

Civil Service LEADER

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New York, November 7, 1939

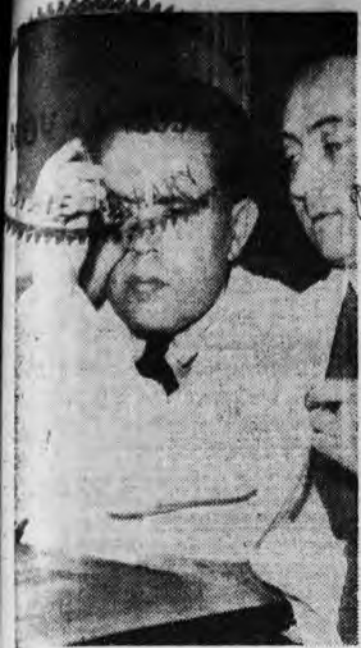
Price Five Cents

Full Official Requirements

24 NEW CITY TESTS

*Filing Will Open
This Wednesday*

*Complete Details
Begin On Page 8*



ABRAHAM LICHTERMAN
... progress without thought
of reward ...

Merit Men By SEWARD BRISBANE

"I'VE NEVER eaten pork in my life," says earnest Dr. Abraham Lichterman, chief of the Division of Drugs and Cosmetics in the New York City Dept. of Health, who has just perfected a skin test to diagnose trichinosis in hogs.

Little known to the average person, trichinosis is a parasitic disease transmitted to humans through improperly cooked pork. Doctors believe as high as 15% of the population is infected to some degree with the disease, which so far is incurable.

Dr. Lichterman's discovery may be the jumping-off point for a new assault on one of the country's most severe public health problems. Nearly one-third of all pork is not inspected. The rest receives no specific test for the trichinae parasite.

Nearly 100% Effective

Lichterman's test, which he says is 97% effective, makes it possible to segregate diseased from healthy porkers, so they can be refrigerated until the parasite is destroyed.

Lichterman became interested in the problem after hearing a lecture by Prof. Thurlow C. Nelson, of Rutgers, who referred to an antigen which had been developed to diagnose trichinosis in humans. "It occurred to me," says Lichterman, "that a similar test might be used on hogs."

For an assistant, Lichterman selected Irving Kleeman, a relative newcomer in the Health Dept., who had six years of biochemical research to his credit. Together they made a report on trichinosis literature, later received permission to undertake further research.

They Used Rats

Kleeman and Dr. Annis E. Thompson prepared the antigen for the experiment. Last January Lichterman and Kleeman went to Rikers Island and experimented with 211 garbage-fed hogs. Results showed more than 10% had trichinosis.

Because of this work the Metropolitan Health Officers Assn. named Lichterman chairman of a special committee to

(Continued on Page 4)

NEXT WEEK

Edward Joseph Quinn, Jr., youthful president of 4,000 fire eligibles.

UNIFORMED FORCES GET TOGETHER



Leader Photo—Gordon.

Prior to conference with Mayor LaGuardia Friday, presidents of Police and Sanitation department employee organizations outline pension plans at 63 Park Row. Left to right, Abe Kassoff, of the Chauffeurs and Auto Truck Drivers Protective Assn.; Michael Moro, of the Queens Drivers and Sweepers Protective Assn.; Joseph J. Burkard, of the Patrolmen's Benevolent Assn.; Elias Shapiro, of the Manhattan, Bronx and Richmond Sweepers Assn., and Anthony Grego, of the Brooklyn Sweepers Assn.

POLICE, FIREMEN CONSIDER PAYING 5.5% TO PENSIONS

New York City's Patrolmen and Firemen will pay 5.5 percent toward their pensions, if the compromise figure arrived at Friday by the Mayor and representatives of the men is accepted by the two groups. Another conference was held yesterday.

Although no statements have been issued from either camp, it is known that only the details of the settlement have yet to be worked out. Today the Patrolmen are contributing 2 percent to the pension fund while Fireman pay nothing.

If the settlement goes through, it will solve the problem that for months has threatened to become

(Continued on Page 20)

See first article of series on Pensions in Civil Service, on page 19.

FOLLOW THE LEADER In This Issue

	Page
Future City Exams.....	2
War Heroes to Get Test Credits.....	2
Special P. D. List to Displace Welfare Workers.....	2
Police Lieut. Test in F. K. Lane H. S....	3
To Fingerprint City Workers After Three Months.....	3
New Merit Commission Meets Tomorrow. Plan Bill to Place 40,000 Teachers in Civil Service.....	3
Requirements for All Exams Begin on.. Playground Director Tests for Men and Women.....	8
Mutes Eligible to Take State Posts.....	10
Sample Questions Fire Lieut. Test.....	11
	19

2,500 May Be Admitted To Clerk, Grade 2 Exam

More than 2,500 low-paid city employees, who would otherwise be barred, may admitted provisionally to the Clerk, Grade 2, promotion exam, scheduled for Nov. 18, if a resolution submitted by the Municipal Civil Service Commission is approved by Mayor Fiorello H. LaGuardia this week.

The resolution, submitted to the Mayor several weeks ago, reduces the present experience requirement from one year to six months and removes a provision that Storekeepers' Helpers, Messengers, Receptionists, Typists, Stenographers and others in the competitive system must serve one year in the clerical service before taking a test for Clerk, Grade 2. These employees are not in the clerical service and therefore have been prevented from taking the promotion exams.

If the Mayor and the State commission approve the amended resolution, the whole base for clerical promotion will be broadened, and 20,000 city employees eventually will be affected.

LATEST TELEPHONE OPERATOR QUESTIONS

See page 7

Future City Tests

The following exams will be held by the Municipal Civil Service Commission, although announcement of the opening date for filing applications has not yet been set:

- Administrator (Management Division)
- Architect (City Planning)
- Assistant Engineer (Housing Construction)
- Assistant Pathologist
- Assistant Resident Building Superintendent
- Cancer Research Assistant
- Car Maintainer, Group B (Machine and Bench Work)
- Car Maintainer, Group G (Sheet Metal and Forge Work)
- Chief Dentist
- Civil Service Examiner (Civil Engineering)
- College Clerk, Grade 2
- Deputy Medical Superintendent, Grade 3 (Hospitals)
- Dietitian
- Director of Public Assistance
- Engineer (Housing Construction)
- General Mechanic (Various Specialties)
- Inspector of Equipment (Railroad Signals), Grade 3
- Inspector of Heating and Ventilating, Grade 5
- Inspector of Pipes and Castings, Grade 3
- Inspector of Printing and Stationery
- Job Composer
- Junior Administrative Assistant (Board of Higher Education)
- Junior Administrative Assistant (City Planning)
- Junior Administrative Assistant (Office Planner)
- Junior Administrative Assistant (Real Estate Research)
- Junior Draftsman (Architectural), Grade 1
- Junior Psychologist
- Marine Stoker (Fire)
- Matron
- Mechanical Maintainer, Group B (Elevator and Escalators)
- Medical Inspector (In appropriate grades with specialties)
- Personal Property Appraiser
- Physician, Grade 4 (Part Time)
- Physician (Social Hygiene)
- Pipe Caulker
- Radiation Therapist
- Radio Operator
- Sanitation Man, Class A

- Senior Accountant (Housing)
- Senior Engineer (Housing)
- Signal Maintainer, Group B (Line Maintenance of Signals)
- Stenographer (Law), Grade 2
- Structure Maintainer (I.C.O.S.)
- Superintendent of Asphalt Plant
- Superintendent of Plant Operation and Maintenance
- Tailor

Promotions

- Administrative Assistant (Municipal Civil Service Commission)
- Car Maintainer, Group B
- Car Maintainer, Group G
- Chief Police Surgeon (Police)
- Examining Inspector, Grade 4, Dept. of Law
- Foreman (Track)
- Foreman (Cars and Shops)
- Foreman (Drainage and Ventilation)
- Foreman of Asphalt Workers (Richmond)
- Foreman (Bridge Painter)
- Foreman of Carpenters
- Foreman of Cooks (Hospitals)
- Foreman, House Painter (Public Works)
- Foreman of Plumbers
- Foreman of Porters (Housing Authority)
- General Foreman of Mechanics
- Light Maintainer
- Maintainer's Helper (Change of Title)
- Management Assistant, Grade 4 (Housing Authority)
- Mechanical Draftsman (Heating and Ventilating), Grade 4 (City-Wide)
- Pharmacist (City-Wide)
- Pipe Caulker (Water Supply, Gas & Electricity)
- Program Director (Public Works)
- Rammer (City-Wide)
- Senior Supervisor, Grade 4 (City-Wide)
- Senior Supervisor, Grade 4 (Medical Social Worker), City-Wide
- Signal Maintainer
- Supervisor, Grade 3 (Medical Social Worker), City-Wide
- Tractor Operator
- Yardmaster

Temporaries To Lose Place on List 60 Days

The names of temporary appointees in city jobs in the future will be stricken from eligible lists for a period of 60 days, the Municipal Civil Service Commission ruled last week.

This action is being taken to increase the administrative efficiency of city departments. In the past persons have frequently accepted permanent jobs a few days after they received temporary posts.

This has resulted in an unnecessary turnover of temporary appointees, the Commission feels. Formerly, temporary Clerk, Grade 1 appointees were removed from the list for 30 days. But hereafter, a 60-day removal period will apply to persons appointed from any list.

Commission Works Sat.

Because of what he termed "the heavy burden of work," President Paul J. Kern of the Municipal Civil Service Commission announced yesterday that the entire staff of the Commission would henceforth work half a day on Saturdays. Up to now, a skeleton staff representing one-third of the personnel force has been on hand on Saturdays.

War Heroes Get Credit In Fire Promotion Test

Distinguished service in the U. S. Army, Navy, Marine or Nurses' Corps during the Spanish-American or World Wars, Philippine Insurrection, or Boxer Rebellion, will be noted with extra credits for the promotion test to Fire Lieutenant, to be held Jan. 6. Official requirements appear on Page 10.

The following schedule will be followed: For each month of honorable service, .1 percent up to a maximum of 1 percent; for participation in battle, 1.5 percent; Medal of Honor (Army or Navy), 1.5 percent; Distinguished Service Cross (Army) or Navy Cross (Navy), 1 percent; Distinguished Service Medal (Army or Navy), .5 percent, and Citation Star (Army), .25 percent.

Seniority Credits

Two record and seniority credits for each year of service as Fireman, first grade, will go to candidates. The required 80 percent is given at the beginning of appointment. For each three months of service up to five years, one-half percent is added, and one-quarter percent for each three months after that period. Thus candidates with 10 years' service receive the maximum rating of 95 percent.

Official awards of the Fire Dept. are to be honored on the following basis: Roll of Medal, Class 1 with medal, 3 percent; Roll of

Merit, Class 2 with medal, 2.5 percent; Roll of Merit, Class 2, 2 percent; Roll of Merit, Class 3, 1 percent; Service Record A, .5 percent, and Service Record B, .25 percent.

Fines Take Off Points

Fines or reprimands given after Jan. 1, 1936, will result in loss of credits, .25 percent for each day's fine and .12½ percent for each reprimand.

"Sanitation Man" OK

In answer to numerous inquiries, the Municipal Civil Service Commission announced this week that the title of the new competitive Sanitation Dept. job will be "Sanitation Man"—two words. This is to answer those who have labelled it 'Sanitationman.'

Court Rules Special P.D. List Must Displace Welfare Men

Provisional appointees serving in the Dept. of Public Welfare, who were formerly classed as Attendants and are now Special Patrolmen, must be dropped and their positions filled from the new Special Patrolman list, Justice Joseph Noonan of the New York Supreme

Court ruled Friday in the case

of Cunningham vs. Kern.

In tracing the background of the case, Justice Noonan declared: "A temporary stay against the provisionals' discharge was obtained pending the hearing of their application. On July 19, 1939, the Budget Director issued a certificate which abolished 219 positions of Attendant in the Department of Welfare and substituted 126 persons under the title of Special Patrolman.

Attendants Fired

"The petitioners were discharged as Attendants and reappointed under the title of Special Patrolman. The 93 positions thus left unfilled were found to be... unnecessary."

The 126 former Attendants were appointed because the Special Patrolman list expired on

July 17 and the new list had not been promulgated, Justice Noonan pointed out.

Must Use New List

In referring to the new list, he added: "It is apparent... that (it) is more clearly appropriate for the duties to be performed than is now performed by the petitioners either under the title of Attendant or the changed title of Special Patrolman."

"Since the petitioners are merely provisional employees, they have no right to retain their positions against eligibles from an appropriate Civil Service list," he concluded.

Workers Asked To Expose Corruption

In a move to increase the sense of social responsibility on the part of employees in the City service, the Municipal Civil Service Commission this week passed a resolution giving service rating credits to those who aid in exposing and eliminating corrupt practices.

While this has been an occasional practice with some departments, the resolution marks the first attempt to put the procedure on an organized basis.

Spokesmen for the Commission said that Civil Service employees should feel that hiding corruption of which they are aware, even when their fellow-workers are involved, is shirking a duty to the city and to themselves.

