

# NEW U. S. EXAMS

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Job Opportunities**

**Inspectors of Hats, Clothing, Textiles—Storekeeper—Cook**

**Where to Apply for Clerical  
Positions on Draft Board**

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**Sanitation Appointments  
By Christmas**—See Page 20

**Only 6 Days Left to File  
For Border Patrol Job**

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**HOW TO BE A SOCIAL WORKER**  
—See Page 6

**VALENTINE SWITCHES TELEPHONE OPERATOR TITLES**  
—See Page 3

# Laborers Sizzle Over Salary Cut While Officials Get Raises

Money is taken out of their pockets and added to the salaries of officials. This, in effect, was the contention of New York City laborers in a sizzling letter last week to the Board of Estimate. The letter, signed by B. A. Abrashkin, of the Brotherhood of Civil Service Employees, named names, gave dates and sums. The laborers involved work on bridges, buildings, and at sewage disposal plants.

"About three years ago," says the letter, officials "cut one day every other week, taking the men from \$2,007 to \$1,864. When they saw that the men did not complain, the next year they cut again." This time the salaries are said to have been reduced to about \$1,716 per year.

Since at that time they had no way of making a joint complaint, the Laborers state that their holidays were taken away from them, and—the letter continues—"since July, 1940, they were cut again to \$1,620 and some to \$1,500 per year."

## Down Means Up

The Brotherhood of Civil Service Employees has compiled a list of the salaries of officials while these salary cuts were going through, and states that "each time they cut the laborers, they got enough money to raise their own salaries. In July the Budget Director said there would be no raises for those men and the Budget Office threw out their raises. But in the last month they got their raises without the OK from the Budget Director's office."

The Laborers' group then lists these examples:

"Mr. Klein got a raise of \$500, thus increasing his total income to \$4,500.

Mr. Gaffney got a raise of \$250, increasing his total salary to \$5,500.

Mr. Clements, with an additional \$250, went to \$3,840.

Mr. Kearns rose from \$2,340 to \$2,400."

In asking the Board of Estimate to take action in this matter, the Brotherhood says plaintively: "We laborers can't see how men can go home and face their wives and family and sit down to enjoy their supper after taking away from the laborers' income to raise their own salaries, which sums itself up into such a pronounced act of injustice."

Buy The LEADER every Tuesday

# Paul J. Kern Spanks County Government

County offices in New York City came in for a sound spanking Wednesday afternoon as President Paul J. Kern, of the Municipal Civil Service Commission, lectured members of the Fite Commission on why jobs in these offices should come under the jurisdiction of the city commission.

Kern was star witness at the sixth of eight hearings being held throughout the State by the Fite Commission. It jammed room 500 in the State Office Building, 80 Centre Street. The purpose of these hearings is to sound out sentiment on ways and means to bring under Civil Service 150,000 employees in counties, towns, and villages, then make recommendations to the State Legislature by February 1, 1940.

Upon urging from the local press, an additional hearing was held yesterday afternoon at the Court House in Poughkeepsie, home town of Chairman Emerson D. Fite. The Commission winds up this morning at 10 o'clock at the State Office Building in Albany.

## "Antiquated"

Kern termed the county government "as antiquated as if a town government were to exist within the city," and added that it was retained "for historical reasons only." He listed three major reasons for favoring inclusion of the county system within the city's Civil Service set-up:

1) It will result in greater efficiency in examining, reducing the cost to the taxpayers. The cost of examining decreases per unit. Thus, it does not cost 100,000 times the cost of examining one candidate to examine 100,000 candidates.

2) It will eliminate difficulties of personnel administration. The average clerical salary in county affairs is \$2,301, the average in city offices, \$1,708. Such discrepancies among employees working side by side and

doing substantially the same work creates dissatisfaction.

3) It will allow dismissed county employees a greater opportunity to be reabsorbed into service.

Dr. Charles P. Messick, secretary and chief examiner of the New Jersey Civil Service Commission, estimated that it would cost the New York State Commission \$60,000 to hold competitive exams for 20,000 of the 150,000 positions affected. This is the estimated figure that will come into the competitive class.

## Still No Action For Nurses, Playground Men

A proposed amendment to the Recreational Service and Public Health Nursing Service of the Municipal Civil Service was held over another week by the Commission at its last meeting. The amendment has been on the Commission's calendar for a number of weeks, but no action on it has been taken so far.

## Oct. 25 Last Day For Enginemen

October 25 has been set as the last day for candidates for the Automobile Enginemen test to qualify medically, it was announced this week by the Municipal Civil Service Commission.

## Sewermen Can't Be Weatherproofers

A request that the list for Foreman of Sewer Repairs, Grade 4, be declared appropriate for the position of Weatherproofer was turned down last week by the Municipal Civil Service Commission.

# Fortune Teller Solves Transit Worker's Problem

A strange tale turned up a few days ago in the Municipal Civil Service Commission. Recently a woman, employed on the IRT subway, was called in by Commission officials to discuss her citizenship status. She had been married twice. Her first husband was a citizen and when she married him she gained citizenship. However, she had gotten a divorce and remarried, the second time to an alien. Thus she lost her citizenship. When she was questioned at the Commission office, she was unable to



prove that her second husband had taken out his citizenship papers. She said they were lost. Her husband, meantime, had died. The Commission allowed two weeks in which to find the papers, if possible.

Perplexed, the woman went to a fortune teller for advice. The fortune teller said: "Cross a body of water, walk one mile and enter a house on your left."

The woman considered this strange advice awhile, and then got off the ferry for Jersey City. She walked a mile, and discovered she was in the neighborhood of her daughter's home whom she hadn't seen for a long time. She went into her daughter's house and asked if, by any chance, her father's citizenship papers were there.

After a lengthy search, the woman and her daughter discovered the missing papers; and last week they were produced for the satisfaction of the Civil Service Commission.

# Provisional Appointments

The New York Civil Service Law permits provisional (temporary) appointments when there is no list from which appointments to permanent positions can be made. Such provisional appointments may continue only until an eligible list is established as a result of competitive examination. The Civil Service rules allow a department to continue a provisional appointee for not more than twenty days after a list has been certified. The theory is that the department needs to have some little time to provide for the change of incumbents. He has to have some reasonable time to interview the eligibles certified, allow the new appointee to make arrangements for his new employment, etc.

The law does not permit provisional appointments to continue beyond four months, and successive provisional appointments are not permissible. Technically no one may continue beyond four months as a provisional, but for practical reasons provisional appointments are

often continued long beyond the four months allowed by law. Strictly speaking, no such employment beyond the four-month period is valid. The practice is indulged in through "sufferance," and attacks on the legality of extended provisional appointments are made only where the Civil Service Commissions or departments abuse the "privilege."

Lately there has grown up the practice of giving a department the right to extend the employment of provisional appointees beyond the 20-day period after certifications from the eligible list. There appears to be no warrant in the law, however, for such extended employment. The rules of the commissions are binding on the commissions just as they are on all others. Of course, such extended employments are often necessary in order not to inconvenience the department too seriously, but actually such practice is of doubtful validity, to say the least. H. E. K.

## Draftees Followed By Temporaries

Persons appointed to take the place of regular city employees who are drafted will be certified for temporary appointment, the Municipal Civil Service Commission decided this week. Regular employees who are drafted will be given a leave of absence as long as they are away.

Anything You Want to Know about Civil Service and Civil Service exams? Visit the LEADER BOOKSTORE 97 Duane Street, New York City

## Probation Officer

Tues. and Thurs., 6:45

## Referee

Tues., 6:30

## Court Attendant

Tues., 8:30

## Postal Clerk and Carrier

Tues., 6:30

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### FIREMAN—PATROLMAN

Classes are now meeting for FIREMAN-PATROLMAN. The examination for Fireman should be held in the spring of 1941, as the list expires December 15 of that year. The test for Patrolman should be held late in 1941, as the present list should be exhausted by that time.

Because of keen competition and the type of examination, prospective candidates should begin preparation NOW! PHYSICAL AND MENTAL GLASSES meet daily at hours to suit the convenience of the student. Enrollment is preceded by a FREE MEDICAL EXAMINATION.

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# DRAFT Questions Answered

In this series of articles the Leader staff is answering questions of Civil Service employees and others interested in Civil Service and the effects of the draft on them. The answers are based on the best available information and the legislation to protect employees and others which is certain to be passed. The answers, however, are unofficial.

Can I have a chance for an immediate appointment as a Secret Service man. You think I may be drafted later? The chances are that you will be in the deferred class, since Secret Service men will probably be considered essential for national defense.

Can you tell me where to apply for a job registering the boys on October 16?

The actual registration of young men on October 16 will be handled by the city school teachers. No additional help will be hired. However, there will be clerical positions open at each of the local draft boards at registration. The names of members of the draft boards, who are to distribute these jobs, will be published in all newspapers.

I am interested in knowing if a Civil Service employee who is drafted will receive the difference in his regular salary and that which he receives in the Army. Is this true only for National Guardsmen, Naval Militia members, and members of the Reserve Corps?

At present the only laws in existence regarding salary differentials apply to members of the various reserve groups. However, it is almost certain that drafted employees of the state and federal governments will receive the difference in their regular salary and their Army pay. This was the practice during the World War and legislation is already being drafted to provide such provisions in the current conscription program.

Do you think that if a number of Letter Carriers are drafted, others on the eligible list will be appointed to their jobs?

**A.** It is probable that some, but not all, the vacancies caused by the drafting of Letter Carriers will be filled. However, such appointments may be made on a substitute or temporary basis, since draftees are entitled to their jobs back after their year of service.

I will be in Alabama when the City Fireman exam is given. I am a member of the National Guard and have been called to service. I'd like to know if I can take the test while I am down there. Will I have to come home, or can I take the test down there?

**A.** A definite policy has not yet been adopted by the Municipal Civil Service Commission on this question. However, it is quite certain that you will be permitted to apply for the test and take it either at the camp or when you return. Watch future issues of The Leader for more information on this subject.

Will my appointment be retained for me until I return from military duty? Whom do I inform in the event I am called for duty?

**A.** Your appointment will not be held for you, but you will be certified as soon as a vacancy occurs after your return. When you receive notice, by having your mail forwarded, that you have been certified while in camp, you should immediately write the department head and the Civil Service Commission. You should tell them that you are serving in the Army and cannot accept appointment, but that you wish your name to remain on the eligible list for certification when you return.

I am a temporary employee working in the Census Bureau. My job

## New Appointments In Post Office

Eighty-four men advanced upward in the New York Post Office this month. Thirty-nine sub-carriers became regular carriers. Forty-five eligibles became sub-carriers. Six of the eligibles came on to fill vacancies that had occurred among the subs.

One reason for the renewed activity on the Carriers list is the development of 679 housing projects, like Parkchester in the Bronx and the buildings going up in various parts of Queens. The new men, however, will go to stations in all five boroughs.

Pay for subs is 65c an hour. Regular carriers earn \$1,700 to \$2,100.

will end in about six months. Will I be granted deferment until my job expires?

**A.** Probably.

I am a Civil Service employee. I do not believe in war or in militarism. I am not a member of any religious sect that advocates pacifism. Under these circumstances, can I claim exemption on the grounds that I am a conscientious objector?

**A.** Probably not. You must be a member of a recognized religious group to be exempt. However, the draft boards will be liberal and there is a possibility that they will at least defer you from service.

The Leader staff will answer questions of Civil Service employees, applicants and eligibles on the possible effects of conscription on them. The only existing laws which protect employees and eligibles are those which apply to members of the National Guard, Naval Militia, or other reserve groups. However, it is expected that legislation will be enacted to protect all employees and eligibles who are drafted. The above questions are answered on the assumption that such legislation will be passed.



THREE SUBWAY MEN AT WORK

At the top is a student motorman learning his job. Below are two maintainer's helpers. Subway men have in recent months been the subject of much Civil Service news. First, some 28,000 of them recently entered New York City's employ, with a variety of adjustments which had to be made. Second, tests were held for Motorman-Conductors and for Maintainer's Helpers. The Maintainer's Helper lists should be ready in the very near future. The lists will contain the names of 5,200 men who pass. Third, with the opening of the new Sixth Avenue subway, new opportunities become available in the underground transit system.

## Where to Apply for Clerical Positions on Draft Boards

Applicants for clerical jobs in the local selective service boards will be able to contact members in their own districts this week. An announcement of the members of the local boards is to be issued within the next few days. Each of the 500 local boards in New York State and each of the 25 Boards of Appeals will be allowed to hire its own clerical employees. All other persons hired to work in the selective service program will be picked from regular federal Civil Service lists.

The clerical jobs in the local boards will probably pay \$150 a month. The duties of the position will be those of general office work such as typing, filing, handling routine matters, etc.

As printed in last week's LEADER, the requirements for applicants include: "high school education and three years' full-time employment within the past 10 years. They should be able to handle records and paper work involved in classification, all of which must be kept with great care and accuracy. They should be honest. They should be loyal, of good character and habits, and have good records in previous employment."

The local draft boards are expected to start functioning immediately after registration day, Wednesday, October 16. Col. Arthur McCormack, director of Selective Service in New York City, announced this week that the chairman of each board will be prepared to pick up the registration cards at daybreak on Thursday, October 17.

### Painters Into Engineers

The Municipal Civil Service Commission last week agreed to use its new selective certification on the House Painter list to fill the position of Assistant Engineer, Grade 4 (Paints, Varnishes and Allied Chemicals), at \$3,120 in the Department of Public Works. The position is in a paint factory run by the Public Works Department. If the Commission is unable to find a qualified man through selective certification, it will then order an examination for the post.

### Architects List

When the eligible list for Junior Architect, Grade 3, is promulgated shortly, it will be used for vacancies in Architectural Draftsman, Grade 3, in the Municipal Civil Service Commission ruled this week.

## Sample Questions for Coming Fireman Exam

Candidates in the coming Fireman exam had better begin training soon, because Professor Frank Wall of New York University is cooking up a physical test that only those in the best condition can pass.

While Wall, who is the Civil Service Commission's expert on physical tests, isn't ready yet to tell exactly what the test will consist of, THE LEADER has learned that special emphasis will be placed on the coordination part.

In future issues THE LEADER will give special instructions on how to train. Following are sample questions from the former written tests: Answers appear below.

1. Of the following, it is least likely that fire will be caused by (a) arson (b) poor building construction (c) carelessness (d) inadequate supply of water (e) explosives.

2. In entering a building charged with smoke, it is best to (a) keep as low as practicable (b) keep head as high as possible (c) keep the hands moving (d) keep the left shoulder forward and the head slanted over as near to the shoulder as practicable (e) take quick, deep breaths.

3. The lever on fire alarm boxes for use by citizens of New York City should be (a) very, very easy to manipulate (b) just a little difficult to manipulate (c) very difficult to manipulate (d) constructed without regard to ease of manipulation (e) constructed with regard only to ease of manipulation.

4. The primary function of a city fire department is to (a) maintain the peace (b) reduce industrial conflict (c) improve the governmental machinery (d) preserve life and

property (e) promote good citizenship.

5. The principal value of prompt, accurate, and complete reports is that such reports (a) impress superior officers with the necessity for immediate (Continued on Page 9)

## Valentine Switches Phone Operator Titles in Dept.

Police Commissioner Valentine last week notified the Municipal Civil Service Commission that the title of provisional Telephone Operators in his department had been changed from Telephone Operator (Male) to Telephone Operator (Police). Such a change of title can be made only with the approval of the Budget Director and the Commission. Presumably, the Budget Director has already okayed the change, and the Commission is expected to.

The effect of the switch in titles is that it effectively bars the eligibles on the Telephone Operator (Male) list from getting jobs in the Police Department. Commissioner Valentine wants to fill the posts with eligibles from the regular police list

so that his future cops will receive that much additional training.

### 200 Got Provisional Jobs

Originally, some 200 men from the Patrolman list were given provisional jobs in the Police Department as Telephone Operators. They were to be replaced, apparently, with regular Telephone Operator eligibles as soon as a new list was established.

By changing the title of the position, it means that the regular Telephone Operator (Male) list is no longer appropriate for Telephone Operator (Police). The Civil Service Commission is expected to declare the Patrolman eligible list appropriate for temporary appointments to the newly labeled positions of Telephone Operator (Police).

### Operators Sue

Meanwhile, the telephone operator eligibles have not been idle. Late last week, 87 of them banded together and obtained an order directing Valentine and the Civil Service Commission to show cause why their list should not be used to replace the police provisionals now holding down the job. In addition to asking this question, the order, obtained by Attorney Samuel Spiegel, seeks back salary for the operator eligibles from the time they were certified to the present; and also demands that payment of salary to the provisionals cease immediately.

That's how the matter stands. There'll be more fireworks this week, with both sides refusing to move from their positions.

## DPUI Promotion Ratings

The green light was given to a number of lists for the Division of Placement and Unemployment Insurance last week when complete service ratings for the Division's 4,000 employees were filed with the State Civil Service Commission. Only 10 per cent appealed the ratings, and very few were changed.

These ratings are figured in when promotion tests are marked. They also hold up open competitive lists when the open and promotion tests are given simultaneously, as the open list cannot be used until the promotion list is exhausted.

Employees anxiously hope that promotions will be made before January 1 so that those promoted get increments dating from the first of the year. In light of this, DPUI officials estimate that the lists from tests given February 17 will be out before January 1.

### Coming Lists

The lists for Senior and Assistant Examiner of Methods and Procedure are expected this month. Orals for Senior, Associate, and Assistant Claims Examiner will be held early next month. Senior Unemployment Insurance Claims Clerk was given at the same time.

The 1,814 Junior Economist papers submitted March 30 are still being rated, and that list will probably have to wait until after the first of January.

It is also possible that the Senior Payroll Examiner list, for which the test was held in July, will also be out by January 1.

THE LEADER will publish information on the progress of these lists from time to time.

### Promotions For Court Workers

Four promotion exams for jobs in the New York County Surrogate's Court were announced this week by the State Civil Service Commission. Pertinent data on each follow:

Auditor of Accounts—Usual salary, \$4,500; fee, \$4; file by October 18.

Assistant Deputy Chief Clerk—Appointment expected at \$4,000; fee, \$3; file by October 19.

Assistant Guardian Clerk—Appointment expected at \$3,500; fee, \$3; file by October 21.

Clerk—Appointment expected at \$2,750; fee, \$2; file by October 21.

## File Clerks Show 5% Heart-Change

While 10 per cent of 2,400 unappointed eligibles on the top of the Junior Clerk list have changed their minds about accepting \$900 permanent jobs in Albany, only a five per cent change of heart has come over Junior File Clerk eligibles.

## Study Material for Unemployment Insurance

An additional four days of filing for Unemployment Insurance Referee, granted when the number of applications received by Friday was far below expectations, end today. Blanks will be received up to 5 o'clock this afternoon at 80 Centre Street. If mailed to the Examinations Division, State Department of Civil Service, Albany, they must be postmarked today.

The small number of applications enhances opportunities for those who do take the November 16th exam. Thirty-one provisionals are now filling Referee jobs. The salary is listed at \$3,500-\$4,375.

THE LEADER presents below further sections from a pamphlet of information for employers, recently published by the Information Bureau of the Division of Placement and Unemployment Insurance. This will serve as excellent study material for the coming test.

**Information for Employees**—You are required to notify your employees of their rights under the Law at the time of their separation from their employment and to direct them to the nearest office of the New York State Employment Service for application for benefits and registration for employment. Leaflets for distribution to employees are available.

### Who Is Not Subject

The Unemployment Insurance Law specifically exempts the following types of employers: 1) Governments of all Federal, State, municipal and other political subdivisions; and 2) Enterprises organized as corporations, unincorporated associations, community chests, funds and foundations operated wholly for religious, charitable, educational, literary or scientific purposes, when no part of net income goes to benefit any private shareholder or individual interested in such enterprise.

You are exempt, too, from the payment of contributions for the following types of employment: 1) Farm labor; 2) Work performed by your minor child, wife or husband unless you are a member of a partnership or corporation; 3) Work performed as golf caddy; 4) Part time work performed by anyone while regularly attending an institution of learning during the daytime.

It is not necessary to add your domestic payroll to your business payroll. Unless you employ four or more persons in personal service, you are not liable for contributions on your domestics.

Employers not exempt from contributions under the above provisions, but who now have less than four employees, must keep adequate payroll records the same as a contributing employer for possible future use.

### Employer-Employee Relationship

When a helper is hired by one of your employees, the helper also becomes your employee if he was hired with your knowledge, actual or implied.

If your control over the activities of a salesman or other business representative is of such nature as to establish an independent contractor relationship, the worker is not an employee under the Law.

Commission salesmen must be considered employees whether or not they actually earn remuneration in any given period.

Future study material will appear in future issues of THE LEADER.

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# ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

## Fatter Paychecks For U.S. Workers

Tens of thousands of federal employees will get fatter paychecks should the bills acted upon by Congress within the past few days be enacted into law.

Passed by Congress and sent to the White House for the President's signature was a bill that would grant automatic salary increases to custodial employees in post offices throughout the country. Briefly, the bill provides that custodial-service employees, after each year of satisfactory service, shall be given an in-grade increase of \$60 until the employee reaches top grade.

Included in this classification are janitors, elevator operators, charwomen, inspectors, all types of mechanics, phone operators, typewriter repairmen, and window washers among others.

### Opening Wedge

Approval of the bill by Congress is important to federal employees as a whole. It is viewed as the opening wedge on automatic increases. Next year more federal employees unquestionably will be given mandatory salary raises by Congress on the premise that if it is good for Post Office employees, it should be done for the rest of the service.

### Overtime Pay

A far more important bill, however, was passed by the Senate. It would give overtime pay over 40 hours a week to all field employees of the War Department. Thousands of employees in and around New York City would stand to be benefited by the measure. Arsenal employees, for example, whether they are stenographers or skilled mechanics, would come under its provisions. This bill is a companion measure

to the bill the Senate passed several weeks ago which would give Navy employees in the field overtime pay for working more than 40 hours a week.

Significant is the discovery by your correspondent that President Roosevelt is urging the passage of these two bills. This represents a drastic change in the presidential mind, as it is known by this correspondent that F. D. R. himself sometime ago advised against overtime pay to per annum employees on the ground that it couldn't be controlled.

