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America's Largest Weekly for Public Employees
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DON'T REPEAT THIS Upstaters Push Mead for U. S. Senate

UPSTATE Democrats are saying, with increasing insistence, that they should have the U. S. Senate nomination this year. They point to the overwhelming defeat of Congressman Lynch by Governor Dewey last year, and they are beginning to show signs of resenting what they consider the preponderance of downstaters who win the important nominations. The name they most frequently mention as their candidate is James M. Mead, now chairman of the Federal Trade Commission and formerly a U. S. Senator. One powerful upstate County politico told this column: "Anybody who thinks Jim Mead is a political
(Continued on page 16)

State Seeks 6 Publicity Men, \$5,774

ALBANY, Jan. 7—The State government is seeking people with experience in editorial, advertising or publicity work to fill six publicity jobs in State agencies. Competitive civil service examinations will be held on February 16. Applications will be accepted by the State Civil Service Commission up to January 11. There are two jobs in Albany for Publicity Agent at a starting salary of \$4,136. After five years the annual pay reaches \$4,923. Candidates must have either five years of experience or a bachelor's degree with specialization in English or journalism and two years of experience. In New York City there are four openings for Senior Publicity Agent at a salary range of \$4,710 to \$5,774. Two additional years of experience are required. Candidates may apply separately for both examinations. The jobs involve such duties as preparation of publications, reports, news releases, magazine articles and radio publicity. Complete information is available at offices of the State Department of Civil Service in Albany.

McFarland, McDonough Act on Behalf of State Police As Dewey Indicates Pay Rise

ALBANY, Jan. 7—Jesse B. McFarland, president of The Civil Service Employees Association, expressed gratification with the announcement by Governor Thomas E. Dewey urging the Legislature to increase the starting pay of State Police. Mr. McFarland stated: "The Association has repeatedly urged that the entire administration of the State Police be reviewed with the purpose of bringing employment conditions to a more satisfactory level. The State Police are indispensable to the protection of life and property and the maintenance of traffic and other desirable regulations in rural areas. There is every reason that the sound employment practices inherent in the merit system and its practical administration should apply in the recruitment, promotion and privileges of the State Police as it does in the cases of other civil service workers. Salary, hours,

Western Conference Meets Jan. 26

BUFFALO, Jan. 7—With retirement questions heading up the session, the Western Regional Conference will hold its winter meeting on Saturday, January 26. Buffalo State Hospital chapter is host to the Conference, and has arranged to hold both the afternoon session and the dinner meeting at the Park Lane, Gates Circle, Buffalo. Miss Winifred C. Stanley, counsel for the State Retirement System, will speak at the afternoon conference. In addition to delegates representing the chapters in the Western Conference area, the Conference expects guests from all parts of the State. Noel F. McDonald, Conference president, will preside over the sessions. Other officers are: Grace Hillery, vice president; Kenyon Ticen, treasurer; Mrs. Melba R. Binn, secretary.

Andrew Doyle's Death Saddens Employees

ALBANY, Jan. 7—Members of the Civil Service Employees Association were saddened by the death of Andrew C. Doyle, supervising labor relations mediator, State Department of Labor. He died on January 4 after a long illness. Mr. Doyle was one of the leading authorities in the U. S. on labor relations. Throughout his long service for the State he was an active member of the Association and served on many of its important committees. "The State service has lost an outstandingly efficient public servant and the Association a loyal and constructive member," said Jesse B. McFarland, Association president.

allowances for meals, attention to grievances, disciplinary procedures, overtime, and other employment practices which have created serious dissatisfaction among State Police call for definite study and correction. **Employment Conditions** William F. McDonough, The Civil Service Employees Association executive assistant, conferred with James C. Hagerty, secretary to the Governor, on December 28 citing the substance of conditions reported by troopers throughout the State, and urged that employment conditions affecting State Police be given serious attention at this time. Mr. Hagerty advised Mr. McDonough that the salary situation was receiving the attention of the Governor, and that the other employment matters referred to would be given full consideration. Of the less than 700 State Troopers at this time, over 400 of them are members of the CSEA.

STATE EMPLOYEES

What You Can Do to Gain Your Salary Increase

ALBANY, Jan. 7—Let them know! Tell them now! This is the advice to State employees whose representatives are now negotiating for a pay increase with representatives of the administration. Jesse B. McFarland, president of the Civil Service Employees Association, is urging employees to write their State senators and assemblymen. In a letter to all Association chapters, Mr. McFarland stated: "The facts as to the State employee's need for an upward salary adjustment are before the State Budget Director. You have noted the tables and charts giving clear-cut, detailed proof of salary adjustments since 1940 and of increases in the cost of living since 1940 printed in the Civil Service Leader of November 20. "The Consumers Price Index has risen during the present fiscal

year. It now stands at an all time high of 187.4. THIS MEANS IN PLAIN LANGUAGE THAT THE 1940 DOLLAR IS NOW WORTH 53 CENTS IN PURCHASING POWER. The 15% adjustment being sought by the Association to help restore the purchasing power of the State worker's dollar, if granted, would become effective for the fiscal year beginning April 1, 1952. Present economic conditions indicate the continued upward trend of the Index and the consequent further reduction of the value of your dollar. "Association representatives have met with the State Budget Director and President of the State Civil Service Commission and have urged the inclusion in the State budget for the year beginning April 1, 1952 of a 15% increase in State salaries. We await the result of this appeal. "YOU CAN HELP NOW. Each

member of the State Senate and State Assembly can help to present your case for a cost of living salary adjustment to the State Budget Director at this time of budget planning. CONTACT YOUR ASSEMBLYMAN AND YOUR SENATOR AND ASK HIM TO DO THIS. ASK HIM TO CARRY YOUR PLEA DIRECT TO THE GOVERNOR AND THE BUDGET DIRECTOR. We have sent to each Assemblyman and Senator a booklet giving the salary facts. But if you tell him personally or by letter at his home immediately, he will understand that you are vitally interested—that you do need the adjustment—and he can speak for you at this time. "Will you help yourself and your fellow employees by this fair appeal to your legislator? Your chapter officers will help you to make the contact. NOW IS THE TIME!!!"

Hope Rises as Pay Negotiations Appear Near End

ALBANY, Jan. 7—Definite progress was reported in the conference by representatives of the Civil Service Employees Association with the State Administration on a pay increase for State employees. That was the sentiment after last Friday's conference. Another conference will be held on Friday, January 11 which, it is hoped, will lead to early conclusion of negotiations.

Metropolitan Conference Meets Jan. 12

The Metropolitan Regional Conference, CSEA, will consider methods of helping obtain the highest possible salary figure during a meeting to be held Saturday, January 12, at the 369th Armory, 2366 Fifth Avenue, NYC. The meeting will begin at 1:30 p.m., and expectations are that it will be heavily attended by representatives of the 10,000-odd State employees in the metropolitan area. Sidney Alexander, Conference chairman, will preside. There will be a report on pending Association legislation and on the art show being sponsored by the Conference.

State Museum Has Job in Paleontology

ALBANY, N. Y., Jan. 7—The State Museum here is searching for a qualified person experienced in paleontology and stratigraphy to fill a job at a starting salary of \$5,774. Maximum salary is \$7,037. The State Civil Service Department will accept applications for an examination for Senior Scientist (Paleontology) until January 11. The post is open to residents and non-residents of New York State. The examination will be held February 16. Applicants must have completed the requirements for a Ph.D. degree with appropriate specialization, or three more years of experience. Complete details concerning the examination may be secured by writing the State Department of Civil Service, State Office Building, Albany.

State Merit Award Board Performs Unique Job in Aiding Govt. Operations

ALBANY, Jan. 7—In these times when destructive criticism of all phases of government seems to be a common practice, the record of the New York State Employees' Merit Award Board shows something else again! Here is a Board serving without any compensation whatever, that held 52 meetings in 1951 to examine employees' ideas for increasing efficiency and economy in State government. The Board reviewed and evaluated 843 proposals submitted through the State's Suggestion Program, of which 179 were adjudged meritorious. Cash awards ranging from \$25 to \$400 totaling \$5,535, were granted to 99 employees. Certificates of Merit were conferred on 80. Annual savings to the State from these practical ideas are estimated at \$76,620.00 for 1951, bringing total economies since inauguration of the Program in 1946 to over a half million dollars. **Ideas on Many Subjects** Ideas came from all corners of the State on a limitless number of subjects. The top award of \$400.00 went to a Canal Section Superintendent for suggesting that steel instead of wooden fenders be used to protect the lock gates. His good thinking saves about \$5,000 a year. A couple of File Clerks in the Bureau of Motor Vehicles earned

themselves a check for \$250 by designing a simplified filing system that eliminates the preparation of 346,125 index cards every year with resultant savings of \$2,220.00. Every idea does not save money; some are useful in other ways. For example, the safety guard that an employee at Cornell University installed on the steam kettle which prevents the accidental scalding of kitchen workers. He received an award of \$25. **Special Type Camera** A special type of camera rigged up by an employee in her home workshop will shed its light in 90 Assessors' Offices throughout the State. It is used by the Board of Equalization and Assessment for photographing large, bound record books. This idea cuts the cost of copying records by 75 per cent and has already saved \$2,800 on a single project. The Merit Award Board presented the originator with a check for \$200.00. An efficiency-minded member of the Conservation Department saved his Agency \$1,900.00 during the past year by designing a simplified, combination statement and envelope for use in billing 75,000 subscribers to the Department's magazine. He was awarded \$200. **The Board** The Board is composed of Henry A. Cohen, Chairman; Dr. Frank L. Tolman; and Edward D. Igoe. To this three-man Team an accolade for an outstanding example of genuine public service.

State Labor Investigator Pay Decision Expected; Others to Follow Soon

ALBANY, Jan. 7—A decision on the appeal of 219 State Labor Department investigators for upward reallocation of salary is expected shortly from the Division of Classification and Compensation of the State Department of Civil Service. Department representatives told The LEADER last week that work on the decision is in its final stages and the decision itself will be made public "very soon." Affected are 136 industrial investigators, 32 senior investigators, 15 supervising investigators, 29 industrial homework investigators, four senior and three supervising homework investigators. **Next in Line** As reported in an earlier edition of The LEADER, the industrial investigator decision was next

in line following the decision on the application for higher pay for highway engineers. Also pending from Classification and Compensation are decisions on appeals from 37 farm placement representatives in the Division of Placement and Unemployment Insurance, and on industrial foremen in the Department of Correction. **Agr. and Markets** Another major matter now under consideration by J. Earl Kelly and his staff is proposed reorganization of the Department of Agriculture and Markets, with expected reallocation of some jobs and reclassification of others. In this study, however, no decision is expected for a month or possibly longer.

State Lists December Eligible Rosters

ALBANY, Jan. 7 — The State Civil Service Department has issued 23 open-competitive and 35 promotion eligible lists between December 1 and December 31. The full roster follows below. The number at the beginning of each paragraph identifies the examination. The number at the end is the total of the candidates on each eligible list.

Open-Competitive Lists
 4188. Asst. Civil Engineer (Game Survey), Conservation. 1
 4193. Asst. Hydraulic Engineer, State Departments. 14
 4159. Asst. Sanitary Engineer (Design), Public Works. 3
 4201. Asst. U. I. Reviewing Examiner, D.P.U.I. 38
 4187. Boiler Inspector, Labor. 8
 4192. Construction Safety Inspector, Labor. 11
 4230. Correction Inst. Teacher (Child Care), Correction. 2

4149. Correction Inst. Vocational Instructor (Sewing), Corr. 3
 4145. Court Stenographer, 3rd Judicial Districts. 3
 4106. Criminal Hospital Attendant, Correction. 63
 4201. Director of Clinical Laboratories, Mental Hygiene. 1
 4900. Employment Consultant (Testing), D.P.U.I. 5
 4160. Gas Tester, Public Service. 3
 4281. Industrial Foreman (Paint Brush Shop), Correction. 1
 4059. Institution Fireman, Mental Hygiene. 8
 2284 Insurance Sales Representative, State Insurance Fund. 1
 4183 Park Engineer, Education. 4
 4274. Physician, State Institutions. 2
 4203. Sr. Clinical Psychologist, State Depts. & Insts. 1

4085. Sr. Economist, State Departments. 14
 4182. Sr. Mechanical Engineer, Education. 4
 4158. Sr. Railroad Engineer, Public Service. 4
 4235. X-Ray Machine Operator, Health. 3
PROMOTION
 Alcoholic Beverage Control Board
 3116. Beverage License Examiner. 23
 Audit & Control
 3032. Municipal Research Assistant. 4
Banking
 3113. Senior Bank Examiner. 12
 Civil Service
 3211. Head Clerk, Examinations. 2
Conservation
 3118. Senior Park Engineer. 1
 Correction
 3071. Assistant Director of Correction Reception Center. 4

D.P.U.I.
 3909. Associate U. I. Reviewing Examiner. 2
 3910. Principal Clerk (Purchase). 2
 3906. Senior Employment Consultant (Vocational Placement). 1
Education
 3104. Associate Librarian. 2
 3134. Principal Clerk, Inst. of Applied Arts & Scs., Bklyn. 4
Health
 3090 Senior Sanitary Engineer. 2
Interdepartmental General
 3025. Senior Account Clerk. 353
Labor
 3119. Senior Construction Wage Rate Investigator. 10
Mental Hygiene
 3061. Chief Institution Safety Supervisor. 8
 3062. Chief Institution Safety Supervisor. 42
 3028. Institution Fireman. 8
 3059. Institution Safety Supervisor. 33
 3025. Senior Account Clerk. 62
Public Service
 3103. Chief Gas Meter Tester. 4
 3108. Supervising Motor Vehicle Inspector. 26
Public Works
 3122. Elevator Starter. 7
 3121. Head Elevator Starter. 7
 3112. Vault Guard. 7
State Insurance Fund
 1248. Assistant Insurance Sales Representative. 3
 1247. Associate Insurance Sales Representative. 5
 1245. Insurance Sales Representative. 9
 1246. Senior Insurance Sales Representative. 7

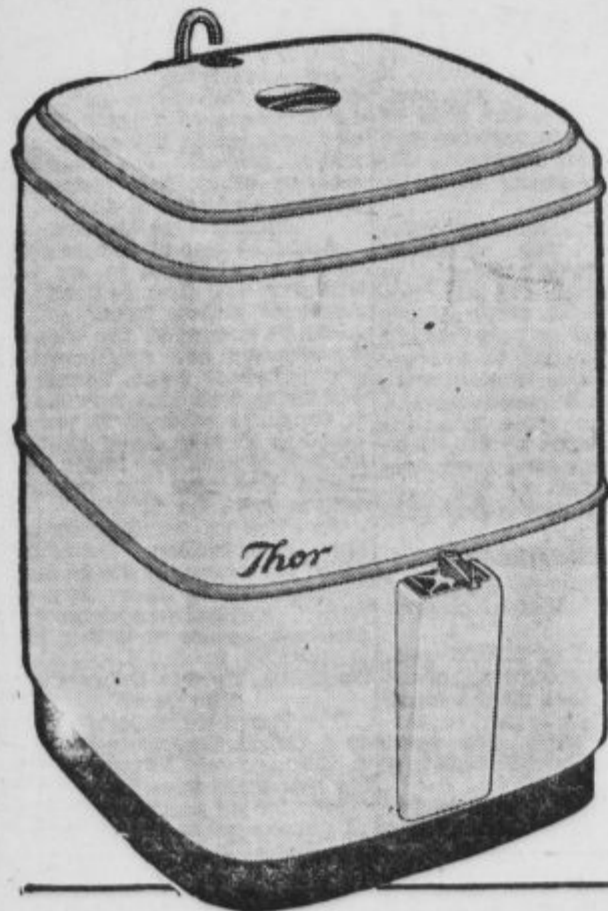
Taxation & Finance
 3115. Administrative Supervisor of Income Tax Collection. 3
 3129. Chief Clerk (Income Tax). 3
 3130. Head Clerk, New York District Office. 5

N. Y. STATE EXAMS
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Once Again the Battle Rises— Patronage vs. the Merit System

EDITOR, THE LEADER:

The reprinting of the New York Sunday Times Magazine article by Robert Moses in your issue of Dec. 18, 1951 is typical of the efforts of the Civil Service Leader to direct serious attention to the need for a change in attitude of political, social and economic leaders in our society toward the selection of civil servants.

In view of the fact that the merit system is a wholly sound plan and the result of the best thinking of the best statesmen the nation has ever produced, and further that it is mandated in the New York State Constitution, seems good reason for citizens interested in good government to insist that it be applied.

It Isn't New

Waste and corruption like that now appearing spasmodically in our various governmental units was present throughout the many years prior to the adoption of the merit system in 1883. Outstanding men in Congress had studied the problem of recruitment of personnel for governmental service; their solution was the merit system.

Theodore Roosevelt and Grover Cleveland, whose integrity and efficiency as public servants constitute bright spots in the United States history, established the merit system in New York State. Theodore Roosevelt well stated: "The merit system of making appointments in public work is in its essence as democratic and American as the common school system itself." This opinion was shared by Chief Justice Charles Evans Hughes, when as Governor of the State he declared the merit system provision of the Constitution to be the greatest in that fine bill of rights.

Being Set Aside

The tragic fact of the matter is that the merit system has been and is being seriously set aside or by-passed. The two most obvious reasons for this are, first, it does not serve partisan political motives; second, many elected officials and groups of citizens interested in one or another activity of government do not give direct attention to seeing to it that the personnel agencies within government function fully and effectively.