Training Courses Open Monday in Schenectady

Miss Grace A. Reavy, president of the State Civil Service Dept., opens the Nov.-Dec. series of courses being given throughout the State for civil service staffs by the Municipal Training Institute of New York State, Monday night at Schenectady when she lectures on "The Relation of State Civil Service Commission to Local Commissions."

The session, to be held at City Hall, is to serve commissioners and secretaries in Albany, Saratoga Springs, Amsterdam, Johnstown, Cohoes, Schenectady, Glens Falls, Mechanicville, Troy, Gloversville, Rensselaer, Watervliet, and Plattsburg.

8 Made Postal Clerks

Eight classified substitute postal carriers have been appointed to regular positions by Postmaster Albert Goldman, the New York Letter Carriers Assn. announced yesterday.

These substitutes have served in that capacity for two and a half years awaiting permanent appointment.

Elevator Group to Meet

The State Elevator Operator Eligibles Organization will hold a meeting at the Olympia Cafe, 107 W. 43rd St. tomorrow at 7:30 p.m. in the Legion Room, Isadore Lewis, president of the group, announced.

CLOSED ALL DAY TUESDAY, NOVEMBER 7 (ELECTION DAY)

PATROLMAN--FIREMAN

These examinations must be held within two years, as the list for FIREMAN expires in December, 1941, and that for PATROLMAN should be exhausted before that time.

Free Medical Examination

Patrolman, Fireman and Sanitation Man candidates are invited to call any day or evening at our Medical Department in order to be examined without obligation.

Young men between 17 and 27 who are ambitious to enter either of these departments should begin preparation at once, as it is only by diligent study under specialized training that applicants can hope for success.

SANITATION MAN

This is a new title of drivers and sweepers in the Department of Sanitation. The first time an open competitive examination has ever been held for these positions.

SALARY—\$1860 upward, with excellent chances of promotion.
CLASSES: Monday and Thursday from 10 a.m. to 10 p.m.

TELEPHONE OPERATOR

(MALE AND FEMALE)

CLASS FORMS WEDNESDAY, NOVEMBER 8, AT 8:30 P.M.

COURSES FOR POPULAR EXAMINATIONS

<p>POST OFFICE CLERK-CARRIER RAILWAY POSTAL CLERK TITLE EXAMINER, GRADE 2 MANAGEMENT ASST., GRADE 3 and 4 (Houring) JUNIOR ADMINISTRATIVE ASST. CARPENTER STATIONARY ENGINEER INSPECTOR OF ELEVATORS</p>	<p>STENOGRAPHER & TYPEWRITER CLERK, GRADE 1 JR. CUSTODIAL OFFICER AUTO ENGINEER STEAMFITTER COLLEGE CLERK ELECTRICAL INSPECTOR, GRADE 2 CLIMBER & PRUNER</p>
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PROMOTION COURSES

FOREMAN, PARK DEPT.—ASST. SUPERVISOR, GR. 2
DISTRICT SUPERINTENDENT

LICENSE COURSES

STATIONARY ENGINEER
ELECTRICIAN'S LICENSE

VOCATIONAL COURSES

New Classes Forming for
AIR CONDITIONING
DIESEL MECHANICS
FINGERPRINTING
COMPTOMETRY
BURROUGHS ADDING MACHINE
MONROE CALCULATOR RECEPTIONIST
SWITCHBOARD OPERATOR

INVITATION

We invite anyone interested in our preparatory courses to telephone, write or call in person when full details as to our courses will be fully explained and the privilege of attending a class session will be extended.

SECRETARIAL COURSES

Business Courses for High School and Co. Graduates, Day and Evening Sessions.

MANHATTAN BRANCH
120 West 42nd Street

JAMAICA BRANCH
90-14 Sutphin Boulevard

NEWARK BRANCH
24 Branford Place

THE DELEHANTY INSTITUTE

115 EAST 15 ST., N. Y. C. STuy. 9-6900

Merit Commission Meets Wednesday

Expects to Put 20,508 State Posts In Competitive Class

First meeting of the newly-appointed commission to study ways of extending the competitive Civil Service class to non-competitive State employees will be held tomorrow at the State Dept. Building, 80 Centre St., it was learned yesterday by The Leader.

At that time the 11 members will discuss ways and means of making a speedy survey of the 20,508 positions involved. A report is expected by January 1. The three officials of the State Civil Service Dept.—President Grace A. Reavy, Howard G. E. Smith and Howard P. Jones—are all serving on the new commission, and they have full power to act on the new commission's recommendations without delay.

More than three-fourths of all the non-competitive positions in the State, or 16,972, are in the institutions of the Dept. of Mental Hygiene. Next largest group is in the Dept. of Correction, with 1,182.

Many Positions Vacant

Figures for the departments do not coincide with the number of employees actually in service, as budget cuts have forced hundreds of positions to remain unfilled. However, on the theory that these positions will be filled as soon as sufficient funds are available, they will come under the commission's scrutiny. Latest figures appear in the box at the right.

In terms of examinations, if the new commission fulfils Governor Lehman's expressed hopes,

twice as many jobs as are now available will be open for those taking State competitive tests, as the number of positions in the competitive and non-competitive classes are virtually identical.

An indirect result of the commission's work will be a need for increased funds for the State Civil Service Commission. Estimates place examining and certifying as constituting three-fourths of the commission's work. This will be doubled following the change to the competitive class. Part of the money required will come from the additional fees from the large, popular exams to be given for the new competitive posts.

Two Commissions Agree

According to the wishes of Governor Lehman, no exams will be given for those already in the service, but will merely establish lists to fill vacancies. This is a policy already expressed by members of the Legislative Commission to Extend the Merit System to 200,000 employees in counties, villages and towns throughout the State, through Assemblyman Emerson D. Fite, chairman.



HOWARD P. JONES
State Commissioner, serving on board to extend competitive class

Order Information Exams for Center

Two provisionals to direct the New York City Information Bureau, scheduled to open about Dec. 1 across the street from Grand Central Station, will be appointed soon by Mayor LaGuardia, pending exams for the posts ordered this week by the Municipal Civil Service Commission. The positions are Director and Assistant Director.

Prior to making his appointments, the Mayor will consult with Borough President Stanley M. Isaacs, whose office will supervise the center.

Seven other jobs will also be located in the information bureau, to be filled either from existing lists or by transferees from other departments. Included are one Stenotypist, three Clerks, and three Attendants.

Constructed to answer the many questions about New York City that confront the stranger, the center will be open from 8 a.m. to midnight, seven days a week. The staff will work in two shifts.

No requirements have yet been set for the exams for Director and Assistant Director. However, the posts will require persons well versed in information about the city.

Kane Nominates Lyons

The name of Thomas J. Lyons, former vice-president of the State Federation of Labor, was placed in nomination for the presidency last week by Vincent J. Kane, president of the Uniformed Firemen's Assn., and first vice-president of the International Assn. of Fire-Fighters.

Kane is a life-long friend of Lyons, who was unanimously chosen to succeed George Meany. Meany becomes secretary-treasurer of the American Federation of Labor on Jan. 1, 1940, the same day on which Lyons takes office.

Permanent Status Asked In DPUI Suit

Twenty Assistant Employment Interviewers in the Division of Placement and Unemployment Insurance of the State Labor Dept. will bring suit Friday in Albany Supreme Court to have their positions declared permanent. They contend they have been serving from six months to two years.

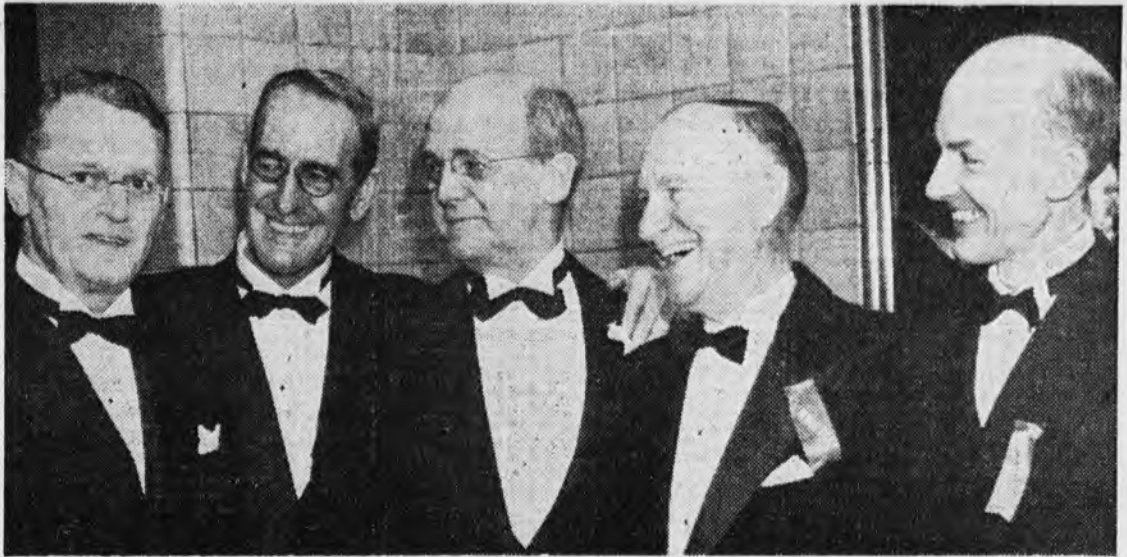
The employees contend that others who ranked below them on the eligible list have been named to positions which have a permanent status.

The State Budget Director has refused to appropriate funds for positions in the Division of Placement and Unemployment Insurance for more than three months at a time, forcing the division to appoint most of its employees on a temporary basis.

Policewomen to Meet

Next meeting of the Policewomen's Eligible Assn. will take place Wednesday night, Nov. 15, at 160 Third Ave., Man., at 8 o'clock. Miss Isabelle Kenny is president of the group.

Retirement Federation Celebrates



Several thousand members of the New York Retirement Federation of Civil Service Employees attended their twenty-sixth annual entertainment and dance last Friday night at the Hotel St. George, Brooklyn. Officials and guests shown above are (left to right): James F. McDonnell, President of Local 1, Brooklyn; John W. Skelton, Vice-President; Lewis H. Fisher, Secretary of the U. S. Civil Service Commission; Francis Black, National President and Secretary of Local 1, and John Hanna, Treasurer.

Police Lieut. Test Will Be Held At Franklin K. Lane High School

The promotion test to Police Lieutenant, scheduled for Friday and Saturday, Nov. 17-18, will be held at Franklin K. Lane H. S., Jamaica Ave. and Dexter Court, Brooklyn, it was exclusively learned yesterday by The Leader. Applications are on file from 911 Police Sergeants.

The test will be given in three periods of three and one-half hours each. The first will start at 7 o'clock Friday night. The second is set to begin at 9 o'clock Saturday morning, and the third will begin following a brief lunch period.

In commenting on the coming exam, President Paul J. Kern of the Municipal Civil Service Commission told The Leader that it will be "as practical as possible, and relate closely to the job."

Candidates will be allowed to bring books and notes into the examination room, the first time this has ever been done in the history of the Commission. According to president Kern, the most helpful books will be the Manual of Procedure, Rules and Regulations of the Police Dept., and Code of Criminal Procedure and Penal Law.

Kern to Open Annual Vocational Session

Federal, state, and municipal officials will confer with the deans and vocational advisers of 38 colleges and universities at the seventh annual conference of the Institute of Women's Professional Relations, to be held in Washington Friday and Saturday.

Paul J. Kern, president of the Municipal Civil Service Commission, will preside at the opening session. Congressman Robert Ramspeck, chairman of the House Civil Service Committee, and U. S. Commissioners Harry B. Mitchell, Mrs. Lucille Foster McMillin, and Arthur S. Fleming are others who will lead discussions.

Holy Name Dance Wed.

The seventh annual entertainment and reception of the Manhattan, Bronx, and Richmond Holy Name Society of the Dept. of Sanitation will be held tomorrow night at 8:30 o'clock at the Hotel Astor.

Honor Legion Ball

Five thousand persons attended the annual ball of the Police Honor Legion Friday night at the Hotel Astor. Cornelius Miller heads the group, which is made up of those in the Police Dept. who have been decorated for bravery.

Department.	Non-Competitive.	Exempt.	Labor.
Agriculture and Markets..	19	30	25
Audit and Control.....	6	6	13
Banking	3	2	..
Civil Service.....	*41
Conservation	330	16	218
Correction	1,182	5	108
Education	81	30	238
Executive	9	32	7
Health	791	1	488
Insurance	6	1
Labor	14	66	19
Law	1	108	6
Mental Hygiene.....	16,972	1	1,578
Public Service.....	11	48	5
Public Works.....	564	7	2,629
Social Welfare.....	416	8	79
State	41	16	4
Taxation and Finance....	9	54	15
Miscellaneous Board and Commissions	12	6	1
State Courts.....	6	341	15
Total.....	20,508	783	5,449

* The non-competitive employees of the Civil Service Dept. are local supervisors employed only on days of examination.

To Take 'Prints' of City Workers After 3 Months

In the future a person certified to a position will be fingerprinted in the regular way on the day of appointment, but will be fingerprinted again three months later, under a new procedure which the Municipal Civil Service Commission adopted last week.