However, the President's attitude now is that overtime pay is vital to national defense. In Army arsenals, for example, laborers and mechanics are given overtime pay. Key men in the arsenals are now required to work six days to boss the machinists and laborers, but they aren't paid overtime. As a result, such persons vital to our preparedness program as engineers, tool designers, and supervisors are leaving Army arsenals in droves for better pay and working conditions in private industry. Our preparedness program is being hampered and the administration is eager to get the overtime pay bill rushed through to put a stop to the flow of resignations.

Also in the wind at the War Department is a plan for increasing the pay of arsenal workers. No legislative action is necessary, since the secretary can order pay increases by stroke of his pen.

### Wage Board

The Navy Department has had a wage board sitting in Washington for the past six months. The board is studying wages paid Navy Yard employees. Your correspondent has confidential information that the board will make its report to the Navy Secretary within a few weeks, and it is suggested that Navy Yard employees be boosted all along the line.

Another Senate-approved bill of interest to federal employees gives Army reserves their accumulated annual leave when they are called to active military duty. The bill merely would put Army reserves on an equal footing with Navy reserves, who must be paid their accrued annual leave by Uncle Sam when they are called out.

The only other federal employees who can collect for their piled-up leave are those whose combined military and civil salaries don't exceed \$2,000 a year.

## Skilled Men Needed

Wanted: Skilled workers. If you know how to handle tools, if you're handy with metals, if you can turn out a tool, or grind a lens, or make a delicate instrument, or do a number of other things, then your government wants you—and needs you badly.

If you can do any of the jobs listed below, get in touch right now with the Second District of the Federal Civil Service Commission, 641 Washington Street, New York City.

- Boston, Mass., Navy Yard
  - Coppersmith.
  - Diesinker.
  - Shipfitter.
- Newport, R. I., Naval Torpedo Station
  - Machinist.
- Philadelphia, Pa., Navy Yard
  - Loftsmen.
  - Shipfitter.
- Portsmouth, Va., Norfolk Navy Yard
  - Loftsmen.
  - Shipfitter.
- Washington, D. C., Navy Yard
  - Coppersmith.
  - Instrument Maker.
  - Machinist.
  - Precision Lens, Prism and Test Plate Maker.
  - Toolmaker.
- Charleston, S. C., Navy Yard
  - Anglesmith, Other Fires.
  - Coppersmith.
  - Ironworker (Shipfitting duty).
  - Loftsmen.

- Shipfitter.
- Helper, Shipfitter.
- Shipwright.
- Bremerton, Wash.
  - Puget Sound Navy Yard
    - Loftsmen.
    - Shipfitter.
  - Springfield, Mass., Springfield Armory
    - Barrel Rifler.
    - Barrel Straightener.
    - Barrel Turner.
    - Diesinker.
    - Gaugemaker.
    - Operator, Tool Grinding Machine
    - Toolmaker.
  - Watervliet, N. Y., Watervliet Arsenal
    - Toolmaker.
  - Watertown, Mass., Watertown Arsenal
    - Machinist.
    - Toolmaker.
  - Philadelphia, Pa., Frankford Arsenal
    - Instrument Maker.
    - Lens Grinder.
    - Machine Adjuster.
    - Machinist.
    - Toolmaker.
  - Curtis Bay, Md., U. S. Coast Guard Depot
    - Shipfitter.
  - Pearl Harbor, Territory of Hawaii, Navy Yard
    - Boatbuilder.
    - Boilermaker.
    - Instrument Maker.
    - Ironworker (Shipfitting duty).
    - Machinist.
    - Ordnanceman.
    - Patternmaker.
    - Sheet Metal Worker.
    - Shipfitter.
    - Shipwright.
  - Vallejo, Calif., Mare Island Navy Yard
    - Boatbuilder.
    - Coppersmith.
    - Shipfitter.
  - Dayton, Ohio
    - Wright Field-Fairfield Air Depot
      - Aircraft Armament Mechanic.
      - Junior Aircraft Armament Mechanic.
      - Senior Aircraft Engine Mechanic.
      - Aircraft Engine Mechanic.
      - Senior Aircraft Electrician.
      - Aircraft Electrician.
      - Aircraft Engine Test Operator.
      - Aircraft Mechanic.
      - Aircraft Propeller Mechanic.



CONGRESSMAN ROBERT RAMPSECK

whose bill to bring 150,000 federal employees was sabotaged by politicians who preferred their political plums. The bill wasn't entirely killed, however, and Senator James Mead, who led the fight for its acceptance, isn't giving up.

## Sen. Mead Again Champions Merit Bill

New York's Senator James Mead again has come to the rescue of the Ramspeck Bill, the greatest Federal employee reform measure in history. Mead has a plan which he believes will ultimately see the battered measure finally written into law after the November election.

The House last week turned down the conference report on the measure primarily because of two amendments:

A block of Southern Democrats lined up with the Republicans to bring about the report's defeat. A contributing factor was a Senate amendment which would bar the use of photographs on Civil Service papers.

Senator Mead is wholeheartedly in favor of the amendment, as he believes pictures lead to discrimination against Negroes, Jews and women. Civil Service officials privately confirm the senator's belief.

### Discrimination

However, since the amendment has become a political issue on Capitol Hill, Senator Mead has taken the issue direct to President Roosevelt, and he believes the President will issue an executive order which will make it mandatory for the Commission to use fingerprints in identifying persons who take tests.

Either the Commission or the President will order the change, Mead is certain, as both have the authority. Such a move would relieve members of Congress from facing the issue.

The Keller-Nichols amendment is insisted on by the House. The Senate demands its elimination. The amendment would "freeze"

residents of over-quota states in their jobs. New York is among the twenty states that have more than their number of Civil Service jobs in the District. By freezing is meant that New Yorkers and residents of the other over-quota states affected by the bill would not be brought under Civil Service and wouldn't even be given a promotion or transfer until the under-quota states are brought up to their full quotas.

Of course, the amendment discriminates and is unfair as it can be, but the House insists on it.

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(Continued on Page 6)

# U. S. Workers: Where To Register in Draft

The situation of Civil Service employees with regard to the draft is rapidly becoming clearer. Last week the federal Civil Service Commission answered one question which had been uppermost in the minds of federal employees working in Washington or in the field away from their homes: "Where shall I register?"

The Commission said, in effect, "Register where you work."

Addresses given on selective service registration cards will in no way affect the civil service status of registrants. Persons with legal residence in the various States will continue to be regarded as residents of those States in all respects pertaining to the administration of Civil Service.

## Affects Washington Workers

This ruling particularly affects the thousands of Federal employees in the District of Columbia. The Civil Service Act and rules require that legal or voting residence be proven by all appointees to the classified departmental service, and that all positions except those filled by persons entitled to veteran preference be apportioned among the several States on a quota basis.

The ruling has similar effect on field employees and applicants and eligibles both as regards eligibility for field positions under various regulations concerning residence and eligibility for transfer to the apportioned service at Washington.

The National Headquarters of the Selective Service System has pointed out that in the District of Columbia

## U. S. Steno Test

The first group of candidates for the Junior and Senior Stenographer and Typist (Male) examinations will be called to the Federal Building, 641 Washington St., on Thursday, October 17. Additional groups of candidates will be notified to appear at later dates for the same test.

Meantime, tests for Junior and Senior Stenographer (for appointment in Washington, D. C., only), are continuing at the Federal Building.

## Skilled Workers Needed

(Continued from Page 5)

- Aircraft Sheet Metal Worker.
- Junior Aircraft Sheet Metal Worker.
- Aircraft Woodworker.
- Baltimore, Md., and Vicinity, including Ft. Geo. G. Meade, Md.; Aberdeen, Md.; and Edgewood, Md. Machinist.
- Rock Island, Ill., Rock Island Arsenal Machinist.

## More Data On Card Punch Test

No definite date has yet been set for the federal Alphabetic and Under Card Punch operator examinations, but it is expected that these tests will be given around November 1.

The federal Civil Service Commission was forced to delay the tests while it considered a ruling on what constituted "three weeks of intensive training." This was the experience requirement for entrance to the exam.

After the new eligible registers are established for Card Punch Operators, appointments will be made in the Census Bureau in Washington, and possibly in other federal agencies.

## Defense Program Places Thousands on U.S. Payroll

The national defense program may be tough on the taxpayer's pocketbook, but it is placing tens of thousands of unemployed on the government payroll.

Perhaps the greatest employers at the moment are the War and Navy departments. Between them, they are hiring up to 90,000 skilled employees for Navy yards and Army arsenals.

As the War Department speeds up plans to draft and train the nation's youths for war, thousands of jobs are opening. It is conservatively estimated by Washington officials that around 80,000 persons will be given employment by the War Department within the next few months. Nearly all the new employees will be chosen from Civil Service rolls.

Moreover, vast numbers of additional jobs are indirectly opening through the War Department, on camp construction which is being done by private contractors.

Army agencies and the number of employees each will hire are as follows:

- Medical Department, 29,967; Engineer Corps, 3,000; Finance Department, 2,131; Quartermaster Corps, 4,975; Subsistence of Army, 8,320; Finance Service, 4,800; Signal Corps, 897; and Selective Service, 169 in Washington, and at least 25,000 in the field.

Some of these jobs will continue for the duration of the national emergency, but the bulk are temporary and will last from 15 days to nine months.

The jobs include everything from hostesses to typewriter repairmen to buyers of food and clothing.

## Appointments Made From Prison Guard List

Three eleven-hour appointments from the dying Prison Guard list were made last week to Woodbourne Prison. They are numbers 343, 731, and 1,039. The list expires October 19, and it is doubtful if any further appointments are to be made before that date. The latest certification, issued September 25, reached down to 1,180; number 1,125 is the highest number that has been appointed. 1,556 names appear on this list.

7,500 candidates took the new Prison Guard test last Saturday. It will be at least six months before the new list is established. Appoint-

ments before that time will be made provisionally from unappointed eligibles on the old list who also took the new exam.

The new list will last four years; 500-600 appointments, at starting salaries of \$1,800, are expected during this period. Some 200 jobs will be available at the new Greenhaven Prison, scheduled to open during the Summer of 1941.

Launching of the eight-hour day for Guards resulted in the abnormally large number of appointments from the present list.

Further information on the old and new Prison Guard lists will appear regularly in THE LEADER.

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# Border Patrol Job—Glamorous and Tough

Filing for the federal position of Border Patrolman will open for another six days—until Monday, October 21. The test, which was announced last week, is open to men who have been within three years immediately preceding closing date for receipt of applications, engaged for at least one year in regular and active outdoor activities requiring endurance, agility, vitality, alertness and practical judgment. The starting salary for Border Patrolmen is \$2,000.

The experience that is acceptable for the Border Patrolman job includes work as active members and directors of athletic organizations sponsoring a sys-

international borders, in most cases those along the Mexican frontier. Applicants will be given a general written test. Successful candidates



tematic program of physical training; park rangers; forest rangers; city and State law enforcement officers and firemen belonging to organizations having training programs; members of the Civilian Conservation Corps, employed on a full time basis; and members of military or naval organizations who show that they have actually engaged in a systematic program of outdoor activity.

## Physical Requirements

The following physical requirements have been set for the test: applicants must be at least 68 inches in height without shoes, and weigh at least 145. They must be well proportioned as to height and weight. Applicants must be in generally sound physical condition; their vision must be 20/30 in each eye. An age limit of 21 to 35 has been set.

According to an announcement by the Federal Civil Service Commission, the duties of Border Patrolmen are to work in the detection and prevention of smuggling and the illegal entry of aliens into the United States. The work involves patrolling

will then be sent to a three month training school at El Paso, Tex. Full official requirements, and other information about Border Patrolman examination will appear in this issue of The Leader.

## P. O. Eligibles Urge List Extension

Alfred Avallone, president of Post Office Eligibles Association, issued a statement this week urging all members of the group to vote for the extension of the life of the list until 1942.

"All postal eligibles are advised to write to Senators James Mead and Robert Wagner, both at Washington, and to the Manager, 2nd U. S. Civil Service District, 641 Washington Manhattan, urging them to extend for another year, until February 1942, the various Postal registers in existence in greater New York City," Avallone declared. "Inform the officials that further extension of the list is in the interest of governmental economy and is in justice to the eligibles, many of whom may be drafted."

# What Makes A Good Social Worker

By Commissioner David C. Adie  
State Department of Social Welfare

## PART I

The public assistance worker holds a key position in the social welfare program in New York State, which brings into action the social planning and financial resources of local, State, and federal levels of government. In New York State responsibility for the operation and administration of the assistance program rests on the local departments of public welfare and boards of child welfare. The effective translation of the policies and procedures, which are developed by local administrative agencies or by the State and federal supervisory bodies, depends on the attitude, the equipment, and the skill of the public assistance worker in his job.



SOCIAL WORKER AND CLIENT

In New York State the administration of assistance proceeds in a democratic way. The principle of local administrative responsibility is recognized. Beyond the necessity to conform to the Public Welfare Law and the policies and procedures established by the State Board of Social Welfare, there is no uniform pattern which is devised by a State or federal level of government and handed down to the local unit. The resources and limitations, as well as the particular problems of specific localities are taken into consideration. The State, however, has some part to play in local administration. The responsibility is fixed by the Constitution, which reads:

"The aid, care and support of the needy are public concerns and shall be provided by the State and by such of its subdivisions . . ." "The State Board of Social Welfare shall visit and inspect, or cause to be

visited and inspected by members of its staff all public and private institutions . . . which are in receipt of public funds."

By statute, also, the State participates financially in the assistance program. It, therefore, has a definite responsibility for determining the quality and the efficacy of the methods of local administration.

## Seven Area Offices

In New York State these supervisory, advisory, and directive responsibilities are discharged through the Department of Social Welfare. Under the principle of centralized-decentralized control, these functions are exercised through the Department's seven area offices which cover the State and enable the staff to work in close relationship with local administrative agencies and

with the benefit of knowledge which comes through the ability to live in and be a part of the communities which are served in each area's territory.

That the assistance program grown in size and complexity in the past few years is apparent to everyone. Yet the relief program represents only one segment of the program of social welfare as it operates in New York State. In first of these articles only the public assistance program will be covered and only some of its major highlights will be touched upon.

Public Assistance is a term used to characterize the newer, more adequate and more effectively administered types of governmental aid to needy persons living within their own homes." It includes general assistance, known in New York State as Home Relief, as well as the categorical forms of aid which participate in federal reimbursement: Assistance to the Blind, Old Age Assistance, Aid to Dependent Children, work relief and farm programs.

(Continued on Page 18)

## Border Patrolman

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# Mental Hygiene Notes

By JOHN F. MONTGOMERY

**Special Agent**

Permanent employees in the Department are eligible for a promotion test for Special Agent, just held by the State Civil Service Commission. Duties of the agent are to investigate the financial ability of applicants and relatives to reimburse the State for their care. Requirements for the test to all permanent employees who have been serving in the competitive class for a year preceding the test date. They must also meet either (a) two years hospital confinement work; or (b) four years financial and property investigation work; or (c) two years investigation work and a college degree with specialization in business administration, law, or accounting; or (d) a satisfactory financial statement. Filing ends October 21. Salary of the job is \$2,760-

Commission has also opened for a promotion test for Master Mechanic. Supervising Carpenters working in the competitive class for a year are eligible for the post. Salary \$144-\$160 a month, plus allowance. October 19 is the deadline.

## Graduate Nurses

Graduate nurses at Harlem Valley formed an alumni association meeting in Wingdale last Wednesday. . . . Women bowlers at hospital have banded together league. . . . Drs. J. Rothery and Thomas A. March are leaving the coming two months in the Psychiatric Institute, New York City.

## Massic Changes

Appointments and resignations at State School were announced last week: Joining up were McKay, of Ghent; Mrs. Mil-Shaffer, of Amenia; Mr. and Fred Bradley, of Syracuse. . . . On the other side of the ledger were Wood, Mrs. Margaret Bierce, and Dote Davis.

## the Army Now

military camp at Fort Dix, is already well supplied with able to take care of any mental that may arise. Forty-four inmates of Hudson River State Hospital have been inducted into the camp, and are stationed at the New York camp. Here's the list, with SE card numbers:

156 Field Artillery, U. S. Army, Medical Department Detachment, from Newburg, N. Y.:  
 Corporal Charles E. Niles (26190); Corporal Robert J. Sheedy (22433); First Private Robert Tillman; First Private William Power (20403); Private James M. Hayes, Jr. (31605); Private Sheedy (27525); Andrew Morse (20340); Wilfred Sullivan (20340); Arthur H. Marx (23112); Edward L.

Weaver (20335); William Gillespie; William A. Pottenburgh (24320).  
 Second Battalion Headquarters Battery No. 156 Field Artillery, U. S. Army, from Newburg, N. Y.:  
 Corporal Robert E. Peters.  
 Battery E. No. 156 Field Artillery, U. S. Army, from Poughkeepsie, N. Y.:  
 Sergeant John McLain (22430); Privates Orlo Ceruti (23095); George Ferenz; Jack Ciancio; William Tackes;

Raymond F. Shipley; William Pfeifer (32172); William P. Carey (24603); Floyd Hoff; Emanuel Urbano.  
 Battery C. No. 156 Field Artillery, U. S. Army, from Poughkeepsie, N. Y.:  
 Corporal George Finn (23105); Arnold Lutz (24674); William Clark; Perry Rion (24613); John Spice (20494); Elmer Galbraith (27533); Kevin Rogan; Philip Newkirk (33146); M. Donald Bishop; Edward Odell; Gregory Milroy (844); Daniel J. Cavanaugh (22440); Frank Schram (31610); Wallace O. Pink (24616); Kenneth V. Tartter (14544); William Schab (31611); James Sheedy (31613); Edward Grega; Stanley Siwek.  
 Battery E. No. 156 Field Artillery, U. S. Army, from Newburg, N. Y.:  
 Privates George C. Shipley (20392); William H. Toomey (14419).

## FIRE BELLS

By JAMES DENNIS



## Strange Tangle

A strange tangle over a widow's pension in the Fire Department cropped up last week when Mrs. Lucy Adamson filed suit against Commissioner McElligott and trustees of the fire pension fund for a determination of her status.

When Samuel J. Adamson, who retired in 1912, died not so long ago, he left a widow, Mrs. Elizabeth Adamson. She recently filed claim for a \$600 annual widow's pension, and was astounded to learn that Mrs. Lucy Adamson, the fireman's first wife, also had filed a pension claim. The former Mrs. Adamson's claim is based on the fact that the divorce which severed her marriage was obtained in Mexico. She questions its validity.

It's up to the courts to decide which of the two women is the legal widow; which will thereby be entitled to a pension.

tion in saving life outside the limits. According to the bill, such pensions would amount to one-half the regular city salary and would be paid as long as the widow remained unmarried. Pensions would be paid after approval by the Mayor and the Board of Estimate, following a recommendation of the Fire Commissioner.

## Dinner Dance

Members of the Fire Department Post 930, American Legion, will hold a dinner dance at Manhattan Center on November 7.

## Card Party

The annual card party and dance of the Firemen's Wives and Widows Social and Benevolent Association of Greater New York will be held on Friday evening, November 15, at the Capitol Hotel, 50th Street and Eighth Avenue.

## Holy Name

The Holy Name Society of the Fire Department, Branch 141, is holding its annual entertainment and ball at Manhattan Center, West 34th Street, on Friday, October 18.

## Columbia

Captain Cosmos J. Mazzarella, president of the Columbia Association of the Fire Department, led members in memorial ceremonies held at Columbia Park, Baxter and Worth Streets, on Saturday, October 12. The services were part of ceremonies sponsored by Columbia Associations of all city employees.

## Widow Pensions

Councilman Frederick Schick, Richmond Democrat, last week introduced a bill in the city council which would provide pensions for the widows of firemen killed in ac-

## POLICE CALLS

By BURNETT MURPHEY

### 5,000 In Draft Age

Approximately 5,000 members of the Police Department will be within the conscription age and will have to register on October 16. Of the above, about 4,000 are married, many with families, and it is expected that they will be placed in the deferred class.

### 11-Squad Chart

The 11 Squad Chart is on the tongue of nearly every member of the Department. The men are anxiously awaiting results on this chart. The main topic of discussion in practically every station house is the 11 Squad Chart.

### Longer Hours

The members of the Police Department once more met the task of longer hours in connection with registration. On Tuesday, October 15, the men will be forced to do 24 hours duty in connection with the last day of registration and then follow this up with 24 hours on duty October 16, conscription day.

### Ball

January 18, 1941, has been set as the tentative date for the PBA Ball of 1941. Madison Square Garden will again be the scene of festivities. As in the past, many stars of the stage, screen and radio will be present to assure the many friends of the PBA a most pleasant and memorable evening. Final plans will be announced at a later date.

### Patrolmen Eligibles Meet on Tuesday

The next meeting of the Patrolmen Eligibles Association will be held on Tuesday, October 29, at 8 p.m. in the Washington Irving High School, according to an announcement this week by Herbert T. Klein, secretary of the group.

### Police Post 1999

The Greater New York Police Post No. 1999, V.F.W., will hold an entertainment and ball on November 10 at the American Women's Association Club Rooms, 153 West 57th St., Manhattan.

### St. George Ass'n

The St. George Association of the Police Department will hold its annual entertainment and reception in Manhattan Center, 311 West 34th St. on November 16. Members of the association who wish to attend the affair will be excused from duty.

### PBA Meeting

The regular meeting of the Patrolmen's Benevolent Association for the month of October will be held at the Commodore Hotel on Thursday, October 17. This meeting, originally scheduled for Tuesday, October 8, was necessarily postponed due to Registration Week.

# Welfare Dept. News

By HENRY TRAVERS

## From Baby To Grandma

Clothing for children and adults—from baby to grandma—is being distributed this month to home relief recipients in sets sufficient for a six months' supply. These units of clothing are intended to supplement what the recipients have on hand.

The sets include layettes for babies; creepers, underwear and overalls for older infants; two-piece suits, union suits and pajamas for small boys; woolen knickers, shorts, underwear and pajamas for older boys; dresses, slips, underwear and nightwear for girls; shirts, underwear and pants for men and for boys over 14 years; dresses, slips, underwear and nightgowns for women, and household sets consisting of sheets, pillowcases and towels. In addition to these units, mattress pads, quilts and blankets are being distributed.

The clothing, manufactured by the WPA, is of excellent quality.

## Victory

The Department of Welfare bowling team made an auspicious start competing in the Municipal Bowling League of New York City, on Oct. 8, at the Capital Health Center alleys, 1680 Broadway, scoring a clean sweep of three victories against the Finance-Comptroller's office squad.

