought.

A number of efforts were made to correct this situation. In 1932, President Hoover proposed the establishment of the position of Personnel Administrator, retaining the Civil Service Commission as an advisory body. This suggestion was not followed. Subsequently, however, the President's Committee on Administrative Management made a similar proposal. The Committee suggested that the Civil Service Commission be reorganized "into a Civil Service Administration, with a single executive officer, to be known as the Civil Service Administrator, and a non-salaried Civil Service Board of seven members," with advisory and certain review functions only. This suggestion was accepted by President Roosevelt and recommended by him to the Congress.

The President's Committee on Administrative Management based its recommendations on: (1) the need for more unified, constructive, and energetic management of the personnel agency's affairs than it believed was possible under a multiple-headed agency; (2) the need of the President as Chief Executive for ready and responsible advice on personnel matters; and (3) the need for a more adequate contact between the Civil Service Commission, as the central personnel agency of the government, and the President and the other governmental agencies.

In its report, the Committee graphically verbalized vague ideas that had long been forming in the minds of many administrators. It spoke of "managerial" agencies that would aid the Chief Executive in managing the vast and complicated administrative machine of the federal government, and placed the personnel agency in this category. The Committee stated that "Personnel administration lies at the very core of administrative management." It further stated that "Personnel management is an essential element of executive management. To set it apart of, to organize it in a manner unsuited to serve the needs of the

(Continued on Page 212)



# Editorial Page

## THE STATE EMPLOYEE

Official Publication of  
THE ASSOCIATION OF STATE CIVIL  
SERVICE EMPLOYEES  
OF THE STATE OF NEW YORK  
Room 156 State Capitol Albany, N. Y.

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Joseph D. Lochner - Executive Secretary

### Extend Career Service

Yielding to the moral righteousness of the plea of the Association of State Civil Service Employees that civil service workers were entitled to a fair classification of the services rendered and just scales of pay for such services, the State of New York in 1937 adopted a law that has become recognized throughout the whole Nation as embodying employment practices suited to a wholesome, democratic people.

The career service statute has met the test of a crucial period. Sometimes those within the service who understand and appreciate the career service law forget that it does not as yet apply to all workers within State service. It does not apply to the thousands of employees in the Mental Hygiene institutions, or to some smaller groups in other branches of the service. This is true because such groups had already established in different statutes, scales of pay applying to their respective groups, and the career service law was so worded that it did not replace such statutes. Many of the employees, under other statutes at the time the career service law was passed, felt that they would like to see how classification and promotion features of the new law worked before they gave up rights they then possessed.

As a result the career service law exempted such groups and applied only to those employees who had no systematic plan of class or grade and were wholly dependent upon chance or special privilege for salary adjustments. Thousands of these workers were pitifully underpaid, mass maladjustments in pay scales were the rule, and each worker was hopeless as to avenues of advancement based upon the merit principle, which principle has led them into the public employment field.

Today, with the career service law established as the soundest type of salary and promotion plan known to exist anywhere, and with classification and salary standardization agencies ready to deal with the real problems of application of career service principles and practices, it is time to extend the career service law to all groups. For several years, this Association, together with the Association of Employees of the Department of Mental Hygiene, have been pressing for inclusion of the mental hygiene group in this fair classification - compensation - promotion plan. Last year many conferences were held by employee representatives looking toward this end. For two years a bill to bring this about has been before the legislature. Last year, legislative leaders and the Director of the Budget approved an appropriation of \$5,000 for a study of conditions surrounding present salary scales in the institutions of the Department of Mental Hygiene, to be made under the supervision of the Director of the Budget. Such a study is in progress and there is every reason to expect that the forthcoming budget for 1942-43 will make provision for the desired extension of the career service principles to the Mental Hygiene institution workers and that legislation by the 1942 Legislature will follow. The present Mental Hygiene Law provides for certain scales of pay, and for time service increments after three, five, ten, fifteen and twenty years of service, and also for maintenance in the case of many thousands of employees. The present plan offers many obstacles to career ser-

vice ideas and perpetuates inequities and insufficiencies in pay.

The difficulty of securing workers in a time of industrial and business activity such as the present, under the existing unsatisfactory salary plan in effect in State institutions, emphasizes the need for immediate attention to the application of the career service plan to the mental hygiene group.

In the interest of efficiency and economy of operation of the institutions, it would be a serious error to delay further the inclusion of the mental hygiene institution workers in the career service plan.

It would be a grave injustice to the thousands of civil service employees involved to deny longer to them the merits inherent in the career service law as it is now applied to other civil service workers.

The Association is pledged both from the standpoint of welfare of the State service and the welfare of the workers, to exert every effort to extend the Feld-Hamilton provisions of the civil service law to the workers in the Mental Hygiene institutions and to other groups in like position. On behalf of this laudable project we ask that each individual member of the Association bend his energies and good will. We trust that we may have the assistance of every public spirited group and agency in every community of the State in bringing home to the Executive and Legislative branches of government the value of the career service plan to efficiency and economy in State government. We do not hesitate to state that the extension of the career service law to all State workers will improve the service and do it with economy to the taxpayers of the State.

### President Blair Succumbs

Members of the Craig Colony local Association of Employees are mourning their president, Jesse A. Blair, who died on August 4th, following an emergency operation. Mr. Blair was stricken during a trip to Pennsylvania, August 2nd.

His record at the Colony, where he was employed as Industrial Supervisor Brickmaker, was an enviable one. Head of the local Association since 1937, Mr. Blair's efforts in behalf of employees were untiring. His sincerity and sense of fairness, as well as his unfailing cheerfulness, made him a popular figure with all. Craig Colony employees will long remember Mr. Blair as one interested in his fellow workmen.

### **Loyalty to State Service**

New York State civil service employees have met the facts of unionism squarely. Happily they have chosen to band themselves together in their own strong Association, meeting and solving their own problems and dealing straightforwardly, face to face with their employer—the people of the State of New York. But they must not overlook the groups that are seeking to undermine their unity. The time to destroy an evil is in the early stages of that evil's development.

With a tooth and claw battle among countless selfishly led unions throughout the country, it should be a relief to the citizens of this State that there exists in their own State civil service a body of workers who have not yielded and shall not yield to the honey-tongued jargon of dues-bitten organizers.

The New York Times states: "To the winning union will be accorded exclusive bargaining rights for all employees, sole use of bulletin boards and check-off of union dues."

What business is it of employees of New York State or Troy or Elmira or New York City or Buffalo or Plattsburg or any other municipality as to what Detroit workers should or should not do as to bulletin boards, or paying union dues? What a farce a national union of public workers really is!

How would you like to be paying union dues on a check-off plan to the tune of twelve or more dollars per year—dues going to feed the unfathomable maw of a national union?

The call is clear to State civil service workers to rally loyally to active participation in and support of their own Association of State Civil Service Employees. We must all show that we are alert to "fifth column" types of union movements which by creating discontent and doubt and

by the spreading of subtle false claims of achievements seek to build up a dues collecting labor empire, destructive not only of employee welfare but of sound democratic government as well.

Your Association is truly representative of you as a worker and of you and your family as citizens, and it is devoted solely to the patriotic upbuilding of New York State service and New York State employee welfare. It is strong, progressive and an outstanding example of sound union activity for all who work. As a worker you may be justly proud of your union's character and achievements.

### **Senator Thompson Dies**

In the passing of Senator George L. Thompson, dean of State legislators, the Association has lost a good friend.

Senator Thompson was "Uncle George" to those familiar to him in legislative haunts. The nickname was illustrative of the general good feeling he provoked in others.

The ranking Republican member of the Senate Finance Committee, he became chairman after the G. O. P. regained control of the Senate in 1938. Into his able hands fell the State's fiscal problems—many of them of vital interest to the welfare of State employees.

His sentiments, his decisions were always considered. There was belief—and foundation for it, too—that he knew what he was doing. There was confidence in his wisdom.

A very able politician, Senator Thompson entered the Assembly in 1909 from Suffolk County, served for two more years and then in 1914 was elected to the Senate.

He was reelected to the upper house 13 additional times. That record speaks for his integrity. Democracy pays no higher tribute.

### **Members Can Help**

With a present membership of approximately 35,000 the maintenance of accurate records at Association headquarters with reference to membership, insurance and mailing lists, etc., has become a real man-sized job. Members can assist in this matter a great deal by supplying Association headquarters with the information necessary to establish and maintain accurate records.

Frequently our female members marry and then renew membership in their marriage names, in the meantime allowing their insurance to continue in their maiden names. Unless such members notify the Association, and the proper connection between the two names is recognized, they are carried as paid members under their married names and unpaid members under their maiden names. Of course, the Association is in favor of matrimony, but would like to be advised. Therefore, members who take unto themselves spouses could cooperate by advising Association headquarters, so that the membership records, insurance records, and the mailing list may be corrected.

Members could also assist in advising Association headquarters promptly as to any change in their residence address. Association Officers and the Editorial Staff of our official magazine, all of whom put so much into the preparation of the magazine, are naturally anxious that every member regularly receive all issues. The postal authorities do advise the Association as to all known changes of address of the subscribers, but many times members do not notify the post office when they change their address, and therefore the Association is not notified.

Employees who transfer from one department to another, or from one institution to another could help by advising Association headquarters of the facts.

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# Story of State Government

## CHAPTER XVI: DEPARTMENT OF INSURANCE

*The following article is the sixteenth of a series of articles on New York State Government. This series is in charge of our Editorial Board Member, A. K. Getman of the State Education Department Staff. The next article of this series, which will discuss the State Department of Labor, will be contained in the October issue.*

By LOUIS H. PINK

*Superintendent of Insurance*

Insurance is one of the great social achievements of our modern civilization. It is an example of man's ability to cooperate with others in sharing life's burdens and eliminating the hazards that would otherwise paralyze his fine initiative and shipwreck many enterprises on the shoals of chance or misfortune. It acts as a great balance wheel which keeps the wheels of industry and family life running smoothly despite the shocks of unforeseen disasters. Some idea of its effectiveness is indicated by the payments of over three billion dollars made by insurance companies in the United States last year to insureds and beneficiaries who had suffered losses. These payments were made to families whose breadwinner had died or been disabled, to property owners whose property had been stolen or destroyed by fire, flood or other catastrophe, to persons who suffered bodily injury or property damage as the result of someone's negligence, to employers whose trusted employees had defalcated, and to many others.

Remarkable as its rapid growth and present size may be, the business was still in its infancy when the New York State Insurance Department was established in 1860. At that time the total assets of life insurance companies licensed in New York amounted to only \$24,000,000. Today they are more than one thousand times greater than this figure. In 1860, there were no casualty companies which supply us with our Automobile Liability, Burglary, Fidelity and Surety, Workmen's Com-

pensation and related types of policies. Fire and Marine insurance companies were already well established but the lack of regulating laws resulted in many abuses.

In 1940 there were 851 insurance companies of various types licensed to transact business in the State of New York. Of these, 410 were New York State companies, 362 were companies organized in other states and 79 were United States Branches of companies organized in foreign countries. The following classification indicates the types and number of companies licensed in this State, according to lines of insurance written and State or country of origin.

Lines of Business	Number of Companies			Totals
	New York	Other States	Other Countries	
Life Insurance Companies.....	19	36	4	59
Pension Funds .....	13	—	—	13
Assessment Life & Casualty.....	5	—	—	5
Hospital Service .....	9	—	—	9
Medical Indemnity .....	4	—	—	4
Fraternal Benefit Societies.....	23	58	2	83
Fire & Marine.....	259	212	63	534
Casualty & Surety.....	56	56	10	122
Title .....	22	—	—	22
Totals .....	410	362	79	851

Prior to 1860, insurance companies, as financial institutions, had been required to make annual reports to the Comptroller. No attempt was made to secure comprehensive statements from them and little attention was paid to the reports after they were filed. Insurance companies were considered to be strictly private enterprises and the buyers of insurance policies had no special protection under our laws.

It is difficult to realize that the fiduciary character of the insurance business and the need for governmental regulation has become recognized only in recent years. Proposals to establish a State insurance department made in the State Legislature of 1856 were successfully opposed by 56 fire insurance companies as governmental meddling, "onerous and oppressive to the highest degree." After the failure of several companies, not without scandal, during the financial panic of 1857, the

companies changed their attitude and sought the establishment of the State department to protect themselves as well as the insuring public. The New York State Insurance Department began to function on January 1, 1860—over eighty years ago. Its prerogatives were not, however, immediately established—or even eventually, without sharp opposition from those unwilling to accept governmental meddling in what they considered strictly private matters.