This change is being made to prevent substitutions in jobs. In recent weeks several men have attempted to substitute for others who were actually appointed to positions. Detection is more difficult in large departments, but the Commission believes its new system will check any further violations of this sort.

Hereafter on the day of appointment, an eligible's fingerprints will be put on the verification sheet which is filed in the County Clerk's office. After three months another set will be made and checked against the originals.

Increments to Social Workers Set for Dec. 1

December 1 has now been set as the probable date for payment of salary increments due 2,600 workers in the Home Relief Division of the Dept. of Welfare since July 1. Action awaits approval of the new 1939-40 budget of the department, which is expected from the Budget Director by the end of this week.

Following such approval, the payrolls of the department will be made out. The Office of the Comptroller has made all preparations, and will need only one more week to make out the checks.

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Tuesday, November 7, 1939

Increments

MANY persons have written the "Questions and Answers" column asking what groups will get the benefits under the Denehy and Wexler decisions. Many who have never received any annual salary increments have been misled into believing that by these recent court decisions all employees in the lower brackets will receive salary adjustments and back pay.

The McCarthy increment law applies only to positions in the competitive class. It applies only to positions which have an entrance salary of \$1,800 or less. The salary increases go up to \$2,400, but no raises can be given above the maximum of the grade in which the employee serves.

In other words, if you have a competitive position and receive \$1,440, and the maximum of your grade is \$1,800, you are entitled to yearly raises of \$120 until you reach \$1,800. To receive more you must be promoted from an eligible list. Then the increments begin again until you reach \$2,400 (provided there isn't another grade maximum in between the \$1,800 and \$2,400 levels).

The Denehy decision holds that the employee is entitled to all of the salary raises up to the maximum of the grade even if it is less than the full increment. Raises can't stop at \$1,740 if the maximum is \$1,800. The employee may receive \$1,799.99.

The Wexler decision fixes the "annual increment date" as the anniversary of appointment, not the annual budget date.

The court decisions do not, as so many misunderstand, give increments to those not specifically provided for under the McCarthy law. Only those holding lower paid competitive positions receive the annual raises. No provisions are made for non-competitive or labor class employees.

Low Salaries

THE CITY apparently has little trouble finding money for lavish airports, expensive swimming pools and elaborate parkways. But it can't seem to find funds to increase the salaries of many employees who are now paid on a near-starvation basis. Thousands of workers still are receiving less than \$1,000 a year.

The salary schedules of hospital helpers are especially miserly. What has happened to glowing promises by many officials to put an end to labor exploitations in the city service?

Christmas Vacations

THIS year Christmas and New Year's Day fall on Monday. We believe that thousands of city employees would be especially grateful if Mayor LaGuardia proclaimed holidays for the Saturdays before December 25 and January 1.

This move would give employees two three-day vacation periods, with little or no loss to the city. If the Mayor takes this suggestion, his proclamation ought to come at least a month before Christmas, so employees can make their holiday plans in advance.

letters Opposes 'Civilian Cops'

Sir: Section 434a-16.0 of the Administrative Code provides that officers and members of the Police Dept. shall be assigned to police duty. A member of the force assigned to switchboard duty, it is contended, performs "police duty."

Such a member is responsible for the prompt and regular signaling by members on patrol, including sergeants. It is his duty to report derelictions of duty or signaling on the part of a member. In effect, he supervises control. In addition, he must have a thorough knowledge of police work and of laws to advise those calling the station house for information and advice.

These men are now to be replaced by low-paid civilian telephone operators. There is not a single member of the force who relishes this innovation. Desk sergeants, in particular, will be affected. Calls for information, no signal, etc., will be switched to them. In a busy precinct where the lieutenant is burdened by routine business of the precinct, the preparation of aided cards, entries in departmental records, communications, reports, etc., he will not have the time to answer all calls. Complaints of inattention are bound to follow and police service will suffer.

However, the greatest fear of the men is that the quota of sergeants will be reduced by taking them off the switchboard. So far there has been no official word of this. How many potential sergeants have been discouraged from study for promotion, or have used it as an excuse for "laying down on the job," is hard to tell at this time, but there are many.

In every precinct there has been since time immemorial a member of the force who, in departmental terminology, is known as the "95 man" or "clerical man." Bright, experienced men are given this assignment.

All must know the use of the typewriter and many of them are competent stenographers. They are the right hand of the captain and the desk officer. They must be thoroughly familiar with departmental routine. They must have the implicit confidence of the captain, as a great deal of strictly confidential police information passes through their hands.

These invaluable men are now to be replaced by civilians at \$1,200. With confidential information at their fingertips, will these men keep such information sacred, or are they likely to sell out?

This is all in line with the aim of the Mayor and the Civil Service Commission to bring into the Police Dept. bright, cultured young college men and raise the police job to a profession. By replacing uniformed men with civilians at lower salaries, they want to achieve two things: reduce the tax budget or use the money saved for needed activities, and place more uniformed men on patrol without increased appropriation.

Academically, the innovation is laudable; practically, it is of doubtful value. In the final analysis, police work in this city is rough, tough work—99 percent of it—and requires "guts" which is acquired in larger measure on the sidewalks of New York than on a college campus.

—A FRIEND OF THE POLICE.

Urges Pension Change

Sir: In my judgment there will be nothing more important before the next session of the Legislature than the matter of provision for reorganization of unsound pension systems throughout the State, and particularly in the City of New York, where the unsound Police and Fire pension systems have unfunded liabilities amounting to over \$400,000,000.

If the \$400,000,000 in liabilities of the Police and Fire pension systems become debts of the City in the strict sense of the word on July 1, which I believe they will, the City will be unable to borrow a dollar for new schools, new hospitals, new sewers and other essential purposes for many years to come. Our policemen and firemen are entitled to liberal treatment for the splendid services they perform, but not to the serious detriment of all classes of our population. Elimination of the City's borrow-

Readable

Sir: I have been following The Leader ever since it first appeared on the stands two months ago. As an old hand at Civil Service newspapers, I would like to compliment your editorial staff on one particular point which places The Leader head and shoulders above the field. I refer to the way in which your exam requirements are listed.

Heretofore, Civil Service papers have merely printed the notices as they come from the Commissions, paying no attention to their readers. It has been as much of a test for a prospective candidate to learn the requirements of an exam as it has been for him to take the exam itself.

The Leader policy of printing requirements in simple, readable form, yet accurate to the last point, has won the thanks of this veteran Civil Service examiner.

—C. F. WILSON.

ing power would force the financing of indispensable improvements through the current tax or expense budget. To make way within the limit of the expense budget, for capital expenditures which could not be postponed, would compel retrenchment in operating costs all along the line. The current expense budget is within \$385,000 of the Constitutional tax limit. The first place where such compulsory retrenchment would be sought would be in the payroll. A general pay cut for all or a substantial reduction in the number of employees inevitably would result.

Although the Constitution protects the pension rights of City employees, it gives them no such protection as to their tenure of office or their salaries. If the City is unable to pay pensions based upon present payrolls and at the same time meet its payrolls, it cannot reduce the pensions but it can and will reduce the payrolls.

The Legislature at its last session took no action on the Seelye-Babcock bill for pension reform. A similar measure will be introduced when the Legislature meets in January. Enactment of this measure is the solution of the problem that faces all City employees. The new measure should be treated as an emergency measure by both the Governor and the Legislature.

—RAYMOND V. INGERSOLL.

President,
Borough of Brooklyn.

Answers Today's Needs

Sir: Seward Brisbane's "Merit Man" last week of Martin F. Heneghan has resulted in many inquiries coming into the offices of the Associated Civil Service Employees, at 100 E. 42nd St. These have been answered immediately upon their receipt.

These inquiries have shown the great interest of the Civil Service employees in the program as set forth by the organization. As the Associated Civil Service Employees do not seek to take members from other groups, but rather to bring such members in along with those in the Civil Service who are members of no organization, the Association is the answer to the needs of the Civil Service today.

It is particularly gratifying to note the number of inquiries about the specially-created low-cost disability plan for the members of the Association, which shows that Civil Service employees are thinking of his or her welfare.

—PAULINE M. HOLTZMAN.
Secretary
Associated Civil Service Employees.

MERIT MEN

By Seward Brisbane

(Continued from page 1)

study control of the disease. Last Spring Lichterman planned to continue his studies with hogs under slaughterhouse conditions in Secaucus (N. J.), but he was transferred from Acting Director of the Bureau of Foods and Drugs (with a staff of 245) to chief of the Division of Drugs and Cosmetics (with a staff of eight).

Later, says Lichterman, he received instructions to stop his trichinosis work. In October, however, Lichterman read the results of his findings to the American Public Health Assn. of Philadelphia.

Early Poverty

Abraham Lichterman's life is the story of a man who has always striven to aid human progress, with little thought of recognition or reward. His voice still shakes a little when he recalls the poverty of his youth. His family lived for years in a cellar without heating, lighting or plumbing. When the glass fell out of their only window, they had to tack a quilt across the opening.

As a boy, Lichterman swept up in a drugstore, slept under the counter at night, and dreamed of becoming a doctor of medicine.

He saved enough to get his doctorate at the Brooklyn College of Pharmacy in 1915, but he couldn't scrape together money for medical school.

Topped Civil Service List

Soon after he left college Lichterman took a Civil Service exam for Pharmacist, and topped the list. He went to work at a salary of \$960 a year. In 1920 he became Inspector of Foods, later was made Inspector of Drugs. He held this post until 1935, with the exception of a period of seven years, when he ran a private drug business.

Lichterman helped ban loose milk from New York City, aided in curbing the use of coloring substances in soft drinks. He established a method of measuring moisture content in meats, and put a stop to watering.

The \$5,500 position of Director of Foods and Drugs has been vacant for 20 years. Many persons who have watched Lichterman's work think the Dept. of Health should reward him for his long service with the post.



complaint corner

Last week The Leader inaugurated a new feature, the Complaint Corner, which is open to all Civil Service employees who have legitimate objections to their salaries, promotional opportunities, working conditions, etc. Contributions are welcomed to this column.

Use Cashier List

I am on the Cashier, Grade 3, eligible list. The list was promulgated on June 10, 1936, and has been used for the appropriate position of Ticket Agent, Grade 2, in the Dept. of Parks.

I have been working in the Dept. of Parks as Ticket Agent, Grade 2, for the past three years, being appointed in April of each year and working until the end of November, a period of eight months. In all I have worked about 24 months.

Don't you think that this would entitle me, and others in my situation, to be placed on the preferred list?

I contacted the Civil Service Commission in regard to this, but they refuse to do anything about it. Is this fair? —A. N.

Fire Eligibles

In your last issue the answer to S. J. G. seems to be either incomplete or incorrect. As an eligible on the F. D. list, it was surprising to hear that according to the commission's belief there will probably be no appointments to the Fire Dept. below number 3,600.

Would you be kind enough to explain whether that number refers only to the completion of the three-platoon system or to the duration of our list?

There also is controversy on the question of eligibles giving up rights to appointment in the Fire Dept. after accepting the Sanitation Man position. Is it true that they will be forced to sign a waiver? —J. S. O.

Ed Note: The number 3,600 is the approximate one which the Municipal Civil Service Commission believes will be reached for appointment to the Fire Dept. within the next twelve months, and not the final one before the termination of the list.

Eligibles who accept appointment to the Sanitation Dept. will not be forced to sign a waiver of their rights to the Fire Dept.



QUESTIONS & ANSWERS

by H. ELIOT KAPLAN

H. ELIOT KAPLAN, noted Civil Service authority, is the contributing editor of the Civil Service Leader. He conducts his Questions and Answers column here every Tuesday.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

WASHINGTON, November 6.—The shape of things to come in the Federal Service was outlined under the dome of the U. S. Supreme Court Wednesday and Thursday by a score of witnesses at hearings of the President's potent Committee on Improvement of the Merit System.

If the committee heeds the advice given by a score of witnesses, the future holds a better break in store for present and prospective Federal employees.

Ramspeck Bill

Without a voice raised in opposition, almost a dozen witnesses gave whole-hearted endorsement to passage of the Ramspeck bill, which would bring the classified Civil Service to the host of New Deal agencies now statutorily exempt. Representative Robert Ramspeck (D., Ga.) of the National League of Women Voters, the National Civil Service Reform League and the three major Federal employee unions led the procession of endorsement.

Curiously, the programs advocated by the three unions—the National Federation of Federal Employees, the American Federation of Government Employees, and the United Federal Workers of America—stressed almost identical points.

A more complete promotion-from-within policy, to give every opportunity to a qualified employee to fill any vacancy of a higher grade in his agency.

A central, government-wide grievance tribunal, to hear employee's appeals on disputes.

Extension of the merit system, of classified status and competitive examinations, to positions hitherto exempt, such as lawyers, and top technical and administrative jobs.

Vastly expanded in-service training programs in each department and agency.

Lawyers Considered

Testimony of Government administrators was largely confined to the problems of technical and profes-

sional employees—how to recruit the best scientists, lawyers, administrators, economists and sociologists to the government service, how to advance them equitably up the personnel ladder, how to keep them in the Federal service against the often more lucrative bids of private employment.