Members of the victorious team were Vincent Cerra (Capt.), Legal Division; William Carr, D.O. No. 67; Alex Delmonico, Resource Division; Jacob Glassman, Non-Settlement Section, and Joseph Kocarnik, Children's Division.

## Here 'n' There

Miss Margaret Flanagan, administrator of the Personnel Adjustment Section, is back at her desk again after a bad attack of grippe.

Theodore E. Harfst, Assistant Manager of the Staff Control and Payroll Section, is the proud father of a son born on Wednesday, October 2nd. The baby will be called Jeffrey Loren Harfst.

Mrs. Lillian P. Thesz, Senior Consultant in the Case Consultation Section of the Division of Field Administration, conducted the Institute on "Case Work in Families in Which the Main Problem Is Financial Dependence," at the New York State Conference last week. Mrs. Margaret De Witt, Assistant Director of Field Administration, originally scheduled to conduct the Institute, was unable to be present, and Mrs. Thesz took her place.

## Note on Mayo

Leonard W. Mayo, associate director of the Welfare Council of New York City, is now a member of the Appeals Board. Mr. Mayo has a lot of valuable experience. He was director of training and director of personnel of the former Emergency Relief Bureau; a member of the faculty of the New York School of Social Work; served as director of welfare, director of training for institution workers and assistant director of Children's Village, Dobbs Ferry,

N. Y.; and held other important posts in the public and private social welfare fields. He majored in social sciences at Colby College, did graduate work at New York University and the New York School of Social Work, is a member of the executive committee of the New York Chapter of the American Association of Social Workers, and has served on committees of both the New York State and National Conferences of Social Work. Besides all that and much more, he's a swell guy.

## Job by JTZ

Jacob T. Zuckerman, administrative assistant to the Director of Old Age Assistance, did a swell job with his institute on "Significance of Present Statutory Provisions in Old Age Assistance" at the N. Y. State Conference on Social Work. He had four sessions, which outlined the whole scope of the problem of the needy aged, including trends in caring for the dependents, statutory provisions, problems of administration, and proposed legislation.

## Chapin Honored

Jim Chapin in the Recovery Section of the Resource Division was honored at the recent State Convention of the American Legion at Schenectady by election to the office of Grand Commissaire Intendant La Societe Des Quarante Hommes et Huit Chevaux.

Jim has held many local and county offices in the Legion since his return to civil life from World War service in the Navy. For many terms he was commander of the local post in Far Rockaway and for the past eleven years has been Treasurer of the Queens Voiture of the "Forty and Eight".

Jim manages church affairs, such as card parties, bingoes and dances, with equal success.

## Decline and Shift

The Richmond Welfare Center total caseload declined during the past year from 2,853 cases to 2,355 cases. This caseload decline and the current periodic realignment of district office caseloads have resulted in the shifting of thirteen social welfare investigators to district offices in lower Manhattan and Brooklyn.

The home relief cases dropped from 1,791 to 1,324, and the old-age assistance cases from 815 to 755. The number of blind assistance, veteran and dependent children cases increased slightly during the year.

## 20 Days Left

Speaking of exhibits, if you are one of the few who haven't seen the Department's exhibit at the New York City Building at the World's Fair—you've got exactly 20 days left. One visitor was so impressed by the exhibit, she wanted to buy it!

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# Civil Service LEADER

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Tuesday, October 15, 1940

## Put the 11-Squad System Into Effect!

THE LEADER'S explanation of the 11-squad for cops brought forth one of the biggest responses this paper has had to a series of articles.

The 11-squad chart is a proposed system of so regulating working hours that a cop gets a full day off from work each week. He doesn't under the present 10-squad setup.

Cops all over the city want the 11-squad system put into effect. They point out that it would eliminate one of the largest sources of resentment among the men on the force. They point out that morale would be improved and that the new system needn't cost the city any additional money.

The LEADER feels that Commissioner Valentine should give heed to this just request of his men for better hours. It would be better for the Police Department to put the new regulation into effect than to wait for a bill to come up in the City Council proposing the same thing.

## Beautiful Phrases

WHEN the two major political parties published their platforms, the LEADER looked over the statements on Civil Service. Frankly we didn't like those statements. They looked like weasel words to us—and we said so. Both parties talked in high-sounding phrases about the beautiful merit system which ought to be extended. We wanted to be shown. And there was one way in which we could be shown. We said:

"If both parties are so anxious to extend the merit system, they should do so immediately, even before the election, by passing the Ramspeck bill. It has been a legislative step-child long enough."

The Ramspeck bill would bring 150,000 federal jobs, now the playtoys of peanut politicians, under the protection of Civil Service.

Well, Congress passed the bill all right, but saddled it with such amendments, made it look so different when it left the House and left the Senate, performed such an adroit job of stabbing the bill, that the whole thing fell with a tremendous plop.

Senator James M. Mead, who conducted a brilliant job in steering the bill through the Senate, wired the LEADER that no action may be expected on the bill until after the current session is over.

Weasel words? You said it!

## To Mayor LaGuardia

DEAR MR. MAYOR: The Council investigation of Civil Service procedure, despite criticisms, is proving to be a serious survey. It has uncovered several situations which, on their face, cannot be laughed off. We don't think, Mr. Mayor, that you should continue to look upon this probe with a flippant air. We don't think that such an attitude aids the advance of the merit system in New York.

## We Suggest - - -

In this new department, THE LEADER will each week include suggestions which are important to Civil Service employees, eligibles, and those seeking to enter the government. Readers with suggestions of their own are invited to submit them to the editors.

THAT YOUNG MEN with a year's outdoor activity or a year's experience in a well-planned athletic program who are interested in a career job, apply for the federal Border Patrolman exam. The filing period will end next Monday.

THAT PATROLMEN in New York City begin serious study for the next Sergeant's examination, which will be announced within a few months.

## Merit Men

Ralph Lester Van Name



"... the story of the pension system is my story ..."

WE met a man last week whose whole adult life has been devoted to one single job—the development of a sound pension program for New York City employees. His name is Ralph L. Van Name, a good-natured, white-thatched career man who started in Civil Service 30 years ago. Van Name is secretary of the New York City Retirement System, which is a separate city corporation, but is run as a bureau of the Board of Estimate. It operates independently of the Police, Fire, Sanitation and Teacher's Retirement systems, but nonetheless includes 72,000 members at present, and by the end of 1941, will have 100,000 when some 27,000 subway workers are included.

When we asked Van Name to tell us something about himself, he said simply: "The story of the pension system is my story."

### Started as Steno

Van Name got into the present pension system on the ground floor. He worked for three years as a Stenographer, then in 1913 became Mayor Gaynor's confidential secretary. When Gaynor died, he continued in the same job under Mayor Kline. As secretary to Mayor Gaynor, Van Name wrote the letters appointing the Mayor's original pension commission. He took the minutes of the first meeting. When the Commission began to operate and organize a staff,

he was the fourth employee selected in a staff that soon grew to 100. His job was listed as Stenographer, but actually Van Name functioned as office manager.

Recalling those early days, Van Name says: "The Commission spent over \$100,000 in research investigating pensions and what is now called Social Security. We had translations made of foreign pension plans. We had the Australian and New Zealand setups as well as the more advanced plans of European countries—Belgium, France, and Germany.

### Big Job

"The first job the Commission had to undertake was the reorganization of the bankrupt Teachers' Retirement System. We organized the present teachers' system in 1917.

"Our legislation for this present pension program was defeated in 1918 and 1919, but passed in 1920. It closed the door to future employees to the pension systems existing then, with the exception of the Fire, Police, Sanitation and Teachers setups. When we formed we did not force any city employee into the new system, though 99% have since come in."

Ralph Van Name, who has labored 30 years to perfect the retirement system of New York City employees, is himself eligible for its benefits. He has reached the age, and put in the required number of years, to retire if he likes. But he has no immediate plans to retire. This decision is partly due to

(Continued on Page 11)

## letters

# Hatch Act Discrimination

Sirs: The Hatch Act prohibits contributing to a political fund. The penalty is loss of job. This meets with my approval, but what happens to the poor individual who refuses to contribute when requested? Life will be made rather miserable, but the main fear is that the job will be abolished. What I would like to know is this: Would a person in such a predicament be assisted in getting another job without going on another Civil Service list? Fear prevents people from taking a stand, but if they knew they would not be made to go months without a job, they wouldn't hesitate in refusing such requests.

Seems to me the Hatch Act is going to have little effect until something is done to prevent pressure from the other side.

DOROTHEA M. BEEN.

The Leader has opposed the Hatch Act for a variety of reasons. This intelligent letter adds another—that the Hatch Act doesn't really prevent political skulduggery, but does place a fear on the Civil Service employee against talking about it.

By all means, clamp down on the political racketeers who demand tribute of public employees. But why penalize the employees both ways? We see the Hatch Act as one of the worst pieces of legislation affecting government employees in our history.—EDITOR.

### Suggestions On Conscriptions

Sirs: To Harry Zucker's suggestion concerning the draft may I add those of THE LEADER published in an editorial?

1. Permit conscripts to receive all the Civil Service news.
  2. Permit conscripts to take Civil Service exams.
  3. Provide conscripts with study opportunities at the camps.
- Thus, with both sets of suggestions, the two groups, eligibles and aspirants to government positions, are protected against the loss of rightful privileges and opportunities.

CONSCRIPT-TO-BE.

Any other suggestions?—EDITOR.

### P. D. Eligibles Thank Leader

Sirs: I am taking this opportunity, on behalf of the officers and members of the Association, to thank you for the articles and editorials that have appeared in your publication stating the case of those on the Patrolman P. D. list No. 1.

It is indeed heartening to look through the pages of The Leader and, as in the past few weeks, find some news concerning the trials and tribulations of those 1,100 "perfect" specimens who yet remain eligibles for the job of Patrolman.

Don't Repeat This



BEN COHEN, the other half of the New Deal team of Corcoran and Cohen, will resign as general counsel of the National Power Policy Committee after election, no matter who's in. Corcoran and Cohen will open a Washington law office after it's over... The Hatch Act is curbing political activity on the part of teachers in certain State universities... Watch for more exams held jointly by the city and State commissions. The Title Examiner experiment has been labelled a huge success... Commission Secretary Frank Schaefer is awaiting a call from Uncle Sam... Wendell Willkie is a member of the Civil Service Reform League...

### Moving Dept.

LaGuardia's advisers are trying to convince the Mayor that he should remain in New York rather than accept the post of Secretary of War in the next Roosevelt cabinet... Attorney Charles Barasch, formerly associated with Herman E. Cooper, is now in practice for himself, at 11 Broadway... Buffalo merchants are angered at the Forum's ticket-selling methods... "Few office-holders die, none resign," said Thomas Jefferson. But an awful lot get kicked out... In about 10 minutes the U. S. can place its finger on the private life of any one of 300,000 federal employees. There'll be files on 767,000 before the coding is finished... Wage and Hour Inspectors are burnt up because they have to work 42-50 hours a week without overtime pay or time off.

I trust you will continue to help us, even more, if possible, than you have in the past, to the end that we may become worthy civil servants, of this city we are so very anxious to serve.

HERBERT T. KLEIN, Patrolman Eligibles Association.

### Subway Cops Needed

Sirs: When the Patrolman exam was given in 1939, the requirements were so high that of the 33,000 men who filed only 1,900 were able to pass the physical and mental tests. Of the 1,900 qualified men, 483 were put on a list to be used as Special Patrolmen.

Among the positions to be filled from this list was that of Subway Patrolman. Up to the present date, not one appointment has been made to this position. Now, everyone who has had occasion to ride the BMT and IRT must realize the urgent necessity for a more adequate police force on these lines.

Police authorities in the subways have notified the Board of Transportation that there is a serious shortage of Special Patrolmen in the subways and have asked for 300 of them to be appointed at once.

I am sure the Board of Transportation, if awakened to these pertinent facts, would act at once to remedy this evil situation.

ELIGIBLES



# Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis by a well-known Civil Service authority.

### Fingerprint Jobs in Civil Service

J. J. F.—Of all positions in the Federal Bureau of Investigation only fingerprint classifiers are under the civil service law and rules. All the others, from agent (G-Man) down to clerk, typist and stenographer, are in the unclassified service, and application must be made directly to the FBI, Washington, D. C. Definite requirements for agents are an age limitation of from 25 to 32, and graduation from a recognized law school or a year's experience as an expert accountant.

### Dismissal During Probation

O. W.—Your dismissal from the federal civil service during your probationary period will have no effect upon your chances for municipal employment nor upon your chances for federal employment in some other capacity. Should you take another federal examination for the same job and pass it, you will be certified when your name is reached on the eligible list just as if you had never been dismissed. The appointing officer, however, may refuse to appoint you on the ground that you failed to make good once and might not do better a second time. You will be given credit for your experience in your probationary period if you take another examination.

### Transfer

J. H.—I am not certain about your use of the word "release." If you mean to ask whether you are automatically entitled to a transfer from a federal stenographic position in Washington to

a similar position in New York, the answer is "no." You must secure approval of the head of your present department and the head of the new department also, no matter whether either department is engaged in defense work or not. If your present department head refuses your request for a transfer, you can resign and accept a New York position from the different eligible list when your name is certified. However, you will not be given credit on your new probationary period for the time served in the first position.

### War Dept. Tests

G. K.—There will be very few positions of administrator of mental tests to enlisted men. They probably will be under the Adjutant General, War Department, and will be civilian positions.

### Transferring Eligibility

G. W. O'S.—Unfortunately, you cannot transfer your eligibility for Substitute Postoffice Laborer from the city where you qualified to Washington, D. C., in spite of the fact that you have changed your residence to Washington. If you want to accept the position when your name is reached you will have to go back to your home city.

### Illiterate

G. R.—In spite of the fact that you are a war veteran, your inability to read and write English makes it almost impossible for you to qualify for any civil service position. It is possible you might be able to qualify for unskilled laborer in the federal or state service.

### Nurses Entitled To Preference

J. F.—Members of the Army or Navy Nurse Corps who served in the World War are entitled to the same preferences in all branches of the civil service as are soldiers, sailors and marines who are war veterans.

### Once Drafted, You're A Vet

P. M. M.—According to the recent decision in the case of John

D. Lore against the Department of Purchase, a man drafted into military service for even a few hours on the day the armistice was signed in 1918 is a war veteran entitled to veteran preference in the civil service.

### Provisional

H. P.—A person who is holding a provisional appointment, but who does not meet all the qualifications which have been fixed for competitive examination for permanent appointment to the position, will not be permitted to compete. Experience as a provisional does not give anyone any preference in competition for or appointment to a permanent position.

### Subway Workers And Lyons Law

P. O. McD.—Since subway workers are employees of the Transit Commission—a state agency—they are not covered by the Lyons residence law. Moreover, there is nothing in the state civil service law which requires them to be residents of the state. I think it would be wise, however, for them to establish a legal residence in New York State.

### When Job Is Abolished

G. F. M.—If your position is abolished because of lack of appropriation, you will be placed on a preferred list for the position you now hold, not for the position to which you were originally appointed. You will be eligible for reinstatement from the preferred list to a vacancy anywhere in the state, irrespective of the fact that your original position was located in Albany. If you are drafted and the position is abolished while you are in military service your name will be placed on the preferred list and payment of your salary will cease as of that date.

### Reinstatement

H.J.S. and J.C.—A person who resigns from the service may be reinstated to his old position or a similar position if he applies for reinstatement within a year, provided the department head wants to take him back. He is not required to do so. If more than a

year has elapsed before one makes application for reinstatement, a new examination is the only method of re-entering the service.

### Federal Appointment

M.H.—If you notified the U. S. Civil Service Commission when you filed your application that you would accept appointment only in one section of the country and at a certain salary, and now wish to be certified for appointment anywhere at any salary, all you have to do is to write to the Commission and tell them so. They will substitute your new statements for those you made in your application.

### Jewish Holidays

R.F.—In the federal Civil Service, employees who take time off for religious observances (such as Jewish holidays) have that time deducted from their annual leave. In the state and city service, it is the general practice to excuse employees without loss of pay. In institutions where employees do not work on a regular Monday-to-Saturday work-week but where

the needs of the service require that they be given some other day off than Saturday or Sunday, it is not always possible to permit all Jewish employees to absent themselves from work on a Jewish holiday. In this case, however, it is the practice to give them some other day off as a substitute for the holiday when they were required to be on duty. The best interests of the service are always the first consideration in all such matters, of course.

### No Promotion For Jr. Counsel

A request to the Municipal Civil Service Commission from the Department of Welfare that a promotion test for Junior Counsel, Grade 3, be held, was denied last week.

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## Fireman Exam

(Continued from Page 3)

date action (b) are good training and discipline for the writer (c) mark the efficient person (d) provide excellent reference material (e) expedite official business.

6. The exit doors in a theatre should be avoided (b) people should be aoided (b) people should walk, not run, to the nearest exit (c) the doors may catch fire (d) exits are then more readily seen (e) audiences can then get out easier.

7. Rate of combustion is most probably increased by (a) lowering temperature (b) the addition of virtually any chemical (c) the use of water (d) the introduction of more oxygen (e) the use of soda-acid.

8. The one of the following which is a gas and is not inert is (a) neon (b) nitrogen (c) fluorine (d) iodine (e) bromine.

9. Elements of illuminating gas are (a) carbon and hydrogen (b) silicon and chlorine (c) sodium and potassium (d) oxygen and calcium (e) magnesium and phosphorus.

10. "It ignites organic matter and explodes when brought in contact with alcohol or acetic acid. It is a strong oxidizing agent and should be isolated in storage, for when involved in fire it may cause an explosion." The description best ap-

plies to (a) chromic acid (b) charcoal (c) celluloid (d) barium dioxide (e) borneol.

Answers: 1 (d), 2 (a), 3 (b), 4 (d), 5 (e), 6 (e), 7 (d), 8 (c), 9 (a), 10 (a).

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This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



## complaint corner

### Why Doesn't Kern Decide?

Sirs: Why hasn't the Civil Service Commission decided one way or the other on the Telephone Operator appointments to the Police Department? Commissioner Valentine and Commissioner Kern say that Police eligibles will be used. But, so far as I can find out, there has been no official ruling to that effect. Meanwhile, the provisionals now in the jobs are working illegally, because the Male Telephone Operators list has been in existence several months.

R. L. K.

### Laws Against Long Hours

Sirs: It seems preposterous that after ten years of depression and share the work campaigns, and all the recent legislation put on our law books, that the Board of Transportation should appear as the Simon Legree of Labor. "Working 150 Subway Watchmen 12 hours a day." (Letter in the Civil Service Leader Oct. 1, 1940.)

I am a Permanent Civil Service Watchman in the Sanitation Department, on vacation, and am spending a few days in the Public Library reading, and here are some Liberal Laws of the land I ran across, which should get those 150 Watchmen their eight hours per day:

1. National Labor Relations (Wagner) Act.
2. Fair Labor Standards Act.
3. New York State Labor Law, 1939. Page 89, Article V—Hours of Labor. Section 108; Subdivision 2.
4. New York State Labor Law, 1939. Page

75. Article VIII—Public Work. Section 220, Subdivisions 1 and 2.
5. New York State Labor Law, 1939. Page 228, Article II, Section 1.
6. New York City Charter, adopted Nov. 3, 1936. Page 5, Chapter I—Mayor. Section 5, paragraphs 3, 4, 5.
7. New York City Charter, 1936. Page 42, Chapter XVI, Section 395. Law Department.
8. New York City Charter, 1936. Page 66, Chapter XXXIV, Sections 803, 204. Investigation.
9. New York City Charter, 1936. Page 67, Chapter XXXV, sections 813, 814, 815. Municipal Civil Service Commission.
10. New York City Charter, 1936. Page 71—Officers and Employees. Chapter XII, Section 884, 885a, 889, 890, 892, 891, 895, 898, 900, 901, 903, 904.
11. New York City Charter, 1939. Transitional Provisions, Chapter LXI, Sections 953, 959, 963.
12. New York City Charter, 1939. General Provisions. Chapter XLIII, Section 981, paragraph 2; Section 982, paragraph C, and Section 984.
13. New York State Labor Law. Page 47, Article V, Section 160, subdivision 3.
14. New York State Labor Law. Page 210. The Penal Law, Chapter LX, of the Consolidated Laws, Section 1271, subdivision 1—Hours of labor to be required: "Any person or corporation who, contracting with the State or a municipal corporation, shall require more than eight hours' work for a day's labor (except as otherwise provided by law) is guilty of a misdemeanor, and on conviction therefor shall be punished by a fine of not less than five hundred nor more than one thousand dollars for each offense."

Editorial, New York Post, October 7, 1940:

"... Most American manufacturers feel, as does our War Department, that reasonable hours, good working conditions, a fair level of living and other such boons (usually won through unionization) are aids to a high level of production. . . ."

In conclusion, would suggest that these men form a Permanent Watchmen's Association, to protect their rights. I will be glad to help.

DAVID A. OWENS.

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How to Become a Fireman	.10
Fireman Study Book	.25c & 1.50
Fire Department Manual of Instruction—An officer's manual for professional fire-fighters by Lowell M. Limpus	1.85
Fire Prevention Code	1.50



# You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

October 15, 1940.

TEACHERS!! REGISTER TODAY!! THIS IS THE LAST DAY!! In order that you may vote on election day you must have registered this past week or today.

At this time you also enroll in the party of your choice—this enables you to vote in the primaries next year.

This year and next are very important election years. We are not only voting for a president in November, but in New York State we elect a new legislature.

In 1941 we must be prepared for primary battles—you will want to have your chance to vote for the best candidates for our city government. Yes, next year we elect a new Mayor and a new Board of Estimate. That means that you must enroll in a political party when you register.

### Fortunate

A fortunate people are we that our party system of government still exists and each and every voter has equal rights. I beg of you do not miss your opportunity to cast your ballot both on election day and on primary day.

Teachers are natural leaders in a community, they are intelligent citizens who are daily training young minds in constructive duties of citizenship. One of the essentials of good citizenship is good example: Register today!

Vote on election day!

Do not waste this opportunity!

I feel called upon to remind my colleagues to register because many people in public life constantly claim that teachers as a group do not vote. They criticize us severely for not taking a more active part in elections.

This is an important year for education—the State Legislature is the body that controls the destinies of the schools. Education is a state function—so decreed by an act of the state legislature. It is therefore important that we send as our representatives men and women who believe in free education for all the children and who are willing to vote for the necessary funds to adequately support public education.