As the theory of State supervision became established, the insurance department was not content with the meager supervision of early years and gradually increased its supervi-

sion over the companies so that at the present time there is probably no phase of the insurance business which is not subject to control.

To the requirement that companies file annual statements were soon added regulations limiting investments and standards were set for the computation of policy reserves. At a later date, examiners were appointed to visit the companies' offices to verify items reported in the annual statements. It was not long before regulations prescribing policy conditions and requiring approval of policy forms were adopted. Laws regulating the appointment of agents and requiring the licensing of agents and brokers were the next steps in insurance regulation, but only within the last ten years have rigid qualification laws been enacted requiring written examinations and, in the case of brokers, a period of training before licensing. Supervision over rate-

making is now delegated to the department and in connection with this work much standardization of contracts has been accomplished.

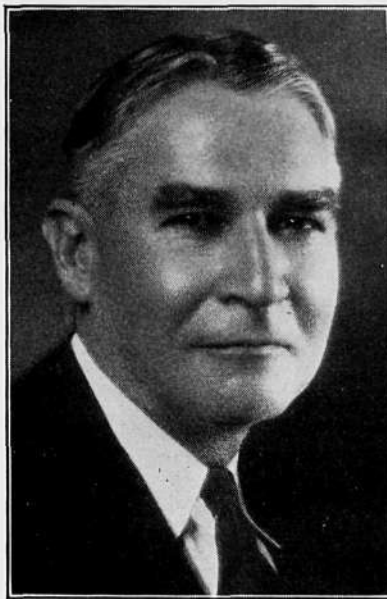
Throughout its existence, the department has been giving service to policyholders in connection with claim settlements and in other matters where its services are sought, but it is only in recent years that it has had a full time trained staff for the handling of policyholders' complaints. The settlement of many claims is effected through this bureau without recourse to court action in cases where no question of facts are involved but where through ignorance or misunderstanding the policyholder is unable to get complete satisfaction of his claim against the company.

The Insurance Department has a staff of approximately 300 persons, divided about equally between its Albany Office, New York Office and the field force of examiners. There is a division of responsibility between the two offices. Official records of the department are kept in Albany where also may be found the Licensing Bureau, Actuarial Bureau, Statistical Bureau and Policy Examining Bureau. The New York Office is headquarters for the large staff of examiners who spend most of their time in company offices making detailed examinations of condition and methods of operation. Also located in the New York Office are the Audit Bureau and the Rating Bureau. Most of the personnel of the Complaint Bureau is located in the New York Office although service to policyholders is also available at the Albany Office.

In addition to the regular duties of the Department, the Superintendent is charged with the rehabilitation, liquidation, conservation and dissolution of delinquent insurers. This task, as during the depression, is sometimes of great magnitude and a staff of over 3,000 employees has at one time been engaged in this work. Improving conditions, however, have greatly reduced the size of the staff which now numbers only a few hundred.

The activities of the various bureaus of the Albany Office are coordinated under the direction of three Deputy Superintendents, each of whom assumes responsibility for various phases of the work. The Department Counsel also maintains his headquarters at the Albany Office.

The Licensing Bureau, which has the largest clerical force of any bureau in the department, administers those sections of the law regulating the licensing of insurance agents, brokers and public adjusters of fire losses. There were over 18,000 brokers' licenses and 177,000 agents' licenses issued in this State in 1940. Before being issued an original license, it is necessary for an applicant to be of good character and to submit to a written examination to test his qualifications. Licenses are renewed bi-annually and may be revoked or suspended for incompetency or untrustworthiness, among other reasons. The need of exercising some jurisdiction over insurance agents and brokers was early recognized but it is only during the last ten years that comprehensive writ-



HON. LOUIS H. PINK

ten examinations have been required. Insurance agents and brokers are fast approaching a professional status and perform valuable services in fitting insureds' policies to their individual needs, aiding in the collection of loss payments, and in many other ways. The great diversity of policy forms and coverages available today demands that the insuring public be advised by salesmen who have more than a superficial knowledge of the problems involved.

The Statistical Bureau has charge of the public files containing the annual statements of all companies transacting an insurance business in the State and compiles the statistical data contained in the New York In-

surance Report. This report is published in three volumes, covering Life, Fire and Casualty Insurance, respectively, and contains comprehensive tables and individual company abstracts showing details of the companies' statements after they have been audited by the department. The department also publishes a pamphlet containing tabulations of the most important data from all statements which appears in advance of the regular report. Requests for information concerning annual statements are handled by this bureau.

The Actuarial Bureau checks the valuation of policy reserves of all domestic life insurance companies. This work was originally done on an individual policy basis but, as the number of policies in force in these companies has risen to more than 60,000,000 it has long since been necessary to adopt group valuation methods and the use of modern tabulating machines. This bureau also supplies the demands of administrative officers and the general public for information and advice concerning actuarial and general life insurance problems and functions as a complaint bureau in connection with claims under life insurance policies.

The Policy Examining Bureau examines and must approve all types of policies of life insurance and accident and health insurance before they may be issued in this State. Certain standard provisions are prescribed by law and the bureau is also given discretion in disapproving policy provisions which might be misleading to prospective insureds or are otherwise objectionable. This bureau also functions as a complaint bureau in connection with claims under accident and health policies.

The General Office at Albany, in addition to the official records, is also charged with the custody of more than \$60,000,000 of securities required to be deposited by various companies. Records of examinations made of insurance companies are also on public file in this bureau.

The various administrative bureaus of the New York Office are coordinated under the direction of three Deputy Superintendents including the First Deputy Superintendent, who divides his time between the Albany and New York Offices. Because many of the large insurance companies are located in New York City and most of the current problems can be best handled



there, the Superintendent spends the greater part of his time at this office.

By far the greater part of the work of the Examination Bureau is centered around the huge task of examining all domestic insurance companies at regular intervals. A separate bureau has been established to take charge of examinations of each type of insurance company. The

tion is so comprehensive that, in the case of the largest companies, it may take more than a year to complete it. A written examination report is submitted through the Chief Examiner to the Deputy in charge of this work and after approval by him, and after an opportunity has been given to the company involved to review the findings of the examiner, the document is put on public file at the Al-

Examination Bureau. In the earliest days of State Supervision, it was one of the most important functions of the department, and still retains this importance despite additional safeguards of present day supervision. A large experienced corps of auditors conversant with the requirements of the Insurance Law check the statements filed by every insurance company to determine whether or not all activities of the companies as reflected in the statements were conducted according to law, that proper reserves have been set up for all liabilities and that assets have not been over-valued.

The general public has more contact with the Complaint Bureau than with any other bureau of the department. When a policyholder believes that he has been aggrieved in the settlement of a loss under a policy which he holds, he may present the facts to the Complaint Bureau and be assured that he will receive all that is due him under the terms of his policy. Advice concerning all types of insurance matters may be procured from this bureau. During the course of a year, many thousands of complaints are satisfactorily settled without recourse to the courts and without expense to the policyholder.

It is the function of the Rating Bureau to see that the premium rates charged policyholders in this State are equitable and in line with the actual experience. The rates for most lines of insurance except life and accident and health must be approved by the department, and this bureau acts as a clearing house for statistical data concerning insurance losses filed by all companies. Although the primary purpose of this work is to see that rates charged are not exorbitant, it also achieves the useful purpose of seeing that disastrous rate cutting does not take place, thus assuring that the companies will be able to fulfill all policy obligations as they become due.

The Real Estate Bureau cooperates with the Examination Bureau in setting up appraisal values for real estate owned by insurance companies, particularly the large holdings of the life companies. This bureau also functions in an advisory capacity in connection with legal problems and legislation affecting real estate matters.

The office of the Liquidation Bureau is not located at 80 Centre



Previous to the enactment of special legislation in 1938, enabling companies to invest in low-cost housing projects, a life insurance company could hold no real estate other than its home office building. The New York Life building is one of the largest and most beautiful home office buildings.

Chief Examiner of each such bureau maintains his office in the department and with the aid of a few assistants directs the activities of the field force. The field force spends all of its time in the offices of the companies being examined. No phase of an insurance company's activities escapes the notice of the trained examiners and the examina-

bany Office. The competent work done by the department's skilled civil service staff of examiners has played an important role in establishing the pre-eminent position of the New York department and the world-wide reputation of New York State insurance companies.

Historically, the work of the Audit Bureau antedates that of the

Street with the rest of the New York City offices, but functions as a separate unit as 160 Broadway. Because of the nature of the work, which involves taking over the existing physical properties of an insurance company for the purpose of rehabilitation, liquidation, conservation or dissolution, most of the employees engaged in this work are located in the existing offices of the delinquent insurer. In fact, many of the employees of this bureau are recruited from the personnel of the company when it is taken over by the department. The present procedure of liquidation by the Insurance Department, which was adopted in 1909, has proven much more satisfactory and less expensive than the older method under which the receiver was appointed by a court.

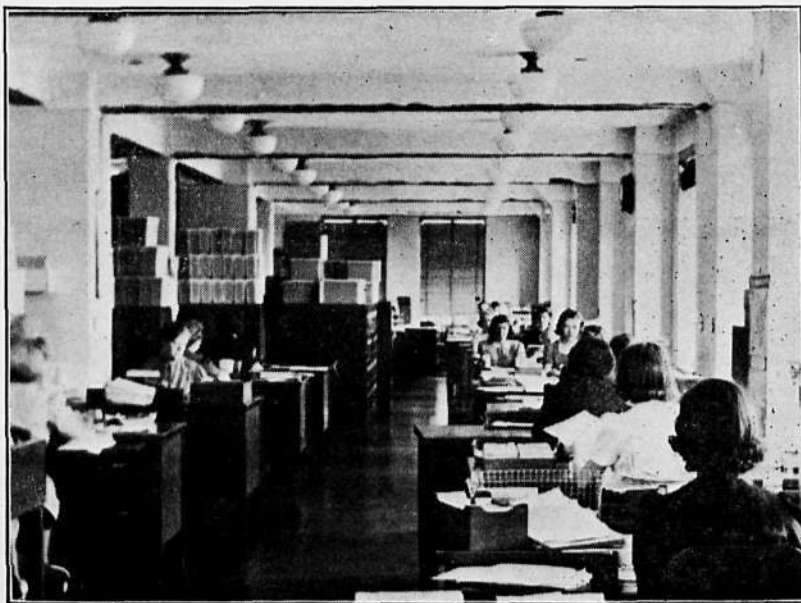
Although the great bulk of the work done by the department can be definitely assigned to specific bureaus, it is obvious that many problems arise which require the coordination of several bureaus. The separation of department personnel is very flexible and there is an excellent corps d'esprit among the employees so that unusual problems are easily handled by the coordination of several bureaus under the personal direction of one of the Deputy Superintendents. As one of the oldest State departments, but one which supervises an alert and growing industry creating new problems every



Photograph by Fairchild Aerial Surveys, Inc.

Parkchester, which the Metropolitan Life Insurance Company is now completing for 12,200 families of middle income in the Bronx, New York City. Only 27.4% of the 129 acres is covered by buildings. All else is lawns, recreational areas, gardens and roads.

day, the department earnestly strives to protect the interests of the citizens of the State, most of whom have a personal and vital interest in the safety of our insurance companies.



A portion of the License Bureau of the State Insurance Department at the State Office Building, Albany, N. Y. Another main office of the department is located at the State Office Building, 80 Centre Street, New York City.



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# How Uncle Sam Needs You - Too!

What can you do for defense?

Were New York suddenly subjected to attack from without, at least 36 types of civilian helpers would come into instant demand. Against that unpredictable day, the Office of Civil Defense has started a nationwide study of available man and woman-power.

In view of the British experience, the study looms as one of the most important phases of Uncle Sam's preparedness programs. For the most part, community service organizations will be surveyed for data.

Interviewers will be provided by the Historical Records Survey Project of the WPA, according to current plans. The survey will be confined, for purposes of efficiency, to organizations instantly able to set in motion training programs.

What can you do for defense?

Here are the 36 types of services the Civilian Defense Administrators believe are needed now or would be most needed in the event of a series of catastrophic raids from the sky:

**Auxiliary Police:** Supplementing regular police force for guarding public utilities and important points, such as bridges, providing emergency traffic control, and preventing looting.