The burden of the testimony: First, and perhaps most important, a new type of examination procedure must be used. In the drafting of the examination, the administering of the test and the grading of the results, qualified technicians of the hiring agency should play a larger part, to insure a fairer and more revealing examination.

Second, Civil Service must be extended to these positions in order to offer young men and women security in their careers as an inducement to compensate for what will probably be a smaller salary than for the same work in private employment.

Third, a general raising of salary levels seems to be in order.

Added to these major points was testimony of hundreds of other phases of the Federal personnel system. Some of the most interesting follows.

Discrimination

Federal employing officers regularly discriminate against colored applicants...examinations are generally given at the wrong time of the year to catch college seniors...the government should assign specially gifted employees to work in schools or foundations where they could also do further studying in their fields...the State Department's superb foreign service career system is matched by an utter lack of promotion or career possibilities in the domestic side of the department...

H. E.—The loss of your father's citizenship papers which you believe you will need to prove your own citizenship through naturalization will not prevent your qualifying in the examination. The fact that you are already on a city Civil Service list should constitute reasonable proof that you had already established your citizenship qualification. To make sure, why not get a duplicate copy of your father's papers before the question is raised in the new test?

A. J. C.—A chauffeur's license is preferred for those competing for positions in the Sanitation Dept. It is imperative, of course, for the drivers.

J. G.—You may see the requirements for the position of playground director in the last exam at the office of the commission, 96 Duane Street. A list for temporary appointments lasts one to four years, the same as lists for permanent positions. At the end of the seasonal appointment those dropped go on a preferred list for seasonal employment only. The tests are the same for both male and female directors, but the physical requirements differ.

L. M.—The list for Patrolman, P.D. Special list, will be used for special assignments for particular work in the department for special investigations, technical work, etc. They may be for either permanent or temporary service. The list will not be used for regular Patrolmen positions. An eligible may decline appointment without losing his place on the list only for one of the reasons given in the rules of the commission. An eligible who declines appointment for any other reason loses his right to a job.

J. D. W.—The eligible list for postal clerk and carrier will not be terminated until a new list is established. My guess is that it will continue through 1940 even if a new test is held next year. It will take some time to rate the large number of candidates.

H. R.—If your previous rejections for eye-sight were due to temporary illness, you should tell the commission, and ask to be re-examined.

Mrs. M. S.—Your resignation as Postal Clerk in 1921 after three years of service precludes your reinstatement now unless you are entitled to privileges accorded veterans and war nurses.

D. S. A.—The fact that you are number three on the list for teacher in Indian Community and Boarding Schools (Federal) should bring you an appointment soon.

L. G. W.—Your experience of three years as a legal stenographer-clerk may qualify you for the legal stenographer test.

J. C.—The status of the non-civil service veterans in the Public Welfare Dept. is that of provisional appointees pending the establishment or certification of eligible lists for the positions affected. The court held the positions must be filled by competitive examinations and that

J. L. S.—The U. S. Civil Service Commission from time to time holds exams for the position of Hoisting Engineer. A State license has not been a requirement in the past if sufficient other experience is offered. The Commission conducts an information bureau which will be glad to answer further inquiries at 641 Washington St., corner Christopher St.

Aeronautics Authority (Federal) apply to the Authority and the U. S. Civil Service Commission for information as to appointments or pending tests.

R. L. J.—Positions in the Home Owners' Loan Corporation are not under the jurisdiction of the U. S. Civil Service Commission. The positions are excepted from the Civil Service rules by special act of Congress.

G. C.—The commission will probably publish the list for junior State Laboratory Secretary early next year.

L. M.—For statement of duties, requirements and lengths of employment of district supervisors, inspectors and enumerators in connection with the 1940 census, write to Census Bureau, Washington.

V. A.—Employees of the Second and Ninth Ave. lines will have the same privileges as employees of the subway lines in case of unification. The Wicks Law makes no distinction as to the class of employment, location or division in which the employee serves. It is unlikely that the two elevated lines will be demolished before unification occurs.

"Scared."—Persons dismissed from the Sanitation Dept. who are members of the old Street Cleaning Dept. pension fund lose all their right to any retirement allowance. They are not entitled to any return of their contributions in such cases.

"Inquirer."—The old Street Cleaning Department pension system is not on an actuarial basis, and never has been. It is doubtful whether the present contribution of 3% will be increased for present employees in that special fund. It is possible that the present provision for retirement for physical disability after ten years of service for old employees will be continued under any reorganization of the pension system. Employees in the New York City Retirement System are retired for physical disability incurred in line of duty on three-quarters pay. Retirement for physical disability not incurred in line of duty is provided for after certain length of service.

veterans may not be granted any preferment. The case will be decided soon.

J. L.—There are two types of "non-competitive" tests given by the U.S. Commission that you have in mind. One is the tests given to incumbents who have been reclassified as competitive and who are required to pass a qualifying exam to obtain a classified status. The other consists of special quarterly exams open to disabled veterans for any eligible register. They are competitive tests, but are restricted to disabled veterans.

E. L.—Because you have retained your legal residence and voted in Brooklyn continuously since you got a federal job in Washington, you can be appointed from the Patrolman list. The Lyons Law does not prohibit your appointment under such circumstances.

F. S.—A conviction for driving an automobile while intoxicated may seriously handicap you for appointment in the city subway system. Whether or not you are rejected will depend upon the decision of the commission and the department on your suitability after investigation and consideration of your general character record.

A. K.—In case of rejection of your application for non-qualification because of lack of educational requirements or insufficient experience requirements, you may appeal for review to the board of appeals in the federal service, or to the commissions in the State or city service. Reviews will not be granted unless there is some substantial basis for reconsideration.

A. K. 2.—The office appliance operator list is expected to be published within a month.

R. R. N.—For positions in the Civil

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SCHOOL NEWS



TU Plans Bill to Put 40,000 in Merit System

If Governor Lehman does not call upon the State Legislature to establish a competitive Civil Service system for 40,000 additional teachers of New York State in his annual message in January, the Teachers Union will introduce a bill calling for such action.

Dr. Bella V. Dodd, legislative representative, told this to

Licenses Issued to 31 For Junior High

Licenses to teach in junior high schools were granted this week by the Board of Examiners to 24 men and seven women. Eight of the men received their licenses in Business Training, as did all the women, while the remaining men were granted theirs in Electrical Instruction and Practice.

The list follows:

MEN

Business Training

Briloff, Abraham J., 84; Meyer, Robert J., 80.33; Karten, Marcus, 77.59; Weinman, Murry, 74.47; Sperman, Ephraim, 73.03; Gruber, Joseph, 72.98; Reich, Theodore, 70.78; Linchitz, David S., 66.42.

Electrical Instruction and Practice

Monks, Leo N., 81.55; Carlan, Alfred F., 79.6; Busing, LeRoy A., 79.51; Bowden, William C., 79.24; Devlin, Hugh A., 79.15; Lewis, Harry, 78.11; Niedenstein, Henry W., 77.18; Strom, Albert W., 77.15; Tucci, Frank J., 76.85; Mottola, Arthur A., 75.93; Stark, John, 74.53; Enders, George H., 72.18; Jones, Charles, 71.69; Dobrin, Harry, 71.19; Pascal, Michael V., 70.77; Bolton, Samuel J., 70.76.

WOMEN

Business Training

Rosenberg, Esther, 84.44; Cooperman, Marsha, 82.43; Botte, Alice A., 78.76; Damsker, Gertrude, 75.11; Eventoff, Rose, 73.69; *Rosenblatt, Celia, 73.11; Glaser, Lillian S., 65.14.

*Preparation requirements to be met by September 1, 1940.

English Teachers Will Hold Conference Here

An opportunity to discuss views with English teachers throughout the country will be available for New York's teachers, when the annual convention of the National Conference of Teachers of English is held in New York City during the Thanksgiving recess, Nov. 23-25. Most of the sessions will be held at the Hotel Pennsylvania.

On the agenda will be discussion of objectives and procedures in the teaching of reading, composition, and literature, and of the special problems facing elementary, vocational, junior, and senior high schools.

Seven to Be Retired

As a further step in the battle to remove unfit teachers from the school system, vigorously launched by Dr. Alberto C. Bonaschi, Bronx member of the Board of Education, the names of seven more teachers to be retired come before the regular meeting of the Board tomorrow afternoon.

C. of C. Essay Contest

"Why I Should Be Loyal to the United States" is the title of the annual prize essay contest sponsored by the Chamber of Commerce of the State of New York for children in schools above 6B.

The Leader yesterday, in commenting upon her open letter to Governor Lehman last week urging him to take steps to extend Civil Service to include the teachers. In her letter she praised the Governor's recent appointment of the commission to bring 15,000 non-competitive State employees into the competitive class.

"The teachers of New York State won't really be free until Civil Service methods are used in making all appointments and promotions," Dr. Dodd asserted.

She explained that, although the appointment method in New York City was in keeping with Civil Service procedure, promotion to such posts as principal is still "under a political system." Many other cities in the State deny Civil Service rights in making appointments, she said, pointing to a recent battle of the Teachers Union against alleged exclusion of Negroes from teaching posts in Yonkers.

The campaign for extension of Civil Service throughout the teaching system of the State has been active for three years, Dr. Dodd said, and is now one of five planks in the Teachers Union legislative platform.

"May I once again call to your attention," the letter to the Governor said, "the fact that there are in this State approximately 40,000 teachers who are not appointed by a competitive system. I wish to pay tribute to the character and caliber of the teachers of New York State by whatever system they have been selected. The reason for their high caliber rests in the fact that we have excellent teacher training institutions in this State."

Joint Committee Issues Its Own Magazine

Facts behind the controversy over the school budget between Mayor LaGuardia and Assemblyman Abbot Low Moffat, form the basis of the feature article in a new teacher publication distributed this week to 38,000 employees of the Board of Education, members of the State Legislature, and others interested in school problems.

Entitled "The Bulletin," the magazine is issued by the Joint Committee of Teachers Organization, and will appear fortnightly.

The Mayor and Assemblyman Moffat have blamed each other for the cut the State made in its education allotment to the city.

Urge Fund Restoration

Asking the State Legislature to reconsider its action of last Spring that resulted in education cuts, the New York State Federation of Teachers Unions this week forwarded a five-point questionnaire to all Senators and Assemblymen in the State.

The questions asked if the legislator approved continuation of the 10 per cent cut.

Playground Director

Home Study Manual (Not Previous Questions)
Postal Civil Service Pub.
1650 Broadway, Room 301
Also Sold at "Leader" Office
Price: \$1.00 By Mail: \$1.10
ON SALE TOMORROW

Thanksgiving

Accepting the Thanksgiving dicta of President Roosevelt and Governor Lehman, Superintendent of Schools Harold G. Campbell announced this week that schools will be closed Nov. 23-24 to celebrate the holiday. He also said that the schools will be open on Nov. 30 and Dec. 1.

Guild Hits Board Rule On Hiring Substitutes

Charges of false economy were levelled at the Board of Education's recent ruling that substitutes cannot be hired until a teacher has been absent three days, in a statement this week by the New York Teachers Guild.

Admitting that the "saving" amounts to \$8.50 a day, the statement pointed out four alleged points at which the Board of Education loses:

1. When a teacher is absent, five subject classes, one prefect class and one building assignment, are distributed among seven other teachers, each of whom already has seven daily assignments for the day. The caliber of instruction in each class is bound to suffer.

2. Teachers from other departments are drafted when teachers in the same department are not available to cover an absent colleague.

3. When three or four teachers are absent on the same day, covering their classes becomes a physical impossibility, and students are sent to study halls.

4. The fact that half pay is deducted for each day of absence has caused many teachers to come to school when they were in no condition to teach.

This policy places the substitute in "an almost hopeless situation," the statement continued. "Only in case of a teacher's extreme illness or death during a school term can she possibly hope for employment," it asserted.

STUDENT AT WORK

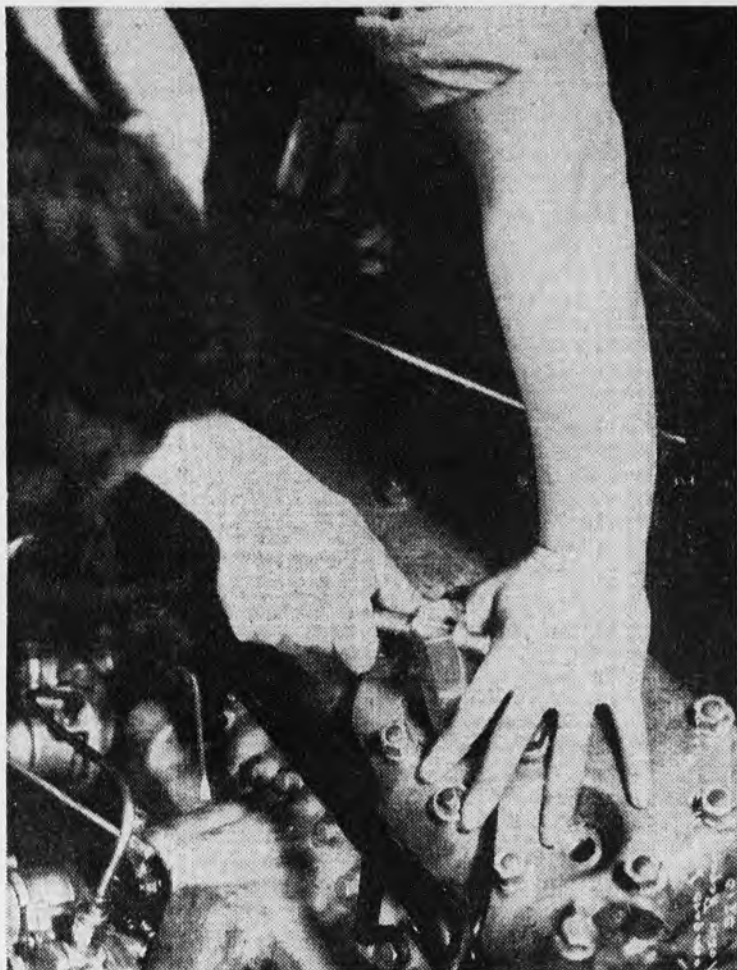


Photo from "All the Children."