### Opportunists

In crisis such as we now face opportunists will endeavor to cut appropriations for education. After you register find out who are the candidates for the state senate and state assembly and be guided in your voting by their records and pledges.

The Joint Committee of Teachers Organizations has sent a questionnaire to all such candidates. The Joint Committee will send to you

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the candidates' answers to these queries so that you may be further guided before you cast your vote.

Parents and teachers alike realize that curtailment in educational appropriations means loss of opportunities to those attending school today. These opportunities never return. It is therefore incumbent on those in the field of education to protect the child who cannot speak for himself.

At the present moment there is a concerted drive by professional economists to cut the cost of education. We do not wish to increase the cost nor do we think there should be waste in administering schools systems—but such economies must be arrived at in a businesslike, scientific way—and not for political expediency.

Let us hope that the present legislative investigations will approach the question without haste and with full knowledge of all the facts. We are certain if they do, education will not suffer but benefit by a fair and impartial inquiry.

## It's Going To Be Tough

In the future it's going to be tougher to become a teacher. License requirements for the academic and general subjects in junior and senior high school have been stiffened, and applicants will be required to present almost half again as many semester hours in their subjects as are now required. Because of a long waiting list, however, the Board does not fear that there will be too few applicants for teaching positions.

Candidates will be given additional time to complete these license requirements until September 1, 1943.

## Vacations Now

With park summer activities on the gradual wane, deserving park employees are now looking forward for a well-earned period of rest. According to general orders issued by William H. Latham, park engineer, vacation allowances will be computed on services rendered during the calendar year. Employees eligible for vacation must take it during the calendar year in which it was earned. No vacations can accumulate for succeeding year except by written approval of the Boro Director. Written applications for deferring of vacations must be filed with the Boro Director not later than December 1.

Permanent per annum employees are entitled to receive 25 working days for a full year's service. Where an employee's service is less than a year, he is permitted 2 working days for each full month of service. Regular per diem employees having fulfilled satisfactorily a full year's service will be entitled to maximum vacations computed on the following basis: Those employed on a 7-day week basis are entitled to 21 working days, those on a 6-week basis, 18 working days, 16½ days for those on a 5½-week basis and 15 working days for those on a 5-day week basis. Where partial service is rendered during the year vacation allowances will be made in proportion to the amount of service rendered. Seasonal employees working less

# Teachers

THE CIVIL SERVICE LEADER'S

## Background Of The Week's News

### New Union?

In its brief but stormy career, the Teachers Union has gained large membership rolls, then watched groups break away on the grounds that leftists were in control. New organizations have been offshoots of the Teachers Union; most prominent is the Teachers Guild. Today it looks as if another union is in the making from among dissatisfied elements in the T. U. Nucleus is a group of 20 minority leaders of local 5, augmented by 157 members who resigned over the week-end. The Committee for Free Teacher Unionism is the pious title of the tem-

porary group that has been the center of recent defections. But dissatisfied members of the Teachers Union are now reported signing petitions which would have the parent American Federation of Teachers charter a new union in opposition to local 5.

### Born: April, 1926

Although the average age of the class that entered City College last month is 17 years, three months, the class has its quota of prodigies. Six are under 15, 91 under 16. Newspapermen tried every which way this week to learn the name of the

most prodigious among these prodigies, but college officials wouldn't budge. We don't want him to get the publicity, they explained. They did say, though, that youngest of them all is a lad 14 and five months, an accountancy major at the School of Business, that he came from Townsend Harris Hall High School, where he was active in extra-curricular work, and that he's "well adjusted."

### Butler Backtracks

Strongly pro-British is aging Nicholas Murray Butler. And when the opinionated president of Columbia University feels something, he says it.

Two weeks ago he assembled his faculty, told them that the University is on the side of the British—"entered Columbia in the war," one newspaper said—and warned his professors against anything that might be at variance with the stand he had taken.

Last week Dr. Butler backtracked gracefully as he could, and that wasn't too gracefully. To eight professors who asked him to clarify his speech, the Doctor answered that

## New City Lists Of Eligibles

The Municipal Civil Service Commission released two new eligible lists this week, one for Chief Life Guard (temporary service), and another for Architectural Assistant, Grade 2. There are 43 names on the first list, and 55 on the second.

The complete lists follow:

### Chief Life Guard (Temporary Service)

1. John P. Hayes, Queens..... 92.21
2. Lawrence J. Mack, Queens..... 92.06
3. Thomas J. McGoldrick, Queens... 91.76
4. Edgar A. Kubalek, the Bronx.... 91.70
5. Richard H. French, Manhattan... 87.96
6. Leon Star, Queens..... 87.90
7. Fred A. Weber, Queens..... 87.15
8. Michael M. Rand, Manhattan.... 87.00
9. John E. Power, Queens..... 83.90
10. Henry J. Foley, Queens..... 85.15
11. David Star, Queens..... 84.81
12. Jack M. Bass, Brooklyn..... 84.75
13. Charles G. Knudsen, Queens.... 84.70
14. Bernhard A. Englund, Brooklyn.. 84.55
15. Frank F. Pinnerty, Manhattan... 84.40
16. Theodore S. Roxlan, the Bronx... 84.20
17. Alfred Golding, Queens..... 83.85
18. Alfred M. Dornis, Queens..... 83.40
19. Mortimer R. Robinson, Brooklyn. 82.55
20. Benjamin C. Brown, the Bronx... 82.55
21. Albert H. Henderson, Brooklyn.. 82.25
22. William C. Mosher, Brooklyn.... 82.25
23. Louis Sarnet, Brooklyn..... 81.90
24. James M. Walsh, Jr., Queens.... 81.75
25. Jacob Sager, the Bronx..... 81.50
26. Moe Brill, Queens..... 81.50
27. Philip N. Cassen, Manhattan.... 80.90
28. Luke Malloy, Brooklyn..... 80.80
29. Joseph E. DeLoce, Queens..... 79.81
30. Alex Silverblatt, Manhattan.... 77.85
31. Louis L. Krantz, Queens..... 77.10
32. Chester A. Lehman, Brooklyn... 77.00
33. Joseph A. Sloane, Manhattan.... 76.65
34. Jules Hochman, Queens..... 76.50
35. Arthur W. Jenksy, Queens..... 76.50
36. Henry Pariser, Manhattan..... 76.50
37. Raymond F. Orsini, Manhattan... 76.50
38. Herbert T. Leake, Queens..... 76.20
39. William O'Loughlin, Manhattan. 76.20
40. Edwin J. Bittling, Queens..... 76.20
41. Peter W. Bruko, Manhattan.... 76.05
42. Joseph V. Monetti, Brooklyn.... 76.05
43. Irving Platnick, Manhattan.... 75.75

### Architectural Assistant, Grade 2

1. Rocco R. Laino, Queens..... 88.63
2. Aaron L. Resnick, Brooklyn.... 87.97
3. Ciralamo R. Spatafora, Queens... 86.89
4. Peter P. Poveromo, Manhattan... 86.25
5. Joseph Schuseheim, Manhattan... 85.20
6. William Friedberg, Brooklyn... 85.01
7. John Killan, Queens..... 85.01
8. Arthur E. Shannen, Queens.... 85.00
9. Joseph J. Corsano, the Bronx.... 84.75
10. Louis Kurland, the Bronx..... 84.75
11. Frank P. Calamita, the Bronx... 84.60
12. Carl H. Erlcke, Brooklyn..... 84.84
13. Frank T. Lappone, the Bronx... 83.90
14. Aloys J. Fischer, the Bronx.... 83.85
15. Charles Pendola, Brooklyn.... 83.07
16. Lindsey S. Reed, Jr., Queens.... 82.90
17. David Pincus, Brooklyn..... 82.77
18. Samuel S. Alderstein, Brooklyn. 82.20
19. Arthur E. Cooney, the Bronx.... 81.24
20. Renert R. Kuret, Richmond.... 80.85
21. Joseph Caffero, Brooklyn.... 80.77
22. Alfred Schocken, the Bronx.... 80.76
23. William A. Vernarelli, Brooklyn. 79.41
24. Louis Resnick, the Bronx..... 79.20
25. Natalie J. Colosi, Queens..... 79.06
26. Andrew E. Costa, Brooklyn.... 78.83
27. Arthur P. Becker, the Bronx.... 78.72
28. Julius P. Scherer, the Bronx.... 78.31
29. Sidney Ackerman, the Bronx... 78.31
30. John C. Cope, Brooklyn..... 77.99
31. Leon A. Levine, Brooklyn.... 77.60
32. Martin F. Neuberger, Manhattan. 77.60
33. I. Richard Dickens, the Bronx... 77.21
34. Harold Hesselson, Manhattan... 76.88
35. Leo Brooke, the Bronx..... 76.68
36. Edward C. Miller, Brooklyn.... 76.67
37. Kassel S. Slobodien, Brooklyn... 76.66
38. Louis A. Basilicato, Brooklyn... 76.64
39. Anthony J. Napoleon, the Bronx. 76.64
40. Lloyd Gartner, the Bronx.... 76.57
41. Alfred D. Montagne, Queens.... 76.57
42. Alexander J. Smith, Brooklyn... 76.20
43. William B. Raschen, Manhattan. 76.00
44. Fred S. Bonsfield, Brooklyn... 75.13
45. Gunnar Huvala, the Bronx.... 75.13
46. Stephen Valcos, Queens..... 75.13
47. Michael H. Lisinichia, Manhattan. 75.07
48. Fred C. Rega, Queens..... 74.87
49. Jubert R. Soderlund, Brooklyn... 74.79
50. Theodore D. Mitchell, Brooklyn. 74.57
51. Joseph E. Rieca, Brooklyn.... 74.37
52. Milton Albertson, the Bronx.... 74.37
53. Robert G. Miller, Brooklyn.... 74.02
54. Howard R. Abisch, Brooklyn.... 73.75



TEACHER AND PUPILS

## PARK TOPICS

B. R. MEEHAN

than a full year are not entitled to vacations.

### Per Diem Workers

According to law, permanent per diem employees shall receive a minimum vacation allowance of 2 weeks. The actual vacation allowance is determined by the Boro Director, upon the evaluation of the quality of the employee's work. Excessive absence is taken into consideration, and may result in a proportionally reduced vacation allowance.

New employees will not receive vacations until the six-month probationary period has been satisfied. Upon completion of probationary service, they will be accorded a proportional vacation allowance effective from date of appointment to the end of the calendar year. Where employee's probationary service terminates between the 1st and 31st of December, they may take vacations earned in subsequent calendar year.

### Contact Dept.

Employees desirous in locating old friends they formerly worked with in the Dep't may do so by means of this column.

### Transfer Dept.

Park employees interested in effecting mutual transfers to various Boros or sections of Boros write the column.

### Badges

To prevent illegitimate use of badges by persons not employed by the Park Department, the number of badge lost should be reported immediately to the Arsenal. Supervising personnel have been requested to report the names of employees not in possession of badge assigned to him. If at the expiration of one week he fails to produce the badge, charges will be instituted against him, and he may be fined one day's pay.

Temporary employees are cautioned to return badges at the close of the seasonal service. Seasonal employees who fail to return badges will also have charges preferred against them.

### Ramblings

Will Adrien Andrews A. G. 79th St. yards soon discard the forestry green for a blue uniform?... Did Thomas Corbett (Sar. 169th inf.) Sec. 8 Dis. 1 bring back the promised whip to Foreman A. Konchalski... Why?... Seasonal layoffs were scheduled to begin Oct. 1 and terminate in late November. Assistant gardeners interested in preparing for ensuing gardeners promotion exam write the Brooklyn Botanical Gardens, Washington and Eastern Parkway, Brooklyn. The fee for the twelve session course is \$6. Classes are conducted on Wednesday afternoons at 3:30 by Montague Free, horticulturist at the garden.

(Address all communications to column in care of THE CIVIL SERVICE LEADER).

(Continued from Page 8)

the problems that face the system in absorbing 27,000 subway workers.

The city assumed all the obligations of the former transit companies when it took over control of the lines. "They have a rather unusual system," Van Name explains. "They both organized or reorganized pension systems some time before Social Security came along. When it did it largely superceded the former systems."

"Subway workers are due to get their future pensions from three sources. The city has agreed to pay an annuity for a stated period of years for any liabilities the companies had before 1937."

### Subway Men Left Out

However, he adds, the subway workers mostly get left out in the cold for payments they made for Social Security from 1937 on. "Men under 61 have completely sunk their rights. They can't get any pensions from Social Security or get back any money they paid in. Men from 61 to 65 are all right. They can hold Social Security rights for as long as

they were in the program—which will be four years.

"Men over 65 are a cinch. They can collect pensions whether they are working or not because they are in an 'uncovered' class under a ruling of the Social Security Board."

Van Name is proud of the pension setup in New York, calls it the "best-balanced" one in the country. He's fond of stressing its flexibility: the numerous options it allows; the fact that it is possible to borrow substantial funds from it; that anyone who leaves the program gets back all his contributions with interest, etc. "We try to avoid what Social Security does. They put a man in a straight-jacket."

Van Name has few outside interests besides his work, and, of course, his family. He has frequent invitations to address employee groups on various aspects of pension, tries to fill many of these as he can.

Miscellaneous data: he has two married sons; one a banker, the other a computer; a CPA office. He lives in Staten Island, is Superintendent of Baptist Sunday School. He's a member of the Holland Society.

he hadn't meant it; he wasn't infringing on academic freedom.

To the critical student editors of the Columbia Spectator, the embarrassed speech-maker gave full right to speak as they wish.

### Psychiatrist In

At the Board of Education's meeting last week, Dr. S. Harcourt Peppard was chosen the assistant director of the Bureau of Child Guidance, a \$10,000 a year position. Dr. Peppard, up to now a psychiatrist in the Bureau, had been mentioned for his new post as early as last January.

### Schools for \$1

If the Board of Education can build new schools on one dollar, then they can go ahead—but that is all the Board can get, for that purpose, says the Mayor. Approximately eighteen million dollars was approved as the capital outlay budget for education. This was the same amount received last year, and represented a cut from the sixty mil-

lion dollars requested for the purchase of sites and construction of new schools.

These figures were released by the City Planning Commission which met last week at City Hall. Representatives of teachers and parents' organizations attended to speak in favor of appropriations to relieve the congestion of the school system, but the Mayor's order acted as a binder for the commission.

The Board of Ed. is glum about this.

Teachers are glum. The Citizens Budget Commission is pleased.

### Better Speech

Inviting new methods and aids to teaching school children better speech, Dr. Elias Lieberman, Associate Superintendent of Schools, in charge of junior high schools, last week asked that a concerted drive be conducted by all school teachers to improve the address of students. In a memo to assistant superintendents and junior high school principals, Dr. Lieberman requested that this idea be incorporated as a permanent feature in the service that

each teacher gives his students. The development of such a program comes as a natural adjunct of the modern education theory of developing the student's personality.

### "No Sentiment"

Superintendent of Schools Harold G. Campbell announced last week that drastic changes could be expected in the current system of reporting on the services of teachers on their probationary periods. He called upon the principals, under whatever system is decided upon, to make their reports objectively and honestly rather than be lenient out of humane sentiments.

### Psychology Club Announces Lectures

The Graduate Psychology Club of the College of the City of New York has announced a series of special lectures every Tuesday at 7:30 p.m. in preparation for the Junior Personnel Technician examination. The lectures will be in room 205 of the 23rd St. Building of the College.

### Wagner Discusses Health Plan

The program of the Associated Health Foundation, 57 West 57th St., and the legislation under which it operates, will be discussed by Assemblyman Robert F. Wagner, Jr., State Civil Service Commissioner Howard P. Jones, Paul J. Kern and Wallace S. Sayre of the Municipal Civil Service Commission before representatives of City, State and Federal Civil Service organizations, at a special luncheon Saturday, October 26. Harry Hirschfeld, trustee of the Foundation, will be toastmaster.

This luncheon has been arranged by Burnett Murphey, managing editor of The Leader, to familiarize government workers with the health facilities now available through membership in the Associated Health Foundation, a non-profit organization operating under legislation recently signed by Governor Lehman.

### Sokolski Candidate For Municipal Judge

Nathaniel M. Sokolski, son of Albert Sokolski, who was one of the Commissioners of the Child Welfare Board for many years, is Democratic candidate for Municipal Court Judge of the City of New York, 9th District.



The younger Sokolski attended Syracuse University and Syracuse University Law School. He was prominent in athletic circles and graduated with scholastic honors.

Admitted to the bar in 1928, Sokolski was associated with McManus, Ernst and Ernst until 1932 when he formed his own law firm.

Sokolski is prominent in charitable and philanthropic affairs and has organized athletic programs for young men and boys.

### Stock Assistants N. G. As Conductors

A request that the promotion list for Stock Assistant, Grade 2, be declared appropriate for the position of Conductor in the transit system was turned down last week by the Municipal Civil Service Commission.

### Gynecologists Won't Do for Police Doc

A recommendation that experience as gynecologist is not acceptable for the requirements of Police Surgeon was approved last week by the Municipal Civil Service Commission.

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Chief of Staff is George C. Tallerday, Jr., M.D., an oculist with over 25 years' experience. Head of optometric department, Edward Dunner, Opt., an optometrist with over 15 years' experience.

YOU ARE CORDIALLY INVITED TO INSPECT OUR OFFICES WITHOUT OBLIGATION

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# Examination Requirements

## City Tests

### ATTENTION: ALL WHO PLAN TO TAKE THE COMING FIREMAN EXAM!

The Leader has prepared a special pamphlet to help in preparing for the coming fireman exam. To obtain a copy of this excellent training material, enclose only 10c to cover cost of handling, and send to Box 100, Civil Service Leader, 97 Duane Street, New York City.

### Asphalt Worker (competitive)

This is an amended notice. Salary: \$6.72 to \$7.50 a day. The eligible list will be used for appropriate positions in lower grades. According to the Commission, "many appointments" will be made during the life of the list. Age limit: 45. File by October 15. Fee, \$2.

#### Requirements

One year of experience in asphalt work with a recognized concern engaged in asphalt paving prior to the date of the practical test which will be administered not earlier than March 15.

#### Weights

Written, 20; practical, 60; physical, 20.

### Assistant Director (Bureau of Laboratories) (competitive)

Salary: \$4,500. The eligible list may be used for appropriate positions in the lower grades. Fee, \$4. File by October 21.

#### Duties

To assist the director in the executive supervision of one of the divisions of the Bureau of Laboratories of the Health Department.

#### Requirements

M.D. degree or degree in bacteriology; five years of satisfactory experience in bacteriological laboratory.

#### Weights

Technical-oral, 50; training, experience and personal qualifications, 50.

### Dentist (Part Time) (competitive)

Salary: \$5 per session for some 200 days or more a year. The eligible list may be used for appropriate positions in the lower grade. Candidates are appointed for a five-year period. Fee, \$1. File by October 21.

#### Requirements

License to practice dentistry in the State of New York and at least two years' experience in the practice of dentistry.

### Director of Public Assistance (competitive)

Salary: \$6,000 and upward. Vacancies: One in the Department of Welfare at \$6,250. Fee, \$5. File by October 21.

#### Duties

Under the direction of the commissioner or his deputy, to be responsible for the administration of the Bureau of Public Assistance and the coordination of its various subdivisions, including the administrative supervision and training of an administrative, professional and facilitative staff of 8,000.

#### Requirements

A bachelor's degree, and a master's degree in public administration or social work or equivalent training. In addition six years of satisfactory paid administrative or private or public welfare experience of a character tending to qualify candidate for the performance of the duties stated above.

#### Weights

Written, 30; training, experience and personal qualifications, 70.

### Junior Engineer (Mechanical), Grade 3 (competitive)

The eligible list will be used for Mechanical Draftsman, Grade 3; Junior Mechanical Draftsman, Grade 3; Mechanical Draftsman (Heating and Ventilating), Grade 3; Junior Mechanical Draftsman (Heating and Ventilating), Grade

3; Mechanical Draftsman (Sanitary), Grade 3; Junior Mechanical Draftsman (Sanitary), Grade 3.

Salary: \$2,160 to \$3,120. Fee, \$2. File by November 26.

#### Requirements

An engineering degree received by June, 1941; or graduation from a four year day high school and eight years' satisfactory practical experience in mechanical engineering; or a satisfactory equivalent. General knowledge of the fundamental principles of mechanical engineering, of physics and mathematics, and of the ordinary sources of mechanical engineering information.

#### Weights

Written, 80; training, experience and personal qualifications, 20.

### Medical Inspector, Grade 1 (Ophthalmology) (competitive)

Positions are part-time. Salary: \$5 per session of three hours. Candidates will be appointed for a five year term. Fee, \$1. File by October 21.

#### Requirements

An M.D. degree; internship of not less than one year in a general hospital with experience in internal medicine. One year of special in-patient work in Ophthalmology as interne or resident in an accredited hospital. Two years experience in an accredited hospital eye clinic giving refractive work and experience with eye pathology.

#### Weights

Written, 50; training, experience and personal qualifications, 50.

### Pathologist (Orange County)

The list from this exam will be used to fill vacancies outside New York City only. The exam is open to any resident of New York State. Salary: \$1,800 with maintenance. Fee, \$1. File by October 21.

#### Requirements

Graduation from medical school and one year's general internship. In addition, candidates must have had six months' pathological internship and two years work in a pathological laboratory; or the equivalent. Candidates must have performed 50 autopsies.

#### Weights

Written, 30; training, experience and personal qualifications, 30; practical, 40.

### Physio-Therapy Technician (Women)

Salary: \$1,200 to \$1,800. The eligible list may be used for appropriate positions in the lower grades. Fee, \$1. File by October 21.

#### Requirements

Graduation from a nursing school and completion of a one-year course in Physio-therapy technique or two years' experience as a Physio-therapy technician, one of which must have been in an approved hospital, or graduation from an accredited school of physical education and completion of a one-year course for Physio-therapy technicians.

#### Weights

Written, 60; experience, 40.

### Senior Statistician (Social Service)

### Senior Statistician (Vital Statistics) (competitive)

This is an amended notice. Candidates who filed in September may amend their previous applications. Salary: \$3,000 and over. Fee, \$2. File by October 21.