**Air Raid Warden Service:** Involves checking on effectiveness of black-outs, assisting persons to air raid shelters and enforcement of air raid precautions regulations.

**Civilian Aircraft Warning Service:** Spotting, identifying, and reporting possible enemy aircraft.

**Auxiliary Fire Protection:** Inspection of premises to detect and report fire hazards, instruction of civilian population in means of extinguishing incendiary bombs and assisting regular fire departments in emergencies.

**Salvage Demolition Service:** Cleaning away debris and salvaging property following bombing attacks or other disasters.

**Emergency Repair Service:** Emergency repair work on damaged roads, bridges, streets, and buildings.

**Motor Corps Service:** Supplying car and driver for any form of emergency transportation.

**Ambulance Service:** Acting as drivers in ambulance corps in emergency.

**Hospital and Clinical Assistance:** Clinical work and service as hospital attendants and nurses' aides in hospitals and public clinics.

**Sewing and Preparation of Surgical Dressings:** Making garments as well as other forms of surgical dressings.

**Red Cross Assistance:** Furnishing members to work under the direction of the Red Cross in activities of that organization.

**First Aid:** Involves training in first aid, training and staffing of emergency first aid stations.

**Preparation and Serving of Food:** Involves planning of menus, large scale purchase of food, preparation and service of food and maintenance of sanitary standards and scullery work. May be for serving of school lunches in newly established industrial areas and preparation for mass feeding in a period of emergency.

**Operation of Canteens:** Management and service in canteens for armed forces and workers in defense industries.

**Family Social Service in Industrial Areas:** Involves surveying needs of families in newly established industrial areas and assistance in securing public aid and related social service work.

**Child Care:** Care of infant children of workers in defense industries, operation of pre-school nurseries, care of children evacuated from strategic areas, and protection of children during emergencies.

**Radio Operation and Repair:** Operation and repair services for auxiliary signal corps.

**Collection of Scrap Metals and Other Metals:** Collection of scrap iron, steel, zinc, aluminum, tin, foil, and other waste materials which can be salvaged for use in defense industries.

**Entertainment:** Involves services of entertainers at army camps, among workers in defense industries, and similar groups.

**Recreation:** Establishing and operating recreational facilities near military posts and in new defense industrial areas.

**Library Service:** Establishing and operating libraries in military posts and in defense industrial areas.

**Collecting Books:** Involves collection of books, magazines, and

other reading materials for army, navy, marine and industrial libraries.

**Discussion Leaders:** Involves making addresses in connection with stimulation of public defense efforts.

**Public Speaking:** Involves making addresses in connection with stimulation of public defense efforts.

**Teaching Literacy Classes for Aliens and Others:** Involves conducting elementary classes in English and in reading and writing for aliens and for persons deferred from the draft because of illiteracy.

**Teaching Americanization Classes for Aliens and Others:** Involves conducting courses in American history, civics, and similar subjects among aliens and recently naturalized groups.

**Interpreting:** Involves service as interpreters or interviewers in dealing with aliens and foreign language groups including translation of materials for posters, editorials, and similar messages to foreign language groups in the United States.

**Teaching Spanish and Portuguese:** Involves conduct of classes in Spanish and Portuguese for army officers and men and persons who may need to render civilian service in Latin-American countries.

**Teaching Classes of Map Reading and Sketching:** Involves conducting classes to train civilian population in effective use of maps and preparation of quick sketch maps.

**Drafting:** Preparation of charts, drafts, maps, blueprints, working plans and other graphic materials and conducting classes in drafting and tracing.

**Signal Services:** Involves serving as auxiliary signal force through operations and maintenance of telephone, telegraph, or other means of communication and training persons in the maintenance and use of such signal equipment.

**Research Assistance:** Involves assistance to State councils for defense and other public agencies in investigation and research.

**Typing and Other Clerical Assistance:** Involves volunteer clerical assistance to draft boards, State and local councils for defense and other public or volunteer defense agencies. Includes also teaching typing and other clerical skills.

# "Gold in the Hills"—

## FOR OUR DEFENSE

By A. RANGER TYLER

A vast reservoir of information impounded during a century behind the gates of the New York State Museum is being tapped through the necessities of national defense and the dislocation of world markets.

Where would it be advisable to establish a plant for the extraction of the metal magnesium? Where can a cheap source of power be obtained in connection with this project? What is known of the vegetation and geology of a New York State region where an expanded military camp is being planned? What is the extent of iron and titanium ore deposits in the Adirondacks?

Federal and other State units send in these questions, some after private corporations have made inquiries, and the New York State Museum answers through its director, Dr. Charles C. Adams. The museum staff has available records of a hundred years of scientific studies on the State's natural resources bearing directly on these problems. These records are recognized as the most complete of their kind, and the sources of the inquiries are a tribute to this fact.

Thus the chunks of mineral on display in the State Museum and the knowledge behind them become important, despite their peaceful setting, to the prosecution of national defense and the turmoil of the European battlefields. For New York State minerals are playing an increasing role in the international situation.

The citizens of the State, let alone those of the Nation at large, seldom think of New York as an important mining state. Yet it is a chief producing state of the following materials: aluminum, coke, ferro-alloys, garnet, crystalline graphite, gypsum, pyrites, salt, sand and gravel, sand-lime brick, stone and talc. The principal mineral products of the State are natural gas, stone, petroleum and cement. In 1938, New York State's mineral production reached a total value of \$73,217,430. This figure is now increasing yearly.

Of the first items listed, some are not native to New York State in

*The author, a former newspaper literary editor, is a new member of the Association. He recently joined the staff of the State Education Department as editorial assistant in the Publications Bureau.*

usable form or quantities, but manufacturing processes resulting in their production are located in the State. Such is the case with aluminum, ferro-alloys and coke.

New York is rated about sixth in the states producing iron. This sixth rank, although reasonably high, excludes the State from being listed among the "chief" producers. In the present world situation, this iron occupies a place of importance out of proportion to its output. The ore at Lyon Mountain, in the northern Adirondacks, for instance, has such a low phosphorus content that it is easily converted into a high grade steel required for the essential machine tool industry and for other precision materials. From Mineville, in the eastern Adirondacks beside Lake Champlain, comes an ore almost equally as desirable for the same purposes.

In the present emergency and from a long-range viewpoint, New York's iron deposits are important because of their availability to industrial and population centers in comparison to the deposits in other parts of the United States which were more easily mined when first found but which have been seriously depleted over the years and now face for their owners the prospect of smaller yields with greater work and new technological methods. This is the fate of all mines, sooner or later, with more scientific processes for extracting the ore being required as the ore becomes leaner and leaner. New York's deposits, on the other hand, while mined with varying intensity since 1750, are still largely unexploited and of high quality.

And iron remains the backbone of modern industry, despite the increasing importance of aluminum and other light weight metals. Na-

tions with large iron and coal deposits lead the world in industrial progress and, since modern war is fought largely on the industrial front, this combination is important in the defense program.

This essential combination of minerals, iron and coal, is found principally in the lands around the North Atlantic. The United States is the nation best endowed in this respect in the whole region. New York State is part of the scheme through its many extensive deposits of iron but is entirely lacking in commercial coal. But New York fits into the national picture because it can get coal easily from the neighboring state of Pennsylvania, this giving New York's iron its significance in the national and international setup.

At Benson Mines, in the northwestern Adirondacks, where iron was mined earlier, activity is being resumed. Magnetite, the magnetic iron ore, is found there in concentrations up to 66 per cent. The ore is dark to gray, as found. As a result of diamond drilling very large deposits have been proved in this region. Another mine reopened in the same area. Magnetite is again the ore.

Other deposits of magnetite occur in southeastern New York and were once of considerable importance, but the mines are no longer active. From them came the iron which was forged into the historic chain that spanned the Hudson river during the American Revolution.

Chris A. Hartnagel, State Geologist, describes the process of diamond drilling as involving a pipe or hollow drill, one to three inches in diameter, the lower end of which is set with small diamond chips or fragments. This is revolved against the rock to be drilled and gradually a core of rock, showing the depth and extent of the ore body, is brought up through the hollow pipe. The holes can be drilled hundreds of feet. Depending upon the type of rock and the driller, cores as long as 15 feet have been taken out in one piece. A stream of water is forced down through the drill to



wash away the rock fragments or "dust" created by the drill.

Hematite is a second kind of iron ore found widely distributed in New York State, according to Mr. Hartnagel. This is a red ore and at present is used principally as the red pigment in paints, especially for painting iron work, and in making bricks and red mortar. Extensive deposits of hematite are found at Clinton, Oneida county; Fruitland, Wayne county, and in the Antwerp area in Jefferson and St. Lawrence counties.

So New York State has many deposits of high grade iron ore against the time when the demand will increase. As there is an adequate supply of coal in Pennsylvania, this industrial essential will continue as a mineral asset in both peace and war.

Natural gas and petroleum are listed among the principal minerals produced in New York State. The importance of both, but especially of petroleum, to national defense needs no special comment.

Natural gas is piped to homes and factories, for cooking and heat in the former and for heating and certain special manufacturing processes in the latter. Petroleum, of course, provides the energy for all internal combustion motors, automobiles, airplane and tank engines.

Counties listed by the New York State Museum as supplying natural gas in this State include Allegany, Cattaraugus, Cayuga, Chautauqua, Erie, Genesee, Livingston, Monroe, Ontario, Oswego, Schuyler and Steuben. These are the principal producing areas now.

In 1938, wells in New York State yielded more than 39 billion cubic feet of natural gas. That was the peak year and the value was \$19,000,000. There is relatively rapid exhaustion of many gas deposits. New wells help to offset this decline, but eventually all the likely deposits in a given field will have been tapped and depleted. Depending upon the size of the deposit, its location with respect to markets and speed with which the gas is drawn off, a well may be exhausted in a few years or produce for more than a quarter of a century.

Petroleum in New York State has yielded more than 130 million barrels since the first commercial operations began. In 1940 the State fields gave five million barrels as their contribution to the national produc-

tion for that year of 1,360,000,000 barrels of 42 gallons each. The oil pools of the State cover about 60,000 acres in Allegany, Cattaraugus and Steuben counties near the Pennsylvania border. Early missionaries found petroleum being used by the Indians as medicine, and called "Seneca oil."

Fine, porous sands yield the petroleum in most of the pools. This characteristic provides slow but extended production. Wells vary in depth from 500 to 2,000 feet. It is indicated in records of the New York State Museum that the advanced methods of oil extraction now employed will prolong operations and extend the eventual yield for many years to come.

Thus while New York's oil fields are limited in size, they will continue to dovetail, as they do now, into the general national and international petroleum supply situation for some time to come. New York's petroleum brings a higher price than most oil fields because the petroleum has a paraffin base and not asphalt. In other words, its quality remains good to the last drop. It is especially good for lubricating oils.

The supplies of petroleum are known to be limited all over the world. The locations of the operating fields and possible fields are also largely determined, as in all other mineral deposits, by geological and geographical facts. The nations having supplies occupy a favorable position now, and nations not having them are continuously seeking others or shares in the known fields. With much of industry and most of modern transportation, even some railroads, depending on petroleum products, the struggle for oil deposits is understandable.

The problem of exhaustion within a short time is an ever-present fear of oil economists. If the price ever rises materially, immense areas of oil shales in the west will become profitable to operate, but the yield at present prices is too low for commercial exploitation. Coal can be made to yield products of a nature similar to those obtained from petroleum and so engineers and economists believe the nations with the largest and most available coal supplies need fear little motor fuel shortage for a long time.

Germany is already supplying many of her mechanized army forces with substitute fuel. It is more ex-

pensive to produce than the natural oil, but it frees Germany from some of her dependence on petroleum imports.

The problem of lubricating oils is another aspect of the exhaustion phase for which no answer equally as satisfactory has yet been found. But technology and the possibility of using certain vegetable oils may contribute a substitute here also.

Meanwhile New York State is contributing to the present world petroleum supplies in significant quantities.

The fact that access to many world mineral markets has been cut off by war, causing American manufacturers to turn to domestic supplies, lies behind the already well publicized opening of mines in the Tahawus region of the central Adirondacks.

Titanium oxide, a mineral used as white pigment for paints, is the product sought in this case.