Busy hands learn the wonders of modern science at two schools especially conducted for boys and girls showing scientific promise. Students with good records in mathematics were urged this week by Superintendent of Schools Harold G. Campbell to take advantage of the facilities offered by the City. Admission exams for 8B students will be held Friday, Nov. 17, at 1:30 p. m., while those in junior highs take tests Monday, Nov. 30, at 1:30 p. m. The two schools involved are the Bronx High School of Science, 184th St. and Creston Ave., and Stuyvesant High School, 15th St. between First and Second Aves.

Ping-Pong Tourney

Entries for the tourney of the Brooklyn Post Office Club of Ping-Pong closed yesterday, and the tournament opened yesterday in the Swing Room of the General Post Office, Federal Building, Brooklyn. It is expected to finish before the Christmas post-office rush.

Conduct of the tournament is in the hands of Mr. Ferner, clerk in the city section, assisted by Mr. Lee, of the mailing division, both in the General Post Office.

FAE Plans Star Show

A program of theatrical acts gathered from the hit shows in town is promised those who attend the annual entertainment and reception of the Federation of Associations of Employees of the Board of Education Friday night, Nov. 17, at the Hotel Riverside Plaza, 253 W. 73d St.

William E. Allen is chairman of the entertainment committee. Music will be supplied by Stewart Lane and his orchestra.

Be Sure to See
CLASSIFIED ADS
Page 19

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Complete 1938 Telephone Operator Test

Applicants for Telephone Operator, Grade 1 (Male) can begin filing tomorrow at the Municipal Civil Service Commission, 96 Duane St., Manhattan. There will be at least 40 vacancies in this position in the Police Dept. as a special service to applicants who file for this test, THE LEADER in this issue begins publishing the first part of the questions asked on the last exam, given on Oct. 8, 1938, for Telephone Operator. Another part of these questions will appear next week.

In the following questions, the correct answer is starred.

EXAMINATION FOR TELEPHONE OPERATOR, GRADE 1 (MEN)

DATE: October 8, 1938

Mental Exam (Duties)—Weight 8—75% Required
Time Allowed—2½ Hours

NOTE: This test consists of 100 items, each one having an equal weight. For each item four possible answers are suggested to complete each sentence. One of the answers (A), (B), (C) and (D) best completes each sentence. It is the best answer which is desired in response to each item, not merely one which can be defended as a good answer. Unless otherwise specified, assume that you have been assigned to a city department to operate a 7 position board having 100 trunk lines and 400 extensions.

- The instrument used by the attendant to dial numbers is known as a (A) pencil (B) dial tool (C) dial wing (D) springer.
- There is no government tax on calls of (A) 10 to 49 cents (B) 50 to 99 cents (C) \$1.00 to \$1.49 (D) \$1.50 to \$1.99.
- The one of the following which best explains the preference of a P. B. X. to a Monitor Board is that the latter (A) can be used only in large business concerns (B) requires too many operators (C) cannot adequately take care of a large incoming and outgoing traffic (D) is too costly.
- The feature that tends to relieve clogging of in and out business by local traffic is known as (A) intercommunication system (B) public branch exchange (C) monitor board (D) dial system.
- The P. B. X. operator should report all mechanical trouble to the (A) chief operator (B) central board operator (C) wire chief (D) repair service.
- The time of day when the lowest rate is in effect on station to station calls is from (A) 11 a.m. to 2:30 p.m. (B) 7 p.m. to 4:30 a.m. (C) 7 a.m. to 4:30 p.m. (D) 7 a.m. to 11:30 a.m.

7. A telephone line which serves one station is (A) an extension line (B) a private line (C) a tie line (D) a local line.

8. The instrument guarding a board that is not closely attended to by the operator is a (A) generator (B) buzzer (C) jack (D) listening key.

9. Plugs should be used alternately from left to right in order to (A) insure the clearest transmission (B) give all plugs equal wear (C) prevent "busy" signals (D) save time.

10. If the following signals are received by the operator simultaneously, the one to be answered last is (A) progress reports (B) incoming trunk signals (C) disconnect signals (D) extension signals.

11. In taking down a cord pair after a disconnect signal has been received the operator should remove (A) the back cord first (B) the front cord first (C) both cords simultaneously (D) the cords as he pleases.

12. The maximum number of persons who can get together for a conference by telephone is (A) 10 (B) 12 (C) 6 (D) 15.

13. The feature which functions when an extension user has hung up his receiver and takes it down for a second connection thereby causing the answering supervisory lamp to flash periodically is known as (A) flashing recall (B) feature switchboard (C) a dark key shelf (D) pegcount meter.

14. The last thing which an operator does after a call has been completed is to (A) turn the hand generator (B) take down the cord circuit (C) close the listening key (D) extinguish the pilot lamp.

15. The instrument used to check the efficiency of an operator is known as (A) connector switch (B) selector switch (C) peg-count meter (D) Alexander's generator.

16. That section of the switchboard used for jacks and signals is called (A) keyboard (B) panel (C) strip (D) keys.

17. If a back supervisory signal lights it indicates that (A) the connection is no longer in use (B) the extension is busy (C) the extension user is still talking (D) there has been a disconnect.

18. In making outgoing calls the P. B. X. operator should always select (A) the lowest numbered idle trunk line (B) any unused line (C) the highest numbered idle trunk line (D) any trunk line between the first and middle one.

19. In the main the average number of words per minute of telephone conversation that will insure the most clarity of voice is about (A) 125 (B) 250 (C) 45 (D) 378.

20. The name of the call in which you wish arrangements made in advance with the called station or person to talk at a specified time is (A) messenger call (B) person to person call (C) appointment call (D) station to station call.

21. The maximum number of talking keys that should be operated at one time is (A) 3 (B) 2 (C) 4 (D) 1.

22. Extension 3 wishes to make a station to station call to K., the charge being 20 cents. The number of minutes that extension 3 can speak before an additional charge is made is (A) 3 minutes (B) 2 minutes (C) 4 minutes (D) 5 minutes.

23. If the ringing key is pushed toward the attendant it will (A) ring an extension (B) summon the repair man (C) clog the wires (D) ring the chief operator.

24. The line connecting a P. B. X. board with a central office is known as (A) extension (B) P. B. X. line (C) trunk (D) private line.

25. Progress reports (A) are supervisory reports (B) are reports on calls which are delayed in completion (C) inform the sub-

scriber that his time is up (D) are summary reports of the day.

26. In order to get the amount of a charge on an out of town call from the central office or long distance operator, the P. B. X. attendant should (A) wait until the conversation is begun and then flash the operator (B) keep a record of the time consumed by the call and check against a rate schedule (C) ask for the charge before the call is placed (D) ask for the charge from the chief operator.

27. If an outside caller is given the wrong extension he should (A) move the receiver hook until the operator answers (B) ask the person on the wrong extension to transfer him to the right one (C) hang up and call again (D) dial the operator.

28. Of the following, the first thing that a P. B. X. operator will do on receiving a signal on the extension line is (A) open the listening key (B) say, "number please?" (C) plug into the answer jack (D) pick up the back of the pair of plugs nearest the signal.

29. A recall is indicated by (A) two flashes of a lamp associated with a trunk connected to an extension (B) intermittent flashes of a lamp associated with a cord connected to an extension (C) a large number of flashes of a lamp associated with a plug connected to a tie line (D) flashes of the supervisory lamp connected to a central office board.

30. The designation strip is used for (A) recalls (B) busies (C) supervision (D) extensions.

31. Cord supervisory signals are given (A) when an extension user wishes to make an out of town call (B) to let the attendant know that the line is busy (C) to let the operator know when the extension answers (D) when a trunk line calls.

32. If an extension user wishes to have a call, which is in an adjacent zone, placed, the attendant should (A) dial the operator giving him the number desired as well as his own number (B) dial 211 (C) ask the extension user for an extra five cents (D) reverse the charges.

Postal Employees Urge Substitute Law Change

The Joint Conference of Affiliated Postal Employees of Greater New York and vicinity, at their regular meeting last week, took steps to modify the Sweeney Law affecting substitute's vacation and sick leave.

Conference members declared that the law, which has been in effect since July, along with recent Post Office regulations pertaining to the measure, fails to meet the original intent of Congress.

With president Benjamin Tarshis of Local No. 10, N.F.P.O.C., presiding, the Conference went on record for several changes in the administration of the law. These include: 1) more practical administration of the sick leave benefit provisions for postal substitutes; 2) time allowance towards vacation and sick leave for substitutes handling special delivery mail, which is now denied, though allowances are granted for promotional purposes; 3) a change in a recent order that a laborer who has qualified in a non-competitive exam for Clerk, has to serve as a substitute at the foot of

the list, instead of retaining his laborer's status until his name is reached for appointment as Clerk.

Under the procedure of the Joint Conference, the member organizations affiliated with the AFL refer their suggestions for changes to their national associations for legislative or other representation to officials in Washington. President William F. McHale, New York Letter Carriers' Assn., Branch 36, N.A.L.C., heads the delegates to present the letter carriers' views.

The Joint Conference represents 15,000 postal employees in the New York area, and includes among its members the local branches of the National Assn. of Letter Carriers; National Federation of Post Office Clerks; National Railway Mail Assn. and the National Assn. of Post Office and Railway Mail Laborers, all affiliated with the AFL.

—ABRAHAM C. SHAPIRO.

Accountants to Meet

The Junior Accountant Promotion Eligibles Assn. will hold an important meeting tomorrow at 5:30 p.m. at the City Court House, 52 Chambers St., Room 212, according to an announcement yesterday by Sol Kopman, president.

To Induct St. Geo. Heads

Installation of newly-elected officers of the St. George Assn. of the Dept. of Sanitation will be held next Wednesday night, Nov. 15, in the grand ballroom of the Hotel Capitol, 30th St. and Eighth Ave.

Borough President Employees Dance

With proceeds already set for the relief fund of the office, employees of the Borough President of Manhattan are furthering plans for an entertainment and dance to be held Friday night, Dec. 1, at the Riverside Plaza Hotel, 253 W. 73rd St.

Mrs. Anita D. Leon is chairman of the welfare committee, while the ball committee is headed by John J. Cronin.

Office Appliance List

The Office Appliance Operators' list will be ready for publication about Dec. 15, the Municipal Civil Service announced yesterday. It will be published in THE LEADER as soon as the Commission finishes computing it.

New Officers Installed By Interborough Post

Sidney H. Bingham was installed as commander of Interborough Post, No. 1172 of the American Legion, at ceremonies last Saturday evening at Legion Hall, 950 Anderson Ave.

An overwhelming majority of the members of the post will be brought into Civil Service under planned unification of the City's transit systems.

Others installed by Bronx County Commander Miles D. Kennedy and his staff were William LeRoy Howe, James A. Miller, and William J. Schieffer, vice-commanders; William A. Moran and George Randolph, recording and corresponding adjutants; John M. Tobin and Francis X. Geoghan, finance officers; Charles H. Beaver, Frank Goodey, sergeants-at-arms.

Also Abraham Steinberg, historian; Maurice B. Paine, welfare officer; John J. McCarthy, chaplain;

John J. Gallagher, judge advocate, and Edward J. McGuire, service officer. The executive committee consists of Edward J. Daly, James P. Burke, Oscar W. Olsen, John J. O'Connor, Fred H. Fitzpatrick, Gustave C. Thate, and Albert Schneider.

Delegates and alternates are Olof G. Olson, John J. Galvin, John M. Tobin, James J. Burke, Andrew Moran, George Randolph, Oscar P. Olsen, Frank J. Mahoney, Fred H. Fitzpatrick, and Albert K. Hummer. Retiring commander John J. Galvin received a gift on behalf of the post from Arthur W. Price, past commander, first district.

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Examination Requirements



FILING OPENS TOMORROW FOR 24 NEW CITY TESTS

Filing will begin tomorrow and extend until Nov. 28, for all except four of the 24 exams which the Municipal Civil Service Commission has just announced. The new series includes 18 open competitive and six promotion tests. Advance information on most of these was published in The Leader two weeks ago. At the last minute the Commission added 12 additional tests to this series.