Patronage

Those who believe that party success depends upon the distribution of the offices and jobs in government to party workers have no use for the merit system. Those elected or non-merit system appointed officials who, though knowing that they may be in office for even a short time, frequently yield to their egoism and decide that they can select better than can be done through an impartial merit system plan do equally grave injury to the merit system. They pick and choose on their own theories those whom they think they would like to have as their subordinates. Obviously these digressions from a sound recruitment plan for the business of government that is to continue day



WILLIAM F. McDONOUGH points out importance of defending merit system, both of government and for the public employee.

after day until the end of time—a business that is in no sense the selfish private property of any individual—are opposed to common sense and to the morality present in holding fast to a sound, definite plan applying to all applicants for government service. The application of the single test of merit and fitness for each job in government is the best way for any responsible appointing officer to fulfill a great public trust. The same principle should apply in promotions and in the utilization of every modern practice and facility desirable in any large private or public business intended to promote the maximum of efficiency.

Mr. Moses refers to the limitations as to public office applying to women, Catholics, Jews, Negroes, Indians and other groups. The impression should not be gained that this is true as to appointive offices in government except where the merit system is disregarded. The merit system overcomes and prevents favoritism of any sort in the matter of appointive positions. When through manipulation and stretching of the spirit and of the letter of the State's constitutional mandate and through failure to adopt effective implementing laws, the top appointive positions next to the elected, and further down the line, are deliberately placed outside the merit system plan and made the meat for political patronage, and full play is given to individual theories of recruitment, then and only then can racial, religious and political discrimination prevail in appointive jobs.

True adherence to the merit system will place all non-elective positions on a merit selection basis as to original appointment and to promotion. At least 98% of all governmental positions should be on a strictly competitive basis taking into account the character,

experience and training of the individual and his fitness for the governmental test to which he aspires.

Rigid System?

Mr. Moses refers to the extremely rigid, inflexible, expanding merit system. We cannot believe that he deplores that this system seeks to promote those who have served well in the lower positions. That is one of the soundest of policies. There is nothing to limit any capable citizen from entering government employment under a real merit system if they prove by reasonable tests that they are qualified by training and experience. The merit system calls for the dismissal from service of those who do not measure up to their jobs.

Of course, to attract to government service there must be confidence that the merit system will prevail not only as to appointment but as to promotion. If our governors, legislators, mayors, common councils, boards of supervisors, village boards and other appointing officers do not rise to the level of merit system principles on appointments and promotions, and give concrete example and proof of following the merit plan, then the best among the citizenry will not aspire to enter public service. The thing that discourages applicants now is not the inflexibility but the flexibility that permits political patronage and nepotism and other like reprehensible influences to exempt from fair tests many on the responsible jobs in public service in the various jurisdictions.

Outspoken friends of the merit system frequently hamper and make impossible its use by failing to urge the funds necessary for sound personnel administration.

Hampering the System

Everyone familiar with present administration of the merit system knows that delays in examinations with consequent appointment for long periods of provisionals; exemption of top jobs from promotional opportunities; retention of incompetents although their dismissal is an important tenet of the merit system; lack of sound personnel relations machinery for attention to employment problems; failure to adopt and maintain sound classification and salary plans; lack of attention to uniformly fair retirement and other benefits, occur and re-occur because merit system principles and common sense employment policies are not applied as they could and should be. The people are grossly misled at the present time into thinking that the merit system is being applied. Countless instances can be cited to show that it has never been fully or fairly applied.

This is a plea to all officials of government and to all citizens to unite in an unselfish program to apply the merit system in public personnel administration as a ready and potent means of bringing integrity, efficiency and economy into government on all levels.

WILLIAM F. McDONOUGH



Mrs. Mary Runfola of the Housekeeping Department at Mount Morris Tuberculosis Hospital. She has been entered as one of the civil service beauties by her colleagues in the institution, who say of her: "We think we have an exceptionally good representative." Stop drooling, boys! The LEADER will be glad to have other photographs of good-looking civil service gals, to disprove the old canard that they don't measure up to standards of gals in private industry. Our research shows just the reverse!

WHAT EMPLOYEES SHOULD KNOW

By THEODORE BECKER

CAN YOU BE DISMISSED FOR HAVING ENLISTED IN THE ARMED FORCES?

PUBLIC EMPLOYEES in the state or local service in New York State who enlist for service in the U. S. armed forces are entitled to a military leave of absence from their respective jobs. This is in accordance with a law passed in 1951, designed to protect public employees who volunteered for military duty after the commencement of hostilities in Korea on June 25, 1950. Until this 1951 law was enacted, a public employee who volunteered for such duty on or after January 1, 1947, did so at his own peril. He was not entitled to receive a leave of absence. Any such leave, subject to the rules of the appropriate civil service commission, was at the discretion of his appointing officer. The reason for this restriction on mandatory military leaves was that in the absence of hostilities, public employees should not be encouraged to leave their jobs at will. Otherwise, many public jobs could be filled only on a temporary basis, pending the return of the enlisted employee. This would have presented a serious staffing problem during the post-World War II period. Accordingly, public employees who enlisted or otherwise volunteered for military duty between January 1, 1947 and June 25, 1950, are not entitled to be deemed on military leaves of absence. What then is their status?

Depends on Rules

If the rule of the appropriate civil service commission is similar to that of the State Civil Service Commission and the employee resigned, he can be reinstated to his job at the discretion of his appointing officer within one year after his resignation. In computing this one year period, time spent on military service is not considered. For example, if the employee resigned on January 1, 1948, entered military service the same day and continued until January 1, 1952, he can be reinstated at any time up to January 1, 1953. In other words, he will have spent only one year away from his job or military service

from January 1, 1948 through January 1, 1953.

But suppose the employee did not resign. What then? One of the possible answers to this question was provided by the New York City Police Commissioner. He preferred charges of absence without leave against a member of his department. The latter had apparently volunteered for service without requisite leave.

Hearing In Absentia

This employee was given notice of the hearing and secured an adjournment. However, he was unable to obtain leave from the Canal Zone to enable his presence at the adjourned hearing which proceeded in his absence. Although represented by counsel at the first hearing, the employee was not represented thereafter. In June, 1951 the employee apparently appeared personally before the Commissioner but was denied reinstatement. Thereafter he brought suit in the Supreme Court in New York County to obtain reinstatement or, at least, a rehearing.

The Court noted that the issue to be decided at the departmental hearing was whether the employee had been absent in voluntary or ordered military service. To settle this issue, the Police Commissioner was not obliged to suspend the hearing until an indefinite future time when the employee would be free to appear. This was particularly so because "the facts and circumstances of the situation were well known to respondent (police commissioner) and any claim of ordered military service would be based almost entirely on documentation which could well have been before the hearing officer." The record of the hearing, according to the Court, disclosed that the hearing was properly held and that no ordered military service could be shown.

Accordingly, the Court denied the application for reinstatement or rehearing. (O'Connor v. Murphy 10-23-51 N.Y.L.J. 951 col. 5).

State Clerk Test Open: 2,000 Jobs

ALBANY, Jan. 7—The State Civil Service Commission is seeking candidates for 2,000 clerical jobs. Applications may be filed until February 4. The examination will be held on March 8.

No experience is necessary and there are no educational requirements. But there will be a written test.

Positions to be filled include Clerk, Mail and Supply Clerk, Account Clerk, File Clerk, and Statistics Clerk. The starting salary is \$2,140, or about \$41 a week, with five annual increases up to a maximum of \$2,833. Additional salary increases may be obtained after appointment by promotion to higher positions.

In its announcement of the examinations the Commission points out that there are many jobs open in hospitals, schools and other institutions throughout the State as well as in offices of State departments in Albany and other cities.

Many clerical positions are now filled by temporary employees. If they wish to qualify for permanent

status they will have to pass the examination, according to Civil Service Commission President J. Edward Conway. High school students may take the examination while they are in school to qualify for appointment when the eligible lists are established in September.

The examination announcement and applications may be obtained at the following addresses:

In New York City: 270 Broadway, NYC, on the street floor; at the State Employment Service, 1 East 19th Street, Manhattan.

In Albany: State Office Building; in Buffalo: State Office Building.

The Written Test.

All candidates will take the same basic written tests. The tests will include the following subjects (on which THE LEADER will carry study material): arithmetic, vocabulary, reading comprehension, name and address checking, alphabetization. In addition, candidates for account clerk, file clerk, and

statistics clerk will take specialized tests in subjects related to those titles. The candidate must score at least 75 to pass the test.

Each of the examinations has a number:

4300. Clerk, Mail and Supply Clerk.

4301. Account clerk.

4302. File Clerk.

4303. Statistics Clerk.

The Duties.

The duties call for the performance of office work of some difficulty, requiring limited judgment and responsibility. In addition, mail and supply clerks may have responsibility for handling incoming and outgoing mail, and distributing office supplies. Account clerks may be required to keep financial records and accounts. File clerks may be required to maintain files of correspondence and other records. Statistical clerks may be required to compile statistical data.

(Turn to page 11 for study material.)

Activities of Civil Service Employees Assn. Chapters

State Insurance

THE STATE INSURANCE Fund chapter, CSEA, takes this opportunity to extend to its 500 members a very happy new year.

The State Fund Bowling League will resume its schedule on January 8.

The schedule is as follows:
Accounts vs. Claims Soph.
Safety vs. Underwriters.
Policyholders vs. Claims Srs.
Orphans vs. Payroll Audit.
Medical vs. Personnel.

The Membership Contest which started October 1, and ended December 31, ended successfully with 54 new members. . . . Al Greenberg of Underwriting signed up the most new members, 14; Helen Loos of Payroll Audit was second with 9 new members. . . . John A. Quesal was recently appointed to new duties as Upstate supervisor, Safety Service Department. . . . William Molen was appointed to Head Service and Control Division of Safety Service Department. . . . John J. Marron has been assigned

supervision of the Visual Education Unit of the Safety Service Department. . . . Robert Robinson is now fully recovered from his recent illness and resumes active duties in the field of the Safety Service Department. . . . John Maxwell is fully recovered from a long illness and is expected back in harness January 16. . . . Franklin D. Warren, retired sr. inspector, has just returned from a successful government installation job in Alaska.

Broadacres

FROM the Broadacres chapter, CSEA, comes the following news:

A Christmas party and meeting, in the auditorium of the sanatorium, featured pictures shown by Mary DeRevere, a grab bag and refreshments.

Open house was held December 28 in honor of Dr. Abelardo Brenes, who is leaving to take a position in Valley View Tuberculosis Hospital, Patterson, N. J. Dr. E. Willis Hainlen, director, pre-

sented Dr. Brenes with a wallet and a purse in behalf of the employees, and voiced regret at having to lose a friend as well as a doctor.

Spending the holidays in various sections of the country are: Diane Jennings, occupational therapist, in Florida; Gertrude Jones, business office, at Canaseraga, N. Y.; Ruby Bevins, institution teacher, Vermont; Pearl Harper, housekeeper, at Saranac Lake; Mary DeRevere, social service, Staten Island; Doris Colby, pharmacist, at Hudson Falls, N. Y.; Phyllis Brisebois, of the laboratory, Connecticut; Dr. & Mrs. Harrison (he's the assistant director) at Inlet, N. Y.

Ann Le Vine, former chapter president has been on the sick list, but may be back by the time you read this.

Broadacres chapter wishes all its friends of the CSEA best New Year wishes.

Syracuse State School

AT A RECENT meeting of the Syracuse State School Chapter of the Civil Service Employees Association, the following were chosen to serve for the coming year: President, Walter Jenner; vice president, Wilfred Carle; secretary, Mrs. Marie Jones; treasurer, Felix Mann, David Depan and Mrs. Sarah Bristol were elected members of the Board of Directors.

Roswell Park Institute

MONDAY, December 17, proved to be a big day for all employees and volunteer personnel at the Roswell Park Memorial Institute. The party put everyone in the holiday spirit, especially being honored by the famous old man,

Santa Claus. Rupert Kenny did a wonderful impersonation, not having a spare minute to take nourishment. Distributing gifts kept him exceedingly busy, but the suspense and fun of opening the packages was well worth it.

To Dr. Joseph O'Brien, Miss Render, Mr. Rocco and Dr. Anthony Hey, the chapter extends sincere thanks for the musical entertainment they provided. The employees who were in the chorus and led the others in the singing of Christmas carols are to be commended for their efforts. Of course no party would be complete without refreshments and those served were very decorative and good. Their goodness was proved by people going back for "seconds."

Even though the weather was bad and all wondered if they would arrive home safely, those present enjoyed themselves at the annual Christmas party.

To all fellow members of the Civil Service Employees Association, Gratwick Chapter want to extend wishes for a Happy New Year.

Manhattan State Hospital

MANHATTAN STATE Hospital chapter, CSEA, will hold its first regular meeting in 1952 tomorrow, January 9, at 4:45 p.m., in the fire house lecture hall. Charles Culyer, Association field representative, will be guest speaker.

Recently Alcoholics Anonymous sponsored a party at Manhattan State Hospital for alcoholic patients. Ruth Schutzer was in charge of arrangements. Among the professionals who performed were Helen Frances, Harriet Higgins, Janette Dupre and Lorna Standish, Rita Montre, Alfred Bell, and John Waizmann. Phil Richards emceed. Christmas gifts were given to all present by the AA group. The party proved a wonderful morale booster.

A vaudeville revue was staged by the Physical Training Department for the patients. Other patients performed, and two shows were given. Candy, doughnuts and refreshments were also provided.

Also given was a show of children performers sponsored by the Society for the Mentally Afflicted. The children entertained with songs, ballet, soft shoe and tap dancing, and skits.

Car-owner non-resident em-

ployees are awaiting word from J. Allyn Stearns regarding his activity on their behalf to eliminate the toll for them on the Triboro Bridge. Resident car-owners may enter the bridge without paying the toll. The approximately 150 non-resident employees want equality.

Every State employee and member of his family should bring the facts of his need of a pay raise to the attention of the legislators. The Civil Service Employees Association is laying the ground work and it is up to the individual employees to build up the framework.

"Blood Donor Pledge" forms will be distributed soon to all employees. Those who wish to donate a pint of blood should sign the pledge and return it to the supervisor. This is entirely voluntary. Half the blood collected will be sent overseas to help the Korean War wounded, and half will be retained in a blood bank for Manhattan State Hospital employees and their immediate family. The American Red Cross is sponsoring this program.

February 8 is the date set for the 9th Annual St. Valentine Dance given by the chapter, to be held at Vyking Hall, 115 East 125th Street, NYC. Two orchestras will provide continuous music, and door prizes will be awarded. Admission is \$1 to all. Tickets will be available in the near future.

Chapter tidbits . . . Get well soon wishes are sent to William Newman, May Hannon and Ethel Anderson. Ethel is in Harlem Hospital . . . John O'Connell is well now and has returned to work in the laundry . . . Enid Lucas, formerly Enid Lake, mothered a healthy daughter, Jane. Enid works as a Keener Building attendant . . . Deepest sympathy to the relatives of John Garvey, popular Power Plant employee who just died.

Social Welfare

MIRIAM RATIGAN, who retired after eleven years of service with the New York State Department of Social Welfare, was honored at a luncheon in O'Connor's Cocktail Lounge on December 19, by seventy of her fellow employees.

(Continued on page 5)

an invitation to CIVIL SERVICE PERSONNEL



JULIUS STERN

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LEGAL NOTICE

SUPREME COURT, COUNTY OF BRONX, New York Lien Corp., plaintiff, against Silrex Realty Co., Inc., Max Marx, Judet A. Wilson, Esther Kinberg, Hans Jensen, Thomas McTighe, "Mrs. Thomas McTighe", said name being fictitious, true name unknown to plaintiff, person intended being the wife, if any, of Thomas McTighe and all of the above, if living, and if they or any of them be dead, then it is intended to sue their heirs-at-law, devisees, distributees, next-of-kin, executors, wives, widows, lienors and creditors, and their respective successors in interest, wives, widows, heirs-at-law, next-of-kin, devisees distributees, creditors and successors in interest, all of whom and whose names and whereabouts are unknown to the plaintiff and who are joined and designated herein as a class as "Unknown Defendants", defendants.

To the above named defendants:

You are hereby summoned to answer the complaint in this action, and to serve a copy of your answer, or if the complaint is not served with this summons, to serve a Notice of Appearance on the plaintiff's attorney within twenty (20) days after the service of this summons, exclusive of the day of service. In case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated: New York, October 6th, 1951.

HARRY HAUSKNECHT,
Attorney for Plaintiff,
Office and P. O. Address, 135 Broadway, New York, New York.

Plaintiff's address is 135 Broadway, New York, New York. Plaintiff designates Bronx County as the place of trial.

To the above named defendants:

The foregoing supplemental summons is served upon you by publication pursuant to an order of Hon. S. Samuel DiFalcio, Justice of the Supreme Court of the State of New York, dated December 6, 1951, and filed with the amended complaint in the office of the Clerk of Bronx County, 161st Street and Grand Concourse, in the Borough of The Bronx, City of New York.

This action is brought to foreclose several transfers of tax liens sold by the City of New York to the plaintiff. You are interested in the First, Fifth, Eighth and Thirteenth Causes of Action of the amended complaint, which are for the foreclosure of the following liens: Bronx Lien No. 53273, in the sum of \$2,716.96 with interest at 12% per annum from March 5, 1940, affecting Section 16, Block 4457, Lot 59 on the Tax Map of Bronx County; Bronx Lien No. 63855, in the sum of \$1,607.54 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4220, Lot 4 on the Tax Map of Bronx County; Bronx Lien No. 65849, in the sum of \$946.64 with interest at 12% per annum from July 27, 1943, affecting Section 17, Block 4981, Lot 1 on the Tax Map of Bronx County, and Bronx Lien No. 55193, in the sum of \$1,047.28 with interest at 12% per annum from July 2, 1940, affecting Section 16, Block 4704, Lot 55 on the Tax Map of Bronx County.

Dated: New York, December 13, 1951.