On the basis of information gathered through the years and kept in the New York State Museum, as well as of data collected by private prospectors, it was found that Sanford hill, on the east side of Sanford lake, was largely made up of what is known as titaniferous iron ore. The percentage of titanium oxide is between 19 and 20 and the iron ore is about 70 per cent. The iron ore in this case is being stored against possible future use.

The demand has created a new industry for the State in this region, a road is being constructed eight miles into the mine and a village is being constructed near the outlet of Sanford lake for the workers. Power lines have been strung into this undeveloped area. Information in possession of the State Museum indicates a large supply of the needed ore.

The relatively scarce metal beryllium, which because of its strength and lightness is becoming important for fabricating articles even lighter in weight than aluminum, is found in New York at Bedford, Westchester county, and at Bachelleville, Saratoga county. These deposits are small, found in the rarely concentrated mineral beryl. It is usually an incidental product in the quarrying of feldspar, quartz and mica. As indicated for New York State, beryl is seldom found in any region in quantities of commercial value. The cost of obtaining the free metal beryllium is therefore fairly expensive, but

metallurgists are striving for easier methods of recovery.

Some forms of beryl are the valuable gems aquamarine and emerald, but the ore found in New York State is not of these types. The metal beryllium has recently come on the market as knives, forks and spoons, resembling gold in color but very much lighter in weight. With warring countries demanding more and more light metals for constructing airplanes, the application of beryllium in the future is obvious.

Magnesium, another light metal, formerly used extensively in flashlights for photographers, has taken on a destructive role in warfare, as an important ingredient in incendiary bombs and as flares for lighting enemy positions from the skies at night. New York's extensive salt beds in the central part of the State have in them some magnesium, and dolomite, a form of limestone containing a good percentage of the metal in chemical combination, also offers itself as a source. Inquiries have come to the New York State Museum for information on a likely place to extract the metal from salt beds, where water would be forced into the deposits and the brine pumped up and treated. The prospective manufacturer points out the need of a low electric power cost to make the project practical.

New York State's minerals, useful in defense construction, date back to the millions of years taken by the relentless forces of nature to form the State. Much of the area was several times the bottom of one sea or another, or the region was scraped and ground down by mountains of ice, the glaciers. On the bottoms of these seas accumulated huge deposits of silt which solidified into rock, and the glaciers left considerable depths of gravel, sands and clays.

All these, according to Chris A. Hartnagel, State Geologist here, are now contributing to the defense building program. For out of the silts and coral reef materials was formed limestone, used today in making cement and building blocks. The clays and sands go into the manufacture of brick and tile.

The portland cement industry is one of the most widespread in the State. The Hudson valley has several plants, at Hudson, Cementon and Alsen. Others are at Jamesville, Glens Falls, Portland Point on Cayuga Lake, Buffalo and Howe's

Cave. These plants indicate the abundant distribution of usable limestone deposits. Natural cement, as contrasted to portland, is found in Akron, Erie county, and Rosendale, Ulster county. Natural cement is made by simple burning of a special limestone, without addition of other materials. It is used in making mortar and is useful otherwise for its plasticity, as compared to portland cement. The latter derives its name from the fact it resembles a natural rock found at Portland, England.

In changing native limestone into portland cement, the rock is ground up, mixed with some clays or ground shales, burned, and gypsum is added as a retarder, to prevent the mixture from setting too rapidly.

Limestone and other types of rock found abundantly in the State, together with cement, sand and gravel, are the basic materials in highway construction, an aspect of defense building which is receiving great attention today. Cement is of little practical use if there is no sand and gravel or crushed stone with which to mix it. The crushed rock may be of limestone—the most abundant source—or of granite, sandstone or trap rock. These, with the sand, give the finished cement product its desirable wearing qualities.

The glaciers spread a mantle of sand, gravel and clays over the State. Some places reveal where all have been deposited together, but often they are found sorted out into fairly consistent sizes, the gravel in one place or at one level and sands elsewhere and the clays in beds by themselves. The action of ice and water brought this about, the swifter the glacial waters, the greater the degree of separation, for the lighter clays were borne farther away than the heavier gravels and sands. Thus we have separate banks of these materials from which to draw.

Clays, found extensively through the State, are useful in making brick, tiles, pottery, electric insulators, sanitary ware, according to the varying composition of the clays. All are necessary in peace time and of great importance in time of emergency.

Another mineral usually found in combination with other sturdy rock materials is feldspar. This is used especially in making the finer quality potteries and sanitary ware. It is plentiful in New York State.

Extensive deposits of gypsum are found in the counties of Ontario,

Monroe, Genesee, Erie, Onondaga and Madison. In earlier years this mineral was converted into plaster of paris and "land plaster," the latter used as fertilizer. Gypsum is still made into plaster of paris, but not necessarily in New York State. The bulk of New York's gypsum goes into modern wall plasters and wallboard, which latter reduces building labor and cuts fire hazards. Gypsum also is used to make insulation on steam pipes, making possible central heating plants in new projects. The mineral has been mentioned as a retarder in the manufacture of cement.

St. Lawrence county continues as a leading source of talc in the world markets. Ground talc, while originally used principally for filling and loading paper, now goes more largely into the manufacture of rubber and roofing materials. Some paints, ceramics and the manufacture of certain kinds of cement also employ talc. The St. Lawrence county deposits account for 40 to 50 per cent of the Nation's production of this valuable mineral.

Oil, water power and coal form the basis for most of the material progress we enjoy today and as a corollary, much of the horror of modern wars. The whole of modern industry and most of modern warfare depend on power greater than man's bodily strength can provide.

New York State's minerals would for the most part be useless were it not for the power element in civilization's structure. But the minerals would be more useful were there greater development of the State's power resources.

A recent request for information from the Museum stressed the need for inexpensive electric power for the production of magnesium from salt beds. In the federal program for building new aluminum plants, one is to be erected at Massena, where it was explained, it has been found possible to connect power systems so the old and new aluminum plants can be combined and operated efficiently as one.

The aluminum industry is an outstanding example in the defense program of the great need for electric power. This power is the essential factor in separating aluminum from its oxide, in which form it occurs plentifully in nature, in clays among which bauxite is the richest ore. All

(Continued on Page 208)



# New York's Blind "Readers"

The prospect of sitting down to a phonograph and listening to 80 records in a row would frighten most people, no matter how ardent their interest in recordings. But to the blind who borrow talking books from the New York State Library here, this particular set of records means getting the complete story of "Gone With the Wind," by Margaret Mitchell.

To those statistically minded it will be of interest to know that these 80 records supply two solid days of "reading," with no time out for sleeping. Each record has two sides and each takes about 18 minutes to play.

told in 12 thick volumes of Braille.

A few statistics will give some idea of the extent of the library. It contains 25,651 volumes, the majority in Braille, but others being in "moon" and in what is known as New York point.

The library has nearly 16,000 containers of talking books or a total of 42,819 records and they were circulated among 1,295 active "readers" last year. During April, 1941, 1,509 containers with 21,916 records were circulated. The Braille book circulation last year was 19,197 volumes, with 3,819 in moon. In April, 1,477 books in Braille were circulated.

the talking books was regarded as typical of those who have learned to read Braille fluently, that they prefer the touch system to sound.

On the other hand, many who have not mastered Braille find the talking books a great help. One sister writes of her deceased brother: "I am mailing you his talking book today and want you to know what a source of comfort and enjoyment the books have been. I wish to extend my appreciation and sincere thanks for all you have done in bringing Brother so many hours of diversion and happiness."

Another letter from a blind reader says: "I wish to express my sincere thanks to you for supplying me with books during the past year. You have always been most gracious in trying to please and the choice of books you have sent has been most excellent. These have given me many pleasant hours for I am particularly fond of reading. I think you are doing a splendid job of furnishing entertainment and enlightenment to the blind."

A glance at some of the titles will indicate the scope of the works recorded. The talking books include "The Epic of America" by Adams, "Alone" by Byrd, "The Country Beyond" by Curwood, "Rebecca" by Du Maurier, "The Yearling" by Rawlings, plays by Eugene O'Neill, biography, poetry, science, philosophy and psychology, music, literary history, religion and many other subjects.

The blind learn to like certain readers above others. Frequently they will ask for another book by this or that favorite among those whose voices transfer the written page to the sound track on the record. The voices are obviously chosen for their clear pronunciation and liveliness. Except in the dramas, where whole casts are employed, one reader does the whole book, in a pleasant, conversational manner, yet not losing the tone probably intended by the author, portentious, humorous, serious or otherwise. A book on philosophy is presented with as much appreciation for its subject as is one by Rafael Sebastiani.

The catalog of titles in Braille is even more extensive than for the



An elderly "reader," though sightless, listens to a "talking" book. The Library for the Blind, a section of the State Library, loaned 16,000 containers of talking book recordings to blind persons all over the State last year.

"Gone with the Wind" is only one of hundreds of such recordings that go out each month from the Library for the Blind in the State Education Building. The New York State Library is one of 27 institutions in the United States that render this service to adult blind.

Distribution of books in Braille printing and in other forms of touch systems of reading for the blind is the other duty of the Library for the Blind. Again using "Gone With the Wind" as an example, the story is

Several magazines are printed in Braille and these also are popular. A total of 3,884 were circulated last year.

Letters expressing appreciation for the service are coming in continually to the Library for the Blind, where Mrs. Margaret E. Lathrop is librarian in charge. One reader wrote in after trying the talking books: "I am still keen on Braille books and appreciate the volumes you recently sent me, particularly 'New England Year' by Follett." His reaction to

talking books. It is impossible to find any field of human endeavor for which there is no representative title. Some of these cover such topics as Hebrew language, law, journalism, mythology, poultry keeping, salesmanship, insects and spiders, bee keeping, aviation, child care, fishing and many others.

Braille consists of a series of raised dots on rather stiff paper, the dots being fairly large. Moon looks, to a person who can see, like a merger between cuneiform writings and the modern alphabet, but unlike cuneiform, which is depressed, the moon characters are raised. New

side of each record bears an inscription in Braille and at the end of each side, the voice tells the blind reader to turn the record over or to go on to the next record.

The records are distributed free through the mails and are supplied through the Library of Congress to service institutions. There is very little breakage and the records are so durable they can be used many times before they reveal wear through fuzzy sounds. When a record wears out or is broken, the Library of Congress replaces it.

The phonographs are in several styles, the best being a combination

State of Vermont and welcomes inquiries from those interested. The librarians send out catalogs, receive requests for books or records, pack and mail them, inspect those returned and keep the books and records in usable form, which means noting any scratchiness on worn records and replacing them with those sent from Washington. The letters they receive show them the value of their work, as quoted here already and further indicated in this one: "I enjoy the books very much and am glad I am living in this age, when there are so many things to make a life brighter rather than when such as I would find our place in the chimney corner."



His "seeing eye" dog led Lloyd M. Peterson, 1702 Eastern Parkway, Schenectady, into the State Library recently to obtain a Braille book from the Library for the Blind. While thumbing over a volume, Peterson visits with Mrs. Margaret E. Lathrop, assistant librarian, in charge

York point resembles Braille but is arranged differently and the dots are smaller. Braille is the great favorite. It is arranged in several grades: The simplest spells out all the words, the intermediate uses some abbreviations and the most complex is something like shorthand in Braille, having the virtue of saying the same thing as the others in a much smaller space. Books for the blind take up a great deal of space.

The talking books come in containers capable of carrying 20 records each. The librarians arrange the records in proper sequence. The first

phonograph and radio in a black case easy to lift and transport. They go free of charge to blind whose need has been determined by the proper social welfare unit. Those who can afford to buy the machines are expected to do so. The records are furnished alike to needy or self-sustaining, free of charge. Each container of records is supplied with an adequate number of needles which have been packaged by blind workers.

The Library for the Blind in the New York State Library serves all of upper New York State and the

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# N. Y. State's "Big Six" Exams

The State's six biggest Civil Service Examinations—for Junior Clerk, Assistant Clerk, Junior Typist, Assistant Typist, Junior Stenographer and Assistant Stenographer—will be conducted October 4 in approximately 49 centers throughout the State under the most liberal standards in the history of the merit system.

Candidates may try all six tests. No age limits apply, leaving competition wide open to folks from 17 to 70. A candidate's own convenience may determine where he tries the tests. For the first time, subject matter is explained beforehand.