Included in the new series are tests for eight top jobs in the Dept. of City Planning. In addition the commission will receive applications for Telephone Operator, Grade 1 (Male); Playground Director (Female), permanent service; Playground Director (Male), temporary service; Medical Superintendent (Communicable Diseases), Hospitals; Junior Engineer (Civil), Housing Construction; Fire Telegraph Dispatcher and Radio Operator; Carriage Upholsterer; Elevator Mechanic's Helper; Administrative Assistant (Welfare); and Junior Administrative Assistant (Welfare).

Promotion tests, open only to city employees, include Lieutenant, Fire Dept.; Stationary Engineer (city-wide); Chief Parole Officer (city-wide); Supervisor, Grade 3 (Medical Social Worker); Park Foreman, Grade 2 (Male); and Junior Bacteriologist.

Applicants should file tomorrow at the Commission offices, 96 Duane St., Manhattan, for all these tests except Administrative Assistant (Welfare) and Junior Administrative Assistant (Welfare), which open Nov. 13; and the promotion exams for Lieutenant (Fire Dept.), and Supervisor, Grade 3 (Medical Social Worker), which open Thursday.

Full requirements follow:

(OPEN) ADMINISTRATIVE ASSISTANT (City Planning)

(\$4,000-\$5,000); fee, \$3. One vacancy in Dept. of City Planning. File Nov. 8-28.

Duties

Under general direction of the Chairman, with much latitude for unreviewed action or decision, to supervise the division of capital and assessable improvement in the Dept., prepare the capital budget, involving the clear editing and presentation of complex financial and statistical material; cooperate with other departments in the development of their capital budget planning; maintain memorandum authorizations accounts; cooperate with the Division of Master Plan in preparing the capital programs; develop an informal assessable improvement budget and program; prepare studies for the Commission regarding the general fiscal problems of the city.

Requirements

A baccalaureate degree and five years' recent practical experience of a character to qualify for the position, of which three years must have been in a responsible administrative position; knowledge of capital and expense budgeting, administrative control; a general knowledge of city planning; a capacity for increasingly difficult and important assignments; marked capacity for independent productive research and ability to analyze data, draw logical conclusions and present results in the form of reports or monographs; special knowledge of the administration of New York City government. Credit for this experience will be given on a year basis for full time graduate study in a recognized college or university in the fields of city planning, public administration, housing or economics. Candidates, however, must have at least three years of practical experience.

Weights

Written, 4; training, experience and personal qualifications, 6.

ADMINISTRATIVE ASSISTANT (Welfare)

(\$4,000-\$5,000); fee, \$4. File Nov. 13-20. Applicants who filed in July for this exam need not

file again. Two vacancies, subject to the budget. The list may be used for positions at the same or lower salaries.

Duties

Under supervision, to assist in the administration of a bureau or division of the Dept.; plan and be responsible for the administrative work; represent the bureau in inter-departmental relationships and on matters of administrative routine; aid the commissioner and his deputies in the development of departmental policies.

Requirements

A baccalaureate degree, or equivalent training; four years of responsible work within the past 10 in a governmental agency or a large business or industrial organization in positions requiring administrative ability such as that of secretary of a governmental agency, office manager or positions of a similar nature, or a satisfactory equivalent combination of education and experience. Consideration will be given to graduate study in a recognized college or university in the fields of public administration, business administration and accounting, management, social work and similar fields. But candidates must have at least two years of administrative or executive experience.

All persons in the competitive class earning not less than \$3,000 and who have served three years in the city service will be eligible for the exam without regard to the education or experience requirements. Candidates must have an understanding of the general functions of governmental agencies and must appreciate the significance of modern management and personnel procedures.

Weights

Written, 5; training, experience and personal qualifications, 5.

ADMINISTRATOR (City Planning)

(\$5,700); fee, \$5. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

Duties

Under control of the chairman to direct the general office organization and operation of the Dept. of City Planning; to transmit all order from the chairman to the technical staff and all technical reports to the commission; coordinate actual staff procedures in carrying out its work; have full responsibility for dealings with the Municipal Civil Service Commission, the Bureau of the Budget, and the Dept. of Finance. The Administrator will be responsible for administrative supervision of 160 employees and a budget of \$170,000.

Requirements

A baccalaureate degree, and of which four years must have been in an executive or administrative position; demonstrated initiative and ability to meet important responsibilities; a capacity for difficult assignments; marked ability to organize, direct and coordinate work and obtain cooperation from

subordinates or affiliated organizations; marked capacity for original research or for the administration of research and the application of it to city planning; ability to analyze data and prepare reports and monographs; ability to recognize the possibilities for fruitful research investigations; proven administrative leadership. Credit for this experience on a year basis will be given for full time graduate study in the fields of city planning, public administration, housing or economics. But candidates must have at least four years' experience. Candidates must have a thorough knowledge of the aims of city planning and special knowledge of the administration of the New York City government.

Weights

Written, 3; training, experience and personal qualifications.

ASSISTANT CITY PLANNER

(\$4,000-\$5,000); fee, \$3. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

Duties

Under supervision but with fairly wide latitude for independent judgment to make investigations, analyses and reports involving practical definite solutions of specific portions of the City's Master Plan; develop cooperative relations with other city agencies.

Requirements

An engineering or architectural degree, or graduation from a recognized college or university with major work in engineering, architecture, landscape architecture, public administration, economics or sociology and two years of general experience. Candidates must also have five years' satisfactory recent experience, of which two years must have been in a responsible position in a governmental, regional or other city planning agency; ability to analyze city planning problems and develop general plans for highways, to prepare zoning and housing study maps; knowledge of the statistical and economic research methods and procedures applicable to New York City and of the basic conditions affecting city planning in New York City, demonstrated skill in the graphic and written presentation of research data, ability to handle difficult technical and administrative problems. Credit for experience will be given on a year to year basis for full time graduate study in a recognized college or university in the fields of city planning, public administration,

How to Apply for Tests

U. S. citizens may apply to take exams during the period when applications are being received.

Promotions tests are open only to those already in service.

For further information and application blanks, write or apply in person to the following offices:

City jobs—96 Duane St., West of Broadway.

State jobs—Room 576, 80 Centre St., corner Worth St.

Federal jobs—641 Washington St., corner Christopher St.

Fees are charged for City and State exams, but not for Federal exams.

Applicants for City jobs must have been residents of the City for three years at time of appointment. This does not apply to jobs in the Board of Higher Education, Board of Transportation, Board of Water Supply, Education Dept., Municipal Civil Service Commission, N. Y. C. Housing Authority, N. Y. C. Parkway Authority, N. Y. C. Tunnel Authority, and Triborough Bridge Authority. U. S. citizens may apply for positions in these departments, but must become residents of the State before receiving appointment.

housing or economics. Candidates, however, must have two years of responsible experience. License requirements are omitted.

Weights

Written, 4; training, experience and personal qualifications, 6.

ASSISTANT SEC'Y TO THE COMMISSION (City Planning)

(\$2,400); fee, \$2. File Nov. 8 to 28. One vacancy.

Duties

To assist the Secretary of the Commission maintain records and information service on all matters referred to it for action; obtain and distribute planning reference material for the commission and staff, including preparation of summaries and indexing; distribute reports of the Commission; prepare confidential reports; have responsibility for official correspondence; communicate with public planning and related organizations; meet and interview groups interested in the commission's work.

Requirements

A baccalaureate degree and four years' recent satisfactory experience, one year of which must have been in a position involving important responsibilities; good knowledge of the principles of city planning and the sources of information involved; a thorough understanding of the legal and charter requirements for handling the business of the City Planning Commission; familiarity with the various organizations and societies interested in city planning. Special knowledge of the administration of the government of New York City is desirable.

Weights

Written, 5; training, experience and personal qualifications, 5.

ASSOCIATE CITY PLANNER (City Planning)

(\$5,000-\$6,000); fee, \$4. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

Duties

Under general direction, with

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much latitude for independent or unreviewed action or decision, to supervise basic planning research of a physical, economic and statistical character, including the study of the probable future needs and desirable uses of land, the preparation of informational data; obtain cooperation from civic agencies and individuals; plan for the rehabilitation of housing and industry and the rational and economical development of the city; make studies of long-range industrial and residential population movements.

Requirements

An engineering or architectural degree or graduation from a recognized college or university with major concentration in engineering, architecture, landscape architecture, public administration, economics or sociology; and two years of general experience. In addition candidates must have eight years' recent satisfactory experience of a character to qualify for the position, of which at least four years must have

(Continued on Page 9)

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Eight City Planning Jobs in New Series



(Continued from Page 8)

been in a responsible position in a governmental, regional or other city planning agency involving direct supervision and responsibility for operations of a staff of considerable size, and general responsibility for coordination with other public agencies. Candidates must also have initiative, resourcefulness and ability to meet important responsibilities with success; a capacity for difficult and important assignments; ability to organize, direct and coordinate work and obtain cooperation from subordinates or affiliated organizations; marked capacity for original research or for administration of research; a thorough knowledge of statistical and economic research methods and procedure and skill in the graphic and written presentation of research data; ability to analyze data and prepare reports and monographs; ability to recognize the possibilities for fruitful research and investigation along new lines and to plan, supervise and coordinate such investigations; proved administrative leadership, critical judgment in the evaluation of economic, statistical and research data.

A knowledge of the basic conditions affecting city planning and research methods and sources applicable to New York City is desirable.

Credit for experience on a year for year basis will be given for full-time graduate study in a recognized college or university, in the fields of city planning, public administration, housing or economics; but candidates must have had at least five years' experience.

Weights

Written, 3; training, experience and personal qualifications, 7.

ELEVATOR MECHANIC'S HELPER

(\$8.25 a day, \$1,800 a year); fee, \$1. Five vacancies. Open to persons of all ages. Filing from Nov. 8 to 28.

Duties

To make general mechanical and electrical repairs and adjustments on electric and hydraulic elevator systems; to help renew sheaves and cables, repacking shipping boxes, valves, glands, etc.

Requirements

No one should apply who lacks sufficient experience and training to pass the difficult competitive tests which will be part of this exam.

Weights

Written, 3; practical, 5; physical, 2.

FIRE TELEGRAPH DISPATCHER AND RADIO OPERATOR

(\$1,560); two vacancies in Municipal Broadcasting System; two in Fire Dept. Fee, \$1; filing from Nov. 8 to Nov. 28.

Duties

Municipal Broadcasting Station: under direct supervision, to operate all mechanical and electrical equipment of a broadcasting station and public address equipment, to make repairs, tests and new installations; keep records and make reports. Fire Dept.: in addition to these duties, to receive and transmit fire alarms and related work.

Requirements

Two years of recent, satisfactory experience in operating, maintaining or designing radio broadcasting equipment in a licensed radio broadcasting station or company. Credit will be given for an engineering degree or courses toward such a degree on a pro rata basis. At the time of appointment, candidate must hold a First Class Radio Telephone Operators' License granted by the Federal Communications Commission.

Weights

Experience, 2 (70% required); technical, 4 (75% required); practical, 4 (75% required).

JUNIOR ADMINISTRATIVE ASSISTANT (Dept. of Welfare)

(\$3,000—\$4,000); fee, \$3. Filing from Nov. 13 to Nov. 20. Applicants who filed in July need not file again. List may also be used for positions in the next lower grade. Twelve vacancies, subject to budget. No age limit.

Duties

Under supervision to assist in the administration of a division or bureau of the Dept., by being generally responsible for the administrative detail work; to represent the division in inter-office relationships; to aid in the development of divisional policies and procedures.

Requirements

A baccalaureate degree, or equivalent training; in addition two years of responsible work within the last five in a governmental agency or in a large busi-

P. D. Eligibles Association

The Leader has received more than 100 letters from eligibles on the Patrolman, P. D. Special list who are interested in forming an association. These letters are being held and as soon as arrangements have been made for the initial gathering, The Leader will announce the date and the place where it will be held.

In the meantime, any eligible who is interested in forming an association, and who has not yet written, should send his name, address and rating to The Leader.

Weights

Written, 5; training, experience and personal qualifications, 5.

JUNIOR ENGINEER (CIVIL) GRADE 3

Junior Engineer (Housing Construction), Grade 3 (\$2,160-\$3,120); fee, \$2. Filing from Nov. 8 to Nov. 28. Vacancies: 157 in the title of Engineering Assistant (Tunnel Construction), Grade 3, 21 of which are at \$2,160 and 10 at \$2,400; 34 in the title of Topographical Draftsman, Grade 3, at \$2,160; 13 in the title of Junior Topographical Draftsman, Grade 3, at \$2,160; 12 in the title of Junior Engineer, Grade 3, at \$2,160; 16 at \$2,400 in the Housing Authority as Junior Engineering (Housing Authority), Grade 3.

Duties

Under supervision, to perform elementary civil engineering work in the investigation or development of civil engineering projects, the design, layout, construction, inspection, testing, operation, or maintenance of civil engineering works or equipment for rapid transit railroads, tunnels, bridges, schools, public buildings, highways, sewers, etc., or in scientific civil engineering research; keep records and make reports. The duties of Engineers certified under the Housing Construction title will be to perform elementary engineering work in the investigation or development of housing projects, the design, layout, construction, inspection, testing, operation or maintenance of these projects.