HARRY HAUSKNECHT,
Attorney for Plaintiff,
Office and P. O. Address, 135 Broadway, New York, New York.

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Activities of Assn. Chapters

(Continued from page 4)
 The event was a double celebration for the date was also her birthday. Byron T. Hipple, Deputy Commissioner, Administrative Finance and Statistics, presented Miss Rattigan with a gift of money as a tribute from the Department. John Maginn, President of the Good Will Fund, gave her a check as a gift from this organization. Mrs. Carolyn Viall was pianist for the occasion. Parodies especially composed by Mrs. Anne Swart were sung. The committee in charge consisted of Mrs. Dorothy Bowdy, Mrs. Jean Mance, Mrs. Elise Shafer, Mrs. Ann Swart and Miss Anne Gallagher.
 The Department of Social Welfare celebrated Christmas with decorations in the office and parties in various sections.
 The Accounting Bureau enjoyed a Christmas party on Friday afternoon, December 21. A table decorated in keeping with the season provided a delectable variety of Hors D'oeuvres and liquid refreshments. Tom Carey's portable victrola furnished music for dancing, and Christmas carols were sung by a quartet composed of Anne Gallagher, Mildred Martin, Tom Carey and Frank Brown. Fred Grimm acted as Master of Ceremonies. The committee who arranged this very successful party was Carolyn Viall, Nancy Glass, Olive Bourgeois and Virginia Corrigan.

The Bureau of Research and Statistics also held its party on December 21. Christmas cards from members of the Bureau, former employees and friends were displayed on a specially-prepared decorated bulletin board for the enjoyment of all. The table was set in the holiday spirit, holding an assortment of delicious snacks and refreshments. A White Elephant grab bag provided a great deal of amusement with many novel and interesting gifts. Christmas carols and the old familiar songs were rendered by impromptu groups. The committee consisted of Mrs. Ester Wenger, president of the Department Civil Service chap-

ter, Miss Gladys Brown, Miss Jane Flynn, Mr. Arnold Heart, Mrs. Isabella Hepinstall, Mrs. Bertha Spaulding, Mrs. Marguerite Brown, Mr. Frank Maczek and Mr. Harry Lohre.
 The annual Christmas Party of the Bureau of Office Administration was held on December 21. Members of the committee were Nancy Canard, Helen Peters, Frances Hart and Vera Leininger. Christmas carols were sung by Commissioner Robert T. Lansdale, Mr. James Mahony, Mr. Thomas Anderson, Mr. George Gaspard, Mr. Floyd Jones, Mrs. Loretta Strube, Miss Lillian Lansing, Mrs. Jane Reese and Miss Caryl Fredette. Gifts were presented to Mr. James Mahony, Director of the Division, Mr. A. Russell, Chief Clerk; also to Mrs. Faye Wilsey, Supervisor of the Steno Pool and Miss Katherine O'Brien, Supervisor of Central Files. The room was gaily decorated with bells, canes, candies, Christmas tree and mistletoe.
 The Legal Bureau of the Department entertained the Bureau of Personnel. The Committee in charge consisted of Mrs. Anne Swart, Miss Pat Kelly, Miss Caryl Fredette and Miss Nina Carnicelli. Refreshments were served, and carols were sung. A duet of "Silent Night" was rendered by Miss Marion Saltzman and Miss Dorothy Layman.
 Evelyn Perry was chairman of the Christmas party of the Division of State Institutions and Agencies. This group was joined by Vocational Rehabilitation Service and the Bureau of Medical Care. Graham Zeh was in charge of decorations. Willard Johnson distributed numbers for the selection of Grab Bag gifts. Solos were sung by Miss Marjorie D. Huber, and the group sang Christmas carols.

The Public Assistance Section also had a Christmas party. The committee in charge consisted of Shirley Meyer, Mrs. Kay Bronson and Joyce Brod. Refreshments were furnished by Margaret Barnard, Margaret Norman, Gladys Fisher, May McDonald, Julia Olden, Mrs. Ruth Smith and Mrs. Ann Hoffman. Christmas decorations were arranged by Julia Olden. Grab bag gifts were distributed and carols were sung. Harry O. Page, Deputy Commissioner of the Division of Welfare and Medical Care, sang Southern spirituals.
 The Bureau of Child Welfare had a Christmas party in the form of a White Elephant Luncheon. Christmas decorations were provided, and holiday refreshments were served.

Walter O'Shea, Clarence Washington, George Miller, Alvin Kennedy, Jesse Alvarez is on an extended tour of the south. . . .
 Congratulations to Mollie Strieband upon the Yuletide engagement of her son, Howard, to the glamorous Miss Gilda Wenger. Mrs. Gloria Mars, popular stenographer in Building No. 10 has recently taken a leave to await the arrival of a blessed event. We extend our best wishes. . . .
 The following employees are making good recoveries in the Sick Bay: Mrs. M. O'Connor and Mr. John O'Shea. . . .
 Sympathy to Mrs. Olive Moss on the recent death of her brother. Sincere sympathy to the family of Mr. Peter McKenna who died suddenly at the hospital. Mr. McKenna has been employed at the hospital for a number of years and all his friends and co-workers will miss him. . . .

Cattaraugus
AT THE ANNUAL MEETING of Cattaraugus Chapter, CSEA, the following officers were elected to serve for the coming year: President, Francis J. Sullivan, Olean; 1st vice president, Orville A. Weagraff, Salamanca; 2nd vice president, Emil Wollenberger, Olean; 3rd vice president, Merlyn F. Linderman, Hinsdale; treasurer, John Panado, Olean; secretary, C. A. Hardy, Olean.

State Eligibles
STATE
Open-Competitive
CORRECTION INSTITUTION TEACHER, (CHILD CARE).
 1. Heyward, Edna L., NYC . . . 80000
 2. Roth, Virginia C., Lincolnde . . . 78000
X-RAY MACHINE OPERATOR.
 1. McBride, Lucia, NYC . . . 80050
 2. Barnett, Stafford, Kenmore . . . 79300
 3. Eidel, Clarence J., Woodbourne 75778
PHYSICIAN.
 1. Davis, Thos. G., Mt. McGregor 94000
 2. Shayness, Elias, Bronx . . . 87000
SENIOR RAILROAD ENGINEER,
 Department of Public Service,
 1. Slack, Charles S., Albany . . . 95750
 2. Schroeder, Charles, Flushing . . . 88750
 3. Throop, Ronald N., N. Hartford 83250
 4. Seip, C. Stuart, Peapack . . . 89750

STATE
Open-Competitive
CONSTRUCTION SAFETY INSPECTOR,
 Department of Labor,
 1. Moore, Richard W., Rochester 93250
 2. Mancino, Stephen F., Bronx . . . 91750
 3. Calabrese, George, Bklyn . . . 89250
 4. Dammunzio, Alfred, Rochester 88500
 5. Doyle, Lawrence A., NYC . . . 88000
 6. Thornton, Charles, Bronx . . . 86750
 7. Deanna, Edward W., Rochester 86250
 8. Weinbau, Herbert, NYC . . . 84750
 9. Cobb, Howard V., Rosedale . . . 83750
 10. Kovner, Abraham, Bklyn . . . 83000
 11. Castiglione, T. J., Bklyn . . . 80500

LEGAL NOTICE
 At a Special Term, Part II, of the City Court of the City of New York, County of New York, held at the Court House, 52 Chambers Street, Borough of Manhattan, City of New York, on the 28th day of December, 1951.
PRESENT: HON. ARTHUR MARKEWICH, Justice.
 In the Matter of the Application of YITSHAQ ROZEN and MARCIA GAIL ROZEN, for themselves and on behalf of MICHAEL MENAHEM ROZEN and JONATHAN ROZEN, infants, asking for leave to change their names to YITSHAQ BEN-AMI, MARCIA GAIL BEN-AMI, MICHAEL MENAHEM BEN-AMI and JONATHAN BEN-AMI.
 Upon reading and filing the petition of YITSHAQ ROZEN and MARCIA GAIL ROZEN, for themselves and on behalf of MICHAEL MENAHEM ROZEN and JONATHAN ROZEN, infants, praying for leave to assume the names of YITSHAQ BEN-AMI, MARCIA GAIL BEN-AMI, MICHAEL MENAHEM BEN-AMI and JONATHAN BEN-AMI, in place and in stead of their present names, and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of names proposed; NOW, on motion of FRIEDMAN, MARK & HANDLER, attorneys for the petitioners, it is
ORDERED, that YITSHAQ ROZEN, MARCIA GAIL ROZEN, MICHAEL MENAHEM ROZEN and JONATHAN ROZEN, be and they hereby authorized to assume the names of YITSHAQ BEN-AMI, MARCIA GAIL BEN-AMI, MICHAEL MENAHEM BEN-AMI and JONATHAN BEN-AMI, on and after February 6, 1952, upon condition, however, that they shall comply with the further provisions of this order; and it is further
ORDERED, that this order and the aforementioned petition be filed within ten days from the date hereof in the Office of the Clerk of the Court; and that a copy of this order shall, within ten days from the entry thereof, be published once in the Civil Service Leader, a newspaper published in the City of New York, County of New York, and that within forty days after the making of this order, proof of such publication thereof shall be filed with the Clerk of the City Court of the City of New York, County of New York; and it is further
ORDERED, that following the filing of the petition and order as hereinbefore directed and the publication of such order and the filing of proof of publication thereof, that on and after February 6, 1952, the petitioners shall be known by the names of YITSHAQ BEN-AMI, MARCIA GAIL BEN-AMI, MICHAEL MENAHEM BEN-AMI and JONATHAN BEN-AMI, and by no other names.
E N T E R
 A. M.
 J. G. G.

Brooklyn State Hospital
 THE ANNUAL Christmas prizes in the Male Service of Building No. 10 were awarded: first prize to Ward 48; second prize to Ward 41; honorable mention to Wards 47, 32, 25, 39. The employees and patients are to be congratulated on their unique, interesting Christmas decorations. . . .
 The Membership Committee of the CSEA chapter plans an intensive drive in the various buildings. All employees are urged to pay their dues as soon as possible. . . .
 The following employees are enjoying their vacations: Mr. and Mrs. Charles Rumsey in Bermuda; Joe Lowther in California; John Cradle in North Carolina; Mr. and Mrs. Robert Loughlin in Canada; Stanley Murphy and family in Pennsylvania. The following are also on vacation: Lionus McDate Joseph Marks, Francis Scullin.

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 102 NASSAU STREET
 124 DELANCY STREET
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 224 W. 34th bet. 7th & 8th
 463 7th Ave. cor. 35th
 1385 BROADWAY at 38th
 241 West 125th bet. 7th & 8th
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Preparation for Promotional Examination for FOREMAN — DEPT. OF SANITATION
Class Meets FRIDAY at 1 P.M. or 7:30 P.M.

CLASSES MEETING IN 4 BOROUGHS FOR CLERKS—Grade 3 & 4
ENROLL AND ATTEND NEAR YOUR OFFICE:
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BROOKLYN: Livingston Hall, 301 Schermerhorn St. cor. Nevias St. TUESDAY at 6 P.M.
BRONX: Bronx Winter Garden, Washington & Tremont Aves. MONDAY at 6 P.M.
QUEENS: 90-01 Sutphin Blvd., near Jamaica Ave. TUESDAY at 6 P.M.

CLERK—Grade 5
Meeting in MANHATTAN ONLY on MONDAY at 6 P.M.

PROMOTIONAL EXAMINATIONS FOR Asst. SUPERVISOR — SUPERVISOR
N. Y. CITY DEPT. OF WELFARE
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Civil Service LEADER

ELEVENTH YEAR

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Member, Audit Bureau of Circulations

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TUESDAY, JANUARY 8, 1952

Minimum Pensions But How Minimum?

MR. CHARLES C. DUBUAR, chairman of the Pension Committee of the Civil Service Employees Association, is on solid ground when he asks that the Mahoney amendment to the State Constitution be given a broad, rather than a narrow, interpretation. This amendment enables the Legislature to place a floor below the pensions of former public employees. The need and social desirability of the amendment were amply demonstrated during the two legislative sessions when it was considered and passed. But Mr. Dubuar is worried lest the amendment be emasculated, or its effectiveness diminished, via the route of niggardly interpretation.

Employers in private industry, and the Federal government itself. Mr. Dubuar points out, have increased the retirement allowances of their pensioners in recognition of the shrunken purchasing power of the dollar. New York State and its localities must be at least equally fair.

Mr. Dubuar re-states the cases of the needy succinctly and with force. They should have, he says, "first call on any public funds available." But he disagrees—rightly—with any who may feel that enabling legislation should aid only those in the most desperate financial straits, since that would mean overlooking thousands of other deserving pensioners whose lot is also an unhappy one. The Mahoney amendment is sufficiently broad to make compliance with Mr. Dubuar's suggestions possible. In fact, those who drafted and fought for passage of the bill had in mind something better than a meager approximation of public relief standards.

The State should give fullest assurance on this, in the form of legislation that will be acceptable to the representatives of employees and former employees.

NYC Civil Service Board To Answer Kogel Charges

An answer to charges by Hospital Commissioner Marcus D. Kogel that unqualified persons were certified and civil service operations are slow and archaic, is being prepared by the NYC Civil Service Commission.

Each of the three Commissioners is diagnosing the statements by Commissioner Kogel in his report and reports by others at a hearing on the report, held by Comptroller Lazarus Joseph.

What Commission Will Say
It is expected that the Commission's reply will point out that Dr. Kogel has directed against the Commission criticism of acts for which it is not responsible. For instance, if the Hospital Department budget line calls for a maintenance man, an eligible from that list is sent, and he may not have the qualifications of a mechanic that the department requires. The answer will point out that the de-

partment should see that budget lines carry the specific title descriptive of the work. [This is evidence of the importance of accurate duty-statements in a classification system.—Ed.]

Won't Take It Lying Down
The Commission has a policy of not taking official adverse criticism lying down. A report by another group of consultants for submission to the Committee on Management Survey, but not yet released for publication, complained of slowness in establishing eligible lists. A tentative draft was submitted to the Commission, which promptly challenged some parts. It is understood certain aspects of the draft are being revised.

Also, reasons for devoting considerable time to eligible lists were explained by the Commission, including the necessity of investigating citizenship, veteran preference and possible criminal record.

'Hiring Pool' Satisfactory

Resumption of "hiring pools" is being considered by the NYC Civil Service Commission.

At these pools large numbers of eligibles on a given list, like that of clerk, grade 2, would be called for one day to a large examining room where personnel officers of the various departments would be on hand to do the hiring. Thus eligibles, as their names were called in their order on the list, could in effect go from one department to another, without

leaving the room. That saved time and effort for both eligibles and departments.

Departments Want It
There has been considerable demand by departments for resumption of hiring pools, because the problem of filling vacancies is simplified. At a pool, a succession of "No" answers by eligibles is of negligible effect, since there is an ample number of eligibles on hand. If one doesn't take the proffered job, another will.



ALICE BASS Merit Woman

HAVING started in NYC employ as a clerk at \$960 a year, Alice Bass is now in charge of personnel in the Board of Transportation, equivalent to the chief clerk job in City departments. She has done such an excellent job that she has risen by promotions and merit increases to \$7,500.

Although she had been trained as a stenographer, she took a job with the NYC Department of Water Supply, Gas & Electricity, as clerk, first to the payroll department, where she spent five years. She rose to assistant personnel clerk, and finally, after the retirement of John C. Laffan, was appointed to the top job.

The Considerate Approach

Miss Bass has a way of getting things done without getting into the employees' hair. When need arises, as it does more than seldom, to put in long stretches of overtime, her staff rises to the occasion almost to a man or woman. That happened last September and October, when all hands worked until about 10 p.m. 5 nights a week, to cope with the vast task in connection with the transition from a 48-hour week to a 44-hour or 40-hour week. Finally, by July 1, 1953, the 40-hour week will be uniform, but the records are uniform already.

The increased quotas involved in the transition required extensive new hiring, and this was part of the overtime cause. Miss Bass has a capable assistant in handling certifications and appointments in Catharine V. Sullivan.

Never A Dull Moment

So, the rate changes involving 40,000 employees are finished. But it must not be assumed that peak tasks are over. Right now Miss Bass is deep in the handling of appointments from the surface line operator list, recently certified to the Board, and soon the railroad porter list will be certified. But the Board knows that the work will flow along with smooth competence.

As relaxation Miss Bass goes South on her vacations, swims, knits, crochets and dances. She also attends meetings of the Municipal Personnel Society, but that can't be called a hobby, exactly.

She was one of a group of sort of guinea pigs in her early school career. Taught by regular teachers, the class also was studied by student teachers, then surveying the rather new concepts of psychological and social reactions among juveniles. She survived that to be graduated from Girls Commercial High School, Brooklyn. There she studied stenography, bookkeeping, and Spanish which comes in handy in Florida these winters.

Comment on Exams

The test that got her first City job for her was of the essay type. Today the short answer type is generally used in clerk tests, in which candidates are given their choice of multiple answers. Five answers are normally supplied but only one of them is right. Which method is harder on the candidate?

"I think the essay type of exam is more difficult," said Miss Bass. "It puts the candidate more on his mettle. The short answer type allows for a degree of guessing. In the essay type guessing is practically eliminated. When you have one choice to make out of five, mathematically you have a 20 per cent chance of guessing the right answer. By guessing shrewdly you have a better percentage in your favor. Of course, in any test you're best off when you really know the answer."

Income Tax Guide For Public Employees

By HERMAN BERNARD

The following is the fourth article in the special series on the U. S. income tax.

SINCE nearly everybody who pays a U. S. income tax is subject to other taxes, and many of these other taxes afford tax deductions, all taxpayers should watch carefully for every deduction opportunity arising from non-business taxes.