#### Requirements

A bachelor's degree, and five years of paid experience in work involving the application of a knowledge of statistical theory and methods, or in conducting statistical inquiries and investigations of a character to qualify the candidate for the duties of the position; or a satisfactory equivalent of education and experience. No credit will be given for accounting, bookkeeping or tabulating work. Statisticians in the city service who have service in that title for at least six months

## How to Apply for a Test

**For City Jobs:** Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

**For State Jobs:** Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

**For County Jobs:** Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

**For Federal Jobs:** Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

will be admitted to the exam, even if they do not meet the above requirements.

#### Weights

Written, 60; training, experience and personal qualifications, 40.

### Elevator Operator (promotion)

Open only to employees of the Department of Hospitals. Salary: \$960. File by October 21. Fee, \$0.50. The written test will be given on November 16.

#### Requirements

Candidates must have served as a Hospital Helper or Hospital Attendant for three years.

The written test will determine intelligence and alertness of mind.

#### Weights

Record and seniority, 50; written, 50. As the needs of the service require, a qualifying practical test will be given to test candidates ability in elevator operation and their facility in responding to instructions.

### Housekeeper (Women) (promotion)

Salary: \$1,200. File by October 21. Fee, \$1. Date of written test: December 7.

#### Requirements

Open to all nurses who have served for three years in the non-competitive service of the Department of Hospitals, and to all Hospital Attendants and Hospital Helpers who have served three years in the department, one year of which must have been as a supervisor of a Housekeeping Unit in one of the various institutions of the Department of Hospitals.

The exam will test the scope of the applicants knowledge of housekeeping activities of a hospital or other institution.

#### Weights

Record and seniority, 50; written, 50.

### Junior Administrative Assistant (City Wide) (promotion)

This is an amended notice. Salary: \$3,000 to \$4,000. Fee, \$2. File by October 21.

#### Duties

To act as the head of a subdivision of a department, or as assistant to the director of a bureau or to fill a position carrying a corresponding degree of responsibility.

#### Requirements

Open to all permanent employees in the competitive class who on or before the date of the written exam, have been earning not less than \$2,400 per year for six months, and who are otherwise eligible. The name of an employee who is otherwise eligible but who has not served six months in the department in which he is employed at the time of the examination will be placed only on the city-wide list.

#### Weights

Record and seniority, 50; written, 30; training, experience and personal qualifications, 20.

### Master and Special Electrician (Licensing Tests)

Those who pass the written test for these licenses will be given a

practical examination. The Civil Service Commission will then certify those who pass the entire examination for license after a thorough investigation of all the statements in the application. The (Continued on Page 13)

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# Only One Week to Apply for City Tests

(Continued from Page 12)

Department of Water Supply will issue the licenses. Fee, \$5 for each license. File by October 21.

### Master Plumber (Licensing Test)

Applications issued and received at the office of the Department of Health, 125 Worth St. File by October 31. Fee, \$10.

### License to Install Oil Burning Equipment (Licensing Test)

Fee, \$5. File by October 8. Written examination will be given October 19.

### Structural Welder (License)

Fee, \$15. File by October 21.

### NOTICE TO CLERK, GRADE 2 ELIGIBLES (FEMALE)

### Selective Certification for Telephone Operator Grade 1 (Women)

This position is to be filled by selective certification from women

eligibles on the Clerk, Grade 2 lists—both the promotion and open competitive in that order. Salary, \$960-\$1,799. Vacancies occur from time to time. 164 appointed from the last list. File by October 21.

#### Duties

To operate telephone switchboards; keep records of telephone calls; and perform other incidental clerical work. Night duty as well as day duty may be required.

#### Requirements

In accordance with its announcement on selective certification, the Commission, on November 15, 1940, will prepare a list of those eligibles who submit evidence before that date of having completed an operators training course given by the New York Telephone Company or the American Telephone and Telegraph Company or who submit evidence of equivalent experience or training and who pass a qualifying non-competitive practical test in P.B.X. operation. The selective list will be reviewed as frequently as necessary to supply an adequate number of women telephone operators. All qualified will be certified in the order of original standing on the Clerk, Grade 2, lists.



TAKING AN ORAL TEST

A regular part of today's Civil Service procedure is the oral test. When this form of testing was first introduced, it met with much opposition. Its value as an adjunct to the written test is pretty well accepted now, however. Above are a group of candidates being given last-minute instructions by Theodore G. Wempl, one of the examiners for New York City's Civil Service Commission. Examiners, by the way, themselves get their jobs by taking Civil Service tests.

## State Tests

### Unemployment Insurance Referee

Division of Placement and Unemployment Insurance, Department of Labor. (Usual salary range \$3,500-\$4,375; appointments expected at minimum but may be made at less.) Fee, \$3. File by October 15. Test to be held November 16.

### Junior Library Asst.

Seven immediate vacancies in Niagara Falls, one in New Rochelle. Future appointments will be made in Syracuse, New Rochelle, and Niagara Falls. (Salary, \$1,200-\$1,500; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

#### Duties

Assist at the circulation desk or act as general assistant in a branch library; under supervision, do routine library work involving the application of prescribed procedures based on modern library methods and techniques, such as to assist in reference and bibliographical work; to assist in classifying and cataloging books, periodicals, maps, prints, documents, and other library material; to assist in the organization and direction of loan work; to be responsible for the proper care and repair of books and the specifications for their binding and re-binding; to assist in book selection and book buying; related work.

#### Requirements

Either a) graduation from college, including or supplemented by a course in library science of one year; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade I Library certificate or higher.

#### Weights

Written, 5; education, library training, and experience, 5.

### Senior Library Asst.

Five immediate vacancies in Niagara Falls. (Salary \$1,500-\$1,800; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

#### Duties

Assume responsibility for the supervision of work pertaining to routine library tasks; do routine library work involving the application of prescribed procedures based on modern library methods and techniques; assume responsibility for the more difficult and technical library processes such as cataloging, classification, book selection, and service to readers; related work.

#### Requirements

Either a) two years professional library experience and graduation from college, including or supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade II Library certificate or higher.

#### Weights

Written, 4; education, library training, and experience, 6.

### Senior Librarian

Vacancy as Assistant Librarian in Yonkers. (Salary \$2,100 and over.) Fee, \$2. File by October 26. Exam November 16.

#### Duties

Under direction have charge of the management of a library and its correlated activities; or act as assistant librarian in a large municipal library; or have responsibility for the administration of a large branch library or of a bureau in a large library; or act as specialist in a difficult field of bibliography, reference, or other specialized department; related work.

#### Requirements

Either a) four years library experience, one year of which should have included supervisory experience of from three to five assistants, and graduation from college, supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a thorough knowledge of modern library science and administration. They must have a wide knowledge of sources of library materials. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade IV Library certificate or higher.

#### Weights

Written, 3; education, library training, and experience, 7.

(2) three years' experience in the same field, which includes components, sub-assemblies, instruments, and accessories, or final assembly inspection.

### Instructor, Air Corps Technical School (\$2,000-\$3,800)

Junior, \$2,000; Assistant, \$2,600; Associate, \$3,200; and Instructor, \$3,800. Twelve optional branches. File until further notice. Age limits: 21-53. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Colo.

Applicants must have high school diploma or a certain substitution; four years' experience as instructor in shop subjects or shop supervisor, which included six months in the optional branch for which application is made. Certain college credits may be substituted for experience. There are additional requirements for grades above Junior Instructor.

### Engineering Draftsman (Ordnance) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Navy and War Depts. File until June 30, 1941. Age limit: 53.

Applicants must be high school graduates and must have two to six years' drafting experience, according to the grade. One year must be in elementary drafting training or experience and the rest in ordnance drafting.

### Engineering Draftsman (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File by June 30, 1941. Age limit: 53.

Applicants must have two to six years' drafting experience, according to the grade. One year must be elementary training or experience and the rest in aeronautical drafting. Certain substitutions for college education are allowed for part of experience.

### Engineering Aid (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Aid, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Army Air Corps, War Dept. File until June 30, 1941. Age limit: 55.

Applicants must have had engineering experience in testing, research, design, construction, or other engineering activities, partly in the field of aeronautical engineering.

### Engineering Draftsman (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File until further notice. These positions are for work on ships.

Age limits: 45 (Assistant), 60 (other grades).

### Engineer (\$2,600-\$4,600)

Optional branches: electrical, heating and ventilating, materials, mechanical, mining, radio, structural, telegraph, telephone and welding. File by June 30, 1941. Age limit: 55.

Applicants must have a bachelor's degree in engineering, but certain substitutions for education are allowed. Two to four years' experience is required in the optional branch applied for. Graduate study in engineering may be substituted for part of experience.

### Inspector, Signal Corps Equipment (\$2,000-\$3,200)

Junior, \$2,000; Inspector, \$2,600; Senior, \$3,000. Signal Corps, War Dept., for duty in the field. File until further notice. Age limit: 55.

Applicants must have had college study in electrical or radio engineering. In addition, except for the junior grade, they must have had experience in inspecting or testing of parts, assemblies, or completed units of signal corps equipment.

### Inspector, Powder and Explosives (\$1,620-\$2,300)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must have had at least 18 semester hours' study in organic chemistry. Additional experience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

### Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval-architecture and marine engineering. File until further notice. Age limit: 40.

Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 specialized college credit hours or one year's experience in the optional branch is permitted.

### Aeronautical Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Aeronautical Engineer, \$3,800. Twelve optional branches. File until June 30, 1941. Age limit: 53.

Applicants must have a commercial pilot's certificate for two aircraft weight and engine classifications; 1,000 to 2,000 hours of solo flying, which included 300

hours of instruction in two classes of aircraft.

### Mechanical Engineer (Industrial Production) (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Mechanical Engineer, \$3,800. War and Navy Depts. File until June 30, 1941. Age limit: 60.

Applicants must be graduates of an engineering school, and in addition, except for certain experience substitutions, have had professional engineering experience ranging from two to five years, according to the grade of the position.

### Civil Engineer (\$2,600-\$4,600)

Assistant, \$2,600; Associate, \$3,200; Civil Engineer, \$3,800; Senior, \$4,600. Optional branches: Cadastral, construction, soil mechanics, safety, sanitary, general. War and Navy Depts. File by June 30, 1941. Age limit: 55.

Applicants must have completed a four-year college engineering course and must have had professional civil engineering experience, partly in one of the optional branches.

### Engineering Aid (Topographic), Senior (\$2,000)

U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31.

Applicants must be high school graduates and have four years of civil engineering experience, which includes two years in topographic field surveys. Certain substitutions for these educational and experience requirements are allowed.

### Inspector, Ship Construction (\$2,000-\$2,600)

Ship Construction: Inspector (optional branches—hulls, mechanical, electrical), \$2,000; Senior, \$2,600.

Engineering Materials: Junior, \$1,620; Inspector (optional branches—hulls, mechanical, electrical, radio), \$2,000; Senior, \$2,600.

Navy Dept., for duty in the field. File until further notice. Age limit: 55. Applicants must have had inspectional experience, appropriate for the grade and optional branch.

### Inspector, Ordnance Material (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must be high school graduates or have 14 units of high school work; one to six years' experience inspecting and test-

(Continued on Page 14)

## U. S. Tests

### Aeronautical Inspector (\$3,200-\$3,500)

Associate, \$3,500, and Assistant, \$3,200; Civil Aeronautics Authority, Dept. of Commerce. File until further notice. Age: 24-40 (Associate), 24-35 (Assistant).

Applicants must have pilot's certificate, solo flying hours and instruction experience.

### Inspector, Engineering Materials (Aeronautical) (\$1,800-\$2,600)

Junior, \$1,800; Inspector, \$2,000; Senior, \$2,600. Navy Dept., for duty wherever assigned. File until further notice. Age limit: 53.

Applicants must have had two to six years' experience in the ins-

pection and testing of aeronautical engineering materials, or aircraft engines and their accessories. Certain substitutions are allowed.

### Aircraft Inspector (Factory) Associate (\$2,900)

### Air Carrier Maintenance Inspector, Associate (\$2,900)

Civil Aeronautics Authority. File until further notice. Age limit: 24-53.

Applicants must have an aircraft mechanics' certificate of competency and (1) two-year supervisory experience in the mechanical field of modern civil aircraft manufacture or repair; or

# Librarians Get Biggest Break in Years

(Continued from Page 13)

ing of ordnance materials as armament, armorplate, demolition bombbodies, etc., or of raw materials, including metal shapes formed with dies, sheets, and bars and machined parts. Certain college courses may be substituted for part of experience in three highest grades.

## Marine Engineer (\$4,600-\$5,600)

Senior, \$4,600; Principal, \$5,600. Optional branches for Senior: power plant lay-out and piping, turbines, boilers, Diesel engines, deck machinery, and general. File by June 30, 1941. Age limit: 70. Applicants must have a college degree in engineering or naval architecture, or experience in the field to substitute year for year. Also six to seven years' experience in engineering, which includes four to five years' experience in marine engineering. Graduate study may be substituted for experience.

## Naval Architect (\$2,600-\$5,600)

Assistant, \$2,600; Associate, \$3,200; Naval Architect, \$3,800; Senior, \$4,600; Principal, \$5,600. Various optional branches. File by June 30, 1941. Age limits: for Senior and Principal, 70; for other grades, 60. Applicants must have experience as a Naval architect up to seven years, according to the grade. College and graduate study may be substituted for part of experience.

## Marine Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Marine Engineer, \$3,800. Various optional branches. U. S. Maritime Commission. File until June 30, 1941. Age limits: Associate and Assistant, 60; Marine Engineer, 70. A bachelor's degree in engineering or naval architecture is required. Substitutions of experience for education is allowed in part. Two to five years' experience, which includes partial experience in marine engineering, is required according to the grade. Postgraduate study may be substituted for part of the experience requirement.

## Marine Surveyor (\$3,200)

U. S. Maritime Commission. File by June 30, 1941. Age limit: 60. Applicants must hold a U. S. license issued by the Dept. of Commerce, either as chief engineer or as master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

## Junior Graduate Nurse (\$1,620)

U. S. Public Health Service, Federal Security Agency and Veterans' Administration. File until further notice. Age limit: 35. High school study and completion of a specified training course in a nursing school are required. In some cases persons in their final year of training may file.

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## Junior Medical Officer (Rotating Internship) (\$2,000)

## Junior Medical Officer (Psychiatric Resident) (\$2,000)

St. Elizabeth's Hospital, Federal Security Agency, Washington, D. C. File by October 17. Age limit: 40.

Applicants must be graduates of a Class A medical school, or fourth-year students in such school. For the psychiatric resident option applicants must have completed or be serving in a rotating internship of at least one year.

## Medical Officer (\$3,200-\$4,600)

Associate, \$3,200; Medical Officer, \$3,800; Senior, \$4,600. Optional branches: aviation medicine; cardiology; dermatology; eye, ear, nose and throat (singly or combined); general practice; industrial medicine (a. gas analysis or toxic dust, b. general); internal medicine and diagnosis; medical pharmacology; neuropsychiatry; pathology, bacteriology and roentgenology (singly or combined); public health (a. general, b. venereal); surgery (a. general, b. orthopedic, c. chest); tuberculosis; urology.

Public Health Service, Food and Drug Administration, Veterans' Administration, Civil Aeronautics Authority, Indian Service. File until further notice. Age limit: associate, 40; other grades, 53.

Applicants must be medical school graduates. For the two higher grades three to five years' training is required in the option applied for. For the associate grade, one year internship, general rotating or in a special branch, is required. Certain substitutions for these experience requirements is allowed.

## Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55. Applicants must have four

years' experience in the installation, maintenance and repair of radio equipment, which included six months with radiosonde (radiometerograph) ground receiving and recording equipment.

## Radio Monitoring Officer (\$3,200-\$2,600)

File until June 30, 1941. Age limits: 21-55.

Applicants must have had technical experience in the installation, inspection, testing, or operation with maintenance responsibility, of radio transmitters.

## Rehabilitation Specialist (\$2,600-\$3,800)

Specialist for the Deaf and Hard of Hearing, \$3,800; Specialist for the Tuberculous, \$3,800; Assistant Specialist for the Visually Handicapped, \$2,600; Specialist for the Visually Handicapped, \$3,800. Office of Education, Federal Security Agency. File by October 24. Age limit: 53.

Applicants must have had college education and experience in vocational guidance, placement or rehabilitation. Part of the experience must have been in specialized rehabilitation work for the visually handicapped, hard-of-hearing, or tuberculous.

## Economist (\$2,600-\$5,600)

Assistant, \$2,600; Associate, \$3,200; Economist, \$3,800; Senior, \$4,600; Principal, \$5,600. Optional subjects: 1) Analysis of General Economic and Business Conditions; 2) Consumer Problems; 3) Economic Theory; 4) Government Regulation of Business; 5) Housing (including Urban Land Economics); 6) Income and Wealth Analysis; 7) Industry Studies; 8) International Trade and Finance; 9) Labor Economics; 10) Marketing; 11) Money, Banking and Investment Finance; 12) Population Problems; 13) Price Theory and Analysis; 14) Public Finance; 15) Public Utilities and Communications; 16) Social Insurance; 17) Transportation. File by October 17. Age limit: 53.

Applicants must have a bachelor's degree in economics and from two to seven years' experience in economic research, according to the grade of the position, with

part of the time in the optional subject. College teaching in economics is accepted as experience.

## Machinist (\$6.90-\$8.40 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice. Age limits: 18-62. File with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal.

## Tool and Gauge Designer (\$1,800-\$2,600)

Tool and Gauge Designer, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Watervliet Arsenal, Watervliet, N. Y. Open to New York State residents. File until further notice. Age limits: 18-55.

## Toolmaker (\$7.84-\$9.28 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal. Age limits: 18-62.

## Shipwright (\$7.49-\$8.45 per day)

Norfolk Navy Yard, Portsmouth, Virginia. File until further notice. Age limits: 20-55.

## Precision Lens, Prism and Test Plate Maker (\$7.87-\$8.83 per day)

U. S. Navy Yard, Washington, D. C. File until further notice. Age limits: 20-48.

## Machinist (\$6.92-\$8.82)

Dover and Metuchen, N. J., and Brooklyn. File until further notice. Age limits: 18-55. Applicants must have had a four-year apprenticeship or four years' practical experience in the trade.

## Crane Operator (\$6.24-\$8.83 per day)

Crane Operator, Electrical Traveling Bridge, \$6.24-\$7.20; Crane Operator, Steam Locomotive, \$7.87-\$8.83. Brooklyn Navy Yard. File until further notice. Age limits: 20-48.

Applicants must have six months' experience in operating electrical traveling bridge cranes; or six months' experience operating a steam locomotive crane, steam shovel or other portable steam hoist machinery.

## Toolmaker

Fort Monmouth, N. J., \$2,000-\$3,000; Picatinny Arsenal, Dover, N. J., \$7.20-\$9.28 per day; Raritan Arsenal, Metuchen, N. J., \$7.20-\$8.40 per day; Brooklyn Navy Yard, \$8.35-\$9.31. File until further notice. Age limits: 18-62.

Applicants must have completed a four-year apprenticeship or have had four years of practical experience.

## Navy Yard Jobs

Forty-nine exams are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building, or from any first-class Post Office. No examinations will be given but experience is required. The jobs and salaries follow:

Anglesmith, Heavy Fires, \$8.54 to \$9.50 per day; Anglesmith, Other Fires, \$7.50 to \$8.54; Blacksmith, Heavy Fires, \$8.54 to \$9.50; Blacksmith, Other Fires, \$7.58 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boilermaker, \$7.87 to \$8.83; Caulker, Wood, \$7.58 to \$8.54; Chipper and Caulker, Iron, \$7.58 to \$8.54; Coppersmith, \$8.45 to \$9.51; Die Sinker, \$8.83 to \$9.79; Diver, \$17.58 to \$18.24; Driller, Pneumatic, \$6.37 to \$7.30; Flange Turner, \$8.06 to \$9.02; Forger, Drop, \$7.77 to \$8.73; Forger, Heavy, \$12.09 to \$13.95; Forger, Light, \$9.50 to \$10.46; Frame Bender, \$8.06 to \$9.02; Gas Cutter or Burner, \$6.62 to \$7.58.

Helper, Blacksmith, Other Fires, \$4.89 to \$5.85; Helper Boilermaker, \$4.89 to \$5.85; Helper Coppersmith, \$4.89 to \$5.85; Helper Flangeturner, \$5.18 to \$6.14; Helper Forger, Heavy, \$5.18 to \$6.14; Helper Molder, \$5.08 to \$6.04; Helper Rigger, \$4.89 to \$5.85; Helper Sheet Metal Worker, \$4.89 to \$5.85; Helper Shipfitter, \$4.89 to \$5.85; Holder-On, \$5.38 to \$6.34; Instrument Maker, \$8.16 to \$9.12.

Loftman, \$8.26 to \$9.22; Molder, \$8.99 to \$9.89; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87

# State Promotion Tests

The following promotion tests were opened this week by the State Civil Service Commission:

Assistant Insurance Policy Examiner, Department of Insurance. (Usual salary range \$3,000-\$3,750; appointment expected at minimum but may be made at less.) Fee, \$2. File by October 18.

Associate Compensation Hearing Representative, New York Office, State Insurance Fund. (Usual salary range \$3,500-\$4,375; appointment expected at minimum but may be made at less.) Fee, \$3. File by October 18.

Senior Compensation Claims Examiner, New York Office, State Insurance Fund. (Usual salary range \$2,800-\$3,550; appointment expected at minimum but may be made at less.) Fee, \$2. File by October 18.

Assistant Insurance Examiner, Department of Insurance. (Usual salary range \$3,000-\$3,750.) Fee, \$2. File by October 18.

Senior Insurance Examiner, Department of Insurance. (Usual salary range \$3,750-\$4,625.) Fee, \$2. File by October 18.

Senior Account Clerk, Main Office, Bureau of Administration, Department of Public Works. (Usual salary range \$3,750-\$4,625.) Fee, \$3. File by October 18.

Senior Account Typist, Main Office, Bureau of Administration, Department of Public Works. (Usual salary range \$1,600-\$2,100; appointment expected at minimum but may be made at less.) Fee, \$1. File by October 18.

Assistant Typist, Albany Office, including Albany Area Offices, Department of Social Welfare. (Usual salary range \$1,200-\$1,700; appointment expected at minimum in Albany Office.) Fee, \$1. File by October 18.

Supervising District Forest Ranger, Division of Lands and Forests, Department of Conservation. (Usual salary range \$3,120-\$3,870.) Fee, \$3. File by October 18.