Reason behind the magnanimous new policy apparently is an earnest desire by the Civil Service Commission to obtain the best possible lists ever. The ready-made cut-out for jobs is evidently being abandoned in a quest for general high calibre personnel.

Appointments from the list of Junior Typists and Junior Stenographers may also be made to the position of Junior Dictating Machine Transcriber, states the Commission. Similarly, appointments from the lists of Assistant Typists and Assistant Stenographers may also be made to the post of Assistant Dictating Machine Transcriber.

Written exams for all six jobs will start at 1 p.m., October 4. Application blanks may be secured by writing to the Examinations Division, State Civil Service Department, Albany, but will not be issued by mail later than September 19.

Blanks may be obtained personally up to September 20 at the State Employment Service Offices throughout the State and at the following Civil Service Department Offices: Albany, First Floor, State Office Building; Poughkeepsie, Administration Building, Hudson River State Hospital; Rochester, Administration Building, Rochester State Hospital; and New York City, First Floor, 80 Centre Street.

Final filing date is September 20.

As far as is practicable, the Civil Service Department will respect the candidate's choice of his examination center, but necessarily reserves the final right to name the place.

Candidates must indicate, on application blanks, in which of the

following places they wish to try the tests:

Manhattan: High School of Commerce, 155 W. 65th Street; Washington Irving High School, 40 Irving Place; Julia Richmond High, 67th Street and Second Avenue; Seward Park High, Ludlow, Grand and Essex Streets; Wadleigh High, 114th Street and 7th Avenue.

Bronx: Morris High, 166th Street and Boston Road; DeWitt Clinton High, Moshulu Parkway and Gaynor Avenue; James Monroe High, 172nd Street and Boynton Avenue.

Richmond: Curtis High, St. Mark's Place, St. George.

Brooklyn: Erasmus Hall, Flatbush and Church Avenues; Franklin K. Lane High, Jamaica Avenue and Dexter Court; New Utrecht High, 78th and 17th Avenue.

Queens: Jamaica High, 168th Street and Goth Drive, Jamaica.

Albany, Amsterdam, Auburn, Babylon, Batavia, Binghamton, Buffalo, Dunkirk, Elizabethtown, Elmira, Geneva, Glens Falls, Hornell, Ithaca, Jamestown, Johnstown, Kingston, Lockport, Malone, Middletown, Mineola, Newburgh, Norwich, Ogdensburg, Olean, Oneonta, Oswego, Plattsburg, Potsdam, Poughkeepsie, Riverhead, Saratoga, Rochester, Syracuse, Utica, Watertown and White Plains.

Examinations will be divided into three major fields: Clerical Aptitude and Intelligence, English and Arithmetic. Tests in clerical aptitude and intelligence will be given the "greatest relative emphasis." In the examinations for clerk positions, the relative importance of the tests in English will be about the same as that of the quiz in Arithmetic. In the exams for typist and stenographer positions, tests in English will be "considerably more important" than tests in Arithmetic.

At the written examination, each candidate will be given, in addition to certain other material, a Question Booklet and an Answer Sheet. The Question Booklet will contain the tests for all six of these positions. Candidates for the different positions will be instructed as to the particular tests and sections of tests they will be required to answer.

Candidates will record all of their answers on the special Answer Sheet.

Since this Answer Sheet will be scored by means of an electrically operated test-scoring machine, it is extremely important that candidates record their answers in exact accordance with the instructions given them. Sample instructions for use of the Answer Sheet will follow. It is to your advantage to familiarize yourself with these sample instructions now.

All tests on all of these examinations will be made up entirely of "short answer" questions. It is contemplated that two types of such "Short Answer" questions will be used, the "True-False" type and the "Multiple Choice" type. Sample directions and examples for each of these types of questions, in essentially the same form as they will appear in the Question Booklet, follows. It is to your advantage to familiarize yourself with these directions and examples now.

Candidates who are taking only one of these examinations will be allowed two hours to complete it. Candidates taking two or more examinations will be allowed a total of three hours in which to complete all examinations.

Candidates will be permitted to take their Question Booklets from the examination room with them. Shortly after the written examination has been held, candidates will be sent a copy of the tentative key answers to all questions. Key answers will also be given newspaper publicity. If a candidate wishes to appeal any of these key answers, he should state in writing his reasons for his disagreement with the answer given and forward his appeal to the Department of Civil Service, Albany, within five days of the receipt of the key answers. After the appeals from the tentative key answers have been considered, final key answers will be drawn up. In the final key answers any changes made as a result of appeals from the tentative key answers will be incorporated. Once the final key answers have been determined no further appeal on any question in the written examination will be entertained.

The examination numbers, jobs, salary range and fees follows:

Number 2150—Junior Clerk. Salary Range, \$900 to \$1,400 annually; fee, 50 cents.

Number 2152—Junior Typist. Salary Range, \$900 to \$1,400 annually; fee, 50 cents.

Number 2153—Assistant Clerk. Salary Range, \$1,200 to \$1,700 annually; fee, \$1.00.

Number 2153—Assistant Typist. Salary Range, \$1,200 to \$1,700; fee \$1.00.

Number 2154—Junior Stenographer. Salary Range, \$900 to \$1,400 annually; fee 50 cents.

Number 2155—Assistant Stenographer. Salary Range, \$1,200 to \$1,700 annually; fee \$1.00.

Twenty-three other State written examinations are scheduled for October 18. Application forms may not be issued by mail after September 25 for written tests. Applications, together with required fees, should be filed or postmarked on or before September 26 for written exams.

The October 18 tests follow:

2117. Assistant Biochemist, Division of Laboratories and Research, Department of Health. Usual salary range \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400.

2118. Assistant District Health Officer, Department of Health. Usual salary range, \$4,000 to \$5,000. Application fee, \$3.00. Appointment expected below the minimum.

2119. Assistant Education Examiner (Physical Sciences), Division of Examinations and Testing, Department of Education. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400. One appointment expected.

2120. Assistant Education Examiner (Social Studies), Division of Examinations and Testing, Department of Education. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400. One appointment expected.

2147. Assistant Medical Bacteriologist, Division of Laboratories and Research, Department of Health. Usual salary range, \$3,120 to \$3,870. Application fee, \$3.00. Appointment expected at the minimum but may be made at less than \$3,120.

2121. Associate Diagnostic Pathologist, Division of Laboratories and Research, Department of Health. Usual salary range, \$5,200 to \$6,450. Application fee, \$5.00. Appointment expected at the minimum but may be made at less than \$5,200.

2122. Associate Physician (Cardiac Diseases), Division of Maternity, Infancy and Child Hygiene, Department of Health. Usual salary range, \$5,200 to \$6,450. Application fee, \$5.00. Appointment expected at the minimum but may be made at less than \$5,200.

2123. Associate Physician (Pediatrics), Department of Health. Usual salary range, \$5,200 to \$6,450. Application fee, \$5.00. Appointment expected at \$4,000 and maintenance at the New York State Reconstruction Home at West Haverstraw.

2124. Bedding Inspector, Division of Bedding, Department of Labor. Usual salary range, \$2,100 to \$2,600. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,100. Note: A promotion examination for this position will be held at the same time as this open competitive examination. Although the Law requires that the promotion list be used first for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open competitive list will be used also.

2125. Canal Structure Operator, Division of Canals and Waterways, Department of Public Works. Usual salary range, \$1,500 to \$2,000. Application fee, \$1.00. Appointment expected at the minimum but may be made at less than \$1,500. Several appointments expected.

2126. Consultant Public Health Nurse (Cardiac Diseases), Department of Health. Usual salary range, \$3,120 to \$3,870. Application fee, \$3.00. Appointment expected at the minimum but may be made at less than \$3,120. This examination is open to residents and non-residents of New York State.

2127. Consultant Public Health Nurse (Communicable Diseases), Department of Health. Usual salary range, \$3,120 to \$3,870. Application fee, \$3.00. Appointment expected at the minimum but may be made at less than \$3,120. This examination is open to residents and non-residents of New York State.

2128. Court and Trust Fund Examiner, Bureau of Municipal Accounts, Department of Audit and Control. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400.

2129. Institutional Vocational Instructor (Plumbing), Department of Correction. Usual salary range \$1,800 to \$2,300. Application fee, \$1.00. One appointment expected at Elmira Reformatory.

2130. Junior Biochemist, Division of Tuberculosis, Department of Health. Usual salary range, \$1,800 to \$2,300 with suitable deductions for maintenance where allowed. Application fee, \$1.00. Appointment expected at \$1,020 and maintenance at the New York State Hospital at Ray Brook.

2131. Junior Epidemiologist, Department of Health. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400.

2132. Junior Laboratory Technician, Division of Laboratory and Research, Department of Health. Usual salary range, \$1,150 to \$1,650. Application fee, 50 cents. Several appointments expected.

2133. Medical Consultant In Pneumonia Control, Division of Communicable Diseases, Department of Health. Usual salary range, \$4,000 to \$5,000. Application fee, \$3.00. Appointment expected at the minimum but may be made at less than \$4,000.

2134. Physician, Department of Social Welfare. Appointment of a woman physician expected at the New York State Training School for Girls at Hudson at \$2,750 and maintenance. Application fee, \$4.00.

2135. Prior Service Searchers, Employee's Retirement System, Department of Audit and Control. Usual salary range \$1,200 to \$1,700. Application fee, \$1.00. Appointment expected at the minimum but may be made at less than the \$1,200. Several appointments expected.

2136. Senior Social Worker, Bureau of Public Assistance, Department of Social Welfare. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,400.



# Wanted: New Names

## FOR OLD ADIRONDACK PEAKS

BY ARTHUR POUND  
State Historian

Adirondack enthusiasts and mountain climbers have petitioned the State Board on Geographic Names to identify a number of Adirondack peaks hitherto unnamed and to certify for use on Geological Survey quadrangle maps a number of other place names already current. As usual, the board is conducting an investigation to determine the historical fitness of these appellations and the opinion of residents of the neighborhood. Thus far all persons reached in the region have approved the names suggested, but further correspondence from interested persons is solicited by the State Historian, ex-officio chairman of the board.

Petitioners are the Adirondack Mountain Club and the "46ers," an organization of persons who have climbed all 46 major Adirondack peaks. They ask for the following names to be officially certified for eight peaks in Essex county and one in Hamilton county, as follows:

Mount Wright, elevation 4,585 feet, northernmost peak of the MacIntyres, for Silas Wright, a resident of Canton, St. Lawrence county and Governor of the State, 1845-47. Name first designated by Verplanck Colvin, Superintendent of the Adirondack Survey, about 1873.

Mount Algonquin, 5,112 feet, highest of the MacIntyres and second highest peak in the Adirondacks. The Algonquins formed the largest block of Indian peoples in America, and were the original possessors. The name was first applied by Colvin.

Boundary Peak, 4,920 feet, next to the southwest, marks the northern line of the Totten and Crossfield Purchase, conveyed by the Mohawk nation of the Iroquois confederacy. As such, Colvin considered that this peak may have formed a divide between the hunting grounds of the Algonquin and Iroquois peoples. Sometimes spelled "Boundry."

Mount Iroquois, 4,855 feet, marking the Iroquois side of the boundary, memorializes the powerful nations of the Iroquois League: the Mohawks, Oneidas, Onondagas, Ca-

yugas, Senecas and later the Tuscaroras. Name bestowed by Colvin.

Mount Marshall, 4,411 feet, in the MacIntyre range southwest of Mount Iroquois, a fitting monument to Robert Marshall, New York forester, a familiar figure in this region, who was recognized as an authority on conservation, exploration, silviculture, and wilderness and wild areas. In these fields he attained nationwide prominence. Author of many significant books and reports, the best known being "Arctic Village." An enthusiastic mountain climber, he made eight first ascents of major Adirondack peaks. Remote and un-lumbered, Mount Marshall is considered a fitting memorial to a notable mountaineer.

Mount Phelps, elevation 4,175 feet, in the Tabletop region, almost directly east of Mount Wright. Name appears on Conservation Department map in honor of Orson Schofield Phelps, "Old Mountain Phelps," a picturesque guide of early Adirondack history.

Gray Peak, elevation 4,900 feet, the first peak southwest of Mount Marcy. So identified in Ely's map of 1869 and Colvin's Topographical survey of 1873-74. Not shown on modern maps except that of the Conservation Department. Named in honor of Professor Asa Gray of Harvard, famous botanist, by J. A. Linter, New York State Entomologist.