TAXES

These State and local taxes are deductible from U. S. income tax returns, under Taxes, on Page 3 of Long Form 1040: Income, personal property, real estate, sales, State gasoline tax (4 cents a gallon), auto plates and driver's and chauffeur's licenses.

The taxes to be deductible must be imposed on the claimant. If, however, a percentage of the sales price is imposed as a tax, which the seller pays, but passes the tax on in full to the buyer, the deduction still applies to the buyer.

The 100 Per Cent Rule

If one spouse owns a house and the other spouse pays the real estate tax, the one paying it is not the one on whom the tax is imposed and can't claim the deduction on a separate return, but could do so on a joint return. It does not matter, in a joint return, which of the two paid all or any part of the tax. The same principle applies to claiming a State income tax payment which one spouse makes for the other.

Real estate taxes include those on house and lot and are deductible in full, even though the owner rents the house or lot or part of either or both. The same 100 per cent rule applies to interest (discussed last week) and casualty losses (discussed later on in this article).

Where part or all of a house is rented out by the owner, expenses, deductible on Page 2 of the 1040, as for repairs, some other expenses, and depreciation, deduction only applies in the proportion that the rented part of premises bears to the owner-occupied part. Whether interest, taxes and casualty losses are deducted on Page 2 of the 1040, or on Page 3, the taxpayer should not apply the reduction formula to these three categories.

These Not Deductible

Not deductible are U. S. taxes on gasoline, automobiles, tires, perfumes, jewelry, electrical energy, playing cards, admissions, liquor, tobacco, custom duties, Social Security (paid by employee), income, lubricating oils, refrigerators, radios, television sets, phonographs, communication, excess profits, estates and gift or taxes imposed on a previous owner and passed on to the buyer as part of the purchase price.

Local assessments are not deductible, because they enhance the value of the property, as by sidewalk and street improvement.

CASUALTY AND THEFT

Suppose a drunken driver's car crashes into another machine. May he claim deductions on his U. S. income tax return for the damage to his car? Not if the

casualty results from a deliberate act or willful negligence. Drunken driving is willful negligence. But a claim would be allowable if there were only ordinary negligence.

The damage to the wrecked car would be the difference between the market value just before and the salvage value just after the accident, but never more than what the car cost the taxpayer.

The damage would be claimed on Page 3 of the 1040, where deductions are itemized, under Casualty and Theft.

The Lost Wallet

The net loss from damage or destruction of property may be deducted. Causes include accident, fire, storm, lightning, freezing, earthquake, hurricane, flood and other natural ones.

Suppose you lose your wallet. May you claim a deduction? No, because theft is lacking. Money, jewelry and other valuables stolen from you may be deducted, for their intrinsic, not sentimental value. Merely mislaying an article is no ground for deduction, even if you never get the possession of the article again.

MEDICAL EXPENSES

Expenses for medical, dental and surgical services may be deducted, within limits. Hospital, nursing and ambulance or other medical transportation expenses are included, also what you pay for medicines, drugs and chemicals, if for the prevention, cure, correction or alleviation of a bodily condition. The cost of medical appliances is deductible.

Deductions should be claimed for the years of payment, regardless of when the debt was incurred.

In joint returns of husband and wife it does not matter who pays the medical bills for either's illness. If medical expenses are claimed for a dependent in a joint return, it does not matter to whom the dependent is related; on individual separate returns, it does. The medical dependent's income does not matter, in any case, unlike the case of a dependent claimed as an exemption, when the income must be less than \$600.

Allowable Deductions

These may be deducted:
Christian Science practitioner
Blue Cross premiums
Blue Shield premiums
Abdominal supports
Medical transportation
Therapy treatments
Nursing (including cost of nurse's meals, if paid by the taxpayer)
Artificial teeth and limbs
Maternity taxi service to and from hospital
Surgeon
Dentist
Eyeglasses
Hearing aids
Arch supports
Cathartics
Ambulance
Psychiatrist
Cardiograms
Crutches
Invalid chair
Bandages
X-ray
Physician
Blood transfusions
Chiropractor
Osteopath
Hospitalization
Medicines
Anesthetics
Health lamp
Obstetrics
Healing treatments
Blood transfusion
Diathermy
Diagnosis
HIP premiums
Laboratory fees
Drugs, chemicals

There are limitations on units claimable:

(1) Medical expenses up to 5 per cent of income are not deductible. (Income on Line 1, Page 3 of the 1040).

(2) An absolute limit is placed on the amount of medical expenses allowed, depending on the number of exemptions claimed:

(a) \$1,250 for one exemption;
(b) \$2,500 for a single person, or a married person filing a separate return, if either claims more than one exemption;

(c) \$2,500 if two exemptions are claimed on a joint return by husband and wife; \$3,750 if they claim three, and \$5,000 if they claim four or more.

Exemptions for age or blindness are not counted.

Age Benefits

If either husband or wife was age 65 or over at any time during the tax year, even if one of them died before the year was up, a new provision allows for claiming their own medical expenses in full, if those expenses were in-

(Continued on page 11)

P.O. Seeks To Make Job Permanent

WASHINGTON, Jan. 7—The Post Office Department has pressed for a U. S. Civil Service Commission decision on the proposal that some temporary appointments be permitted. The so-called Whitten amendment limits appointments, promotions and transfers.

The National Federation of Post Office Clerks, and the National Federation of Letter Carriers, both AFL, have been urging the Commission to rule that the Whitten amendment permits permanent appointments up to the number that existed in September, 1950. The unions hold that the wording of the bill makes it entirely possible to issue such authorization and point out that they caused the provision to be included in the bill for that very purpose.

Study Aid for NYC Police Sergeant Test

Following is the sixth consecutive weekly installment of the questions and answers in the last regular exam for promotion to sergeant (P.D.), given by NYC. Another installment will appear next week.

58. During a drive on vice the Police Commissioner has ordered the arrest of everyone who can be punished under Section 1141 of the Penal Law for his connection with an obscene book. Under this order it would not be proper to arrest the (A) author of the book (B) publisher of the book (C) distributor of the book (D) bookstore proprietor who sells the book.

59. Generally the crime of larceny requires that the property be taken with the intent to deprive the owner permanently of his property. Such intent is not essential when the crime is committed by (A) taking a motor vehicle (B) inserting slugs in a subway turnstile (C) keeping a dog belonging to another (D) taking a public record.

60. Shortly after a robbery a Patrolman stopped an automobile in which were four men and the driver. Underneath the rear seat he found a loaded revolver. One of the occupants had a license to carry such a weapon. Without further evidence, it would be proper to book on a charge of illegal possession of a dangerous weapon (A) all the occupants of the automobile (B) all the occupants except the driver (C) all except the licensee (D) none of the occupants of the automobile.

61. According to the code of Criminal Procedure, in lieu of bail a Police Sergeant may accept the personal recognizance in writing, without security of a parent or guardian for the production of a child who is (A) a witness to the commission of a crime (B) under 16 years of age and charged with juvenile delinquency (C) sixteen years of age and adjudged a youthful offender (D) twelve years of age and who has been the subject of a crime.

62. The amount of bail taken by a Police Sergeant under Section 554 of the Code of Criminal Procedure, if the offense is a violation of a city ordinance punishable by thirty days or less, must be (A) \$100 (B) \$200 (C) \$300 (D) \$500.

63. A desk officer may accept bail from a person (A) who is intoxicated (B) arrested on a war-

rant (C) charged with vagrancy (D) charged with jostling.

64. According to the Code of Criminal Procedure, the only one of the following who may be admitted to bail by a Police Sergeant, Lieutenant or Captain is a defendant who is charged with (A) running over and killing a child while operating a street car (B) illegally possessing a pistol and who has twice previously been convicted of that offense (C) recklessly driving a truck so that it collided with another vehicle fatally injuring the driver (D) receiving stolen property and who has previously been convicted of first degree robbery.

65. According to the Code of Criminal Procedure, A, a conductor on a subway train, was arrested for assaulting a passenger. If admitted to bail by a Police Sergeant, such bail may not exceed (A) \$200 (B) \$300 (C) \$500 (D) \$1,000.

66. According to the Code of Criminal Procedure, a person shall be deemed to be a professional bail bondsman who for another deposits bail or executes a bail bond as surety and shall have charged a fee therefor in at least (A) one case during a period of one month (B) two cases during a period of one month (C) three cases during a period of one month (D) four cases during a period of one month.

67. The newly created vehicle accident courts do not have jurisdiction over (A) hit and run cases (B) motor vehicle homicides (C) motor vehicle thefts (D) drunken driving cases.

68. The summons issued by a patrolman on traffic duty shall be returnable to the district magistrates' court when the infraction is (A) replacing or removing a flat tire while part of the person's body is exposed to passing vehicles (B) dropping or throwing any destructive or injurious material on the street (C) backing a vehicle into an intersection or crosswalk (D) overloading a vehicle.

69. The traffic regulations provide that it shall be presumptive evidence of dangerous driving to (A) drive with any part of the vehicle on the wrong side of the street within three hundred feet of the crest of a hill (B) overtake and pass upon the left or drive upon the left side of a street car proceeding in the same direction (C) coast on a down grade with the clutch disengaged (D) drive

a motor vehicle with more than three persons over the age of sixteen years in the front seat.

70. The so-called "eight-foot law" provides that (A) no vehicle with a body width of more than eight feet shall operate on a bridge under the jurisdiction of the Department of Public Works without written permission (B) a vehicle loaded with material extending over eight feet beyond its rear must have a red flag by day or red light by night attached to the rear end of such material (C) a vehicle overtaking a street car, which has been stopped to receive or discharge passengers, shall not drive to the right of a door so that the vehicle comes within eight feet of such door (D) the tow line or connection between a vehicle that is being towed and the towing vehicle shall not exceed eight feet in length.

The following three questions were inadvertently omitted from a previous installment published in The LEADER:

28. A simple test for distinguishing a blood stain from other substances is the (A) Benzidine Test (B) Alphanaphthylamine Test (C) Diphenylamine Test (D) Hydrochloric Acid Test.

29. Incidental to an investigation being conducted by a detective under your command, evidence of violation of the National Firearms Act is uncovered. The most appropriate federal agency to contact is (A) Alcohol Tax Unit of the Treasury Department (B) Federal Bureau of Investigation (C) Department of State (D) Bureau of Narcotics.

30. "When investigating a homicide, the police officer should take the testimony of witnesses immediately." Of the following, the least important reason for following this suggested procedure is that (A) criminals often may be apprehended in flight from the scene of a crime (B) the memory of witnesses about minor points of evidence fades quickly (C) witnesses often are approached to change testimony by principals in a crime (D) competent question-

ing of witnesses tests the validity of carefully formulated hypotheses.

KEY ANSWERS

58, A; 59, A; 60, D; 61, B; 62, B; 63, D; 64, A; 65, C; 66, C; 67, C; 68, B; 69, A; 70, C; 28, A; 29, A; 30, D.

Arco study book for the NYC police sergeant promotion exam, \$2.50. A complete course in preparation for this popular test. Leader Book Store, 97 Duane Street, New York 7, N. Y., two blocks north of City Hall, just west of Broadway, opposite the application bureau of the Civil Service Commission.

20 Years Without Promotion Exam—That's Fate of Some In NYC Hospitals Dept.

Some employees in the NYC Department of Hospitals have had no promotion examination in 20 years, Jerry Wurf charges. Mr. Wurf, general representative of the American Federation of State, County and Municipal Employees, AFL, insists that the department badly needs job reclassification. "Promotion ladders must be set up," he suggests, urging that the department and the Civil Service Commission get together "and apply the necessary remedy without delay."

Lauds Commissioner
Mr. Wurf praised Dr. Marcus D. Kogel, Hospitals Commissioner, for appointments he made to the medical service, but said that on the administrative side there was room for improvement. Mr. Wurf feels that having physicians fill administrative jobs is not the best practice, and that in instances where non-physicians headed hospitals or branches the results were usually better. He cited the psychopathic ward at Bellevue Hospital.

Budget Treatment Deplored
Mr. Wurf also feels that on the administrative side the Commis-

sioner had yielded to political pressure, while resisting successfully on the medical side.

Discussing the report of Booz, Allen and Hamilton to the Mayor's Committee on Management Survey, Mr. Wurf's opinion is that the findings had failed to point out how the Budget Director "kicks around the Hospital Department budget." He added that the practice of issuing fewer budget certificates for filling jobs than called for by appropriations of the Board of Estimate, has long been a stumbling block to proper administration.

Mr. Wurf bitterly described how "decisions of Comptroller Lazarus Joseph and the courts are circumvented. When it is decided that employees are entitled to hourly rates of pay prevailing in private industry, the number of hours worked is reduced by the Budget Director. He cited the case of maintenance men who were awarded \$11.25 a day, but had their workweek cut from six to five days, thus sharply cutting their earnings. "The Budget Director chiselled," commented the AFL leader.

LEGAL NOTICE

SUPREME COURT, BRONX COUNTY — Max Donner, plaintiff, against Anna Douberman, wife of Max Douberman, Nunzio Campo, Margaret Campo, his wife, Ida Valiese, "John" Saracena and "Jane" Saracena, said first names "John" and "Jane" being fictitious, true first names being unknown to plaintiff, persons intended being the unknown heirs-at-law, if any; of Anthony C. Saracena, deceased and all of the above, if living, and if they or any of them be dead, then it is intended to sue their heirs-at-law, devisees, distributees, next-of-kin, executors, wives, widows, heirs and creditors, and their respective successors in interest, wives, widows, heirs-at-law, next-of-kin, devisees, distributees, creditors, heirs, executors, administrators and successors in interest, all of whom and whose names and whereabouts are unknown to the plaintiff and who are joined and designated herein as a class as "Unknown Defendants", defendants.

To the above named defendants: You are hereby summoned to answer the complaint in this action, and to serve a copy of your answer, or if the complaint is not served with this summons, to serve a Notice of Appearance on the plaintiff's attorney within twenty (20) days after the service of this summons, exclusive of the day of service. In case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated: New York, November 13, 1951.
HARRY HAUSKNECHT,
Attorney for Plaintiff.
Office & P. O. Address, 135 Broadway, New York, New York.
Plaintiff's address is 370 East 149th Street, Bronx, New York, and plaintiff designates Bronx County as the place of trial.

To the above named defendants: The foregoing second supplemental summons is served upon you by publication pursuant to an order of Hon. Benjamin J. Rabin, Justice of the Supreme Court of the State of New York, dated November 21, 1951, and filed with the second amended complaint in the office of the Clerk of Bronx County, at 161st Street and Grand Concourse, in the Borough of The Bronx, City of New York.

This action is brought to foreclose several transfers of tax liens sold by the City of New York to the plaintiff. You are interested in the Fourth and Sixth Causes of Action, which are for the foreclosure of the following liens: Bronx Lien No. 71208, in the sum of \$104.98 with interest at 12% per annum from November 9, 1943, affecting Section 16, Block 4698; Lot 48 on the Tax Map of Bronx County, and Bronx Lien No. 73972; in the sum of \$952.59 with interest at 12% per annum from April 17, 1946, affecting Section 16, Block 4698, Lot 53 on the Tax Map of Bronx County.

Dated: New York, November 27, 1951.
HARRY HAUSKNECHT,
Attorney for Plaintiff.
Office & P. O. Address, 135 Broadway, New York, New York.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of FORDHAM TAVERN, Inc., has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, this twenty-eighth day of December, one thousand nine hundred and fifty-one.

THOMAS J. CURRAN,
Secretary of State.
By SIDNEY B. GORDON,
Deputy Secretary of State.

Adv. Adv.

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NYC Railroad Clerk Test Opens Jan. 15; No Experience Needed

The long-awaited railroad clerk exam, for filling jobs in the NYC Board of Transportation, will be open for receipt of applications from Tuesday, January 15 to Wednesday, January 30. This is one of the two most popular exams of all.

No specific training or experience is required for railroad clerk. There are no age limits, except that age 21 is the minimum appointment age. Thus anyone under that age who passes the test would have to wait until he's 21 before he could receive an appointment.

\$57.60 a Week to Start

The written test probably will be held on Saturday, March 22 at various high schools. The date is tentative.

Apply to the Municipal Civil Service Commission, 96 Duane Street, two blocks north of City Hall, just west of Broadway, opposite the LEADER office, but not before January 15. The hours are 9 to 4, Saturday, 9 to noon. The application fee is \$3 but is not to be paid until the filled-out application is handed in. No applications are issued or received by mail.

Pay is \$1.44 an hour to start, and \$1.62 after one year of service. The work-week will be 40 hours, so the pay per week will be \$57.60 and \$64.80, respectively.

Requirements.

Applicants must be citizens of the U. S., and at time of appointment they must have been NYC residents for three years. Service in the armed forces does not interrupt legal residence.

The Test

The pass mark in the written test will be 70 per cent. This is the only competitive test. It will be of the intelligence type. Meaning of words, good use of simple English, some spelling, a few simple mathematical questions, and ability to tell what written text means, particularly in the form of supposed orders from one's superior, would be tested.

Medical and Physical Tests

A qualifying medical test will be held. This refers to condition of heart, lungs, eyes etc. Also a qualifying physical test will be given.

P. O. Clerks Cite Membership Rise

A membership increase of 1,200 in the last two months of 1951 was reported by the New York Federation of Post Office Clerks, AFL. Another membership drive has been started and will last until May.

It is expected that the new drive will yield an additional 1,200 members or more.

In this the candidates' agility is tested. Qualifying means that the candidate is marked as either Qualified or Not Qualified, without percentage points. After these tests by the Commission, an eligible certified to the Board of Transportation must pass the Board's own qualifying medical test.

Study book for railroad clerk, \$2.00 at LEADER Bookstore. See advt., Page 16.