Master Mechanic, Department of Mental Hygiene. (Usual salary range \$144-\$160 a month plus maintenance; appointment expected at minimum at

Hudson River State Hospital.) Fee, \$1. File by October 19.

Assistant File Clerk, New York Office, Department of Labor. (Usual salary range \$1,200-\$1,700; appointment may be made at less than minimum.) Fee, \$1. File by October 19.

Senior State Accounts Auditor, Unemployment Insurance Benefits Unit, Department of Audit and Control. (Usual salary range \$3,120-\$3,870.) Fee, \$3. File by October 19.

Junior Auditor, Unemployment Insurance Benefits Unit, Department of Audit and Control. (Usual salary range \$1,800-\$2,300.) Fee, \$1. File by October 19.

Head Account Clerk, Unemployment Insurance Benefits Unit, Department of Audit and Control. (Usual salary range \$3,120-\$3,870.) Fee, \$3. File by October 21.

Chief Audit Clerk, Payroll Unit, Department of Audit and Control. (Usual salary range \$4,000-\$5,000.) Fee, \$3. File by October 19.

Associate State Accounts Auditor, Unemployment Insurance Benefits Unit, Department of Audit and Control. (Usual salary range \$4,000-\$5,000.) Fee, \$3. File by October 19.

Principal Audit Clerk, Payroll Unit, Department of Audit and Control. (Usual salary range \$2,400-\$3,000.) Fee, \$2. File by October 19.

Assistant Underwriter, Underwriting Department, New York Office, State Insurance Fund. (Usual salary range \$2,200-\$2,700; appointment may be made at less than minimum.) Fee, \$2. File by October 19.

Special Agent, Department of Mental Hygiene. (Usual salary range \$2,760-\$3,360; appointment expected at minimum but may be made at less.) Fee, \$2. File by October 21.

Principal Audit Clerk, Unemployment Insurance Unit, Department of Audit and Control. (Usual salary range \$2,400-\$3,000.) Fee, \$2. File by October 21.

Assistant Typist, Labor Relations Board. (Usual salary range \$1,200-\$1,700; appointments expected in New York Office, and may be made at less than minimum.) Fee, \$1. File by October 21.

to \$8.83; Rivet Heater, \$4.80 to \$5.76; Sailmaker, \$7.68 to \$8.64; Saw Filer, \$9.02 to \$9.98; Sheet Metal Worker, \$8.45 to \$9.41; Shipfitter, \$7.78 to \$8.74; Shipwright, \$7.97 to \$8.93; Toolmaker, \$8.35 to \$9.31; Welder, Electric (Specially Skilled), \$7.78 to \$8.74; Welder, Gas, \$7.58 to \$8.54.

Engineering Draftsman, Chief (Aeronautical), \$2,600 per year; Engineering Draftsman, Principal (Aeronautical), \$2,300 per year; Engineering Draftsman, Senior (Aeronautical), \$2,000 per year; Engineering Draftsman (Aeronautical), \$1,800 per year.

## Junior Pharmacist

Salary: \$2,000. File by November 4. Age limit: 35.

## Duties

To act as pharmacist in charge of the pharmaceutical work in a hospital or dispensary or to assist the pharmacist in charge of this work; to compound doctors' prescriptions or other medicines; to manufacture U.S.P. and N.F. preparations; to maintain stocks and supplies; to keep records incident thereto; to prepare reports, etc.

## Requirements

Completion of a four-year course leading to a bachelor's degree in a college of pharmacy or medical school with major study in pharmacy.

Licenses: Applicants who are licensed pharmacists in one of the states of the United States must give their registration number and the date that they were examined before the State Board of Pharmacy. A license may be required for certain positions which may be filled as a result of this exam.

## Weights

General test, 30; professional questions, 70.

## Attendant, Neuro-Psychiatric Hospital (\$1,020)

Veterans' Administration Facilities, Canandaigua and Northport, (Continued on Page 15)

## America's Favorites



Packed With Action!



For All The Family



10c At All Stands!

# U.S. Issues Call for Textile Inspectors

(Continued from Page 14)

N. Y. File until further notice. Age limits: 21-48.

Applicants must have had six months' resident training in nursing, or six months' service in a U. S. hospital corps, or three months' experience as Attendant doing ward duty for treatment of mental or nervous diseases.

**Plant Pathologist (\$3,800)**  
Optional branches: (1) tomato diseases; (2) hop diseases.

**Associate Plant Pathologist (\$3,200)**  
Optional branches: (1) wheat diseases; (2) corn diseases; (3) vegetable diseases.

**Assistant Plant Pathologist (\$2,600)**  
Optional branch: (1) vegetable diseases.

**Associate Plant Geneticist (\$3,200)**  
Optional branch: (1) wheat.

**Assistant Plant Geneticist (\$2,600)**  
Optional branch: (1) floriculture.

File by October 24. Bureau of Plant Industry, Department of Agriculture. Age limit: 53. Separate eligible lists will be established for each optional branch in each grade.

**Boilermaker (\$1,590, less \$330 for maintenance)**  
**Linenman (\$1,272, less \$252 for maintenance)**

File by November 6. Place of employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Pana-

ma, Puerto Rico, San Francisco, California and Hawaii. Age limit: 50.

**Civilian Medical Officer (Temporary & Part-Time)**

Full time duty, \$3,200 or higher; part-time duty, salary is commensurate with hours of duty. File until further notice. Appointment with U. S. Army hospitals, camps, etc. Applicants must have an M.D. with appropriate experience.

**Junior Engineer (\$2,000)**

All branches of engineering except Aeronautical, Naval Architecture and Marine Engineering. Other examinations in these branches are now open. File by October 24. Age limit: 35. Separate eligible lists will be established in all recognized branches of engineering.

**Border Patrolman**

Salary: \$2,000. Border Patrol, Department of Justice. File by October 21. Eligibles who are selected for appointment will be required to report, at their own expense, to their first duty station which is usually the border patrol training school at El Paso, Tex. The course of training, which will last for one

**ATTENTION BORDER PATROL APPLICANTS**

The Leader is now preparing a special booklet of study material for all those who plan to take the Border Patrolman examination. Only a limited number of these study booklets will be available. If you want one, send \$1 to Box 222, Civil Service Leader, 97 Duane St., New York City.

month to three months, is an extremely intensive one, and while in attendance at the training school the student will be required to devote all of his time to his studies. Failure to pass the training course will cause dismissal.

Age limits: 21 to 35. Applicants must be in sound physical condition.

**Duties**

The United States Immigration Border Patrol is a uniformed police organization, and its primary func-

tion is to detect and prevent the smuggling and the illegal entry of aliens into the United States. The work involves patrolling along and in the vicinity of the international land boundaries by automobile, or on horseback, or afoot, in search of aliens who have entered, or who are attempting to enter, the United States unlawfully. Patrol activities include the stopping for inspection purposes of various kinds of vehicles in which there is reason to believe aliens are being brought into the United States; boarding and searching freight and passenger trains, regularly at night, and frequently while the trains are in motion; watching from concealment crossing places on the international boundaries suspected of being used by persons engaged in illegal activities; making extended camping details in deserts or woods, during which the officers must rely entirely upon their own ability and resourcefulness for sustenance and shelter; making patrols of up to 80 miles on snowshoes; observing the border from 85 of 100-foot observation towers; and, in general, investigating violations of the immigration laws. Border patrolmen must make numerous arrests, sometimes arrests of dangerous criminals. Shooting affrays are not infrequent.

**Requirements**

Applicants must show that, within three years immediately preceding the closing date for receipt of applications, they were for at least one year actively and regularly engaged in outdoor activities requiring endurance, agility, vitality, alertness, and practical judgment. Acceptable experience includes experience such as active members and directors of athletic organizations sponsoring a systematic program of physical training; park ranger, forest ranger, city and state law enforcement officers and firemen belonging to organizations having training programs; members of the Civilian Conservation Corps, employed on a full time basis; and members of military or naval organizations who show that they have actually engaged in a systematic program of outdoor activity. Applicants must have had at least one year's experience in driving a motor vehicle.

**Weights**

Candidates will be initially rated on the subject of a general test, on a scale of 100. The test will consist of written questions designed to measure the applicant's aptitude for learning and adjusting to the duties of the service.

**Senior Steward**

\$2,900 to \$3,500. File by October 21. Place of employment: U. S. Military Academy, West Point, New York. Age limit: 25-55.

**Duties**

To be responsible for the direction of a large force of employees consisting of cooks, bakers, meat cutters, mess attendants, and others engaged in the preparation and service of daily meals in the cadet mess, U. S. Military Academy; to be responsible for the requisitioning of supplies and provisions, preparation of menus, maintenance of records, preparation of correspondence, etc.

**Requirements**

Five years of experience, two of which must have been in the last five years, as hotel manager, steward, or in some other responsible position involving supervision over chefs, meat cutters, bakers, and others in a club, hotel, resident school, asylum or hospital, or comparable institution in which it was necessary to provide food for at least 2,000 meals daily.

**Weights**

No written test will be given. Applicants will be rated on their experience and fitness on a scale of 100.

**Safety Instructor, \$1,800**

**Assistant Safety Instructor, \$1,620**

File by November 4. Age limit: 35. Bureau of Mines, Department of Interior. Applicants must not be over 74 inches in height and must be well proportioned as to height and weight. The duties of this position are arduous and applicants must be of an active type with good muscular development, in good health and in sound physical condition and able to perform strenuous work for at least two hours while wearing mouth-breathing apparatus.

**For the First News—**

Of all City, State and Federal examinations, read The Leader. Full official requirements, filing dates, and other important information appear first in The Leader.

\*\*\*\*\*  
READ  
"DRAFT FACTS"  
See Ad Page 16  
\*\*\*\*\*

## ADVERTISEMENT

**RECONSTRUCTION OF CELL BLOCK SING SING PRISON OSSING, N. Y.**

### NOTICE TO BIDDERS

Sealed proposals covering Construction Work for Reconstruction of Cell Block Section and Reinforcement of Foundation, Cell Block "B", Sing Sing Prison, Ossining, N. Y., in accordance with Specification No. 10,762 and accompanying drawings, will be received by the Commissioner of Correction, State Office Building, Albany, N. Y., until 2:30 o'clock P. M. (Eastern Standard Time) on Thursday, October 24, 1940, when they will be publicly opened and read. This date shall supersede the date previously advertised. The approximate amount of this project is \$150,000.00.

Proposals shall be accompanied by a certified check made payable to the State of New York, Division of the Treasury, or money deposit of 5% of the amount of the bid. Successful bidder will be required to give a bond conditioned for the faithful performance of the contract and a separate bond for the payment of laborers and materialmen, each bond in the sum of 100% of the amount of the contract on contracts in excess of \$500.00. Corporations submitting proposals shall be authorized to do business in the State of New York.

Due to the difficult special character of the work and the hazard involved, the State reserves the right to award this contract only to contractors of established reputation with experience in difficult foundation and underpinning work. Each bidder may be required to submit a description of similar operations successfully completed by him, together with a statement of his qualifications sufficient to show that he has the experience, skill, equipment and organization necessary to execute an underpinning operation of this nature.

## ADVERTISEMENT

Drawings and specifications may be examined free of charge at the following offices:

- Commissioner of Architecture, State Office Bldg., New York City.
- Commissioner of Architecture, State Office Bldg., Albany, N. Y.
- District Engineer, Weighlock Bldg., Syracuse, N. Y.
- District Engineer, Barge Canal Terminal, Rochester, N. Y.
- District Engineer, 65 Court St., Buffalo, N. Y.
- District Engineer, 71 Frederick St., Binghamton, N. Y.
- District Engineer, 109 N. Genesee St., Utica, N. Y.

Sing Sing Prison, Ossining, N. Y. Drawings and specifications may be obtained from the Commissioner of Architecture, State Office Building, Albany, N. Y., upon deposit of \$20.00 for each set. Proposal blanks and envelopes will be furnished without charge.

If a proposal is duly submitted by any person or corporation making the deposit for plans and specification required by the advertisement and such proposal is accompanied by a certified check or other security in accordance with the requirements contained in the advertisement, the full amount of such deposit for one copy of the plans and specification shall be returned to such person or corporation if the copy of the plans and specification used by such person or corporation is returned in good condition to the Commissioner of Architecture, State Office Building, Albany, N. Y., within thirty days following the award of the contract or the rejection of the bids. Fifty per cent reimbursement will be made for the return of all other copies of the plans and specification in good condition within thirty days following the award of the contract or the rejection of the bids.

# If it rains next Tuesday!

You will want to get your copy of The Leader clean and dry in your mailbox . . . .

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(10-15)

# Know About Hats? Uncle Sam Can Use You

## This Week's Federal Exams

**Senior Public Employment Office Specialist, \$4,600**

**Public Employment Office Specialist, \$3,800**

**Associate Public Employment Office Specialist, \$3,200**

**Assistant Public Employment Office Specialist, \$2,600**

Optional subjects: 1) employment office operations; 2) employment office reporting; 3) labor market analysis.

File by November 8. Bureau of Employment Security, Social Security Board, Federal Security Agency. Age limit: 53.

**Duties**

Option 1, Employment Office Operations.

Option 2, Employment Office Reporting.

Option 3, Labor Market Analysis.

**Requirements**

Senior Public Employment Office Specialist, six years of responsible experience in a technical, administrative, or professional capacity in one or more of

the general fields of: 1) employment office administration; 2) collection, tabulation, analysis, and preparation of quantitative economic or sociological data; 3) field investigations or analyses in the field of labor; or 4) college teaching in the field of public administration, industrial organization and management, economic statistics, or economics (including labor economics).

Three years of this experience must have been in a professional capacity in one or more of the following specialized fields: 1) administrative experience in a public employment office or in a federal or state agency administering public employment office activities or in an employment agency affiliated with the U. S. Employment Service under the terms of the Wagner-Peyser Act; 2) planning and development of procedures for use in collecting, tabulating, and presenting qualitative data and the analysis of the quantitative data obtained for use in the study of operations or in the determination of policies in the administration of public employment offices; unemployment compensation, or closely related types of labor legislation; 3) research in the characteristics and problems of the labor market, including investigation, analysis and interpretation of the labor market

aspects of such fields as, labor supply and demand; employment; unemployment (including unemployment compensation); labor turnover; hiring practices, etc.

For the three lower grades of this position, experience ranging from five to two years of experience in a technical, administrative, or professional capacity in one of the general fields is required. In addition from two to one year of experience is required in one of the special fields. Certain substitutions for these experience requirements are allowed for graduate study or specialized training or experience in one of the technical fields.

**Weights**

Applicants will be rated on their experience and fitness on a scale of 100. No written tests will be given.

**Junior Veterinarian**

Salary: \$2,000. Bureau of Animal Industry, Dept. of Agriculture. File by November 12. Age limit: 45.

**Duties**

The duties include ante-mortem and post-mortem inspection of food animals and inspection of food products; administration of tests for disease; control and eradication of disease; sanitary inspection of establishments and plants, etc.

**Requirements**

Completion of a full course in a veterinary college of recognized standing.

**Weights**

Competitors will be rated on the subject of professional questions on a scale of 100, covering the following subjects: Theory and practice of veterinary medicine, veterinary anatomy, physiology and pathology, and meat inspection.

**Associate Bacteriologist, \$3,200**

**Assistant Bacteriologist, \$2,600**

Optional branches: 1) brucellosis; 2) anaerobes; 3) physiology of bacteria; 4) viruses; 5) rickettsiac.

File by November 12. U. S. Public Health Service, Federal Security Agency. Age limit: 53.

**Duties**

Associate Bacteriologist: to perform research in one of the special branches of bacteriology listed above; and to interpret and present the results of work in the form of reports or papers for publication.

Assistant Bacteriologist: to perform in collaboration or under direction, advance bacteriological work in one of the special branches of bacteriology listed above involving recognized processes and methods of research and to present the results of work in the form of reports or papers for publications.

**Requirements**

Completion of a four-year course leading to a bachelor's degree in a college or university. Included therein or in addition thereto, at least 24 semester hours of either undergraduate or postgraduate study in bacteriology.

**Additional Requirements**

Associate Bacteriologist: three years of postgraduate study, not already counted as the postgraduate study described above, or three years of experience in advanced bacteriological work. At least one year of this postgraduate study or experience must have been in the optional branch chosen.

Assistant Bacteriologist: two years of postgraduate study, not already counted, or two years' experience in advanced bacteriological work, of which one year must have been in the optional subject.

**Weights**

Applicants will be rated on their

experience, education, and general fitness on a scale of 100. No written test will be given.

**Junior Aquatic Biologist**

Salary: \$2,000. File by Nov. 12. Optional branches: 1) fisheries; 2) physiology of aquatic organisms. Fish and Wildlife Service, Department of the Interior. Age limit: 35.

**Duties**

Junior Aquatic Biologist (Fisheries): to assist in the planning and execution of field work, experimental work and research in aquatic biology including the making of measurements and other exact observations, the collection of biological materials, tabulating of records and their analysis by statistical methods, and other miscellaneous duties.

Junior Aquatic Biologist (Physiology of Aquatic Organisms): to assist in the planning and execution of experimental work on physiology of marine and fresh water fishes and invertebrates; in studies of the effect of domestic sewage and trade waste pollution on aquatic organisms; in chemical analysis of water, bottom and animal forms; to embed, section and stain material for histological and cytological examination.

**Requirements**

Completion of a full four-year course leading to a bachelor's degree in a college or university with major study as follows: for optional branch 1, in zoology, including at least nine semester hours in aquatic zoology; for optional branch 2, in physiology, including at least six semester hours in the physiology of aquatic organisms.

Senior students, who finish their courses before February 15, 1941, can apply for this test.

**Weights**

Applicants will be rated on the subject of practical questions in the optional branch applied for, on a scale of 100.

**FOR SALE ON ALL NEWSSTANDS AND THE LEADER BOOKSHOP**

- Inspector of Hats, \$2,000**
- Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear), \$2,000**
- Inspector of Textiles, \$2,000**
- Junior Inspector of Textiles, \$1,620**
- Inspector of Clothing, \$2,000**
- Junior Inspector of Clothing, \$1,620**

Quartermaster Corps, War Department. File until further notice. Age limits: 25 to 55, except for Jr. Inspector of Textiles and Jr. Inspector of Clothing, which is 21 to 55.

**Duties**

Inspector of Hats—To inspect finished felt hats for strict compliance with specifications; to supervise manufacture of fur-felt hats cut over patterns furnished by the United States, in plants of contractors, including the inspection of raw materials and the finished product and the supervision over the manufacturing processes; to analyze samples of raw materials and finished hats submitted by contractors; to prepare letters and reports of technical nature; to maintain records.

Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear)—To inspect and supervise the inspection of finished knitted and woven articles, such as hosiery, underwear, sweaters, etc., for strict compliance with specifications; to supervise the manufacture of the above articles from specifications furnished by the United States, in plants of contractors, including the inspection of raw materials and the finished article; to prepare letters and reports of technical nature; to maintain records; to train inexperienced help in the examination of finished articles.

Inspector of Textiles—To examine and determine grade of raw materials, including wool, cotton, and linters; to advise on suitability of finishing processes used in manufacturing textiles; to analyze fabrics for texture, dye, and color fastness; to examine deliveries of piece goods for imperfections; to prepare and criticize specifications for textile materials.

Junior Inspector of Textiles—To assist the inspector of textiles in the performance of the above duties with some independent inspection of textiles as to weight, measurement, shade, finish, and quality.

Inspector of Clothing—To inspect tailored and sewn outer military garments for strict compliance with specifications; to supervise manufacture of garments from Government material cut over patterns furnished by the United States in the plants of contractors; to pass on and advise the contractor concerning the acceptability of sewing operations, and demonstrate approved method of assembling garments from parts cut over furnished patterns; to identify and draw samples of materials to be furnished by the contractor for use in the fabrication of garments; to prepare letters and reports of technical nature.

Junior Inspector of Clothing—To assist the inspector of clothing; to make detailed inspection of individual garments after manufacture; to make necessary inspection reports.

**Requirements**

Inspector of Hats—Two years of experience in the fur-felt hat manufacturing business, sufficiently broad to render them familiar with materials and processes used in fur-felt manufacture. In addition, they must have had either (a) at least two years of experience in the inspection of felt hats purchased in

(Continued on Page 17)

# DRAFT

# FACTS

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## WHO GOES -- WHO STAYS

### Complete Information

*for* **YOUNG MEN, HUSBANDS, WIVES,**  
**GOVERNMENT EMPLOYEES, STUDENTS,**  
**EMPLOYERS, WPA WORKERS, UNEMPLOYED,**  
**PROFESSIONAL MEN AND ALL OTHERS**

## ALL QUESTIONS ANSWERED



# Jobs for Those Who Know How to Give Jobs

(Continued from Page 16)

wholesale lots under contract specifications; or (b) at least four years of experience as foreman, or in an equivalent responsible supervisory capacity, over general manufacturing processes of fur-felt hats.

**Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear)**—Two years of experience in either a hosiery or knitted underwear manufacturing establishment, or both, sufficiently broad to render them familiar with materials and processes used in knit goods manufacture. In addition, they must have had either (a) at least two years of experience in the inspection of hosiery or knitted underwear purchased in wholesale lots under contract specifications; or (b) at least four years of experience as foreman, or in an equivalent responsible supervisory capacity, over general manufacturing processes of hosiery or knitted underwear.

**Inspector of Textiles and Junior Inspector of Textiles**—Four years, and applicants for the position of Junior Inspector of Textiles must have had two years of broad experience in the textile industry, in the designing of textiles, or in at least four of the following classes of textile-mill operations:

- (1) Spinning of cotton or wool.
- (2) Weaving. (3) Dyeing and finishing.
- (4) Knitting. (5) Grading raw stock (wool, cotton, or linters).
- (6) Laboratory testing of textiles.
- (7) General mill executive (not foreman of restricted operations).

**Substitution**—In lieu of each year of the prescribed experience (either grade), applicants may substitute (a) one completed year of a course in a textile school, or in a course in textile engineering in a college or university; or (b) one year of experience in the inspection and/or testing of textiles for acceptance under specifications.

Appropriate credit toward the minimum requirements will also be allowed for evening or part-time industrial course in a textile school, provided that other requisite qualifications are shown.

**Inspector of Clothing and Junior Inspector of Clothing**—For the position of Inspector of Clothing, applicants must show that they have had at least two years, and applicants for the position of Junior Inspector of Clothing must show that they have had at least one year of preliminary experience in the clothing manufacture business sufficiently broad to render them familiar with materials and processes used in men's outer garment manufacture.