Requirements

An engineering degree prior to certification; or graduation from a four-year day high school course and six years' satisfactory practical experience in civil engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of civil engineering, of physics and mathematics, and of the ordinary sources of civil engineering information; ability to prepare field notes or data for plans and re-

ness or industrial organization, in positions requiring supervisory ability such as office manager.

All persons in the competitive class earning not less than \$2,400 who have served three years in the city service, will be eligible. Consideration will also be given to graduate study in a recognized college or university in the fields of public administration, business administration and accounting, management, social work, and similarly appropriate fields, but candidates must have had at least one year of supervisory experience. Candidates must have an understanding of the general functions of governmental agencies and must appreciate the significance of modern management and personnel procedures in governmental agencies.

Weights

Written, 5; training, experience and personal qualifications, 5.

JUNIOR CITY PLANNER

(\$3,000—\$4,000); fee, \$2. Filing from Nov. 8 to 28. One vacancy in Dept. of City Planning.

Duties

Under supervision, to develop general planning programs, including surveys and investigations of land use problems; make investigations and prepare reports; make studies of long-range industrial and residential population movements and similar basic educational and social factors to determine the city's future development; make reports and recommendations on these problems.

Requirements

An engineering or architectural degree, or graduation from a recognized college or university with majors in engineering, architecture, landscape architecture, public administration, economics or sociology and two additional years of general experience. In addi-

tion, at least three years of recent practical experience, of which one must have been in a responsible position in a governmental, regional or other city planning agency; a thorough knowledge of statistical and economic methods and procedure, and demonstrated skill in graphic and written presentation of research data. A knowledge of city planning research methods and basic conditions affecting city planning in New York City is desirable. Credit for this experience on a year for year basis will be given for full-time graduate study in a recognized college or university in the fields of city planning, public administration, housing or economics. But candidates must have one year of responsible experience and one year of practical experience.

Weights

Technical, 7; training, experience and personal qualifications, 3.

MEDICAL SUPERINTENDENT (Communicable Diseases Hospital)

(\$3,885); fee, \$4. Filing from Nov. 8 to Nov. 28. One vacancy at the Kingston Ave. Hospital.

Duties

General supervision of a hospital for communicable diseases, and jurisdiction over the administration of the hospital. Incumbent will be responsible for the management, examination, treatment, isolation, and detention.

(Continued on Page 10)

HEALTH QUESTION NO. 1



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(Continued from Page 9)

tion of such cases of communicable diseases as are admitted to the hospital, under the provisions of the Public Health laws, and the Sanitary Code and the regulations of the Dept. of Health.

Requirements

M. D. degree; internship of one year in an accredited hospital. Candidates must have three years' experience in an accredited hospital for communicable diseases in the capacity of Superintendent or Assistant Superintendent. In addition, candidates must have one year's experience as resident or interne in a hospital devoted to the diagnosis and treatment of communicable diseases.

Weights

Written, 4; training, experience and personal qualifications, 6.

PLAYGROUND DIRECTOR (FEMALE)

(Permanent Service)

(\$1,200); fee, \$1. Filing from Nov. 8 to Nov. 28. Age limit: 18 to 29.

Duties

To conduct games, dancing, dramatization and other recreational activities such as kindergarten and draft classes and to give instructions in various forms of athletics and gymnastics in playgrounds under the Dept. of Parks; to be responsible for proper control and administration of these and all other functions connected with the playground.

Requirements

Graduation from senior high school and either: 1) the completion of an accredited course in recreational and health education on a college level; or 2) paid experience of two seasons as an instructor, counsellor or coach, or 3) a satisfactory equivalent combination. A college degree will be regarded as a satisfactory equivalent.

Weights

Written, 5; oral-practical, 5.

PLAYGROUND DIRECTOR (MALE)

(Temporary Service)

(\$4 a day); fee, \$1. Filing from Nov. 8 to 28. Age limit: 18 to 29. This list is for temporary employment only and will expire at the end of four years. 125 vacancies expected.

Duties

To direct and conduct games, dancing, dramatization and other recreational activities and to give instructions in various forms of athletics and gymnastics in playgrounds under the Dept. of Parks; to be responsible for proper control and administration of these and all other functions connected with the playground.

Requirements

Graduation from senior high school and the completion of either: 1) an accredited course in recreational or health education work on a college level; or 2) paid experience of two seasons as an instructor, counsellor or coach; or 3) a satisfactory equivalent. Candidates who will have both these requirements of age and experience by July 1, 1940, are eligible. A college degree will be regarded as a satisfactory equivalent.

Weights

Written, 10. There will be a qualifying oral-practical exam for successful candidates as the needs of the service require.

RESEARCH ASSISTANT (City Planning)

(\$2,000-\$3,000); fee, \$1. Filing from Nov. 8 to Nov. 28. One vacancy in Dept. of City Planning for economic and social research and two for physical planning.

Duties

Research Assistant (Economic and Social Research). Under supervision to study and make reports on long range industrial, commercial, financial and general economic movements affecting New York City; make population and growth studies; prepare graphic and statistical material.

Research Assistant (Physical Planning). Under supervision to study and make reports on land use Phase of the City's Master Plan: 1) for private purposes (zoning); 2) for transportation and traffic; 3) for recreation and education; 4) for sites for government buildings, and 5) for provisions of such public services as water supply and sewage and garbage disposal. All candidates must have an understanding of the general functions of governmental agencies and a thorough knowledge of the aims of city planning.

Requirements

An appropriate baccalaureate degree or graduation from a four-year day high school course, and four years recent practical experience; graduation from a recognized college or university with a degree in engineering, architecture, landscape architecture or planning is desirable for those to be employed in physical planning specialty. Graduation from a recognized college or university from a four years' course for which a Bachelor's degree is granted with specialization in economics, fiscal policy, or government is desirable for those to be employed in economic and social research specialty. Extra training or experience in any of these fields is desirable. Thorough knowledge of statistical and economic research methods and procedure and skill in the graphic and written presentation of research data is required.

Weights

Written, 6; training and experience, 4.

TELEPHONE OPERATOR GRADE 1 (Men)

(\$1,200-\$1,800), fee, \$1. No age limit. Filing from Nov. 8 to Nov. 28. Forty vacancies expected in the Police Dept.

Duties

To operate a telephone switchboard; keep records of telephone calls; perform clerical and other incidental work. Night duty may be required.

Requirements

At least one year of experience in the operation of private branch switchboards used by the New York Telephone Co., having at least five trunk lines, and twenty extensions; or a satisfactory equivalent. Part time in mere incidental telephone operation in a small establishment is not a satisfactory equivalent. Candidates will be required before certification, to pass a rigid medical and physical examination to include speech, hearing and voice. Slight hearing or speech defects or unsuitable voice will cause rejection.

Weights

Written, 5; practical, 5.

(PROMOTION) CHIEF PAROLE OFFICER (City-Wide)

(\$3,500); file Nov. 8-28; written, Dec. 15; fee, \$3. Vacancy in the Parole Commission.

Eligibility Requirements

Open to Parole, Probation and Crime Prevention Officers, Supervising Parole Officers and Directors of Placement, Classification and Education, who have served one year in the eligible title or titles by Dec. 15, and are otherwise eligible.

Scope of Exam

To follow duties: under direction of Parole Commission, formulate, plan and execute parole work methods; direct supervising parole officers and parole officers; promote efficient parole investigation, supervision and treatment; provide for in-service training and staff evaluation; review records and prepare reports; exercise executive supervision; related work.

Weights

Record and seniority, 50; writ-

ten, 25; education, experience and personal qualifications, 25.

JUNIOR BACTERIOLOGIST (City-Wide)

(\$1,500-\$2,100); file Nov. 8-28; written, Jan. 31; fee, \$1. Departmental lists will be set up by promulgation only for departments other than Health.

Eligibility Requirements

Open to persons in the City Service who have served six months by Jan. 31 in the following titles and are otherwise eligible: Laboratory Assistant (plain and all specialties); Assistant (plain and all specialties); Laboratory Technician, and other comparable laboratory positions in competitive class, salary of which is below \$2,100.

Scope of Exam

To follow duties, routine bacteriological tests and analyses.

Weights

Record and seniority, 50; written, 35; training and experience, 15.

LIEUTENANT (FIRE DEPT.)

(\$3,900); file Nov. 9-29; written, Jan. 6; fee, \$3. Vacancies occasionally occur.

Eligibility Requirements

Open to Firemen, 1st grade; Engineers of Steamer; Pilots; Chief Marine Engineers (Uniformed) and Marine Engineers (Uniformed). Requirements must be met by Jan. 6.

Scope of Exam

Written exam will test, as an integrated whole, knowledge of fire administration, practice, and procedure, including interpretation and application of pertinent laws, ordinances, rules and regulations, and will demonstrate fitness to be appointed to rank of Lieutenant.

Weights

Record and seniority, 5 (80 percent required); written, 5 (70 percent required, 50 percent on each part).

PARK FOREMAN, GRADE 2 (MEN) (PARK DEPT.)

(\$1,800-\$2,400); file Nov. 8-28; written, Feb. 1; fee, \$1. Vacancies occasionally occur; none now.

Eligibility Requirements

Open to those who have served required period of time by Feb. 1, and are otherwise eligible: Auto Engineman, 1 year; Assistant Gardener, 1 year; Attendance



Service (Grades 1 and 2), 1 year; Gardener, 6 months; Instructor (Farming), 6 months; Auto Lawn Mower Engineer, 1 year; Tractor Operators, 1 year; Ticket Agents, 1 year; Labor Class, 3 years. Those on preferred lists for these titles are also eligible.

Scope of Exam

To follow duties: supervise men in general park work; familiarity with departmental procedure and regulations; knowledge of factors of maintenance and operation; alertness in regard to improved methods of park work.

Weights

Record and seniority, 5; written, 5.

STATIONARY ENGINEER (City-Wide)

(\$9 a day); file Nov. 8-28; written, Dec. 1; fee, \$2. Three vacancies in Sanitation Dept.; five in Hospitals Dept.; one in Police Dept.

Eligibility Requirements

Open to Licensed Firemen, Oilers, Water Tenders, Asphalt Steam Roller Engineers, Locomotive Engineers, Crane Enginemen (Steam), Pile Driving Engineers, Marine Engineers, Chief Marine Engineers, Marine Oilers, Marine Stokers, Marine Stokers (oil burning), Marine Firemen, Inspectors of Boilers, Boilermakers, Foreman Boilermakers, Steamfitters, Foreman Steamfitters, Junior Mechanical Draftsmen (all sub-titles and grades), Assistant Mechanical Engineers (all sub-

Engineers' Keys

Candidates for the recently-given tests for Assistant Engineer, Grade 4 (Part 1) and Engineering Inspector, Grade 4 (Board of Water Supply) have until Nov. 20 to file objections to the following keys with proof, to the Municipal Civil Service Commission:

Asst. Engineer, Grade 4 (Part 1)

(1)B, (2)A, (3)D, (4)B, (5)A, (6)D, (7)B, (8)C, (9)C, (10)A, (11)E, (12)C, (13)B, (14)B, (15)E, (16)E, (17)C, (18)A, (19)B, (20)B, (21)B, (22)B, (23)B, (24)A, (25)C, (26)D, (27)C, (28)B, (29)D, (30)D, (31)C, (32)A, (33)B, (34)D, (35)D, (36)C, (37)C, (38)A, (39)C, (40)B, (41)D, (42)D, (43)D, (44)D, (45)E, (46)E, (47)E, (48)C, (49)D, (50)C, (51)A, (52)E, (53)B, (54)D, (55)C, (56)C, (57)C, (58)D, (59)A, (60)B, (61)E, (62)E, (63)C, (64)D, (65)C, (66)D, (67)D, (68)D, (69)E, (70)D, (71)A, (72)C, (73)B, (74)C, (75)C, (76)D, (77)D, (78)C, (79)C, (80)E, (81)B, (82)D, (83)E, (84)D, (85)B, (86)A, (87)B, (88)D, (89)B, (90)A, (91)C, (92)D, (93)E, (94)B, (95)B, (96)A, (97)D, (98)C, (99)C, (100)D.

Engineering Inspector, Grade 4 (Board of Water Supply)

(1)D, (2)E, (3)B, (4)B, (5)C, (6)C, (7)D, (8)D, (9)B, (10)A, (11)B, (12)A, (13)C, (14)B, (15)B, (16)D, (17)C, (18)C, (19)A, (20)C, (21)D, (22)B, (23)B, (24)C, (25)E, (26)B, (27)D, (28)B, (29)A, (30)A, (31)E, (32)D, (33)B, (34)B, (35)D, (36)C, (37)B, (38)A, (39)E, (40)D, (41)C, (42)C, (43)D, (44)C, (45)D, (46)E, (47)E, (48)C, (49)C, (50)E, (51)A, (52)A, (53)E, (54)B, (55)B, (56)B, (57)C, (58)D, (59)D, (60)C, (61)B, (62)E, (63)C, (64)B, (65)D, (66)B, (67)C, (68)D, (69)B, (70)A, (71)C, (72)C, (73)E, (74)B, (75)D, (76)D, (77)B, (78)A, (79)C, (80)C, (81)C, (82)C, (83)D, (84)E, (85)D, (86)D, (87)C, (88)B, (89)A, (90)B, (91)B, (92)E, (93)C, (94)D, (95)C, (96)A, (97)B, (98)A, (99)B, (100)A.

titles and grades), Mechanical Engineers (all sub-titles and grades), Electricians, Electricians (Powerhouse), Airport Electricians, Inspectors of Light and Power (all grades), Electrical Inspectors (all grades), Dynamo Engineers, Crane Enginemen (Electric), Junior Electrical Engineers (all sub-titles and grades), Assistant Electrical Engineers (all sub-titles and grades), Mechanical Draftsmen (Electric) (all sub-titles and grades), Electrical Draftsmen (all sub-titles and grades), Power Maintainers, Power Operators, Assistant Supervisors of Power, Foremen (Power), Power Dispatchers, Relay Maintainers with following experience and otherwise eligible: five years' experience in operating high pressure steam or high tension electric power plants; or two years' such experience and an engineering degree; or two years' such experience and three years' experience as journeyman machinist, boilermaker, steamfitter, or electrician, or equivalent.