The following exams are in the January series of the NYC Civil Service Commission. If more exams are added, they will be reported in next week's LEADER. There are three different application periods. The opening and closing dates appear at the end of each notice. Open competitive exams are open to the general public; promotion exams are restricted to qualified present NYC employees.

OPEN COMPETITIVE

6409. Psychiatrist, Grade 4, \$6,650. Open to all qualified citizens of the U. S. There are 26 vacancies in the Department of Hospitals. The list will be certified also for Alienist, Grade 4. Acceptance of such appointment will remove candidate from eligible list. Applications must be filed, in person or by mail, on forms furnished by the NYC Civil Service Commission, 96 Duane Street, New York 7, N. Y., and must be notarized. If application is by mail, enclose 6 cent stamped, addressed, 9-inch envelope. Fee \$4. Candidates must have: (a) an M. D. degree; (b) one year as an intern in a general hospital; and (c) four years of psychiatric training in a hospital. At investigation, candidates must present a New York State license to practice medicine. Candidates must also be registered in accordance with Section 19 of the Mental Hygiene Law. Written test, weight 40, 75% required; training and experience, weight 30, 70% required, oral, weight 30, 70% required. (Open January 8 to 23, inclusive).

6429. Psychiatric Social Worker, \$3,790 total. There are 37 vacancies in the Department of Hospitals, four in the Department of Welfare, and five in the Youth Board. Fee \$3. Candidates must have the following or a satisfactory equivalent: (a) a baccalaureate degree, and (b) must have been graduated from a graduate school of social work with field work in psychiatric social work, or been graduated from a graduate school of social work and in addition have six months experience in psychiatric social work in an

Prospects Good for U. S. Investigator Jobs

Job prospects for those who become eligibles in the U. S. investigator list are considered good, because a considerable part of their work will concern loyalty investigations.

An exam for filling the jobs is open until Thursday, January 10. Apply in person, by representative or by mail to U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y. The filled-out application must be in the Commission's hands by 5 p.m. of that date. A postmark of January 10 is insufficient.

Investigators will also check up on candidates for U. S. jobs and perform other confidential work. Even though the jobs are in New York and New Jersey, the investigators will have to do much tra-

velling. Some of them surely will be travelling all the time. They will be doing work which they must not discuss even with their own family and friends.

Jobs Pay \$4,205 and \$5,060.

The opportunities for advancement are rated as good, also. The exam is for filling jobs as investigator (trainee), GS-7, \$4,205 to start, and investigator, GS-9, \$5,060.

The GS-7 appointees will be given a training course. After a year of satisfactory service they will be promoted to GS-9, with an \$855 salary increase. This contrasts with the \$125 annual increment that would be received by those entering most other GS-7 jobs. However, if an employee proves that he can't do a good

job, he will be dismissed, the Commission warns. Responsibilities increase with advancement and length of service, and the Commission is anxious to get the candidates of the highest type of intelligence and integrity.

New Type of Exam

The exam will mark a new adventure in civil service testing, in which an attempt will be made to judge the candidates' realization of the benefits and responsibilities of American citizenship. Not only moral values will be probed, but in an oral interview, emotional stability and social adjustment.

In the written test, analytical ability, comprehension, judgment and common sense will be probed, as well as resourcefulness, initiative, job interest, productivity and knowledge of civics. The candidates should study carefully the U. S. Constitution and books on the history and operation of the U. S. Government.

Requirements

Minimum requirements are established for the trainee job, GS-7. For appointment to the higher job, GS-9, from the eligible list, instead of advancement from the GS-7 position after a year, candidates must have the minimum requirements for GS-7 and additional experience.

The Requirements

Following is a summary of the requirements:

For GS-7. Either admission to the Bar, or four years of successful study above the high school level, or three years of investigating experience, or a combination of such study and experience, in which one school year counts as nine months' experience. The investigating experience must have been in any of these branches of work activity: military, civil service, criminal, U. S., State, county or city government, legal work involving public contacts, sifting casualty or insurance claims, working for a national detective agency or news reporting.

GS-9. The minimum requirements for GS-7 must be met and in addition the candidate must show one year of actual investigating experience of the types outlined above. At least six months of this single year's experience must have been at a level comparable to that of the next lower grade in U. S. service (GS-8). The Commission will rate the level on the basis of the candidate's experience report.

Oral Interview

Competitors who pass the written test will be called to an interview in the order of their standing on the list. They themselves will be investigated for loyalty.

Public Job Opportunities

agency. Written test, weight 40, 70% required; training and experience, weight 30, 70% required; oral, weight 30, 70% required. (Open January 8 to 23, inclusive).

6437. Property Manager, \$3,300 total. Three vacancies in the Board of Estimate, Bureau of Real Estate. Fee \$3. Property managers are eligible for promotion to senior property manager, \$4,621. Candidates must have three years of experience managing real estate properties, including both renting and operating; or a satisfactory equivalent. Written test, weight 40, 70% required; experience, weight 40, 70% required; oral, weight 20, 70% required. (Open January 8 to 23, inclusive).

6444. Junior Chemical Engineer, \$3,550 total. Four vacancies in the Fire Department. Fee \$3. Junior chemical engineers are eligible for promotion to assistant chemical engineer, \$4,141 to \$5,160. Candidates must have a baccalaureate degree in engineering or a satisfactory experience equivalent. Persons who expect to be graduated by December 31, 1952 will be admitted. Written test, weight 100, 75% required. (Open January 8 to 23, inclusive).

6479. Historian (Medical Records), \$2,890. Twelve vacancies in the Department of Hospitals. Fee \$2. Candidates must have one of the following or a satisfactory equivalent: (a) a registered nurse's license in New York, or (b) one year of experience as a medical historian in a hospital, or (c) college graduation and six months of experience as a medical historian in a hospital, or (d) graduation from an approved school for medical historians requiring at least one year of attendance. Written test, weight 100, 70% required. (Open January 8 to 23, inclusive).

6541. Junior Civil Engineer, \$3,550. Second filing period. More than 300 vacancies. Fee \$3. Written test held April 1. Successive examinations for the position were scheduled to be given on October 18 and December 3, and will result in separate eligible lists. The establishment of each new eligible list may limit the life of the preceding eligible list to one year. The application period for the subsequent examinations will be announced later. Junior civil engineers are eligible for promotion to assistant civil engineer. Candidates must have a baccalaureate degree in engineering or a satisfactory equivalent. Persons who expect to be graduated by February 29, will be admitted. Written test, weight 100, 75% required. (Open until further notice).

6523. Railroad Clerk, NYC Transit System, \$1.44 to and including \$1.62 an hour for a 40-hour work week. There are 400 immediate vacancies; others occur. Fee \$3. The written test will be held March 22 (tentative). Male and female railroad clerks are eligible for promotion to assistant station supervisor, \$3,961 to \$4,540; male employees, to assistant train dispatcher, \$3,961 to \$4,540, collecting agent, \$1.74 to \$1.86 an hour, conductor (minimum height 5 feet 6 inches), \$1.50 to \$1.77 an hour. Since the higher titles are generally filled by promotion, persons desiring to enter the service of the Transit System should apply. At the date of filing application, candidates must be citizens of the U. S. and residents of the State of New York. At appointment, candidates must be a bona fide resident and dweller of the

City for at least three years immediately preceding appointment. Service in the armed forces does not interrupt residence. No age limits; but no eligible will be appointed who is less than 21. Candidates must be acceptable for bonding. Written test, weight 100, 70% required. The written test will evaluate the candidate's general intelligence and ability to understand written orders and directions. All candidates who pass the written test will be required to pass the qualifying medical and physical tests prior to certification. The qualifying physical will test the candidate's strength and agility. Male candidates will be required to do a broad jump of not less than four feet and lift in succession a 35-pound dumbbell with one hand and a 30-pound dumbbell with the other a full arm's length above the head; female candidates will be required to do a broad jump of not less than three feet and lift in succession a 25-pound dumbbell with one hand and a 20-pound dumbbell with the other a full arm's length above the head. (Open January 15 to 30, inclusive).

6555. Technician (X-Ray), \$2,650 total. Third filing period. Seventy vacancies. Fee \$2. Candidates must have one year of experience as an X-Ray technician, including dark room work in a hospital or with a roentgenologist; or graduation from a school of nursing, plus six months of such experience. Performance test only. (Open January 3 to 16, inclusive).

PROMOTION

6425. Superintendent of Repairs to Distribution, Grade 4, (Prom.), \$4,021 up. Open only to employees of the Bureau of Water Supply, Department of Water Supply, Gas and Electricity. Vacancies from time to time. Fee \$4. Written test will be February 27. Candidates must be permanently employed in the title of foreman of laborers, Grade 4 for not less than six months in the department prior to the exam date. Certification will be limited to employees who have served permanently for not less than two years, except that when open-competitive and promotion lists for the same title coexist, the period may be one year. Record and seniority, weight 50, 70% required; written, weight 50, 70% required. (Open January 8 to 23).

6449. Inspector of Fuel and Supplies, Grade 4, (Prom.), \$4,021 up. Open only to employees of the Department of Education. Vacancies from time to time. Fee \$4. Candidates must be permanently employed in the title of inspector of fuel, Grade 3, or inspector of fuel and supplies, Grade 3 for not less than six months in the department prior to the exam date. Certification will be limited to employees who have served permanently for not less than two years, except that when open-competitive and promotion lists for the same title coexist, the period may be one year. Record and seniority, weight 50, 70% required; written, weight 50, 70% required. (Open January 8 to 23).

6521. Motorman, (Prom.), NYC Transit System, \$1.86 to \$2.04 an hour for a 40-hour work week. Open only to employees of the Transit System. A single list will be used throughout the transit system. There are 350 vacancies now and many others are expected. Written test will be March 1. Candidates must be permanently employed in the title of conductor, towerman, or surface line

Eligible Lists

STATE Promotion

- SR. EMPLOYMENT CONSULTANT (NATIONAL PLACEMENT).**
(Prom.), DPUI, Department of Labor.
1. Fantaci, Anthony, Rye 90828
PRINCIPAL CLERK (PURCHASE).
(Prom.), Upstate Area, Division of Placement & Unemployment Insurance, Labor.
1. Keenan, Bertha E., Albany 93516
2. Welsh, May, Albany 88600
ASSOCIATE LIBRARIAN.
(Prom.), Department of Education.
1. Armstrong, Julia R., Watertown 86214
2. Prentiss, S. G., Custerleton 85333
SENIOR PARK ENGINEER.
(Prom.), Long Island State Park Commission, Department of Conservation.
1. Boyce, Richard C., Babylon 89200
HEAD ELEVATOR STARTER.
(Prom.), Department of Public Works.
1. Finagan, Thomas, Albany 91263
2. Kirkendall, Robert, Albany 91263
3. Kirkendall, Robert, Albany 89763
4. Taylor, Formington, NYC 87803
5. Brousseau, John J., Albany 86177
6. Chiaravalle, James, Bronx 84808
7. Stevens, Fred H., Buffalo 81832
8. Molan, Patrick J., Albany 79776
ELEVATOR STARTER.
(Prom.), Department Wide, Department of Public Works.
1. Kirkendall, Robert, Albany 92405
2. Taylor, Formington, NYC 89936
3. Brousseau, John J., Albany 89116
4. Chiaravalle, James, Bronx 86488
5. Dickson, George W., Albany 85699
6. Molan, Patrick J., Albany 81006
7. Dallas, Adolbert, Albany 79424
CHIEF CLERK (INCOME TAX).
(Prom.), Department-Wide, Department of Taxation and Finance.
1. Feller, Helen S., Chatham 90943
2. Tate, Dominic A., Albany 88231
3. Schenkel, Louis, Elmont 86107
PRINCIPAL CLERK.
(Prom.), New York State Institute of Applied Arts and Sciences, Brooklyn, Department of Education.
1. O'Connell, William, Bronx 90197
2. Mascolo, Alfred R., Bklyn 88427
3. Dolinger, B., Bklyn 82623
4. Toohy, Michael J., Bklyn 79618
PRINCIPAL CLERK (INCOME TAX COMPUTATION).
(Prom.), Albany Office, Income Tax Bureau, Department of Taxation and Finance.
1. Vantino, Helena V., Albany 92099
2. McLaughlin, F. S., Troy 87346
3. Downs, Mamie L., Albany 86198

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.....

(Continued on page 9)

NYC Jobs

(Continued from page 8)
operator for one year in the department prior to the exam date. Record and seniority, weight 50, 70% required; written test, weight 50, 70% required. All candidates who pass the written test will be required to pass a qualifying performance test. Candidates for the performance test will be required to operate a test train on an operating line of the transit system. No second opportunity will be given to any candidate who fails or is absent from this qualifying performance test. Eligibles are required to pass a medical and physical examination immediately prior to appointment. Those requirements: candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision (beyond 20/30, each eye tested separately, eyeglasses allowed); defective color vision; heart and lung diseases; hernia; third degree or disabling varicose veins; hypertension or hypotension; paralysis; and defective hearing (each ear tested separately). Candidates must be free from physical or personal abnormalities or deformities of speech or appearance. Candidates may be tested for agility by a jump test to clear a rope at 2 feet 6 inches in height and for strength by lifting in succession a 40-pound dumbbell with one hand and a 35-pound dumbbell with the other a full arm's length above the head. (Open January 8 to 23, inclusive).

6477. Head Dietitian (Administrative), \$3,081 total. Fee \$2. Seven vacancies in Department of Hospitals. Requirements: degree in home economics, one year as student dietitian, and three years' experience as a dietitian, one year of the three as administrative dietitian in a hospital of a bed capacity of at least 100. Written test, weight 40; training and experience, 30; oral, 30, with 70 per cent required in each. There will also be a promotion test in this title. (Open January 8 to 23, inclusive).

6476. Dietitian, \$2,470 total. Fee \$2. Mail applications accepted. A degree in home economics is required, with major studies in foods, nutrition and institutional management. Written test, 70 per cent required. (Open January 8 to 23, inclusive).

6484. Occupational Therapist, \$3,210 total. Mail applications accepted. Requirements: graduation from a school of occupational therapy, or registration as therapist with the American Occupational Therapy Association. Fee \$2. (Open January 8 to 23, inclusive).

6483. Nutritionist, \$3,921 total. Fee \$3. Requirements: baccalaureate degree, with majors in foods or nutrition; master's degree in or nutrition; 18 semester points in nutrition; a year's experience as nutritionist in a health or welfare agency or in adult education programs. (Open January 8 to 23, inclusive).

6482. Neuropathologist, Grade 4, \$5,150 total. Fee \$4. Requirements: medical degree plus a year as hospital intern; in addition, the following, or equivalent; five years' experience in a pathological lab, two years of which were in neuropathology. Written test, weight 30; training and experience, 30; performance, 40. To pass, 75 per cent in written, 70 each in others. (Open January 8 to 23, inclusive).

PROMOTION
6446. Chief Dietitian (Prom.), \$3,421 to \$4,620. Fee \$3. Four vacancies. Eligible title, head dietitian. Three years' administrative or supervisory experience required. (Open January 8 to 23, inclusive).

6475. Head Dietitian (Administrative), (Prom.), \$2,831 to \$3,420. Seven vacancies. Eligible title, senior dietitian. Written test weight, 35; record and seniority, 50; oral, 15. Required to pass, 70 per cent in each. Fee \$2. (Open January 8 to 23, inclusive).

6450. Senior Dentist (Prom.), to \$6,500. Fee \$5. Written test March 26. Eligible title, dentist. Written test, weight 25, 75 per cent required; record and seniority, 50, 70 per cent required; oral, 25, 70 per cent. (Open January 8 to 23, inclusive).

Excellent study books by Arco, in preparation for current and coming exams, are on sale at the LEADER Bookstore, 97 Duane Street, two blocks north of City Hall, just west of Broadway, opposite the NYC application bureau. See advertisement, Page 15.

LEADER Article Brings Rush Of Applicants to Fill NYC Subway Conductor Posts

All the existing provisional jobs as conductor have been filled by the NYC Board of Transportation. The last group hired, a large one, consisted exclusively of applicants who appeared at Room 610 of the Transportation Building, Willoughby and Jay Streets, Brooklyn, as the result of a story in last week's LEADER stating that the jobs would be filled at once. As soon as the men were accepted they were put to work. The total number of provisionals hired was about 300.

The Board is still anxious to receive applications, even through no prospect of immediate hiring now exists. Apply at the same place, 9 to 5, Monday through Friday, until further notice.

Pays \$60 Week.

The job pays \$1,3637 an hour for a 44-hour week, or about \$60 a week. Applicants must be physically agile and willing to work at night. There are no age limits.

Stationary engineers are needed by the Board to fill five provisional jobs at once. There is no eligible list and no exam is under way, so prospects of provisional job re-

rention will last for at least six months. The provisionals could compete in a future test and if they pass it high enough, could attain permanence. The pay is \$15.75 a day and the work is steady.

35 Appointments a Week

From the surface line operator list the Board is appointing 35 new employees a week. The number exceeds 35 to the extent that provisionals on the eligible list are reached. Appointments are made to bus or trolley car operator or conductor jobs.

The Board especially needs conductors from the eligible list. The promotion opportunities in that job are excellent. Conductors are appointed from the surface line operator list if they meet minimum height requirement of 5 feet, 6 inches. An eligible's name is removed from the list after he is appointed to either an operator or a conductor job.

The clerk, grade 2, list has been certified to the Board, and from among 255 names 30 will be selected. The handsomeness of the new Transportation Building, and its accessible location, have caused acceptances by clerk, grade 2, eligibles to increase. The Board hopes to fill all 30 jobs quickly.

Eligible Lists

STATE Promotion
HEAD CLERK,
(Prom.), Examinations Division, Department of Civil Service.