Blake's Peak, 4,000 feet, southwest of Mount Colvin in the mountain range between Ausable Lakes and

Elk Pass, sometimes referred to as Sebille or Sabele Range. Proposed to honor Mills Blake, Chief Clerk and Assistant to Verplanck Colvin in mapping the region. Name first designated in 1928 by the Adirondack historian, Russell M. L. Carson in "Peaks and People of the Adirondacks."

Mount Couchsachraga, 4,000 feet, in the Santanoni range almost directly west of Panther Peak. Would perpetuate the original Iroquois name for the Adirondack wilderness. Identified in Thomas Pownall's report of the Northern British Colonies in 1766 as Couchsachraga, meaning "great and dismal wilderness" and "the beaver hunting grounds of the Five Nations." In later years this appellation was applied to the region in Carson's "Peaks and People."

Mount Emmons, elevation 4,139 feet, rises in the Seward chain almost directly south of Mount Donaldson. Ebenezer Emmons, professor of botany at Williams College, led the first expedition to Mount Marcy in 1839. He gave the name of Adirondacks to the entire region, named five of its major peaks and was the first to climb three of them.

Opinions are sought on the propriety of these names, especially from old residents and those actively interested in the geography and history of the Adirondacks. Address State Historian, 330 Education Building, Albany, N. Y.

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# The Capitol Beat...

You no longer have to go West to get a glimpse of a bear.

Conservation Department agents insist you can get an eye-full—or camera-full—of the animals in the Adirondacks. This summer, say the agents, has occasioned a veritable "carnival of bears."

Early this summer, for instance, at the department's campsite at Lake Eaton, a few miles above Long Lake, three bears made an appearance. Somehow, they found the camp's garbage pit. That was all they needed. They've been nightly visitors ever since.

Campers grouped in automobiles at night to watch the trio come. They got used to the crowds and cameras and soon were giving impromptu after-dinner frolics to the amusement of watchers.

For the 13th successive month, the State's birth rate has been moving upward and now has reached 17.9 per 1,000 population, according to Dr. Joseph V. DePorte, vital statistics chief in the Health Department.

The rate for July, he said, was the highest for any month in eleven years, while the death rate was, with two exceptions, the lowest recorded for that month.

Among the external death causes, a new monthly minimum of 2.6 was established for homicide. The suicide rate meanwhile was 13.9, lowest for the month since 1928, and the rate of fatal automobile accidents (18.7) has not been as low in two decades.

The State Employment Service set a high record for July by filling a total of 48,716 jobs, said Industrial Commissioner Frieda S. Miller.

Of the placements, 15,946 were in manufacturing, 9,347 were in household jobs and 23,423 were in other employment. The figure represents an 81 per cent increase over that of July, 1940, with jobs in manufacturing rising 138 per cent.

At month's end, dairy farmers of the six states in the New York milkshed had collected 60,626 milk checks aggregating \$12,076,674 for July deliveries to 489 plants. It was

more than 28.67 per cent above the sum received by dairy farmers for July, 1940.

State Commerce Commissioner, M. P. Catherwood, reported a 10 per cent increase in July in shipments of anthracite coal into the State. Nine major railroads reported shipping 4,093,880 tons into our borders during that month, a gain of 364,000 over a year ago.

The increase is the result of a statewide campaign encouraging consumers in summer coal purchases in order to clear railroads of the burden next winter when national defense transportation demands will be at the heaviest.

A desperate need for skilled workers in the shipbuilding industry is being overcome—with marble workers.

More than 80 craftsmen left idle by a lull in marble setting, cutting and carving have thus far been steered into lucrative ship trades by the State Employment Service.

The required talents in some phases of the two widely different trades somehow call for almost identical skills, according to Richard C. Brockway, director of the service, so the switch was an easy one for most of the craftsmen.

"Men in both these classifications are of a high degree of intelligence," he said, "and it seemed to us that with training in the changed technique, due to working on metal instead of marble, it would be a fairly simple matter to place them in shipbuilding where there is a desperate need of men of their ability."

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May 31, 1941

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Let me assure you and your co-workers that I am a "booster" for such a wonderful protective insurance.

Sincerely yours,

(Signed)

Hundreds of letters like the above are on file

### USE THIS COUPON NOW FOR COMPLETE FACTS

C. A. CARLISLE JR., c/o TER BUSH & POWELL, INC.  
423 State Street, Schenectady, N. Y.

Gentlemen: Please send to me without obligation complete facts about the NEW YORK STATE GROUP PLAN OF ACCIDENT AND SICKNESS INSURANCE.

I am employed as..... My age is.....

My employment address is.....

My home address is.....

My salary is..... Name.....

## For Treasurer

(Continued from Page 185)

surer. Already serving in this capacity for three years, he has devoted time and effort unselfishly to the duties of that office.

Born in 1901 in manufacturing village of Stottsville, near Hudson, he spent his early youth in the pursuit of agriculture in the foothills of the Helderberg Mountains. His early schooling was completed at Voorheesville. During the World War, being too youthful to enlist, he served in the munitions industry for two years. In 1919 he entered the State service by competitive examination and served for some time in Middletown State Hospital. He then left State service for a time in search of further education and attended Troy Business College, American Institute of Banking and Pace School of Accounting. His next five years were spent in the service of the Troy Savings Bank, which he left for further opportunity to take a position as office manager and cost accountant for the manufacturers of Peter Schuyler Cigars, Van Slyke and Horton, Inc.

During this employment and his future service with the State, Earl found time to be interested in aviation and is now the proud possessor of a commercial pilot's license and a brand new and very speedy airplane. His aviation activities helped to quench his thirst for love of the great outdoors, and he has flown over practically every foot of upper New York State, and the Thousand Island section. In addition to this hobby, he is an ardent enthusiast of hunting, fishing and camping.

In 1934 he returned to State service in the Department of Tax, Division of the Treasury, where in the performance of his duties for the State he travels to every corner of the State and has become well known to employees of every title.

## PAY YOUR DUES!

## Sing Sing Resumes

Sing Sing Chapter's first fall meeting was slated for September 3 at the Ossining Elks Club, when plans for future legislation and chapter business were to be discussed and a nominating committee appointed for the election of officers soon afterward.

Present chapter officers include: President, Theodore Williams; Vice President, George Vetter; Secretary, Irving A. Goldfarb; Treasurer, Edward Fox; and Sergeant at Arms, Merritt Conklin.

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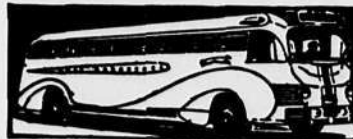
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# Gold in the Hills

(Continued from Page 199)

common clays contain alumina in substantial amounts but as yet no economical method has been developed for its recovery. The force needed to split the molecules of aluminum oxide is directly proportional to the force with which the aluminum and the oxygen united. This uniting force is demonstrated in the famous thermite incendiary bombs, so destructive in aerial attacks. They are composed of finely ground metallic aluminum and iron oxide. The intense heat generated when the aluminum unites with the oxygen taken from the iron compound will burn the bottom out of a pail full of water, and only a handful of the thermite is required. The energy dissipated as heat in this reaction must be restored in recovering the aluminum from its oxide and electricity is the only practical means for doing it on a commercial basis.

In most new technological methods, electricity becomes the prime power factor. Many industries have chemical processes, most of which depend on this important form of energy for their success.

Coal has been and continues to be the chief source of heat for the steam which runs the electric generators. Experts are divided on whether water power for driving these generators is any less expensive than coal. Many factors enter a determination of these values, usually depending on the peculiar conditions of the special locality.

The St. Lawrence seaway project includes a power development which conceivably could be the benefit to upstate New York communities that its supporters claim for it, while

other phases of it could be as harmful as its opponents maintain. But the need for more electrical power is reflected in the agitation for the St. Lawrence seaway, and the need is evident in other parts of the United States where it is estimated that 100 billion more kilowatt-hours will be necessary yearly, simply to fill Army and Navy orders.

A program to meet this need is already underway and New York State is to share in it. More coal-driven plants are being built or planned, to meet the rising requirements of the State's defense industries. Rationing of electric power through use of less powerful lamps and cutting off power to homes during certain hours have been suggested as possible, while extension of daylight saving time over the entire year is proposed to help solve the same problem.

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**Harry B. Schwartz**

A frequent visitor in Albany looking after the interests of his fellow employees is Harry B. Schwartz, the Association's representative at Buffalo State Hospital. He is an industrious Association worker who thoroughly understands the problems of State institutional employees and lends his thorough cooperation to their solution.

## No Credit for Priority

By letter dated September 6th and signed by F. H. Densler, Executive Office, the State Civil Service Commission announced that **priority in filing application is no longer considered in breaking ties.** The announcement was apparently made to overcome a false impression which has been circulated to the effect that priority in filing might affect standing on the eligible lists in the event of tie ratings.

The letter also stated that the late date for filing applications for the clerical, typist and stenographic examinations to be held on October 4th will be September 20, 1941.

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# Promotion Exams Pending

*The closing date for filing applications for these examinations is Sept. 20th, except for the first examination listed, which closes on September 13th.*

**No. 3197—Assistant Stenographer (Medical),** State Institute for the Study of Malignant Diseases, Department of Health. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment expected at the minimum, but may be made at less than \$1,200.

**Minimum Qualifications:** Candidates must be permanently employed in the State Institute for the Study of Malignant Diseases and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a, immediately preceding the date of the examination, and must have had one year of satisfactory stenographic experience. Candidates must be familiar with medical nomenclature and medical records.

**Last date for Filing:** September 13, 1941.

**No. 3188—Assistant Stenographer (Law),** The State Insurance Fund (New York office). Usual salary range, \$1,200 to \$1,700. Appointments may be made at less than \$1,200. Application fee, \$1.00.

**Minimum Qualifications:** Candidates must be permanently employed in the New York office of The State Insurance Fund, and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a, and must have had one year of satisfactory stenographic experience in a law office or in the legal department of a workman's compensation insurance carrier.

**Last Date for filing:** September 20, 1941.

**No. 3203—Assistant Director,** Division of Criminal Identification and Statistics, Department of Correction. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00.

**Minimum Qualifications:** Candidates must be permanently employed in the Department of Correction including the institutions and must be serving and have served on a permanent basis in the competitive class for one year in Service 10E, Grade 4; Service 5, Grade 3A; Service 3, Grade 3; or Service 3, Grade 2, or

in a position officially recognized as the equivalent, immediately preceding the date of the examination. In addition, candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory experience in criminal identification work in the Department of Correction involving the classification of fingerprints, of which one year must have been in a supervisory capacity and graduation from a standard senior high school, or (b), a satisfactory equivalent combination of the foregoing training and experience. Candidates must have an outstanding knowledge of methods of identification and familiarity with all details of office routine.

**No. 3205—Assistant Audit Clerk,** Department of Audit and Control (exclusive of the Retirement System). Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00.

**Preference in certification will be given to eligibles in the promotion unit in which the vacancy exists.**

**Minimum Qualifications:** Candidates must be permanently employed in the Department of Audit and Control (exclusive of the Retirement System), and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a immediately preceding the date of the examination, and must have had one year of training or experience in the keeping or auditing of financial records or accounts. Candidates must have a knowledge of elementary book-keeping and the auditing procedures and regulations prescribed in the Department of Audit and Control.

**No. 3175—Special Attendant (Stenographer),** State Institutions and Hospitals, Department of Mental Hygiene. Usual salary range, \$62.00 to \$70.00 a month and maintenance. Application fee, 50 cents.

**Note:** Preference in certification will be given to employees in the State Institution or Hospital in which the vacancy exists.

**Minimum Qualifications:** Candidates must be employed in one of the State Institutions or Hospitals of the Department of Mental Hygiene in the competitive class for six months immediately preceding the date of the examination and, in ad-

dition, must meet the requirements of one of the following groups: Either (a) four years of satisfactory office experience including stenography and typing; or (b) graduation from a standard senior high school course; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**No. 3198—Senior Safety Service Inspector,** New York Office, The State Insurance Fund, Department of Labor. Usual salary range, \$2,100 to \$2,600. Application fee, \$2.00. Appointment expected at the minimum but may be made at less than \$2,100.

**No. 3201—Senior Safety Service Inspector,** Upstate Offices, The State Insurance Fund, Department of Labor. Usual salary range, \$2,100 to \$2,600. Application fee, \$2.00.