In addition, they must have had either:

- (a) For the position of Inspector of Clothing at least two years, and for the position of Junior Inspector of Clothing at least one year, of experience as an inspector of clothing, both as to materials and processes, purchased in wholesale lots under contract specification, to determine compliance with specifications; or (b) for the position of Inspector of Clothing at least four years, and for the position of Junior Inspector of Clothing at least two years, of experience as foreman, or in an equivalent responsible supervisory capacity, over general manufacturing processes on men's outer dress garments.

### Weights

Applicants will be rated on their experience and general fitness on a scale of 100.

### Cook (Shipboard), \$100 to \$120 a Month

File by October 28, 1940. Place of employment: U. S. Coast and Geodetic Survey, Department of Commerce, New York (Home Port). (For duty patrolling the Atlantic Coast). Age limits: 21 to 50.

### Duties

To be in charge of galley on small seagoing vessel; to buy, prepare, and cook all the food for the members of the party; to assist with surveying operations as required.

### Requirements

Applicants must show that they have had at least one year of experience in the last five years as a general cook and bread baker, which must have included or have been supplemented by at least one year's experience in a capacity in which it was necessary to purchase food for at least 60 meals daily. At least six months of experience as cook or steward must have been acquired on shipboard. Applicants must be in good physical condition.

### Basis of Ratings

This examination requires no written test. Applicants will be rated on the quality and quantity of their experience and fitness. These ratings will be based on competitors' sworn statements in their applications and upon verification thereof.

### Storekeeper (Engine Dept.)

Salary: \$1,242, less \$252 a year for maintenance. File by November 19. Age limit: 53. Place of employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco, and Hawaii.

### Duties

Under general supervision to supervise the receipt, storage, custody, maintenance, and issue of all supplies (tools, machinery, paints, etc.) used in an engine department of an army transport.

### Requirements

One year of experience in storehouses or warehouses such as those maintained by the Government or by business companies that maintain and distribute large quantities of supplies of tools and engine machinery equipment. This

experience must have included the clerical and manual tasks involved in the physical receipt, storage, maintenance, issue, and shipment of supplies, material, and equipment. In addition, candidates must have had not less than six months' of employment in some capacity aboard an ocean-going steamship.

### Weights

Applicants will be rated on a written examination on a scale of 100.

### Third Steward

Salary: \$1,392, less \$252 a year for maintenance. File by November 19. Place of employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Panama, Puerto

Rico, San Francisco, and Hawaii. Age limit: 50.

### Duties

To be in charge of second cabin quarters and the preparation and service of meals in the second cabin mess, including the preparation of menus and the supervision of waiters and other employees, and to be responsible for proper berthing accommodations.

### Requirements

Two years of experience as a steward on vessels, preferably ocean vessels. Additional credit will be given for ability to speak and understand modern foreign languages, and for supervisory experience.

### Weights

Applicants will be rated on their experience and fitness on a scale of 100.

## New Jersey Exams

Below is a schedule of examinations during the month of October in the cities of New Jersey. Applicants must file application forms by mail or in person, in the office of the Civil Service Commission, State House, Trenton, not less than five days prior to the announced day of the test. Detailed information concerning specific tests may be obtained from the State House, or at the City Hall, Camden; Court House, Elizabeth; Administration Building, Hackensack; City Hall, Jersey City; City Hall, Newark; Court House, Paterson; Civil Service Commission, Court House, Morristown.

MONDAY, OCTOBER 21, 1940

### Psychiatric Clinic Social Worker

Salary: \$1,800-\$2,400 per annum. Open to female citizens, resident in the United States. Vacancy, State Hospital at Greystone Park.

### Head Cook

Salary, \$1,200-\$1,500 per annum, plus maintenance. Open to male citizens, resident in Passaic County for at least 12 months immediately preceding the announced date for this test. Vacancy, Welfare Board, Passaic County.

### Court Interpreter (with a Knowledge of the Italian Language)

Salary: \$1,800 per annum. Open to male citizens, resident in Passaic County for at least 12 months immediately preceding the announced date for this test. Vacancy, Passaic County Courts.

### Sergeant-at-Arms

Salary: \$1,000 per annum. Open to male citizens, resident in Paterson for at least 12 months immediately preceding the announced date for this test. Vacancy, Second District Court of Paterson.

THURSDAY, OCTOBER 24, 1940

### Fish Hatchery Helper

Salary: \$1,020-\$1,440 per annum. Open to male citizens, resident in the State for at least 12 months immediately preceding the announced date for this test. Vacancy, Board of Fish and Game Commissioners.

### Assistant Supervising Nurse

Salary, \$1,800 per annum. Open to female citizens, resident in Jersey City for at least 12 months immediately preceding the announced date for this test. Vacancy, Home Care Department, Medical Center, Jersey City.

### Fireman and Helper

Salary, prevailing rates. Open to male citizens, resident in Middlesex County for at least 12 months immediately preceding the announced date for this test. Vacancy, Department of Public Property, Middlesex County.

### Clerk-Bookkeeper

Salary: \$1,080-\$1,440 per annum. Open to female citizens, resident in Middlesex County for at least 12 months immediately preceding the announced date for this test. Vacancy, Roosevelt Hospital, Middlesex County.

MONDAY, OCTOBER 28, 1940

### Identification Clerk and Jail Guard

Salary: \$1,440-\$1,800 per annum. Open to male citizens, resident in Monmouth County for at least 12 months immediately preceding the announced date for this test. Vacancy, Monmouth County Jail.

### X-ray Technician

Salary: \$1,200 per annum, plus maintenance. Open to female citizens, resident in Morris County for at least 12 months immediately preceding the announced date for this test. Vacancy, Shonhug Mountain Sanatorium.

THURSDAY, OCTOBER 31, 1940

### Night Attendant, Fish Hatchery

Salary: \$1,200-\$1,500 per annum. Open to male citizens, resident in the State for at least 12 months immediately preceding the announced date for this test. Vacancy, Board of Fish and Game Commissioners.

### Assistant Clerk, Second District Court

Salary: \$2,500 per annum. Open to male and female citizens, resident in Newark for at least 12 months immediately preceding the announced date for this test. Vacancy, Second District Court, Newark.

### X-ray Technician

Salary: \$1,500-\$2,100 per annum. Open to female citizens, resident in the State for at least 12 months immediately preceding the announced date for this test. Vacancy, Board of Education, Newark.

### Psychiatric Social Worker

Salary, \$1,200-\$1,800 per annum, plus maintenance. Open to female citizens, resident in Essex County for at least 12 months immediately preceding the announced date for this test. Vacancy, Hospital for the Insane, Essex County.

### Patrolman

Salary: \$1,500-\$2,500 per annum. Open to male citizens, resident in the Township of Millburn for at least two years immediately preceding the announced date for this test. Vacancy, Police Department, Millburn.

### Senior Assistant (Children's Librarian in Branch Library)

Salary: \$1,320-\$1,680 per annum. Open to female citizens, resident in East Orange for at least 12 months immediately preceding the announced date for this test. Vacancy, Free Public Library, East Orange.

### Assistant Director of Personnel

Salary: \$3,000 per annum. Open to male and female citizens, resident in the State for at least 12 months immediately preceding the announced date for this test. Vacancy, Unemployment Compensation Commission.

### Collector, Delinquent Accounts

Salary, \$1,800 per annum. Open to male citizens, resident in Nutley for at least 12 months immediately preceding the announced date for this test. Vacancy, Department of Revenue and Finance, Nutley.

The following examinations will be held for residents of Camden: Information Clerk, Supervisor in Welfare Department and Department of Public Affairs, Legal Assistant, Cleaner and Helper in the Welfare Department, Senior Account Clerk, and Ward Nurse.

### Evening Courses For State Workers

Four evening courses were opened last week for State employees working in Albany and vicinity.

**Public Finance**—Dr. Chester Pond, Acting Director of Research, Tax Department. Monday evenings at 7:30 o'clock.

**Statistics**—Dr. David Schneider, Director, Bureau of Research and Statistics, Department of Social Welfare. Tuesday evenings at 7:30 o'clock.

**Economics**—Dr. William Bennett, Professor of Economics, Union College. Wednesday evenings at 7:30 o'clock.

**Accounting**—Henry Tulloch, Accounting Department, General Electric Company. Thursday evenings at 7:30 o'clock.

## Listing of U. S. Defense Jobs

This completes the listing, begun several issues ago, of defense jobs in Washington.

### State—124

State Department has added 124 employees since Aug. 31, 1939.

Office of Education has taken on 75 Civil Service employees in connection with the national defense training program. Some are field representatives, traveling from state to state, but their headquarters are here.

Out of a total appropriation of \$15,000,000 for this program, Congress allowed 2 per cent or not to exceed \$300,000 for administration.

### Interior—371

Has taken on 31 engineers and 265 laborers in the Bureau of Mines and 75 engineers in the Geological Survey, to do a "strategic minerals" exploration job for national defense; but all these are in the field. Additional administrative work here was launched by hostilities in Europe. Total personnel then was 987. On Aug. 31, 1940, 1132.

A majority of these additional employees are clerical, taken on for the period of emergency.

### Treasury—185

Has employed 79 new Secret Service men since the war began, 11 recently, all Civil Service employees.

Treasury also has between 90 and 100 employees working on freezing of funds from neutral countries seized by Germany, to keep them from getting into possession of the Nazis. Fifty-fifty Civil Service and non-Civil Service.

Two non-Civil Service appointees, an assistant secretary and his assistant, are engaged in coordinating British war purchases with those for our own national defense.

### COAST GUARD EXPANDS

Less than half a dozen men and women have been taken on here by Procurement Division, to buy strategic war materials—metals, raw products, etc., for national defense. Coast Guard has added 5200 employees since Sept. 1, 1939, but of this total only a couple of clerks work at headquarters here.

Internal Revenue expects no large expansion in Washington, even from the pending new tax bill. There may perhaps be an increase in the Technical Rulings Section, number undetermined.

### War—1608

Civilian personnel in Washington increased from 3841 on Jan. 31, 1940, to 5449 on July 31, 1940; all Civil Service.

It has spread out into a temporary building and the Potomac Park Apartments, and is expected to take over the new Social Security Building when completed.

### Works Projects Administration—no expansion.

### Civil Service—1184

Employees in Washington increased from 1498 in April to 2682 in July; almost entirely due to National Defense.

Civil Service finds and certifies all employees for navy yards and arsenals; it also is tabulating available people who can be called upon for special jobs, such as scientific and professional workers.

### Civilian Conservation Corps, no expansion.

### Federal Security—400

Has selected 325 new Civil Service employees from a \$2,000,000 national defense appropriation to expand Employment Service. Some of these will work in the field, but out of headquarters here.

All skilled workers in defense industries and Government workers in arsenals are hired through the Employment Service; also as many as possible of workers on defense contracts in private industry. Employment Service in addition is making statistical studies of types of workers needed.

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### FHLB

Has released quite a few employees to National Defense Commission and is contracting. However, Federal Home Loan representatives sit in with the Defense Housing Co-Ordinator to prevent ill-advised loans by savings and loan associations which are members of the Federal Home Loan System, for new housing which would be a drug on the market as in some communities after the World War, when munitions plants closed down overnight and houses were left vacant.

Idea is that defense housing should be financed as a defense necessity, not with loans from savings of private citizens.

### Federal Housing Administration—none.

### F.P.C.

Has a National Defense Power Unit, organized last June under direct orders from President Roosevelt whose duties are to co-operate with the National Power Policy Committee.

Its objective is adequate power for national defense. The Commission previously had a Power Defense Section working for more than a year with the War Department but has not taken on any new employees recently.

### Climbers-Pruners Win Long Battle

The long struggle of Climber and Pruner for the use of their lists as appropriate for laborer jobs was successful last week. The Municipal Civil Service Commission approved a request of Charles J. Lichte that the list be used for laborer jobs.

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### SPECIAL ATTENTION TO

TRANSIT EMPLOYEES and  
THEIR FAMILIES

# BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

## Police Post Has Annual Installation

The William E. Sheridan Police Post, American Legion, has invited members and their friends to attend the annual installation of officers on Tuesday, October 22, at the Shore Road Casino, 100th St. and 4th Ave., Fort Hamilton.

Patrolman Edward Tracy, of the Bergen Street Precinct, will be installed as commander of the Post by Edward A. Vesseler, State commander. Tracy is a wounded veteran and a member of the Yankee Division.

Chairman Thomas E. Black announced this week that the following guests have been invited to attend the installation: Attorney General John J. Bennett, Jr., Police Commissioner Lewis J. Valentine, Deputy Commissioner Martin H. Meany, Chief Inspector Louis Costuma, Deputy Chief Inspector Louis P. Schilling, Joseph J. Burkard, PBA president; District Attorney William O'Dwyer, and various other state and city officers.

Other officers to be inducted are: Robert V. Laws, Howard O'Leary and John T. McCarthy, vice commanders; James J. Olliffe, adjutant; Wilbur Forsyth, finance officer; Ivar Alexander, historian; Walter Meyer, welfare officer; Joseph J. Gallagher, secretary; Dr. Joseph Baldwin and Dr. William Young, surgeons; William Edwards, Michael Husslein and James Hart, sergeant-at-arms.

A dance will follow the installation ceremonies.

## Rep. Ramspeck to Address Postal Men

The Long Island District Association of Letter Carriers will hold their semi-annual meeting and honor their champion, Senator James M. Mead, at Riverhead, Long Island, on Saturday, October 19 (evening). Robert Ramspeck, Chairman, House Civil Service Committee, will speak on the Civil Service Bill and Con-

gressman Joseph Hendricks (Fla.) House P. O. Committee, will talk on postal legislation. Big gathering expected.

## Elections For State Employee Group

Today is election day for the 34,000 members of the Association of State Civil Service Employees. Headquarters at room 156, State Capitol, are open until 10 p.m. for ballots by person and mail. But it's just a routine matter, as the officers in the field are unopposed: Charles A. Brind, president; Harold J. Fisher, vice-president; Janet Macfarlane, secretary; Earl P. Pfannebecker, treasurer.

Tonight the annual meeting of the Association takes place in the State Office Building, with a new constitution most important matter on the agenda.

## Watchman-Attendant Eligibles Association

The next general meeting of the Watchman-Attendant, Grade 1, Eligibles Association will be held on Friday, October 18, in Germania Hall, East 16th St., near Third Ave., Manhattan. The meeting is slated for 8 p.m. According to officials of the group future plans will be discussed.

## Appliance Eligibles Meet on Tuesday

The Office Appliance Operator Eligibles Association will meet Tuesday, October 15 at 3 Beekman St., Manhattan. The meeting was originally scheduled for 6:15, but the time has been changed to 8:00 p.m. The agenda for the session includes a report of the education committee, discussion of protests on the practical exams, and use of the list for appropriate positions.

## Wage Discussion By Mechanics

An important meeting of the Civil Service Mechanics Association will be held on Thursday, October 17 at 8 p.m. in the County Court House, 52 Chambers St. All members of the group have been urged to attend the session at which a prevailing rate of wages will be discussed. A hearing before the Board of Estimate on a proposed change of title to Service Man will also be considered.

## Councilman Gets Public Relations Post

Councilman Joseph Clark Baldwin has been elected public relations counsel for the James J. Cullinan Post 1406 of the American Legion. Other officers elected were Commander John Frazer, Adjutant Fred Hansen, Secretary John Cusack, and Senior Vice-Commander H. Mott Brennan.

## 'Going Away' Dinner

On Thursday evening, October 17, the members of the Board of Officers of the various line organizations within the Police Department will tender a "Going Away" Dinner to Colonel Martin Meaney, the 5th Deputy Police Commissioner, at the Hotel Governor Clinton. Colonel Meaney will respond to the Call to Arms with the 165th Infantry (the Fighting 69th of World War fame).

## Attendant-Messengers Meet on Friday

The Attendant-Messenger Eligibles Association will hold a general meet-

# What Makes A Good Social Worker

(Continued from Page 6)

Under the Public Welfare Law in New York State, Home Relief means shelter, fuel, food, clothing, light, necessary household supplies, medical, dental and nursing care, medical material and supplies. It does not include hospital or institutional care or the categorical forms of assistance. Although Home Relief is limited to care in the recipient's home, its administration cuts across the total social welfare program. The problems which arise in families are as complex and as broad as life itself. They may involve hospital or county home care, care of children away from their own homes and other phases of social welfare to which the State Department has a supervisory if not a finance-sharing responsibility.

## A Social Worker's Duties

The duties of the social worker in meeting this vast array of needs are outlined in Section 78 of the Public Welfare Law which states:

"Whenever a public welfare official receives an application for relief, or is informed that a person is in need of care, an investigation and record shall be made of the circumstances of such person. The object of such investigation shall be to ascertain the settlement of such person, the name, age, the religious, faith, physical condition, earnings or other income, and ability for labor of all members of the family, the cause of the present condition, the ability and willingness of the family, relatives, friends and church to assist, and such other facts as may be helpful to determining the treatment which will be most helpful to such person. If it shall appear that such person is in immediate need, temporary relief shall be granted pending completion of the investigation."

An analysis of the content of this section shows that comprehensive knowledge of the client's situation is required. The application of the provisions of the section demands skill of high order. The determination that need exists, which is basic to the applicant's eligibility for assistance, requires knowledge of his personal capacities, his immediate family environment, and of the social resources within the community. Knowledge of the community is, therefore, one of the primary requisites of the social worker in the public assistance program. For upon this knowledge of the community's agencies and resources, one or several of which may have current responsibility, hinges the public agency's determination to accept or reject the applicant for Public Assistance.

The type of community also enters into the case worker's functioning. Greater skill may be needed to mobilize resources both for the understanding and treatment of social difficulties in a community of fewer and smaller organizations. More reliance may need to be placed upon the capacities of the individual recipient and upon the equipment and resources of the social worker. These community limitations, if it is agreed that they are such, has its compensations in neighborliness, keener interest in and more intimate knowledge of people in small localities.

## A Growing Program

The Public Welfare Program is a developing and growing one. The social worker has to be alert to developments in this complex field, to have an understanding not only of changes in his immediate assistance program but also of the developments in the total security program

which impinges upon his area of responsibility. This is not merely an academic interest in desirable social insurance measures, but is definitely related to the primary function of the case worker who determines need and, in consequence, eligibility for public assistance.

Eligibility for unemployment insurance benefits, for old age and survivor's insurance benefits, for workmen's compensation and for a multitude of other resources, which are non-relief, may affect an applicant's financial status to such an extent as to make him ineligible for assistance, or may greatly alter the size of his relief grant.

Knowledge, skill, and philosophy are all part of the necessary equipment of the social worker. Knowledge of the law which determines the function of the agency in which he operates, of the requirements of eligibility, of the applicant's rights, and those of the taxpayer, of the policies and procedures of his own local, as well as the State supervisory agency are all part of the equipment which he uses daily in the public assistance job.

The ability to determine that need exists, to establish and document it by securing proofs, and during this investigation process to utilize the capacities and abilities of the client to help meet his own difficulties, brings into play the skills, the attitudes and the philosophy of the social case worker.

## Understanding Is Needed

The ability to accept as well as the need to reject applications so that these decisions may be as constructive to the client as they are desirable to the taxpaying members of the community calls for the ability to understand and work with people in a vital relationship. If failure to accept a recipient for assistance is based on the ability to discover capacities and potentialities within the individual, if the applicant does not feel rejected but is given an understanding of his ability to manage and if the way is left open for him to return when his resources are exhausted, or his ability to manage his own situation no longer exists, service in terms of human conservation and the conservation of public funds may be attained.

Implicit in the social worker's

## State Commission To Give Exams to Draftees Wherever Possible

Here's the State Civil Service Commission's policy, at this writing, on the matter of giving examinations to candidates who are in military camp:

"The Commission has directed that every reasonable effort be made to examine applicants for Civil Service who have been called to military service at or near the place of their encampment. The Commission recognizes that it is not always possible to make the necessary arrangements to do this, and we will not accept any responsibility when it cannot be done, but every effort will be made to accommodate such candidates as far as possible."

Director of classifications Charles L. Campbell made this public during the Prison Guard test. Arrangements were made with Fort Dix authorities to allow those at the New Jersey camp to come into New York City. At the same time, Civil Service officials and U. S. Education proctors took care of candidates in various parts of the country.

## Climber-Pruners In Important Assembly

All eligibles who have not taken their practical tests for Climber and Pruner have been urged to attend an important meeting Tuesday, October 15 at Germania Hall, 16th St. and 3rd Avenue, Manhattan.

## Fire Eligibles Meet Again

The next general meeting of the Fire Eligibles Association will be held Friday, October 25 at 8:30 p.m. in P.S. 27, 42nd St., near Third Ave. All eligibles have been urged to attend the session.

philosophy is his ability to approach each social situation as a challenging one, to recognize the right of the applicant to be himself and to appreciate the unique value of the individual. These are essential characteristics of a democracy and of a modern program of public assistance.

## More Material

For those interested in obtaining further information on public welfare in New York State and on the growth of the programs in this field, the following books and pamphlets will prove helpful:

Public Welfare Law—New York State.

The Road Upward.  
Social Work Year Book 1939—Public Assistance, pp. 316-330; Old Age Assistance, pp. 278-284; Aid to Dependent Children, pp. 28-36; The Blind, pp. 46-51.

The Rural Community and Social Case Work—Josephine C. Brown.

National Conference of Social Work 1938 Proceedings—Social Case Work in Rural Communities—Esther B. Twente.

Your Community—Joanna C. Colcord.

The Public Assistance Worker, Chap. II and III—Russell Kurtz.

(In a future issue, Dr. Adie will discuss the supervision or treatment aspect in relation to continuing eligibility of relief recipients.)

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's

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- '39 Ford Conv. Sedan..... 595
- '39 Oldsmobile Trunk Sedan. 595
- '38 Buick "81" 4-D. Tk. Sed.. 595
- '40 Studebaker Tk. Sedan... 695
- '40 Oldsmobile Coupe ..... 695
- '39 Buick "41" 4-D. Tk. Sed.. 725
- '39 Buick "81" Trunk Sedan. 775
- '38 Buick "90" 7-Pass. Sed... 845
- '40 Buick "41" 4-D. Tk. Sed.. 845
- '39 Buick "81-C" Conv. Sed.. 1045

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## St. George Assn. To Meet

The next regular meeting of the St. George Association of the Fire Department will be held Tuesday, October 15, at 8:30 p.m. in the World Building, 63 Park Row. Plans will be discussed at the meeting for the Third Annual Entertainment and Dance at Manhattan Center December 6.