- 1. Hilton, Peter H., Troy 88634
- 2. Brown, Margaret M., Delmar ... 87873

STATE Open-Competitive
INST. FIREMAN,
Mental Hygiene.

- 1. Crapsier, Milford B., Ouzaquara 97000
- 2. Wilcox, Francis B., Gowanda 91000
- 3. Koshirt, Mat. P., Ogdensburg 88000
- 4. Janicek, Aloysius, Kings Park 87000
- 5. Rauch, Guy L., Binghamton ... 85000
- 6. Clark, Thomas M., Bronx ... 84000
- 7. McErlan, Philip L., Stony Brk 84000
- 8. Finkle, Eugene A., Kings Park 83000

CRIMINAL HOSPITAL ATTENDANT,
Mattenwan & Dannemora State Hospitals,
Correction.

- 1. Smith, Rita G., Beacon 100000
- 2. Beauchemin, Norman, Utica ... 98000
- 3. Bushy, Clarence J., Plattsburg 97000
- 4. Rhea, Richard, Pkepsie 95000
- 5. Ryan, Matthew J., Dannemora 95000
- 6. Hayden, Charles G., Plattsburg 93000
- 7. Kroy, Conrad J., Dannemora 93000
- 8. Thwait, Wm. L., Clintonville 92000
- 9. Harper, Ralph P., Buffalo ... 92000
- 10. Waddy, George W., Bronx ... 91000
- 11. Wright, Roger A., Plattsburg 91000
- 12. Liberty, Edward W., Riverview 90000
- 13. Fish, John S., Morrisoni ... 90000
- 14. Hogan, James E., Newburg ... 90000
- 15. Dwyer, Bernard E., Dannemora 90000
- 16. Marcus, Robert P., Plattsburg 90000
- 17. Mogan, Roger E., Kingston ... 89000
- 18. Smith, Harold J., Dannemora 89000
- 19. Berg, Leland C., Gowanda ... 89000

- 20. Labarge, Kenneth H., Altona ... 88000
- 21. Mitchell, Daniel, Plattsburg ... 88000
- 22. Renadette, Arthur, Plattsburg 88000
- 23. Mayette, Joseph S., Plattsburg 88000
- 24. Barnes, Charles R., Plattsburg 88000
- 25. Martin, William E., Whitehall 88000
- 26. Harnett, Robert E., Plattsburg 88000
- 27. Lajoie, Law. P., Ft. Jackson 87000
- 28. Casey, Raymond, Morrisoni ... 87000
- 29. Isaac, Leonard, Bronx 87000
- 30. Duquette, Robert L., Plattsburg 87000
- 31. Carter, Raymond H., Cadyville 87000
- 32. McCorry, Wm., Dannemora ... 86000
- 33. Furnia, Vernon B., Pkepsie ... 86000
- 34. Beauchemin, A., Ellenville ... 85000
- 35. Lynch, Paul K., Glenham ... 85000
- 36. Carroll, Eugene F., Cadyville ... 85000
- 37. Martin, Morris E., Dannemora 85000
- 38. Smith, Donald J., Beacon ... 85000
- 39. Urbanak, Joseph P., Beacon ... 84000
- 40. King, Lynn L., Morrisoni ... 84000
- 41. Darrab, Gilbert W., Cadyville 84000
- 42. Studennis, Thos. A., Plattsburg 83000
- 43. Lagree, Leon J., Dannemora ... 83000
- 44. Warner, John, Dannemora ... 83000
- 45. Parrott, Harold T., Plattsburg 83000
- 46. Welch, Lloyd G., Plattsburg ... 82000
- 47. Brescia, Pasquale, Hopewell Jet 82000
- 48. Wing, Arthur R., Wassaic ... 82000
- 49. Lagree, John H., Churubusco 82000
- 50. McGee, Roy J., Peru 82000
- 51. Jordan, Donald C., Irona ... 82000
- 52. Polhemus, Charles, Wingdale ... 81000
- 53. Canning, Robert P., Dannemora 81000
- 54. LaPlante, Arnold J., Plattsburg 81000
- 55. Brooks, Robert O., Dannemora 80000
- 56. Rigsbee, John W., W. Chazy 80000
- 57. John, Charles E., Glens Fla ... 80000
- 58. Hobbs, Lauren E., Plattsburg 79000
- 59. Cromie, Harold, Saranac ... 79000
- 60. Bronsseau, E. P., Peaseleville 78000
- 61. Napper, Ellsworth, Saranac ... 78000
- 62. Noel, Gerald A., Ellenbrg Depot 77000
- 63. Orlesby, Myron L., NYC 70000

Where to Apply for Jobs in Government Service

U. S.—Second Regional Office, U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y. (Manhattan) Hours 8:30 to 5, Monday through Friday; closed Saturday. Tel. WATkins 4-1000. Applications also obtainable at post offices except in the New York post office.

STATE—Room 2301 at 270 Broadway, New York 7, N. Y., Tel. Barclay 7-1616; lobby of State Office Building, and 39 Columbia Street, Albany, N. Y., and Room 302, State Office Building, Buffalo 2, N. Y. Hours 9:30 to 5, excepting Saturdays, 9 to 12. Same applies to exams for county jobs.

NYC—NYC Civil Service Commission, 96 Duane Street, New York 7, N. Y. (Manhattan) Opposite Civil Service LEADER office. Hours 9 to 4, excepting Saturday, 9 to 12. Tel. CORTlandt 7-8880.

NYC Education (Teaching Jobs Only)—Personnel Director, Board of Education, 110 Livingston Street, Brooklyn 2, N. Y. Hours 9 to 3:30; closed Saturdays. Tel. MAIn 4-2800.

NYC Travel Directions
Rapid transit lines that may be used for reaching the U. S., State and NYC Civil Service Commission offices in NYC follow:

State Civil Service Commission, NYC Civil Service Commission—IND trains A, C, D, AA or CC to Chambers Street; IRT Lexington Avenue line to Brooklyn Bridge; BMT Fourth Avenue local or Brighton local to City Hall.

U. S. Civil Service Commission—IRT Seventh Avenue local to Christopher Street station.

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled-out forms by mail. In applying by mail for U. S. jobs, do not enclose return postage. If applying for State jobs, enclose 6-cent stamped, self-addressed 9" or larger envelope. The State accepts postmarks as of the closing date. The U. S. does not, but requires that the mail be in its office by 5 p.m. of the closing date. Because of curtailed collections, NYC residents should actually do their mailing no later than 6:30 p.m. to obtain a postmark of that date.

NYC does not issue blanks by mail or receive them by mail, except for nationwide tests, and then only when the exam notice so states.

The U. S. charges no application fees. The State and the local Civil Service Commissions charge fees, and at the same rate fixed by law.

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400 Fulton St., B'klyn † Jamaica: 165-07 Jamaica Ave.* Newark: 146-148 Market
Jersey City: 12 Journal Sq.* Paterson: 154 Market St. †
ALBANY: 74-76 State Street • SCHENECTADY: State Street at Erie Blvd.
BUFFALO: Main & Eagle • SYRACUSE: 320-324 South Salina Street
ROCHESTER: Downtown: 133 E. Main Street
At the Factory: 1400 N. Goodman

NYC LIST Housing Assistant Eligibles

- 1. A. Katz95
2. M. Jennings93
3. N. Rothfeld89
4. R. Unger89
5. J. Dulberg89
6. A. Rosen87
7. S. Waldman87
8. M. Keane87
9. M. Fitzgerald86
10. M. Goldenbratt86
11. V. Gubitosi86
12. M. Master86
13. J. M. Sheridan86
14. E. M. Dryer85
15. M. Yurfest85
16. E. Markel85
17. E. Mercer84
18. G. Sack84
19. J. Wachstein84
20. J. Kirschner84
21. A. Klein84
22. A. Isaacs83
23. F. Rosenberg83
24. S. Bechuck83
25. R. Hymes83
26. P. Goldberg83
27. S. Gromer83
28. D. Scott82
29. M. Block82
30. S. Schwimmer82
31. L. Heffler82
32. H. Silverstein82
33. R. Joffe82
34. I. Zimmerling82
35. A. Kaplan81
36. E. L. Olesker81
37. V. Sacks81
38. F. McKiernan81
39. L. Kalb81
40. N. Ellentuck81
41. L. Marcantonio81
42. J. Hahn80
43. F. Cherry80
44. S. Fallor80
45. H. Calcanes80
46. J. Schramm80
47. A. Windsberg80
48. H. Steinberg80
49. H. R. Crow80
50. R. Stabinsky80
51. T. C. Miller80
52. N. S. Mutari80
53. N. L. Fulu80
54. L. Goldner80
55. J. Stein80
56. J. M. Tobias80
57. J. Goldfein80
58. H. Schmer80
59. I. R. Sharaga79
60. V. Tracer79
61. L. Adler79
62. F. Volkman79
63. D. Southmayd79
64. M. H. Levy79
65. E. R. Hops79
66. J. Lieberman79
67. C. Phillips79
68. G. V. Talani79
69. T. Weinstein79
70. S. Levy79
71. J. Legatt79
72. L. Newman79
73. B. Bronseaux79
74. L. Rosenberg79
75. H. Bookman78
76. C. Kleinman78
77. M. Ettliger78
78. R. Hoffman78
79. J. Nitzberg78
80. H. Leidner78
81. E. P. Drooks78
82. L. F. Hope78
83. C. C. Jones78
84. N. Parnass78
85. M. Eckstein78
86. G. Aronovic78
87. M. Julis78
88. J. P. Gavan78
89. L. Nicholson78
90. G. Benson78
91. S. J. Posner77
92. R. Hemberger77
93. S. Kalinsky77
94. P. Holliday77
95. P. Spinrad77
96. R. D. Scott77
97. M. Englander77
98. S. Liebowitz77
99. A. Sandale77
100. D. L. Master77
101. Murray Stein77
102. S. Cooperman77
103. I. J. Puccio77
104. M. Riklan77
105. S. E. Connor77
106. C. Naroff77
107. J. McCarthy77
108. A. Rich77
109. J. Kalmanowitz77
110. A. Smith77
111. A. Miller77
112. H. Levitt77
113. G. Laporte76
114. I. Weinman76
115. G. Chahalis76
116. I. Swerdlung76
117. E. S. Goldner76
118. J. Lessow76
119. E. Brenner76
120. P. Hechtman76
121. R. V. Frel76
122. G. Banoff76
123. C. Yee76
124. N. Perlman76
125. M. Kasimer76
126. S. Gesetz76
127. A. B. Sassi76
128. M. J. Knuthe76
129. A. O'Donnell76
130. J. T'ombacaris76
131. P. J. Soroko76
132. W. J. Crowe Jr.76
133. E. Allen76
134. M. Borsuk75

21 State Jobs Open on January 14

ALBANY, Jan. 7—A new group of State examinations will open for applicants on January 14. Interested persons may apply until February 15. The tests themselves are scheduled for March 22. (Addresses where applicants may receive State applications appear elsewhere in this issue.)

Albany Credit Union Meets January 8

ALBANY, Jan. 7—The eighteenth annual meeting of the State Employees Federal Credit Union is scheduled for Albany Tuesday night, January 8. Election of officers and declaration of a dividend are principal matters on the agenda. Admission to the meeting will be by passbook.

Current officers of the credit union are Charles Messina, president; John W. Hughes, vice president; Edward J. Ramer, treasurer, and Leonard P. Requa, Jr., secretary. John J. Kelly is chairman of the credit committee and Henry A. Cohen is chairman of the supervising committee.

STATE EMPLOYEE WINS ART PRIZE

Hazel M. Wigden, an employee in the State Department of Law, received first prize for a copy of Sallman's Head of Christ, executed in hoking, at the 28th annual Women's International Exposition held at the 71st Reg. Armory, N. Y. C.

LEGAL NOTICE

SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF BRONX. 1600-1608 SEDDON STREET, INC., Plaintiff, against THOMAS F. McGINNIS, also known as THOMAS F. McGINNIS, if living and if dead, his heirs at law, next of kin, devisees, distributees, grantees, lienors, successors in interest, and all persons having or claiming from, under, by or through any of them, and the husbands, wives or co-obligors of any of them and the descendants of any of them, by purchase, inheritance, lien or otherwise, and generally all persons claiming any right, title, interest, lien, dower or incumberance in the premises described in the amended and supplemental complaint, all of whom and whose names are unknown to the plaintiff, et al., Defendants. Plaintiff resides in Bronx County and designates Bronx County as the place of trial.—Summons.

TO THE ABOVE-NAMED DEFENDANTS: YOU ARE HEREBY SUMMONED to answer the amended and supplemental complaint in this action, and to serve a copy of your answer, or, if the amended and supplemental complaint is not served with this amended and supplemental summons, to serve a notice of appearance, on the plaintiff's attorney within twenty (20) days after the service of this amended and supplemental summons, exclusive of the day of service. In case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the amended and supplemental complaint. Dated, New York, December 30th, 1951. A. ROBERT CAPLAN, Attorney for Plaintiff, Office and P. O. Address, No. 384-East 149th Street, Borough of the Bronx, 65, City of New York.

THE PEOPLE OF THE STATE OF NEW YORK By the Grace of God King and Independent To: JULIETTE KING, LYDIA SEMICH SMITH (referred to in the Will of Frieda Jaekel as "Lydia Semich") RENATA SEMICH COOK (referred to in the said Will as "Renata Semich"), DR. SERAFINE BERN (referred to in the said Will as "Dr. Serafine Fried"), HEDY NEUMANN, MARTHA SNELL (referred to in the said Will as "Martha Schnepf"), being the persons interested as creditors, legatees, beneficiaries or otherwise in the estate of Frieda Jaekel, deceased, who at the time of her death was a resident of the City, County and State of New York. SEND GREETINGS: Upon the petition of Eleanora Semich residing at 258 Riverside Drive in the City, County and State of New York and Merrill M. Manning residing at 209-05 39th Avenue, Bayside, County of Queens, City and State of New York. You and each of you are hereby cited to show cause before the Surrogate's Court of the County of New York to be held at the Hall of Records in the County of New York on the 29th day of January, 1952 at half-past ten o'clock in the forenoon of that day why the final account of proceedings of the said Eleanora Semich and Merrill M. Manning as Executors of the Will of Frieda Jaekel, deceased, should not be judicially settled. IN TESTIMONY WHEREOF we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. WITNESS HONORABLE GEORGE FRANKENTHALER, a Surrogate of our said County at the County of New York the 20th day of December in the year of our Lord one thousand nine hundred and fifty-one. PHILIP A. DONAHUE, New York Surrogate's Seal.

- 4339. Principal Welfare Consultant (Administration), \$7,352 to \$8,905.
4340. Associate Welfare Consultant (Administration), \$5,774 to \$7,037.
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Income Tax Guide

Study Aids to Help You Prepare for NY State Clerical Examination

(Continued from page 6)

...urred and paid by either or both. If such a couple has dependents, the medical expenses of the dependents may be claimed additionally, but only to the extent that they exceed 5 per cent of income.

Case of Reimbursement

No deduction may be claimed for casualty or theft losses, or for medical expenses, where the amounts claimed have been refunded, through insurance or otherwise.

No deduction may be made for funeral expenses, fees to clergymen, or the cost of a cemetery plot. There is no tax relief for wedding expenses, either. Illegal purchase of drugs, and illegal operations, give rise to no deduction claims.

If a wife has much less income than her husband, it usually produces a tax saving if the medical expenses are on her separate return. Then the amount excluded from benefit under the 5 per cent rule is smaller. If her income was less than the medical expenses, the husband would profit tax-wise by claiming the excess medical expenses on his separate return.

Miscellaneous

Itemized deductions not claimable elsewhere on Page 3 of the 1040 are entered under Miscellaneous. Deductible are dues to unions and other employee organizations, including civil service employee associations, also those paid to scientific, educational and literary and other learned societies, in connection with one's profession. Many public employees are members of legal, engineering and medical societies, and may deduct not only for dues but also for subscriptions to technical publications.

The cost and upkeep of tools and supplies necessary to earn income is deductible. So are employment agency fees, and these may possibly include the fees charged for entering exams for public jobs.

The cost of safety equipment, like safety shoes, gloves and belts, is deductible. Special clothes necessary for one's work also provide tax relief. They must not be described merely as work clothes but must be identified as dungarees, overalls, tarpaulins, hip boots, coveralls, slippers etc. Under this heading, also, come uniforms, if not adaptable to ordinary street wear, such as those of policemen, firemen, sanitationmen and nurses, if paid for by the employer. The uniforms of officers in the armed forces are not in this class, because they are useful for ordinary street wear. The uniforms of others in the armed forces are paid for by the U. S.

Expenses

Ordinary business expenses, where one is not on an overnight trip, may be deducted under Miscellaneous, if laid out by the employee, but only to the extent that they are not refunded. This saves the employee from paying a tax on the money he doesn't get back. But any expense money he received, whether received in advance, or which he laid out and for which he was refunded, must be reported as income on Page 1 of the 1040, and the deduction made on Page 1. Also, travel ex-

penses are deductible on Page 1, whether refunded or not, and the refunds of these must be reported as income. If the amount the employee spent is exactly what he received in refund, there is no net change, but the law requires the reporting to be done as described. But the taxpayer must know just what is meant by "travel expenses": they are incurred in travel overnight away from the home of one's business and include transportation, food, lodging and other expenses necessary to produce income for the business. The home of the business is its office, factory or plant in or from which you work; the location of your private residence does not matter.

Commutation Expenses

Cost of protecting or managing your property or investments, such as renting a safe deposit box to store securities, is deductible if you're not a security dealer. But for storage of jewelry, insurance policies and other valuables, there's no deduction.