**Minimum Qualifications:** Candidates must be permanently employed in the competitive class in an Upstate Office of The State Insurance Fund, and must have had three years' experience as a Safety Service Inspector in The State Insurance Fund. Candidates must be familiar with the Workmen's Compensation Insurance Rating Board Standards and Rating Plan applying to mechanical guarding and with the inspection and safety educational methods in use by industry and compensation insurance carriers. As considerable physical and mental vigor is needed for the work of safety service inspection, candidates must be physically strong and active and free from any defect or deformity that would have a tendency to incapacitate them, especially all defects of vision and hearing. Candidates must have pleasing personalities, initiative, willingness, resourcefulness, and good judgment.

**No. 3196—Assistant File Clerk,** New York Office, Insurance Department. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment may be made at less than \$1,200.

**Minimum Qualifications:** Candidates must be permanently employed in the New York Office of the Insurance Department, and must be serving and have served on a permanent basis in the competitive class for six months immediately preceding the date of the examination in

(Continued on Page 213)



# Our Group Life

## UP TO DATE FACTS

### CLAIM SERVICE

The Group Plan of Accident & Sickness Insurance has grown so that there are over 400 claims per month, throughout the State, to be adjusted and settled. The Commercial Casualty Insurance Company of Newark, N. J., who underwrite the Group Plan of Accident & Sickness Insurance through their General Agents, Ter Bush & Powell, Inc., 423 State Street, Schenectady, N. Y., have notified this Association that they have recently enlarged their claim offices in the four branch offices in the State, so that employees now are getting very prompt claim service, and are receiving their benefit checks when most needed, and that is soon after they are able to return to work, because that is the time when the bills for sickness appear, and when the money is needed to pay them.

The only requirements set forth by the Company to guarantee prompt and adequate claim service are:

1. All questions in the application should be answered correctly and completely according to the condition of the applicant at the time the application was signed.

2. An immediate report of an illness or accident should be made to the nearest branch office—in other words, as soon as an employee is ill or injured he should report at once that fact to the Commercial Casualty Insurance Company, Newark, N. J., New York City, N. Y., Albany, N. Y., Rochester, N. Y. or Buffalo, N. Y.

3. He should have medical attention during this period of disability at least once in every seven days.

4. He should complete his share of the blanks promptly, and see that the doctor's share of the blank is completed promptly and forwarded to the nearest claim office, according to the instructions that he will have received as soon as he has reported his claim.

The Commercial Casualty Insurance Company, and C. A. Carlisle, Jr., of Ter Bush & Powell, Inc., Administrator of the Plan, realize that New York State Employees spend

their money for Accident and Sickness Insurance and that they are entitled to very prompt and efficient claim service. It is only through the cooperation of the injured or disabled employees that this prompt claim service can be rendered to the satisfaction of all, and in recent months, many hundreds of State Employees have written very strong letters to the Association, to the Company, and to the Agency involved, thanking all for the very efficient and prompt claim service that they have received.

### ENLARGEMENT OF PLAN

Due to the fact that there are so many State employees leaving State employment for the Army, for private industry, and for other reasons, it is necessary to keep enlarging the Group Plan of Accident and Sickness Insurance at all times. It is hoped that in the next few months at least a thousand new State Employees will avail themselves of the benefits of this very broad, group plan of Accident and Sickness Insurance which is sold only to State Employees at a cost so low that no one State Employee can afford to be without it. The policy is of the broadest possible type, covering practically all illnesses and disabilities of any kind. Policies are available covering non-occupational accidents, as well as occupational accidents, and you as a State employee should encourage all of your friends to take out this insurance now, while they can still get this very broad coverage at the low rates now quoted for this insurance.

Don't forget that the cost of everything is rising, taxes are increasing, and the time may come when new applicants will have to pay more for a policy of Accident and Sickness Insurance and it may be even a more limited policy than this very broad policy that is offered to you today. Why don't you then, encourage your friends to join this group today—remember, please, only State employees can avail themselves of this insurance at a very low rate, the premium for which can be deducted from your salary every pay day, making it a very easy method of

paying for such an important insurance.

### COMPLAINTS

C. A. Carlisle, Jr., of Ter Bush & Powell, Inc., who is director of the plan, and who has worked with the New York State Employees as early as 1936, and who has been a supporter of our Association and of this Group Plan of Accident and Sickness Insurance, is anxious for anyone who has any complaints, or desires any official information on any subject whatever, in connection with the Group Plan of Accident and Sickness Insurance, that they write him a letter personally and you may rest assured that the subject matter of that letter will be held absolutely confidential, and will be given prompt consideration and you will receive a personal reply from Mr. Carlisle in answer to your communication.

### SERVICING THE PLAN

In order to successfully handle a plan of Accident and Sickness Insurance for such a large number of employees, it is necessary to have representatives in each department in the State, in each division of each department, in the various services, of the various institutions, so if you are one of the hundreds of State employees, who feel that this plan is of great benefit to the New York State Employees, and if you would be interested in servicing the plan, among your fellow employees, write a letter to C. A. Carlisle, Jr., 423 State Street, Schenectady, N. Y., today, and this matter will be discussed with you in person as soon as possible. There are hundreds of State employees, becoming disabled every day, who have no form of Accident and Sickness Insurance, no protection of any kind against such disability. These persons could and should avail themselves of this insurance now. Remember the time to consider protection against disability due to Accident and Sickness is when you are completely well and strong, in good physical condition, and then if you are overcome by a disability through Accident or Illness, you will have a benefit that will serve you when you need it most.

# Insurance Plans

## ATTENTION; NEW EMPLOYEES

A "special opportunity" is open to newly appointed employees in State service! And members of the Association and readers of this announcement can do a "good deed" by bringing the details of this "special opportunity" to the attention of new employees.

**Low-cost life insurance, without medical examination,** is offered to new employees through the Association's Group Life Insurance Plan, underwritten by the Traveler's Insurance Company. However, application for the insurance must be filed within the first three months of employment with the State—otherwise the Insurance Company's regular medical examination will be required.

The cost of this insurance is **very low**. For example, at age 39 or younger, \$1,000 of life insurance may be had only 30c per pay day. **Payment** for the insurance is **made easy**, as the premiums are spread over a long period by payroll deductions. The **same premium rates** apply **regardless of occupation**, whereas if an employee who had a hazardous job, such as prison guard, hospital attendant, etc., desired insurance through individual means the cost of the insurance coverage would be increased in accordance with the risks involved in his occupation.

The Association's Group Life Insurance Plan has been in effect only since June 1, 1939, but already over \$475,000.00 has been paid to the beneficiaries of 273 State workers who died while insured under this plan. Claims are usually paid within twenty-four hours of the time the Association is notified of the death of an insured employee. Dependents and loved ones left behind by these insured employees really know the advantage of having insurance coverage under the group plan. In fact, almost two out of every three State workers are now insured under the Association's Group Life Insurance Plan.

The unpaid officers of the Association expended much time and energy in using the tremendous purchasing power of the Association's 35,000 members as a group to arrange this low-cost broad coverage life insurance protection for members. Several employees of the Association devote full time to the operation and servicing of the group insurance. Naturally the officers and representatives of the Association want new employees to know of the opportunity to apply for this insurance, thereby taking advantage of the Association's efforts.

Of course, all employees of the State of New York, who are members of the Association, or eligible to membership, may apply for the group life insurance. Applications must be made while the employee is actively employed. As stated heretofore, no medical examination will be required if the application is made by an employee within his first three months of employment with the State, otherwise, the customary medical examination of the Insurance Company is necessary.

The amount of insurance which any employee can obtain is based on annual salary in accordance with the following schedule:

Annual Salary	Amount of Insurance
Less than \$900.....	\$ 500
\$ 900 but less than \$1,400.....	1,000
1,400 but less than 1,700.....	1,500
1,700 but less than 2,100.....	2,000
2,100 but less than 2,700.....	2,500
2,700 but less than 3,500.....	3,000
3,500 but less than 4,500.....	4,000
4,500 and over.....	5,000

Female employees whose annual salary is less than \$900 are eligible for \$500; those whose annual salary is \$900 or more are eligible for \$1,000, which is the maximum.

The cost to insured members during the first five years of the plan will be based on the following table:

Age Group	Attained Age (Nearest Birthday)	Semi-Monthly Cost for Each \$1,000 of Insurance
-----------	---------------------------------	---

A	39 and under.....	\$.30
B	40 to 44, inclusive.....	.38
C	45 to 49, inclusive.....	.50
D	50 to 54, inclusive.....	.70
E	55 to 59, inclusive.....	1.00
F	60 to 64, inclusive.....	1.50
G	65 to 69, inclusive.....	2.25

On August 1 of each year the semi-monthly cost to each member whose attained age has increased so as to place him in a higher Age Group will be increased accordingly.

Under the group life insurance plan the insurance becomes effective on the 1st or the 16th of the month following the date payroll deductions to cover the cost of the insurance is made. New applications are placed in order for payroll deductions with the greatest expediency. The member's insurance is payable in event of death from any cause to the person or persons named by him as beneficiary. Also, the member may change his beneficiary by filing with the Association a written request on forms furnished by the Insurance Company, accompanied by the Certificate of Insurance for proper endorsement. The group life insurance may be terminated by the policyholder at any time.

Present members of the group life insurance plan who read this article should bring the facts contained herein to the attention of new employees in their department, office, or institution. It is worthy of their special consideration.

**Remember, no medical examination will be required if an employee completes an application for the insurance within the first three months of his employment with the State.**



## The Liaison Office

(Continued from Page 189)

Chief Executive and the executive establishments of to render it impotent and ineffective." To some, this was a revolutionary concept. To others, it was merely a return to sound management principles and to the intent of the Civil Service Act and the provisions of the Constitution.

The Congress failed to accept these suggestions, but did authorize the President to appoint six administrative assistants and to reorganize a part of the executive branch by issuing executive orders to transfer, consolidate or abolish agencies. The Congress specifically exempted the Civil Service Commission from this general reorganization authority. Nevertheless, in his message to the Congress transmitting Reorganization Plan No. I, the President placed the Congress on notice that he would take appropriate action to include within the Executive Office of the President at least a part of the personnel functions that were essential for good management of federal affairs.

In that message, the President stated: Because of an exemption in the Act, it is impossible to transfer to the Executive Office the administration of the third managerial function of the Government, that of personnel. However, I desire to inform the Congress that it is my purpose to name one of the administrative assistants to the President, authorized in the Reorganization Act of 1939, to serve as a liaison agent of the White House on personnel management.

Reorganization Plans No. I and No. II were approved by Congress. No reference was made to the President's declaration of purpose regarding personnel matters. There was thus an implied approval of the action which the President proposed to take.

This action was followed, on September 8, 1939, by the issuance of Executive Order No. 8248, establishing the Liaison Office for Personnel Management as the fourth of the six divisions set up within the Executive Office of the President. Section II, 4 of the order contained the following statement:

In accordance with the statement of purpose made in the Message to Congress of April 25, 1939, accompanying Reorganization Plan No. I,

one of the Administrative Assistants to the President, authorized in the Reorganization Act of 1939, shall be designated by the President as Liaison Officer for Personnel Management and shall be in charge of the Liaison Office for Personnel Management. The functions of this office shall be:

(a) To assist the President in the better execution of the duties imposed upon him by the Provisions of the Constitution and the laws with respect to personnel management, especially the Civil Service Act of 1883, as amended, and the rules promulgated by the President under authority of that Act.

(b) To assist the President in maintaining closer contact with all agencies dealing with personnel matters insofar as they affect or tend to determine the personnel management policies of the Executive branch of the Government.

The President subsequently appointed one of his administrative assistants to serve, in an ex officio capacity, as Liaison Officer for Personnel Management.

Acting within this frame of reference, the Liaison Officer for Personnel Management periodically meets with the Civil Service Commissioners to discuss and consider the personnel policies of the executive branch and the problems with which the Civil Service Commission may be faced as the central personnel agency of the federal government. The President has delegated to the Liaison Officer for Personnel Management authority to decide, on his behalf, those problems which the Officer considers of concern to the Chief Executive. Thus, many policy matters may be quickly clarified without immediate presentation to the President and without the delay attendant upon a meeting of the Commission with the busy Chief Executive. The Liaison Officer, of course, subsequently reports to and discusses with the President the matters that have thus been considered.