# Amusement Parade

By JAMES CLANCY MUNROE

## FUN AND STUFF

If you're of conscription age, you are invited to be the guests of the Fiesta Danceteria on the 16th, which is conscription day. The identification card which you will be given when you register will be your formal invitation; the only requirement is that you be accompanied by a young lady... We attended the opening of the uptown Cafe Society last Tuesday; on the whole it is a lavish duplicate of the Greenwich original: wacky murals, surrealist decorations, and a tinfoil couple with delirium tremens suspended over the dance floor. Whether or not the blue stocking East Side will accept the bohemian upstart from downtown remains to be seen... We enjoyed it; the floor show especially, which included such disparate activities as Benny Goodman on the clarinet, Rudy Vallee singing a "comic" song, and Lionel Stander burlesquing a burlesk barker barking chalklits in a burlesk... Sammy Kaye opens next Thursday, the 17th, at the Commodore; patrons will be invited to conduct the orchestra, the best baton-wielders receiving prizes; looks as though the Commodore will become the middle-aged drunk's paradise... Warner Brothers have recently announced that employees who are conscripted will be given their jobs back upon their returning from training; those who have been with the company over a year receive two weeks' salary upon their return. Warners set an example



Charlie Chaplin, who played buck private in "Shoulder Arms" a generation ago, has promoted himself to the title role in "The Great Dictator" now at the Capitol and the Astor.

which other firms would do well to follow.

The Great Dictator opens tonight

for its world premiere at the Astor and Capitol theatres. Ticket seekers blocked traffic last week on Times Square. Jack Oakie is in town for the opening; he plays Napaloni to Chaplin's Hynkel. This great film no one should miss, as it is certain to be the first motion picture to join the great Voltairean tradition of men who fight evil with laughter.

**Long Voyage Home** (United) at the Rivoli. This magnificent saga of the sea has been awaited for some time. The title is taken from the last of four O'Neill plays rolled into one for the film under the direction of John Ford (Grapes of Wrath, The Informer, Lost Patrol). Portraits of the characters were painted on the studio lot by great artists such as Grant Wood, Thomas Hart Benson and others. From all this we could hardly expect anything but a fine picture, and it is. You'll like this drama of the lives of a group of men on a tramp steamer.

**They Knew What They Wanted** (RKO) at the Music Hall. This is the oft filmed picture of the Italian fruit farmer who woos and wins by mail only to lose his wife and gain an illegitimate child by the hired hand and with the permission of the Hays office. The acting of Charles Laughton and Carole Lombard is brilliant, as is the directing of youthful Director Garson Kanin.

"Arise My Love," with Claudette Colbert and Ray Milland, opens at the Paramount Wednesday... The Strand is showing "Knut Rockne—All American" beginning Friday...

## Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

### COMPETITIVE

**Accompanist:** Part A of the written test has been completely rated. The rating of Part B has been begun.

**Administrative Assistant (Welfare):** Rating of Part IB is near completion.

**Automobile Engineman:** Rating of the written test is complete. Medical examinations have begun. Physical tests will probably begin in November.

**Assistant Engineer, Grade 4:** The oral interview will be definitely held this month.

**Baker:** A report on the final key is being prepared for the approval of the Commission.

**Clerk, Grade 2 (Board of Higher Education):** The rating of the written test has begun.

**Cook:** A report on the final key is being prepared.

**Court Stenographer:** The rating of the written test has begun.

**Engineering Assistant (Electrical), Grade 2:** The rating of the experience is in progress.

**Elevator Mechanic's Helper:** All parts of this examination have been completed. The list will probably appear within two or three weeks.

**Jr. Administrative Assistant (Welfare):** Same as Administrative Assistant (Welfare).

**Jr. Engineer Sanitary, Grade 3:** Rating of Part I has been completed. Rating of Part II is now in progress.

**Jr. Engineer (Civil) (Housing Construction), Grade 3:** The oral interview for those candidates successful in the written test has been completed.

**Management Assistant (Housing), Grade 3:** Rating of written test has been completed. The oral interview will be conducted as soon as practicable.

**Management Assistant (Housing), Grade 4:** Rating of Part 2 is in progress.

**Marine Stoker (Fire Dept.):** The list will be published soon.

**Office Appliance Operator:** The practical tests will be continued.

**Playground Director (Male):** Qualifying practical tests are being given as needs require.

**Playground Director (Female):** Rating of the written test has been completed. The oral practical test will be administered as soon as practicable.

**Research Assistant (City Planning):** The rating of the written test has been completed. Rating of experience has begun.

**Sanitation Man, Class A:** Co-ordination tests will conclude this month.

**Stenographer (Law), Grade 2:** Rating of the written test is now in progress.

**Structure Maintainer:** Rating of the written test has begun.

**Typewriting Copyist, Grade 1:** Rating of the written examination is still in progress.

**Maintainer's Helper, Group A:** Objections to the tentative key are being considered.

**Maintainer's Helper, Group B:** Report on the final key has been sub-

mitted for approval to the Commission.

**Maintainer's Helper, Group C:** Objections to the tentative key are being considered.

**Maintainer's Helper, Group D:** Report on final key has been submitted for approval of the Commission.

### PROMOTIONS

**Assistant Engineer, Grade 4 (City Wide):** The oral interview will be held the latter part of this month.

**Clerk, Grade 3:** Rating of Part IB is in progress.

**Clerk, Grade 4:** Same as above.

**Lieutenant (Fire Dept.):** Rating of Part 2 is 75% completed.

**Stenographer-Typewriter, Grade 2 (City Wide):** Rating of the dictation test has been completed.

**Supervisor, Grade 3 (Social Service) (City Wide):** This examination is being held in abeyance pending the outcome of litigation.

## Answers to Recent City Exams

The Municipal Civil Service Commission has just released the key answers for the promotion tests for Seamstress and Tailor, both in the Department of Welfare. Candidates have until October 20 to file objections to these answers, which follow:

**Promotion to Seamstress (Women)**  
 (1) Texture; (2) treadle; (3) cloth plate; (4) spindle; (5) hemstitching; (6) gusset; (7) needles; (8) dart; (9) one side; (10) gauge; (11) darning; (12) stiletto; (13) bound and loop; (14) feed; (15) length and width.

**Promotion to Tailor (Men)**  
 (1) Down; (2) tailor's chalk; (3) design of pattern and material; (4) large smooth, flat surface; (5) heaviness of the material; (6) be placed in position; (7) one length plus sleeve length plus 12 inches for front lacing; (8) bust measure; (9) waist measure plus 3 inches for placket extension; (10) heavy weight; (11) ease aching feet; (12) tied together and labeled; (13) operating suits; (14) adults and children; (15) at least one bag representing the delivery; (16) terry cloth; (17) on the inside center near the neck opening; (18) standard samples and specifications; (19) blankets for infants; (20) waste cloth; (21) slipover and button; (22) small, medium, large, extra large; (23) buttons; (24) shortening it above the waistline and below the hip line through tucks in the pattern; (25) the cap to the bottom of the sleeve; (26) cut on the bias; (27) how it is to be on the cloth; (28) piece; (29) shifting the pattern after the garment is half cut out; (30) the number of layers and the material used.

## Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to notify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, Cortlandt 7-8880.

- Able Bodied Seaman**—(1) (App. for Deckhand), Dept. of Docks, \$1,800, probably permanent. Last number certified, 262. (2) Dept. of Pub. Works, \$105 per month, probably permanent. Last number certified, 262.
- Accountant, Gr. 2** (for indefinite appointment at \$2,400)—Last number appointed, 125.
- Assistant Chemist**—(App. for Fuel Inspector, Gr. 1) Bd. of Ed., \$1,794, probably permanent. Last number certified, 38.
- Assistant Gardener**—NYC Housing Authority, \$1,620, probably permanent. Last number certified, 23.
- Assistant Supervisor, Gr. 2, Male**—(App. for Probation Officer) Domestic Relations Court, \$1,680, probably permanent. Last number certified, 663.
- Assistant-Messenger, Gr. 1** (for permanent appointment at \$1,200)—Last number appointed, 599.
- Auto Truck Driver**—(1) (App. for Laborer) Dept. of Purchase, \$1,500, probably permanent. Last number certified, 26,519. (2) (App. for Laborer) Dept. of Markets, \$5 per day, temporary. Last number certified, 27,046. (3) (App. for Laborer, Coal Passer) CCNY, \$1,500, probably permanent. Last number certified, 26,529. (4) (App. for Garbage Helper) NYC Tunnel Authority, \$1,500, probably permanent. Last number certified, 26,519.
- Bookkeeper, Gr. 2**—(App. for Senior Bookkeeper) Dept. of Hospitals, \$1,800, probably permanent. Last number certified, 32.
- Captain**—(App. for Second Mate) Dept. of Public Works, \$180 per month, temporary. Last number certified, 8.
- Catholic Probation Officer, Female**—Domestic Relations Court, \$1,680, probably permanent. Last number certified, 105.
- Chief Marine Engineer**—(App. for Gasoline Engineman, Diesel), \$2,250, probably permanent. Last number certified, 12.
- Clerk, Gr. 2** (App. for Gr. 1)—(1) Dept. of Housing and Building, \$840, temporary. Last number certified, 4,267. These names are also certified to the Dept. of Purchase. (2) Dept. of Hospitals, \$1,200, temporary. Last number certified, 1,217. (3) Bd. of Water Supply, \$840, probably permanent. Last number certified, 5,050a. (4) Dept. of Health, \$840, probably permanent. Last number certified, 2,977. (5) Dept. of Hospitals, \$840, temporary. Last number certified, 4,547. (6) Dept. of Hospitals, \$840, probably permanent. Last number certified, 2,901. (7) Teacher's Retirement System, \$840, temporary. Last number certified, 3,651. (8) Dept. of Hospitals, Female, \$840, temporary. Last number certified, 3,190. (9) Dept. of Health, \$840, probably permanent. Last number certified, 3,251. (10) Bd. of Standards and Appeals, \$840, probably permanent. Last number certified, 2,856.
- Climber and Pruner**—Last number appointed, 190.
- Court Attendant**—City Magistrates Court, \$1,800, probably permanent. Last number certified, 97.
- Craneman (Gasoline)**—Last number certified, 9.
- Crane Engineman (Electric)**—Last number certified, 16.
- Dental Hygienist, Female**—Dept. of Health, \$1,260, probably permanent, and temporary. Last number certified, 57.
- Elevator Operator**—Last number certified, 267.
- Farm Instructor**—Last number certified, 11.
- Fingerprint Technician, Gr. 1**—City Magistrates Court, \$1,680, probably permanent. Last number certified, 8.
- Foreman (Railroad) Signals and Lighting**—Bd. Transportation, \$2,700, probably permanent. Last number certified, 6.
- Fireman, F. D.** (for appropriate appointment). Last number certified, 4,407.
- Handyman** (for appropriate appointment)—Last number certified, 35,218.
- Industrial Instructor**—(1) Carpentry, for appointment at \$1,200. Last number certified, 6. (2) Electric, for appointment at \$1,200. Last number certified, 14. (3) Steamfitter, for appointment at \$1,200. Last number certified, 5.
- Inspector of Iron and Steel Construction, Gr. 4 (Promotion)**—Triborough Bridge Authority, \$3,000, probably permanent. Last number certified, 3.
- Inspector of Masonry and Carpentry, Gr. 3**—(1) App. for Inspector of Housing, Gr. 3, \$840, temporary. Last number certified, 67. (2) App. for Inspector of Materials, Gr. 2, Office of Comptroller, \$1,800, probably permanent. Last number certified, 67.
- Inspector of Plumbing, Gr. 3**—(For appointment at \$1,800.) Last number certified, 46.
- Institutional-Inspector, Gr. 3**—(For appointment.) Last number certified, 18.
- Janitor, Custodian, Gr. 3**—Last number certified, 32.
- Junior Chemist**—Dept. of Health, \$1,500, probably permanent. Last number certified, 10.
- Junior Engineer, Gr. 3**—Last number certified, 109.
- Lab. Assistant**—Dept. of Hospitals, \$960, temporary. Last number certified, 124.
- Lab. Helper**—(1) Dept. of Health, \$960, probably permanent. Last number certified, 42. (2) App. for Cleaner, Female, Dept. of Health, \$960, probably permanent. Last number certified, 78. (48). (3) App. for Laundry Worker, Dept. of Hospitals, \$780, temporary. Last number certified, 507.
- Machinist**—Last number certified, 36.
- Medical Inspector, Gr. 1**—Last number certified, 57.
- Pharmacist**—(For appointment.) Last number certified, 53.
- Physio Therapy Technician**—Last number certified, 25.
- Plumber**—Dept. of Hospitals, \$1,680, probably permanent. Last number certified, 27.
- Policewoman**—(For app. appointment at \$1,200.) Last number certified, 118.
- Printer**—(For app. appointment.) Last number certified, 15.
- Porter**—(1) App. for Lunchroom Helper, Bd. of Education, 50 cents per hour, probably permanent. Last number certified, 1,772. (2) NYC Housing Authority, \$1,920, probably permanent. Last number certified, 732. (3) App. for Laundry Worker, Dept. of Hospitals, \$780, temporary. Last number certified, 1,436.
- Public Health Nurse, Gr. 1**—Last number appointed, 177.
- Social Investigator**—Last number appointed, 612.
- Special Patrolman**—App. for Tunnel Officer, NYC Tunnel Authority, \$1,800, probably permanent. Last number certified, 232.
- Station Agent**—Last number appointed, 847.
- Stationary Engineer**—Last number certified, 57.
- Stenographer and Typewriter, Gr. 2**—Last number appointed, 955.
- Supervisor, Gr. 3**—(For temporary appointment.) Last number certified, 10.
- Temporary Title Examiner, Gr. 2**—Last number appointed, 109.
- Typewriting Copyist, Gr. 2**—Last number certified, 2,416.
- Ventilation Designer (Vehicular Tunnel), Gr. 4**—Last number certified, 3.
- Watchman-Attendant**—Last number certified, 533.

Anything You Want to Know about Civil Service and Civil Service exams visit the LEADER BOOKSTORE 97 Duane Street, New York City

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# 200 Sanitation Appointments To Be Made Before Christmas

The new eligible list for Sanitation Man, Class A, will be ready by December 1, and 150 to 200 appointments will be made from it before Christmas, Paul J. Kern, president of the Municipal Civil Service Commission, told The Leader this week.

There will be 7,500-odd names on the new list. The pass mark will be that received by the 7,500th man, but there will be some additional names because of ties.

## 500 Jobs a Year

Approximately 500 jobs a year will be filled in the Sanitation Department from the list, and in addition it will be used for many appropriate positions in other departments, according to officials of the Civil Service Commission. It is probable that the majority of men who place on the list will receive jobs either in the Sanitation Department or in other city agencies.

## At A Meeting Of Postal Employees

At a joint conference of the Affiliated Postal Employees of Greater New York held last Wednesday a resolution was adopted urging full pay for Postal Employees drafted under the Selective Service Act. In this connection it was urged that the McCarren bill be amended to include substitute Postal Employees at a rate of pay equal to the difference between the army wage and the basic wage in the Postal Service. Copies of this resolution are to be sent to the House and Senate Post Office committees and to national postal organizations.

Other proposals adopted: a resolution endorsing Senator Mead's bill S. 4382 and Congressman Morjue's bill H. R. 10578 opposing the Comptroller General's ruling suspending automatic promotion for second grade postal clerks in the Postal Service; resolutions supporting bills H. R. 427 proposing non-competitive examinations for Post Office laborers, and H. R. 8422 proposing reclassification for Motor Vehicle employees. Secretary Dave Popper recorded the activities of the conference; President William F. McHale presided. Business was completed with a final drafting of the constitution for the joint conference.

## ACCUMULATED LEAVE AND THE DRAFT

Federal employees who stand to be drafted into active military service are peeved at the comptroller general's ruling which will prevent them from being paid for their accrued annual leave (except in a few isolated cases). Pressure is being placed on Congress to pass legislation that will legally permit the Government to pay all its employees called to military service their accumulated annual leave.

Very wise were the Naval reserves, for more than two years ago they put a bill through Congress which compels the Government to pay them for accumulated leave when they are called into service. The comptroller general has ruled that the only other Federal employees who can collect for their leave are those workers whose combined rate of pay in their civilian service and military service does not exceed \$2,000 a year.

### Other U. S. Workers Lose

All the other federal workers called out stand to lose their annual leave even though it has been decided officially that leave will be re-credited to workers on their return to civilian jobs. No mention is made of those employees who won't return so apparently they'll lose their leave.

Meantime, Army reserves have a bill in the Senate which would require Congress to pay them for their accrued leave. National guardsmen

# Promotion Exam Open To City Clerks

A city-wide promotion examination for Bookkeeper, Grade 1, was ordered last week by the Municipal Civil Service Commission. The position of Bookkeeper, Grade 1, pays \$1,200-\$1,800 a year.

No date has been set for applications for this test. As soon as a date is set, full details of the examination will appear in The Leader.

### Former Requirements

The promotion examination for Bookkeeper, Grade 1, will be open to all employees earning less than \$1,800, who are in the clerical service, attendant service, store service, or the statistical and actuarial services, and who have served one year or more at the time the written test is held.

At its meeting last week, the Civil Service Commission also ordered city-wide promotion examinations for Electrician and Foreman, Grade 2; and a competitive test for Asphalt Steam Roller Engineer.

## First Appointments Made From Clerk List

First two appointments from the Assistant and Senior Mechanical Stores Clerk lists were made this week.

Number 17 on the Assistant list has been appointed to the Department of Public Works in Batavia, Erie County. 598 are on this list, which carries a salary of \$1,200-\$1,700. Certifications have gone down to 517 in Rochester, 537 in Syracuse, and to 40 on the State-wide list.

Number 32 has been appointed from the Senior list to Public Works in Buffalo, also Erie County. This is the first action of the Senior list, which numbers 320 eligibles and pays \$1,600-\$2,100.

Further action on these lists will be noted in THE LEADER as soon as it occurs.

## Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

October 17—Correction—Painter-Guard.

October 17—Correction—Junior Psychologist.

October 17—Laboratories and Research—Senior Medical Biochemist.

October 23—Westchester County Public Welfare (OA)—Assistant Instructor of Nursing.

## Civilian Awards

Police Commissioner Lewis J. Valentine, Deputy Commissioner Cornelius O'Leary, and Mayor LaGuardia last week presented awards to 98 civilians who gave courageous help to members of the Police Department during the past year. Many of the civilians were cab drivers who aided in the arrest of criminals, or otherwise helped the cops at the right time.

## New Fee System Helps Commissions

With the State on the brink of extending Civil Service to 150,000 employees in counties, towns and villages, close cooperation between the State Civil Service Commission and local commissions was effected this week. The State Commission has just announced its schedule of fees to be charged for various personnel functions: preparing exams, rating papers, preparing classification and salary plans, aiding in the drafting of rules.

This work is to be done by a Municipal Service Bureau, established by legislation passed at the recent session of the State Legislature. Serving in this bureau will be a Principal, Associate, and Senior Personnel Technician, to be appointed shortly from lists just established.

The fee system is announced subject to change by the State Commission, which reserves the right to charge more or less when special circumstances justify the change:

### EXAMINATIONS

1. Clerical, stenographic and uniform forces.

Flat rate of:

\$1 per candidate for the first 50 candidates.

.75 per candidate for the next 25 candidates.

.50 per candidate beyond 75 candidates.

Minimum charge \$15.

Where research is involved, \$25.

2. Supervisory and low grade technical positions.

Flat rate of:

\$2 per candidate for the first 15 candidates.  
1.50 per candidate for the next 25 candidates.  
1 per candidate beyond 40 candidates.

Minimum charge \$20.  
Where research is involved, \$35.

3. High executive, technical and professional positions.  
Flat rate of:  
\$3 per candidate for the first 10 candidates.  
2 per candidate for the next 20 candidates.  
1 per candidate beyond 30 candidates.

Minimum charge \$25.  
Where research is involved \$40.

**CLASSIFICATION PLAN\***

\$2 per position with the following exceptions:  
\$1 per position for the rank and file uniformed forces.

.50 per position for the labor class.

**COMPENSATION PLAN\***

\$2 per position with the following exceptions:  
\$1 per position for the rank and file uniformed forces.

.50 per position for the labor class.

\* When both a Classification Plan and a Compensation Plan are to be prepared at the same time in a given city, the rate will be \$3 per position with the following exceptions:  
\$1.50 per position for the uniform forces.

1 per position for the labor class.

## Kern Helps Typists

The Municipal Civil Service Commission last week cracked down on the Board of Transportation for refusal to use the list for Typewriting-copist, Grade 2, as appropriate for Dictaphone Operator and Ediphone Operator. The Commission refused to certify payrolls of provisionals serving in the latter titles.

# MUTUAL OPTICAL PLAN

CIVIL SERVICE EMPLOYEES, ELIGIBLES AND CANDIDATES MAY NOW RECEIVE MEMBERSHIP IN THIS PLAN

## Members Save From 30% to 50% On Glasses

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and prospective draftees also would like to be included, naturally. The comptroller general also has ruled that it is within the administrative discretion of department heads either to separate or to furlough without pay employees called to military service, but no matter how these employees are carried on the rolls, they would be given all the rights and benefits that are coming to them.

## Welfare Busy

The boys and girls in the Welfare Dept. are busy computing and authorizing winter heating allowances. A large number of relief families live in houses in which the owners do not supply heat. The Department's allowances in such cases provide for coal, fuel oil, gas or kerosene.

## Memorial

Special memorial services for members of the Police Anchor Club, Branch No. 1, will be held at the Church of Our Lady of Perpetual Help, 59th St. and 5th Ave., Brooklyn, on Sunday, November 3, at 3:45 p.m. Members of the force who wish to attend the services will be excused from duty from noon Sunday to 8 p.m.

### ATTENTION BORDER PATROL APPLICANTS

The Leader is now preparing a special booklet of study material for all those who plan to take the Border Patrolman examination. Only a limited number of these study booklets will be available. If you want one, send \$1 to Box 222, Civil Service Leader, 97 Duane St., New York City.