Alimony payments, if periodic, and under a court decree of divorce or separation, are deductible. But lump-sum payment, in settlement of all claims, and non-periodic, or temporary alimony, are not deductible. The payments need not necessarily coincide exactly with the periods ordered by the court; the deduction would still apply. Only when alimony is deductible to the one who pays, is it taxable to the one who receives. A wife or ex-wife receiving a lump-sum payment or temporary alimony pays no tax on it and the husband gets no deduction for paying out that money.

Not deductible is the cost of commutation or transportation to and from work, no matter what the distance or the cost, nor the cost of entertaining friends. But entertaining customers is a deductible expense under Miscellaneous. Educational expenses, tuition fees, bribes and other illegal payments are not deductible.

(NEXT WEEK — Limited tax exemption of pensions, particularly important to public employees).

Civil service employees need a good command of language to do their work well. Every day they may have to read instructions, letters, and reports; or they may have various writing assignments. The ability to understand reading matter (called reading comprehension) is needed in almost any job, and will be a part of the examination for State clerical positions, as well as the NYC test for promotion to clerks, grades 3 and 4. Wide acquaintance with the meanings and uses of words is important for both reading and writing; correct word forms, sentence forms, and spelling are particularly needed for writing. The following questions, numbered 117 through 130, illustrate testing for these language skills.

READING COMPREHENSION

(Reading Selection for question 117)

"The Queen Elizabeth is driven by four turbines which operate four manganese bronze propellers, each weighing 32 tons yet so delicately balanced that it can be turned by the touch of a hand. Her rudder is a mammoth affair of 140 tons. Her four turbogenerators, which supply electricity for some 650 motors of various sizes and 30,000 light fixtures, could easily meet the power and light requirements of a city of 130,000 population. The Queen Elizabeth must maintain 28 to 30 knots through all weather to meet her four-and-a-half-day schedule in crossing the Atlantic."

117. According to the above paragraph, a large amount of electricity must be generated by the turbo-generators of the Queen Elizabeth because

- A. they must meet the power and light needs of 130,000 people
 - B. they must furnish sufficient power and light for about 650 motors and 30,000 light fixtures
 - C. the four propellers, each of which weighs 32 tons, are so delicately balanced that any one can be turned by the touch of a hand
 - D. the electricity is generated by four turbo-generators rather than by a single stationary dynamo
 - E. the four propellers, which are operated by four turbines, are made of manganese bronze.
- (Reading Selection for questions 118 and 119)

"Engineering is the vital link between the facts and theories of science and the supplying of human needs. The contribution of the scientist is the observation and classification of facts, and especially the establishment of verifiable general laws, chiefly of induction and hypothesis. The contribution of the engineer is the utilization of the inorganic products of the earth, the properties of matter, and physical forces for supplying human needs in the form of structures, machines, manufactured products, the means of communication, and other productive work. A valuable ally of the engineer is the technician, who has been described as 'a man who knows and understands everything about his job except its ultimate purpose and its place in the universe'. The engineer must combine the ability of the scientist to create ideas with the ability of the technician to produce practical results; knowledge of the necessary facts alone is in-

sufficient.

"There are complex interactions between science, engineering, and human needs. As a result, a favorable combination of circumstances is necessary for the appearance of a new engineering application. A number of theoretical and practical problems must have been solved so that the possibility of a new application is suggested to the engineer. The development of it then depends upon the availability of the necessary materials, and the methods and cost of manufacture. Frequently, after the idea has been conceived and the equipment produced, the application is unsuccessful because the human need for it is not recognized and remains undeveloped."

118. According to the above selection, the primary role of the engineer is that of

- A. discovering the practical uses of already known scientific facts
- B. supplying human needs through the application of science to productive work
- C. verifying the facts that scientists have formulated by means of induction
- D. combining the facts and theories of science
- E. determining the availability of resources and the methods and costs of manufacturing new products.

119. According to the above selection, which one of the following statements most fully describes the conditions necessary for a particular application of science, through engineering development, to be successful?

- A. An ample supply of raw materials is available.
- B. Manufacture is easy and economical.
- C. A mathematical theory analyzing the basic principles of its application has been developed.
- D. The usefulness of the application for human needs has been recognized, and its production problems have been solved.
- E. Equipment exists which can be converted easily for the manufacture of the new product.

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CLERK OF THE SURROGATE'S COURT.

LEGAL NOTICE

SCHMIEDER, MAX MORITZ.—CITATION.—P 3435, 1951.—The People of the State of New York, By the Grace of God Free and Independent, To MARTHA HILLER, FRIEDEL FROMSDORF, PAUL SCHMIEDER, RICHARD SCHMIEDER, WALTER SCHMIEDER, LISELOTTE THRUN, TRAUDEL BRATSCHKE, HEINZ ARENDT, RUDOLF ARENDT and WERNER SACHSE the next of kin and heirs at law of MAX MORITZ SCHMIEDER, deceased, send greeting:

Whereas, IDA ESSIGMAN, who resides at No. 71-13 52nd Drive, Maspeth, Borough of Queens, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing dated June 19, 1951, relating to both real and personal property, duly proved as the last will and testament of MAX MORITZ SCHMIEDER, deceased who was at the time of his death a resident of No. 242 East 51st Street, Borough of Manhattan the County of New York

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 21st day of January, one thousand nine hundred and fifty-two, of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable George Frankenthaler Surrogate of our said County of New York, at said county, the 11th day of December in the year of our Lord one thousand nine hundred and fifty-one.

PHILIP A. DONAHUE,
Clerk of the Surrogate's Court.

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Engineer Test Upheld on Appeal

The Appellate Division, First Department, reversing Special Term of the Supreme Court, held recently that the exams for promotion to electrical engineer, taken by 92 NYC employees of 11 departments on October 22, 1949, were legal. The exams were in court because seven questions had been lifted from William Glendinning's engineering book, which also contained the answers. The candidates were permitted to bring to the original exams any tables, handbooks or other literature because of the mathematical complexity of the required calculations.

The Court sustained the contentions of Representative Sidney A. Fine and Morris Weissberg, joint attorneys for 35 employees who passed the test.

The petitioners, all of whom had failed the first tests, counting credit, if any, on disputed questions, also failed the second. They sought to have all the previous tests voided and a new exam held.

Unanimous Court

Five of the 35 questions for Board of Transportation employees and two of the 30 asked of employees of the Department of Public Works had been taken from Glendinning's book. There was no evidence that any candidate had brought that book to the first test. A limited re-test, supposed to cover the same subjects as the disputed questions in the first exams, was not of the open-book type.

"If any of them had taken Glendinning's book to the examination, it did not enable them to pass," said Justice John Van Voorhis to the petitioners, in the prevailing opinion. Presiding Justice David W. Peck and Justices Ed. J. Glennon and Albert Cohn concurred with him. Justice Edward S. Dore concurred in the result and said, in a brief separate opinion, that the petitioners had a choice in the first exams and had exercised it. "They were not entitled to a second choice," he observed, holding that the action of the NYC Civil Service Commission was "legal, fair and reasonable." The prevailing opinion re-

lected the same attitude toward what the Commission had done.

Petitioners Held Undamaged

Because somebody might have brought to the first exams the book from which questions had been lifted by the Commission's examiner, the Commission gave all candidates who had answered any of the seven disputed questions an opportunity to answer questions on similar subjects in the re-exam. In the new test, unlike the former exams, no optional questions were included. The petitioners made a point of this absence, but the Court held that was immaterial.

The majority opinion stated that attempts by the Commission to make out a case of similarity between the disputed questions and the substitute ones were confusing, since the second set of questions was different, otherwise there'd be no purpose in holding the second test. All Justices agreed that the petitioners were not damaged by the possibility that some other candidates may have used Glendinning's book.

The case was that of John Chironna and others against President James S. Watson and the other members of the Commission.

Better Hours On Way for Transit Police

PLEASE STATE when the transit police will be put on a 44-hour week, as I notice that nearly everybody but these employees in the NYC Board of Transportation already are on such a week. —R. W.

The transition to a shorter week is now being worked out for the transit police by the Board of Transportation, which explains that special problems concerning this group made it impossible to include them in the general transition otherwise accomplished fully by December 30, 1951.

Civil Service RIGHTS



Morris Weissberg

Mr. Weissberg, former Deputy Assistant NYC Corporation Counsel and author of the book "Civil Service Rights," contributes frequently to the Civil Service LEADER.

By MORRIS WEISSBERG

COST OF LIVING BONUSES (Continued from last week)

ONE CONDITION which is frequently attached to the granting of a cost of living bonus is that the payment to any employee of his regular compensation plus a cost-of-living bonus in a gross amount which exceeds the maximum compensation for the employee's grade shall not, without any examination, automatically promote the employee to the next higher grade. This condition is necessary; otherwise the employee could not receive a gross salary which exceeds the maximum of his grade, unless he were promoted to the next higher grade. Usually, employees are required to sign an agreement or waiver of claim to a higher grade by reason of their receipt of a cost of living bonus. This expedient is cumbersome, when one bears in mind that section 16 of the Civil Service Law provides that an increase in compensation beyond the maximum fixed for the grade by civil service rules constitutes a promotion, and section 8-a of the Civil Service Law prohibits officials from requiring employees to waive any rights given them by the Civil Service Law. In my opinion, a simpler method of dealing with this problem would be to amend the civil service rules so as to increase the maximum range of the grades by the amount of any cost of living bonus.

Another Condition

Another condition frequently attached to a cost of living bonus is that the bonus shall not affect the employee's pension or retirement allowance. One effect of such a condition is that deductions for employees' membership contributions to retirement systems are made on the employee's base salary only, without any deductions on account of any cost of living bonus. Sometimes employees are required to sign and agreement or waiver of any claim or right to have their pension and retirement allowance computed and fixed on the basis of their regular compensation plus any cost of living bonus. There have been contradictory court decisions as to the validity of any such agreement or waiver. In one case, an appellate court sustained the validity of such a written agreement. In another case, the Court of Appeals decided that such a waiver was not binding on the State Comptroller, as head of the State Employees' Retirement System, and that the State Comptroller could disregard such a waiver. In two other cases, the lower courts held that the grant of a cost of living bonus on condition that it shall not affect an employee's pension or retirement allowance, is not binding on any employee who did not sign any written agreement to that effect.

Laborers and mechanics who claim and who are entitled to prevailing rates of wages under the Labor Law, usually are not given any cost of living bonuses. This is on the theory that the prevailing rates of wages which are fixed for them from time to time after investigation of wages paid in private industry for comparable work, already reflect current changes in the cost of living. In New York City, laborers and mechanics sometimes are offered an agreement fixing an annual wage for a specified number of working days each year, on condition that they waive their rights to prevailing rates of wages under the Labor Law. In one case, mechanics were given a temporary cost of living bonus, pending the completion of investigation, survey and report as to their prevailing rate of wages, and the Courts held that such bonus could be deducted from the back pay due the mechanics for prevailing rates of wages as eventually fixed.

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Auto Engineman; V193.5 (Parks; President, Borough of Bronx; President, Borough of Queens; City College; Youth Board, Civil Defense; Bd. of Ed.; Finance; Public Works).
 Bridge and Tunnel Officer; V1093 (Triborough Bridge and Tunnel Authority).
 Cashier, Grade 3; V8.4 (Bd. of Trans.).
 Cleaner, male; 1626y (Queens College; Triborough Bridge and Tunnel Authority).
 Clerk, Grade 2; V5562.8 (Bd. of Trans.; Correction; Public Works; Bd. of Estimate; Municipal Civil Service Comm.; Civil Defense; City Planning Comm.; Health; Bd. of Ed.; Domestic Relations Court; Markets, President Borough of the Bronx; Welfare).
 Climber and Pruner; V8.5 (Parks).
 Fireman; V573 (Fire).
 Motorman; D197.5 (Bd. of Trans.).
 Sanitation Man, Class B; V1013 (Sanitation).

LABOR

Cleaner, male; 3023 (Queens College, Triborough Bridge and Tunnel Authority).
 Laborer, outside New York City; Westchester; 81 (Water Supply, Gas and Electricity).

PROMOTION

Assistant Bacteriologist; 34 (Health).
 Assistant Court Clerk; 45 (Municipal Court).
 Assistant Court Clerk, Grade 3; 5 (City Magistrates' Court).
 Assistant Electrical Engineer; 1 (Bd. of Ed.).
 Assistant Electrical Engineer, construction; 14 (Bd. of Trans.).
 Assistant Mechanical Engineer; V21 (Bd. of Trans.).
 Assistant Train Dispatcher; 40 (Bd. of Trans.).
 Battalion Chief; 24 (Fire).
 Bridge and Tunnel Lieutenant; 10 (Triborough Bridge and Tunnel Authority).
 Bridge and Tunnel Sergeant; V20 (Triborough Bridge and Tunnel Authority).
 Captain; 187 (Fire).
 Cashier, Grade 3; V30 (Bd. of

Trans.).
 Civil Engineer, building construction; 2 (Housing and Buildings).
 Clerk, Grade 5; 8 (Domestic Relations Court).
 Clerk of District; 6 (Municipal Court).
 Court Clerk, Grade 4; 8 (City Magistrates' Court).
 Deputy Chief; 24 (Fire).
 Inspector of Foods, Grade 4; 4 (Comptroller).
 Motorman; V634 (Bd. of Trans.).
 Railroad Stockman; V20 (Bd. of Trans.).
 Stationary Engineer; 5 (Hospitals).

OPEN-COMPETITIVE

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 Assistant Chemist; 100 (Chief Medical Examiner; Public Works; Purchase; Bd. of Trans.).
 Assistant Medical Examiner, Grade 4; 13 (Chief Medical Examiner).
 Assistant Resident Buildings Superintendent; 5y (Housing Authority).
 Assistant Superintendent of School Buildings, Design and Construction; 6 (Bd. of Ed.).
 Attendant, Grade 1, female; 851 (Parks; President, Borough of Brooklyn).
 Attendant, Grade 1, male; 185.5 (Welfare).
 Auto Engineman; V542 (Parks; President, Borough of Bronx; City College; President, Borough of Queens; Youth Board, Public Works; Civil Defense; Bd. of Ed. Finance; Traffic; President, Borough of Richmond; President, Borough of Manhattan).
 Auto Mechanic; V51 (President, Borough of Queens).
 Chemist; 20y (Purchase).
 Clerk, Grade 2; 6901 (Bd. of Trans.; Correction; Public Works; Service Comm.; Civil Defense; City Planning Comm.; Health; Bd. of Ed.; Markets; Domestic Relations Court; Law; Water Supply, Gas and Electricity; Comptroller; Purchase; Hospitals; Traffic; President, Borough of the Bronx; Welfare).
 Climber and Pruner; 32y (Parks).
 Elevator Mechanic's Helper; 14 (Hospitals; Public Works).
 Fireman; V700 (Fire).
 Inspector of Dock and Pier Construction, Grade 3; 4y (Marine and Aviation).
 Investigator; 99 (Comptroller; Housing Authority).

NYC Clerk Promotion Opportunities on the Way

Applications will be received from Tuesday, February 5 to Thursday, February 21, in the NYC exams for promotion to clerk, grades 3 and 4. The written tests for both will be held in high schools on Saturday, May 17. Samuel H. Galston, director of examinations, NYC Civil Service Commission, made the announcement.

The pass mark in the written test is expected to be 70 per cent.

The score will be averaged with that of record and seniority. Candidates will be rated on their final average. Veteran preference points will be added to the scores of only those who pass. These points are 5 for disabled veterans, 2½ for non-disabled veterans.

Clerk, Grade 5, Test

No announcement has yet been made of a test for promotion to clerk, grade 5. Many departments have requested the Commission

to hold such a test. The Commission has agreed in most instances, but is awaiting approval from Budget Director Thomas J. Patterson.

The clerk, grades 3 and 4, promotion tests are expected to be on the same basis as those held in 1947. For clerk, grade 3, the test consisted of multiple choice questions. For the next higher grade, in addition to the grade 3 test, an essay type test was given, dealing with work in the employee's department.

One Exam, Separate Lists

Knowledge of supervisory practices, good English, functions of the position were involved in the last test for clerk, grades 3.

The grade 3 list expires April 16 and the grade 4 list September 13.

There will be one exam, but separate lists will be established for each department.

It's Legal to Name Officers As Inspectors, Says Court

By a 3-to-2 decision the Appellate Division, First Department, held that the NYC Civil Service Commission was within the law in certifying the transit patrolman, correction officer, bridge and tunnel officer eligible list for filling jobs as inspector of markets, weights and measures. Provisionals in the inspector jobs, who wanted to compete in an open-competitive exam so they might gain permanency, charged that the tri-titled exam did not test for the skills required in the inspector jobs.

In a preliminary court skirmish the provisionals gained their point, but the Appellate Division sent the case back for determination of questions of fact and law. This time the provisionals lost. Supreme Court Justice Samuel Dickstein handed down that decision. The Appellate Division upheld Justice Dickstein. But Associate Justices Bernard L. Shientag and Joseph M. Callahan dissented. They called the requirements for the tri-titled exam "markedly and manifestly dis-

similar" to those for filling the inspector jobs. Hence, they reasoned, the constitutional mandate that merit and fitness must determine eligibility had been violated.

The Commission contended that the tri-titled exam probed candidates for such skills as law enforcement, inspection, learnability, and reasoning and intellectual characteristics for learning a job.

The provisionals are expected to appeal to the Court of Appeals.

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A beautiful traditional ceremony — singing on the grand staircase of the State Education Department in Albany — was continued this past Christmas. The program was built around the children-of department employees. Among those participating in the program were Commissioner Lewis A. Wilson; Dr. Joseph G. Saetveit, who led the group singing and played on a rare instrument, the theremin; Mrs. Helen Maynes and Mary Murphy; and Donald Walling, better known as Santa Claus. Theodore Wenzl was MC.