The Liaison Officer for Personnel Management also maintains close contact with the executive departments, independent establishments, and other agencies of the federal government to discuss with their heads or their representatives the personnel problems with which they are faced. Similarly, appropriate relationships are maintained with the Council of Personnel Administra-

tion, made up largely of the directors of personnel of the federal agencies. In this manner, the Chief Executive is informed of personnel problems faced by the agencies of the government and takes an active part in determining major policies regarding them. Many of these problems are outside the jurisdiction and scope of activities of the Civil Service Commission, but are of direct concern to the Chief Executive. When they do relate to the Commission's work, the Liaison Officer discusses them with the Commission.

The Liaison Officer for Personnel Management, being a part of the Executive Office of the President, has ready and easy access to the other managerial agencies in that Office. Such access, particularly to the Bureau of the Budget, is of extreme importance. Many personnel matters have major budgetary implications. Too frequently in the past, the Civil Service Commission and the Bureau of the Budget have not kept in close touch with each other. This difficulty has been met through the contacts and liaison activities of the newly established office.

When considering personnel matters or personnel policies, the President seeks the assistance of the Liaison Officer for Personnel Management. The President refers all proposals regarding personnel matters to the Liaison Officer, to bring together all pertinent facts and viewpoints, to determine that appropriate consideration has been given to the over-all management aspects of the problem, and to furnish advice. The President has indicated that he will not act on any personnel matters, except those regarding policy-determining posts, without obtaining the advice and recommendation of the Liaison Officer for Personnel Management.

Thus the President has accomplished many, although not all, of the purposes advanced by the President's Committee on Administrative Management for creating a civil service administration headed by a single civil service administrator. It is significant that the Liaison Officer for Personnel Management has been given no responsibility or authority for directly operating or administering the activities of the Civil Service Commission. These functions definitely remain with the three Civil Service Commissioners.

## Promotion Examinations Pending

(Continued from Page 209)

Service 3, Grade 1-a. Candidates must have had some filing experience and must be thoroughly familiar with the Standard Library Rules of correct indexing and filing applicable to all filing systems, and with the various types of filing systems in use in the Insurance Department.

No. 3202—**Assistant Stenographer**, Department of Social Welfare. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment expected at the minimum but may be made at less than \$1,200. One appointment expected in the Syracuse Area Office, and one in the New York Area Office.

Note: Preference in certification will be given to employees in the promotion unit in which the vacancy exists, except in the Albany Area Office, for which an eligible list was established December 16, 1940. Appointments in the Albany Area Office will be made from the existing list until it is exhausted, after which the eligible list established as a result of this examination will be used. Preference being given as above indicated.

**Minimum Qualifications:** Candidates must be permanently employed in the Department of Social Welfare, and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a, immediately preceding the date of the examination, and must have had one year of satisfactory stenographic experience.

No. 3203—**Assistant Director**, Division of Criminal Identification and Statistics, Department of Correction. Usual salary range, \$2,400 to \$3,000. Application fee, \$2.00.

**Minimum Qualifications:** Candidates must be permanently employed in the Department of Correction including the institutions and must be serving and have served on a permanent basis in the competitive class for one year in Service 10E, Grade 4; Service 5, Grade 3A; Service 3, Grade 3; or Service 3, Grade 2, or in a position officially recognized as the equivalent, immediately preceding the date of the examination. In addition, candidates must meet the requirements of one of the following groups: Either (a) four years of

satisfactory experience in criminal identification work in the Department of Correction involving the classification of fingerprints, of which one year must have been in a supervisory capacity and graduation from a standard senior high school or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have an outstanding knowledge of methods of identification and familiarity with all details of office routine.

No. 3204—**Director of Public Assistance**, (Home Relief, Veteran Relief, Blind), Bureau of Public Assistance, Department of Social Welfare. Usual salary range, \$5,250+. Application fee, \$5.00. Appointment expected at the minimum but may be made at less than \$5,250. One appointment expected.

No. 3196—**Assistant File Clerk**, New York Office, Insurance Department. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment may be made at less than \$1,200.

**Minimum Qualifications:** Candidates must be permanently employed in the New York Office of the Insurance Department, and must be serving and have served on a permanent basis in the competitive class for six months immediately preceding the date of the examination in Service 3, 1-a. Candidates must have had some filing experience and must be thoroughly familiar with the Standard Library Rules of correct indexing and filing applicable to all filing systems, and with the various types of filing systems in use in the Insurance Department.

No. 3188—**Assistant Stenographer (Law)**, The State Insurance Fund (New York Office). Usual salary range, \$1,200 to \$1,700. Appointments may be made at less than \$1,200. Application fee, \$1.00.

Note: Preference in certification will be given to employees in the promotion unit in which the vacancy exists.

**Minimum Qualifications:** Candidates must be permanently employed in the New York office of The State Insurance Fund, and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a, and must have had one year of satisfactory stenographic experience in a law office or in the legal department

of a workmen's compensation insurance carrier.

No. 3203—**Assistant Stenographer**, Department of Social Welfare. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment expected at the minimum but may be made at less than \$1,200. One appointment expected in the Syracuse Area Office, and one in the New York Area Office.

**Minimum Qualifications:** Candidates must be permanently employed in the Department of Social Welfare, and must be serving and have served on a permanent basis in the competitive class for six months in Service 3, Grade 1-a, immediately preceding the date of the examination, and must have had one year of satisfactory stenographic experience.

No. 3206—**Assistant Clerk**, Labor Relations Board. Usual salary range, \$1,200 to \$1,700. Application fee, \$1.00. Appointment may be made at less than \$1,200. Appointments expected in the New York Office.

## McDonald Reelected



JOHN H. McDONALD

At the Annual Meeting of the Association of Employees of the State Department of Mental Hygiene held in Albany, September 4th, John H. McDonald of Rochester State Hospital was reelected as President of that Association for the ensuing year.

John Livingstone of Hudson River State Hospital was reelected as Vice President, and Miss Lucy Baumgrass of Marcy State Hospital, as Secretary-Treasurer.



# New Books

## FICTION

*Prepared by the  
Book Information Section of the  
New York State Library*

**Above Suspicion**, by Helen MacInnes. Little. \$2.50.

A strange mission, fraught with ever-mounting tension and danger, is undertaken for the Foreign Office by a young English couple who are spending their holidays on the Continent. Under the guise of innocent tourists, Richard and Frances, deeply in love, and so, worried about each other's safety, allow themselves to be passed on from one British agent to another, as they cleverly follow the clues that lead from Paris to Innsbruck and to the finding of the chief of the agents who it is feared has been caught by the Nazis. Like wily fencers they foil the omnipresent Gestapo, until in an off-moment, Frances lets down her guard. A gripping novel marked by inventive ingenuity.

**Another Morning**, by Wessel Smitter. Harper. \$2.50.

Graphic pioneering story of today describing through the experiences of the dispossessed farmer, Clem Williams, and his family, the government's colonization project in Manatuska valley, Alaska. Realistic in picturing the difficulties and disappointments of the government and the colonists, but the author's sympathy for both, his appreciation of the promise of the country and the plan, and his irrepressible wit and humor afford ample relief from some poignant and even tragically dramatic episodes.

**Beau Wyndham**, by Georgette Heyer. Doubleday. \$2.

Sparkling light romantic comedy of the Regency period. Debonair Beau Wyndham, determined not to be caught in an unwelcome matrimonial alliance which is being arranged for him, suddenly finds himself the protector of a beautiful girl escaping in male disguise from a similarly unpleasant situation. The pair's joint flight holds surprising complications, which together with the inevitable contretemps, are handled with the author's accustomed deftness and wit.

**The Harp and the Blade**, by J. M. Myers. Dutton. \$2.50.

Finian, a young Irish bard, trav-

eling through France in the year 950, finds the land disorganized and fought over by robber barons, and pillaged by invading Danes, and marauding bands of outlaws. A vivid, picturesque and romantic tale cleverly portraying the chaotic times, as Finian, by a chance set of circumstances is transformed from a peaceful wayfarer caring only for his songs, into a militant ally of the one man who desires not power for himself, but peace for his followers.

**Traitor's Purse**, by Margery Allingham. (Crime Club) Doubleday. \$2.

Mystery story concerning an upper class Englishman who though in a state of amnesia resulting from a blow on the head, yet realizes that something of vital importance is expected of him. The exciting tale is skilfully written and adroit in meeting almost insuperably difficult situations.

## NON-FICTION

**I Bought a Mountain**, by Thomas Firbank. Countryman Press. \$2.75.

An Englishman, who had spent two years running a factory in Canada, buys a 2,400 acre sheep-farm on the slope of a wild Welsh mountain, thus coming as a foreigner to a land as alien to him as Tibet. The manifold interests and excitements of the strenuous, yet rewarding life at Dyffryn during the next six or seven years, with the completely fascinating and often very amusing accounts of details of sheep raising, of ventures with pigs and chickens and of the constant fight against most of the weapons nature possesses, are warranted to keep the reader spellbound.

**No Life for a Lady**, by Mrs. A. M. Cleaveland. Houghton. \$3.

Destiny brought the author, her mother, and a brother and sister to an isolated cattle ranch in New Mexico in the '80's. Young as the children were, they took over a constantly increasing share of the active work of cowpunching. This breezy chronicle recreates with verisimilitude, life on the cattle range, disclosing not only incidents exemplifying the routine activities, but also countless episodes in which the girl

takes everything in her stride, from pulling cattle out of a bog, to riding twenty-five miles on horseback to a dance with her party dress tied up in a flour sack.

**Reveille in Washington, 1860-1865**, by Margaret Leech (Mrs. Ralph Pulitzer). Harper. \$3.50.

Washington is observed from 1860 to 1865 as the city is transformed by the Civil War from a country town with a pleasant provincial society, into the "axis of the Union." While not neglecting the important figures nor the main political and military events of these crowded and critical years, the author, drawing upon contemporary accounts, enriches her chronicle with lavish and colorful portrayals of every kind of incident, from the activities of Confederate women spies, and the intricacies of military jealousies and political intrigues to the work of Clara Barton in caring for the sick and wounded.

**River of Ruins**, by L. J. Halle, Jr. Holt. \$3.

To visit the magnificent remains of the Mayan "Golden Age," the author and a fellow student of anthropology journeyed through the Peten, the gap of jungle wilderness that separates the outposts of civilization in Guatemala and Mexico. Possessed of a perceptive eye, a vivid style and a lurking sense of humor, Halle describes the whole adventure, the quest for the ruins and the difficulties of travel by river and mule-train. Natives encountered, and the birds, butterflies and monkeys of the jungle, all come in for their share of attention.

**You Can't Do Business With Hitler**, by Douglas Miller. (Atlantic Monthly Press Books). Little. \$1.50.

Commercial attache for many years at the United States Embassy in Berlin, the author, in this pertinent and timely book makes plain, through a record of fact, why we can't do business with Nazi Germany. The chapters discuss Nazi aims and methods, and their plans for world expansion, and finally pictures the kind of economic world we shall have to live in if Hitler is master of Europe.



# A Message from the Governor

*(Contained in letter recently sent to heads of State Departments)*

"You are aware, of course, of the shortage of gasoline along the Atlantic Seaboard because of lack of transport facilities.

"The situation is growing daily more critical, but there is evidence on every hand that many motorists fail to appreciate its seriousness.

"Those who are familiar with the problem say there is no question but that we are headed for enforced rationing of available motor fuel supplies unless there is an immediate, drastic reduction in consumption through the voluntary cooperation of motorists.

"I am anxious that every State employee cooperate to the fullest extent in the campaign for voluntary saving of gasoline.

"It is urged that every employee who owns or drives a car take immediate steps to curtail gasoline purchases by one-third.

"I recommend that employees follow the various conservation suggestions already made by official agencies and the oil industry, such as (1) adjusting of carburetors for more efficient operation; (2) limiting of driving speed to 40 miles an hour; (3) using public conveyances in preference to privately-owned automobiles whenever possible; (4) 'doubling up' with friends and neighbors to make one car do the work of two.

"The campaign to cut gasoline consumption  $33\frac{1}{3}$  per cent appeals to our common sense as well as to our Americanism. It is a practical as well as patriotic project. State employees have so often in the past demonstrated their willingness to accept responsibility in times of emergency that I am confident of their whole-hearted participation in this instance."



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