STENOS AND TYPISTS HIRED FAST UPSTATE

ALBANY, Jan. 7 — The program of continuous recruitment for State typists and stenographers in the NYC area has been deemed so successful by the Civil Service Department that the system is soon to be installed upstate.

Under the program, developed to speed up the hiring of candidates, persons seeking appointment to one of the titles in the New York City area have been able to present themselves at the New York City office of the DPUI and be tested providing they meet the same qualifications heretofore asked in admissions for the positions. If qualified and able to pass the performance test for typist, the candidate is then given the performance test for stenographer. If successful in these tests, the candidate is then referred to the NYC office of the State Civil Service Commission for discussion of job vacancies. New applicants who qualify have been getting a pretty good choice of valuable jobs, depending upon their qualifications.

In the first three weeks of the program ending December 14, the system in New York City produced close to 200 permanent ap-

pointments and it is expected to produce another 200 in the next month.

67 Appointed

Continuous recruitment has produced permanent jobs for 27 new stenographers and for 40 more who had been provisionals. Forty-three typists received new permanent positions, while 57 former provisionals were made permanent. Another 36 provisional stenographers who failed their own exam passed as typists, and at least 30 of them have accepted appointments.

Working closely with Civil Service in the New York City program have been Harry Smith, Director of Personnel for DPUI; Katherine Davis, Supervisor of Special Services, including testing, and Mrs. Marguerite Colman, State Consultant for Special Services, including testing, both of DPUI.

Spreading the system to Albany in particular and the rest of upstate in general is expected as soon as plans can be worked out for the necessary testing.

In Albany the program would be expected to reduce the present 450 vacant or provisionally held jobs in the two categories covered.

Labor Relations Machinery Found Working Well in NYC Board of Transportation

It is now on the record that the grievance machinery of the NYC Board of Transportation "functions in a generally efficient manner." A report to the Mayor's Committee on Management Survey recommends, however, that all labor relations be coordinated under a director of employee and public relations. Similar coordination existed up to a few years ago. The report is by two firms: Day & Zimmerman, and Coverdale & Colpitts.

The present labor relations set-up is under a "Memorandum of Understanding" signed by the

Board and eight employee groups: the Transport Workers Union, CIO; Locals 726, 1956 and 1397, Amalgamated Association of Street, Electric Railway and Motor Coach Employees of America, AFL; Local 380, Municipal Transport Workers, AFL; Civil Service Forum; Local 624, American Federation of State, County and Municipal Workers, AFL, and the General Committee of Adjustment, Brotherhood of Locomotive Engineers, New York Rapid Transit Lines.

Woods Heads Bureau

Deputy Commissioner John J. Woods heads the bureau that administers the operations under the agreement.

The grievance procedure provides three possible steps: first, settlement by the foreman; second, appeal to the next higher supervisor; third, appeal from the second step to the Deputy Commissioner. However, the Deputy Commissioner may intervene at

any stage, but normally does so only when many employees, or overall policy, are involved. A fourth possible step, if an employee is dissatisfied with the Deputy Commissioner's decision, is to ask for appointment of an impartial chairman, chosen by agreement of both sides. He has only advisory authority.

Many Grievances Settled

Commissioner Woods reported that for the six months ended December 30 the number of grievances settled at the first step was 1,163; second step, 87, and third step, 40. He pointed to the fact that so few reach the third step as proving that the system is working splendidly. During the equivalent six months of the previous year about 600 grievances were settled, all at the top level. He finds that results are more satisfactory to both sides when grievances are settled at the lowest possible level.

Counselling Service.

The bureau also renders advisory and counselling service and maintains seven labor relations assistants, at least one in each borough. These assistants act as field men and sit in as advisors at hearings at the two lower levels. The hearings are often held in the shops where the men work, otherwise at a division office.

"The labor relations assistants also adjust complaints before they develop into grievances," said Mr. Woods, "working under Board supervision and with individual employees and union representatives. We have recorded such services in such a wide variety of matters as wages, seniority, vacations, hours, working conditions, classification, leaves of absence, sick leaves, meal allowances, promotions, work assignments and picks."

It's Collective Bargaining

The dealings with the unions are frankly recognized by the Board as collective bargaining.

While the bureau's scope of authority covers all the employees of the Board, a grievance is yet to be received from clerical employees. Prior to Mr. Woods' taking the job a year and a half ago some grievances presented by engineers were settled. Otherwise all grievances have stemmed from the operating division.

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NYC Opens Telegraph (Fire) Test

As only 24 applications were received in the fire telegraph dispatcher (men) exam, although there are 20 vacancies in the NYC Fire Department, the Municipal Civil Service Commission has re-opened the test and reduced required experience to one year from the previous three years. The last day to apply is Wednesday, January 23. The exam is open to the general public.

The pay is \$2,961 total to start. Candidates who applied in December need not apply again but may amend their applications.

LEGAL NOTICE

SUPREME COURT, BRONX COUNTY
 Max Donner, plaintiff, against Baptist Nino, Mary Nino, his wife; Hans Sward, Emelia Sward, sued herein as Emilia Sward, his wife; Anna Dumencil, also known as Anna S. Dumencil, Belda Christianson, "Mrs. Calogero Artale", said name being fictitious, true name unknown to the plaintiff; person intended being the wife, if any, of Calogero Artale, Thomas Fletcher, "Mrs. Thomas L. Fletcher", said name being fictitious, true name unknown to plaintiff, person intended being the wife, if any, of Thomas L. Fletcher, Gary Kenny, Bridget Leary, Jessie Brower, Mary Ruane, "John Kramer and Mary Kramer", said names "John" and "Mary" being fictitious, true names unknown to plaintiff, persons intended being the heirs-at-law of Julius Kramer, deceased, only two of whom are named but it being intended to sue all of the unknown heirs of the said Julius Kramer; deceased as a class of "unknown defendants", Judith Cecilia Kampe, Yvonne Kampe, Ake Kampe, Vira Lennborn and Ellen Lennborn, as Executrices of the Estate of Mathilda Lindahl Anderson, deceased, John Anderson and all of the above, if living, and if they or any of them be dead, then it is intended to sue their heirs-at-law; devisees, distributees, next-of-kin, executors, wives, widows, heirs and creditors, and their respective successors in interest, wives, widows, heirs-at-law, next-of-kin, devisees, distributees, creditors, heirs, executors, administrators and successors in interest, all of whom and whose names and whereabouts are unknown to the plaintiff and who are joined and designated herein as a class as "Unknown Defendants", defendants.

To the above named defendants:
 You are hereby summoned to answer the complaint in this action, and to serve a copy of your answer, or if the complaint is not served with this summons, to serve a Notice of Appearance on the plaintiff's attorney within twenty (20) days after the service of this summons, exclusive of the day of service. In case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated: New York, July 16, 1951.
 HARRY HAUSKNECHT,
 Attorney for Plaintiff.

Office & P. O. Address, 135 Broadway, New York, New York.
 Plaintiff's address is 370 East 149th Street, Bronx, New York, and plaintiff designates Bronx County as the place of trial.

To the above named defendants:
 The foregoing summons is served upon you by publication pursuant to an order of Hon. Benjamin J. Rabin, Justice of the Supreme Court of the State of New York, dated November 21, 1951, and filed with the complaint in the office of the Clerk of Bronx County, at 161st Street and Grand Concourse, in the Borough of The Bronx, City of New York.

This action is brought to foreclose several transfers of tax liens sold by the City of New York to the plaintiff. You are interested in the First, Second, Third, Sixth, Seventh, Ninth, Tenth, Eleventh and Twelfth Causes of Action, which are for the foreclosure of the following liens: Bronx Lien No. 63836, in the sum of \$985.31 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4218, Lot 35 on the Tax Map of Bronx County; Bronx Lien No. 63860, in the sum of \$354.46 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4220, Lot 19 on the Tax Map of Bronx County; Bronx Lien No. 63882, in the sum of \$724.69 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4220, Lot 21 on the Tax Map of Bronx County; Bronx Lien No. 63880, in the sum of \$1,207.52 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4221, Lot 18 on the Tax Map of Bronx County; Bronx Lien No. 63900, in the sum of \$1,379.76 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4221, Lot 16 on the Tax Map of Bronx County; Bronx Lien No. 63912, in the sum of \$2,129.64 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4222, Lot 84 on the Tax Map of Bronx County; Bronx Lien No. 63913, in the sum of \$862.31 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4221, Lot 66 on the Tax Map of Bronx County; Bronx Lien No. 63912, in the sum of \$2,129.64 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4222, Lot 106 on the Tax Map of Bronx County, and Bronx Lien No. 63920, in the sum of \$2,060.41 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4222, Lot 104 on the Tax Map of Bronx County.

Dated: New York, November 27, 1951.
 HARRY HAUSKNECHT,
 Attorney for Plaintiff.
 Office & P. O. Address, 135 Broadway, New York, New York.

Housing Assistant List

- (Cont. from P. 10)
- | | | | | | |
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DON'T REPEAT THIS

(Continued from page 1)

dead duck is nuts, and doesn't know the facts."

If this move for Mead gains ground, his supporters have to fight a number of strong New York City contenders for the nomination; among them being Manhattan Borough President Robert F. Wagner Jr., Congressman Franklin D. Roosevelt Jr., New York County District Attorney Frank S. Hogan, Federal Security Administrator Oscar R. Ewing.

The Farley Factor

This column is able to report a factor of utmost significance: that Mead would not face, as he did once before, the bitter opposition of James A. Farley. Farley's own popularity and influence are tremendous, and if he were to issue an anti-Mead blast—as he did on a previous historic occasion—it would probably kill Mead's chances, however favorable other political factors might be. But this column has learned, directly from Mr. Farley, that he will not oppose Mead for the Senate nomination.

This means that the upstaters who want Mead can argue that he would have a united Democratic Party behind him. He stands O.K. with the big State potentates, Paul E. Fitzpatrick and Bronx boss Ed Flynn. The smaller political chieftains and the lesser party workers consider him one of their own.

Their Facts

The upstaters cite these facts in pushing the claims for their man:

Labor has always been pro-Mead. He himself comes out of a trade union background, and his votes while in the House of Representatives and in the U. S. Senate were always on the side of labor. During the Roosevelt regime, he was a New Dealer. He is a strong civil service advocate, and while in Congress sponsored numerous bills extending the classified civil service to agencies not previously covered. Postal workers look on him as a special friend.

Close to Truman

Mead is close to President Truman, whom he succeeded as chairman of the Special Senate Committee to Investigate the National Defense Program, when Truman was nominated to the Vice Presidency. Mead, incidentally, appointed Rudolph Halley as counsel to this committee. Halley had formerly been serving as assistant counsel. Halley's influence could now be important throughout the State.

He's Clean

The upstaters add that Mead is clean—considered a valuable asset in these days of corruption and scandal headlines. As head of the Federal Trade Commission, Mead has operated an agency against which no breath of scandal has been directed. It is an agency which, while dealing with delicate problems of business practice and monopoly, has built high prestige for the quality and dispatch with which it performs its work.

So, as to record and background, Mead's supporters are building up a case to make him out a candidate of valid political appeal.

About the GOP Opposition

Another factor may be the revelations made in a recent survey by the Princeton Research Service, examining the political appeal of GOP Senator Ives, who will be renominated. Among all the politicians, Democratic as well as Republican, Ives rates as a smooth, strong candidate and a campaigner of winning manner. But the Princeton Research Service made an interesting discovery—that 49 percent of the State's voters don't know enough about Ives to be either for or against him. The ignorance of Ives' record was found to extend through all segments of the population. However, of those who are aware of Ives' record, 36 percent approve and only 15 percent disapprove of it. The poll-takers found the ignorance of Ives about the same, percentage-wise, among Republicans, Democrats, and independent voters. The Princeton Research group draws these conclusions: Half the people don't know about Ives; but of the half who do know of him, his supporters outnumber his detractors by two to one.

But—

Politicians will read other conclusions into these statistics. The Republicans will realize the necessity of building up the base of Ives' supporters to encompass

more of the "neutralists." The upstaters will use the figures in an attempt to prove that Mead, having been in politics for more than 30 years, speaking up and down the State, with all kinds of contacts in New York City as well as in other parts of the State, is far more widely known to the people than Ives. The question they haven't been able to answer so far is: How does Mead's popularity stack up against that of the other Democratic potentials from downstate?

Lost Only Once

The upstaters say that in a political career extending back to 1913, Mead has lost only once—in 1946 to Governor Dewey. And this, they point out further, was out of 18 elections in which he was a candidate. They use this in an endeavor to offset a wide impression that Mead is not a powerful man in a political race. An examination of voting records would appear to bear out the upstate Mead men. He has consistently been—with the spectacular exception of his defeat by Dewey—one of the strongest vote-pullers in the State. When Al Smith ran for Governor in 1918, and Mead for Congressman, on the same ticket, Mead ran only about 1000 votes behind Smith in his district. Four years later he ran ahead of Smith. In 1926, with Smith again heading the ticket, Mead outran the party leader. In 1922, Democratic presidential candidate James M. Cox received 14,908 votes in the 42nd congressional district. Mead got nearly twice that total—28,152. In his own district he exceeded Franklin D. Roosevelt's vote when FDR ran for Governor and again in 1932, when FDR ran for the Presidency. In 1934, he polled more votes than Herbert H. Lehman, in his district. He repeated the feat in 1938, when he ran against Corsi for U. S. Senator; receiving in Erie County 152,150 votes while Lehman, then running for Governor on the same ticket, received 124,561 votes. And in 1940, renominated for Senator, he did better than Franklin D. Roosevelt in Erie County.

Citing this record, the upstaters say that his one loss ought not to put him on the political shelf forever. They point out that many politicians, including Governor Dewey, have lost political campaigns and then come back even stronger than before.

Is This Their Year?

They say this is their year and Mead is their candidate. They add up his assets, and include in these the support of business (resulting from his handling of the FTC job) as well as labor. They feel Mead could certainly count on Liberal Party support. And they're trying to convince the Democratic Party that their man has an unbeatable combination.

It Won't e Easy

But that doesn't mean the downstaters are going to take it quietly. Cautious young Bob Wagner won't let the nomination slip away from him without a hard fight. Young FDR wants the post dearly, and his father's name is still magic to lots of people. The adherents of other potentials will bring forward their claims with blandishments perhaps as strong as or stronger than those to Mead. The upstaters won't have an easy time winning the nomination for their man. But they're starting early.

SOCIAL INVESTIGATOR LIST SHRINKS ON CERTIFICATION

The first certification from the new social investigator list was made last week to the NYC Department of Welfare. However, about half the names on the list were of eligibles who hadn't shown up for medical tests or other aspects of NYC Civil Service Commission requirements, so could not be appointed. There are 1,295 provisionals in the title.

EXEMPT JOB SUIT WON

The Citizens Budget Commission won its court case to compel the NYC Civil Service Commission to list the names and addresses of all exempt employees and give transcripts of records of their qualifications and sponsors.

500 MORE FIREMEN ASKED

Chief of Department Peter Loftus will ask for the immediate appointment of 500 firemen, said Howard P. Barry, president of the Uniformed Firemen's Association.

Hearings Soon on Griffenhagen Report

Formal public hearings on the Griffenhagen career and salary plans are tentatively scheduled to begin during the week of January 20. The exact date and place had not been fixed as The LEADER went to press. However, it appeared possible that the City Council chamber in City Hall might be the scene of the hearings.

Presiding over the hearings will be a board consisting of Thomas Tozzi, Dr. Luther Gulick, and Robert R. Patterson. Mr. Tozzi is a member of Mayor's Committee on Management Survey; Dr. Gulick is executive director of all the surveys; and Mr. Patterson is NYC Budget Director.

In addition, other members of a subcommittee have been asked to sit with the hearings board. These members include Morris Iushewitz of the CIO and James C. Quinn of the AFL; and indications are that they will sit with the Formal Hearings Board, thus providing additional protections to employees.

Seven Subjects

Organizations desiring to be heard may communicate with Dr. Gulick, Mayor's Committee on Management Survey, 250 Church Street, NYC.

Plans call for seven subjects to be considered:

1. The classification plan;
2. Class definitions;
3. The pay plan and increments;
4. Salary allocations to classes;
5. Principle governing salary adjustments;
6. Policies where employees have been reclassified up or down;
7. Rights of employees.

Changes Being Made

Griffenhagen & Associates, who performed the huge classification and salary survey, have been working on making corrections and changes during the past

month. It is known, however, that several agencies have not yet submitted their own information concerning the slots where they consider their employees belong and the salaries they should get. All agency heads were asked to supply this information.

Order of Appearance

Early reports are that hearings will be heard in this order: First, the employee organizations; second, the civic organizations; third, the department heads. There have been rumors in political circles that certain City officials will attempt to use the hearing as a means of scuttling the report in its entirety. On the other hand, the civic organizations, working

with several of the more powerful City employee organizations, have been quietly mobilizing to prevent just such action. These groups will take the point of view that a classification board must be set up, that what is useful in the Griffenhagen report must be salvaged, that the defects in it must be corrected. The employee groups also seek higher salary allocations.

Of signal importance in the formal hearings is the fact that individual cases are not to be heard. Dr. Gulick says that every individual who feels aggrieved will have a later opportunity to state his case; but the machinery for such appeals is not yet in existence.

Meade Brown Named Active PRS Member

ALBANY, Jan. 7—Meade Brown, director of public relations, Civil Service Employees Association, has been unanimously elected by the executive committee of the Public Relations Society of America as an active member of the society.

Requirements for active membership include five years of experience in public relations at the executive or policy level.

Mr. Brown was sponsored by Norman F. Gallman, director of public relations and publications, State Department of Taxation & Finance, and Foster Potter, who holds the same title in the State Department of Agriculture & Markets. Both sponsors are active members of the society. There are four active members in Albany.



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