Employees with other titles who have done qualifying work may apply for this exam within 10 days. Some certifications will require a New York City Stationary Engineer's License. Employees in the competitive class must have six months in the department and one year in the title immediately preceding. Labor class employees must have three years' city service immediately preceding.

Scope of Exam

To follow duties: operate, maintain, and adjust either steam or electric power plant equipment, including boilers, engines, heating, ventilating, lighting, and refrigeration equipment, pumps, sewage, screens, blowers, compressors, sewage ejectors, elevators, with such auxiliary equipment as switchboards, transformers, rotary converters, meters, circuit breakers, feed water heaters, condensers, superheaters, oil burners, etc.; oil, clean, and make minor repairs to this equipment; make periodic inspections and examinations; take readings of meters, gauges, and recording devices; keep a station log and other necessary records and charts; make daily reports; related work. Incumbents may be placed in charge of a watch.

Weights

Record and seniority, 5; technical written, 2; practical, 2; education, training and experience, 1.

SUPERVISOR, GRADE 3 (Medical Social Worker) (City-Wide)

(\$2,400-\$3,000); file Nov. 9-29;

written, Jan. 16; fee, \$2. Vacancies occasionally occur.

Eligibility Requirements

Open to medical social workers who have served in this title six months by Jan. 16, and to Hospitals Dept. employees who will be classified as Medical Social Workers by reclassification resolutions, and who have served six months by Jan. 16, and are otherwise eligible for promotion.

In addition, graduation from high school or its equivalent, four years of education and six years of experience, of which three were in medical social work. Education acceptable: completion of courses creditable towards a degree, diploma or certificate from a college or university, school of nursing, or school of social work. Experience acceptable: full-time paid experience within last 10 years in an agency of acceptable standards in medical social work, social case work or public health nursing.

Scope of Exam

To follow duties: under general direction and supervision, medical social work of a sub-division of a social service department; provision of in-service training, staff evaluation; other administrative duties; explanation of the work to patient, hospital staff, and community; coordinate work of the department with other departments; related work.

Weights

Record and seniority, 50; written, 25; education, experience, and personal qualifications, 25.

Regular Grievance Meetings Now Set

Rules governing employee organizations, reiterating the right to organize and providing for regular meetings on grievances with a departmental executive, went into effect this week in the office of Borough President of Manhattan Stanley M. Isaacs.

The new regulations, codifying existing departmental practices and policies, will form part of the official rules and regulations of the department.

Conferences with grievance committees of each employee organization with the departmental personnel director may be held once a month.

Organizations to Get Questions

Extension of the policy of distributing past questions of tests held by the Municipal Civil Service Commission was ruled Thursday at the weekly meeting of the Commission to include organizations as well as educational institutions.

Henceforth organizations which distribute questions for educational purposes will be allowed to do so. The organization whose request brought forth the ruling is the Federation of Architects, Engineers, Chemists, and Technicians.

The policy of copyrighting exams was adopted by the Commission a year ago to combat the practice of selling former questions for as high as \$1.50. The Commission felt that about 25 cents was a more just price.

The Commission has distributed questions during the past year to many libraries, both public and in schools and colleges.

PLAYGROUND DIRECTOR'S EXAM
INTENSIVE COACHING COURSE
 First Session, Sun., Nov. 12, 7 p.m., at 113 W. 42d St., Rm. 201
MURRAY SACHS, Instructor
 (Member of Faculty of Savage School for Physical Education)
 For further information call Wt. 8-5145

Filing Remains Open for 43 State Tests

Nov. 17 Deadline for Group; Engineer Exam Is Postponed

Filing continues until Nov. 17 for 43 State exams, first announcement of which appeared last week in The Leader. Of this number, 20 are State-wide and 23 for county jobs. One of the scheduled State-wide tests, for Assistant Valuation Engineer, has been postponed until the next series.

Applications are available in room 576, 80 Centre St., and at the office of the State Dept. of Civil Service, Albany.

The written part of these exams will be held Saturday, Dec. 9.

Full requirements for the State-wide tests follow:

ASSOCIATE EDUCATION SUPERVISOR

(Elementary Education)
(\$4,000-\$5,000); fee, \$3. Appointment expected at minimum, but may be made at less. Bureau of Instructional Supervision, Elementary Education Division, Dept. of Education.

Duties

Under direction, supervise general instructional program in elementary schools of the State, with special references to needs in villages and rural areas; visit public and private elementary schools of the State, and confer with administrators and supervisors as to their program of studies and teaching methods; serve on curriculum committees; represent Education Dept. in the field and at teachers' conferences; related work.

Requirements

a) Five years' experience as teacher, supervisor, or school administrator in elementary education, three as supervisor or supervising principal in elementary school system; bachelor's degree, and 30 hours' graduate work majoring in elementary education; or b) equivalent combination. Experience as teacher of elementary education in a college or normal school may be substituted for same experience as supervisor or supervising principal.

Weights

Written, 4; training, experience, and general qualification, 6.

ASSOCIATE EDUCATION SUPERVISOR

(Radio Education)

(\$4,000-\$5,000); fee, \$3. Appointment expected at minimum, but may be made at less. Bureau of Radio and Visual Aids, Division of School Administrative Services, Dept. of Education.

Duties

Under direction, have general supervision over the use of radio in education in State; prepare bulletins and other informational materials; undertake research in educational uses of radio; advise schools relative to selection, installation, and utilization of radio and allied equipment; supervise radio programs of department; related work.

Requirements

Bachelors degree. a) Three years' experience as supervisor of radio education or educational broadcasting agencies; or b) three years' graduate study or research in radio education; or c) equivalent combination. Broad knowledge of curricula in elementary and secondary education, and of radio broadcasting methods, techniques, and practices. Credit will be given for evidence of advanced training and exceptional experience in radio education or educational broadcasting.

Weights

Written, 4; training, experience, and general qualifications, 6.

Exam will be held for all counties with the exception of Bronx, Kings, Queens, and Richmond, but certification will be made by counties to those who have been legal residents for four months immediately preceding exam.

LABORATORY TECHNICIAN

(Monroe County)

Salary varies; fee, 50 cents. Ap-

Weights

Written, 7; training and experience, 3.

STENOGRAPHER

Several appointments expected. Salary: \$900-\$1,400. Fee, 50 cents. Only the clerical part of the exam will be given on Nov. 25. The stenographic and typing part will be held later.

Duties

Do simple routine office work; take notes from dictation and transcribe them by typewriter, and do related work. Examples: typing from copy in simple form—letters, reports, lists and forms; taking and transcribing dictation; simple checking, comparing, filing and other clerical work.

Requirements

Either 1) four years' general office experience including stenographic experience; or 2) graduation from a senior high school course including or supplemented by a stenographic course; or 3) equivalent combination.

Weights

Test in accuracy in reporting simple material dictated at the rate of 90 standard words a minute, 3; test in transcription for which the minimum acceptable is 20 standard words a minute, 2; tests on clerical duties, 3; training and experience, 2.

Mutes Eligible

Deafness or muteness does not disqualify applicants from taking exams of the State Civil Service Commission, it was announced this week by Miss Grace A. Reavy, president. Such handicapped persons are eligible to compete for positions which they can hold, she said.

"For example, we find that deaf persons serve very satisfactorily as operators of machines, as they are not distracted by the noise," Miss Reavy explained.

pointment expected at Iola Sanatorium at \$960 and luncheon.

Duties

Under supervision, perform laboratory work such as urinalysis, sputum analysis, blood chemistry tests, blood counts, taking of blood for Wassermanns, taking throat cultures, and other routine clinical work.



Requirements

(a) Two years' experience or training in a laboratory performing duties as described above, and education equivalent to graduation from high school; or (b) bachelor's degree and four months' experience or training in a clinical laboratory; or (c) equivalent combination.

Weights

Written, 4; training, experience and general qualifications, 6.

ASSISTANT INVENTORY RECORDER

(Groups B, C, D)

(\$1,800-\$2,300); fee, \$1. Appointments expected at \$8 a day and traveling expenses. Dept. of Public Service.

Duties

Make inventories of the physical property of public utilities; related work.

Requirements

Five years' experience in design, estimating, construction, maintenance, or appraisal work. Write for special circular.

ASST. SUPERINTENDENT OF TRAINING SCHOOL

(\$3,120-\$3,870); fee, \$3; preferred age, 25-45. Appointments expected at New York State Training School for Girls, Hudson, at \$2,000 and maintenance; at New York Training School for Boys, Warwick, at \$2,760 and maintenance, and at New York State Agricultural and Industrial School, Industry, at \$2,750 and maintenance. Dept. of Social Welfare.

Duties

Act as chief assistant to superintendent in managing administrative work of the institution; related work as assist superintendent in planning and carrying out administrative policies, and in coordinating institution's program; assist superintendent in personal matters; act as administrative officer; be responsible for discipline, student government and cottage programs, and direct activities not assigned to department heads; act for the superintendent when absent.

Requirements

(a) Five years' full-time paid social work or vocational guidance in a social agency or institution adhering to standards, one in an institution or agency for juveniles, and two in a supervisory or executive capacity, and a bachelor's degree, or (b) equivalent combination.

Weights

Written, 4; training, experience, and general qualifications, 6.

ASSISTANT VALUATION ENGINEER

(\$3,120-\$3,870; \$8.50-\$12 a day; and expenses); fee, \$3.

Duties

Under direction, do engineer-

ing work in engineering investigations and appraisals of public utility projects and properties, for valuation or determination of actual cost in connection with capitalization or rate cases, or establishment of property records; related work as making or checking inventories, making field inspections to determine use or condition of property, analyzing books and records relating to utility property.

Requirements

Five years' engineering experience in public utility valuation, design, construction, maintenance, or operation, two and one-half years in the valuation of electric (power and light), gas or water utilities or of similar properties. Technical education will receive credit in proportion to its value in lieu of experience, graduation from a four-year engineering course for which a degree is granted being credited as two years of the required experience. Candidates lacking the required two and one-half years of valuation experience may substitute two years of either design, construction or operating experience upon one or more of the above specified public utilities for each year of valuation experience lacking, provided that this experience involved the preparation of estimates of cost of construction, but they must have had at least one year and a half of the required valuation experience. A general knowledge of the provisions regarding plant accounts of the uniform system of accounts for gas, electric or water utilities.

Weights

Written, 5; training, experience, and general qualifications, 5.

ASSOCIATE CANCER SURGEON

(Dept. of Health)

(\$5,200-\$6,450); fee, \$5. Ap-

pointment expected at minimum, but may be made at less, State Institute for the Study of Malignant Disease.

Duties

Under general direction, be responsible for research and treatment of cancer and similar malignant diseases by means of surgery; do major and minor operations on the breast; remove specimens for diagnosis; evaluate treatments given; conduct cancer research.

Requirements

Must be graduate of medical school, licensed to practice in New York State or eligible to enter exam for license; have completed two years' internship in a general hospital, of which one year must have been as senior interne or resident in surgery. a) four years' experience in the practice of surgery of which two years must have been in the surgical treatment of cancer and similar malignant diseases, or one year must have been full-time experience as a surgeon in a tumor clinic. Candidates must have a wide knowledge of the pathology of tumors, knowledge of metastatic lesions, especially those that occur in cases of malignancy of the breast, and a general knowledge of the physics of radium and x-ray. They must have ability to plan and conduct extensive research in this field.

Weights

Written, 4; training, experience, and general qualifications, 6.

BRIDGE OPERATOR

(Electrical)

(\$1,500-\$2,000); fee, \$1. Several appointments expected at Jones Beach. Long Island State Park Commission.

Duties

Operate and maintain a bascule
(Continued on Page 12)

Closing Date Friday For Nassau Series

Filing for three tests to be held Nov. 25 by the Nassau County Civil Service Commission ends Friday. Candidates for the exams, for the positions of Clerk, Stenographer, and Bookkeeper, must be residents of Nassau County. Full requirements follow:

BOOKKEEPER

Salary: \$1,600-\$2,100. Fee \$1.

Duties

Do difficult and responsible office work in keeping financial accounts and records; handle purchase invoices, render statements of accounts, prepare payrolls, post accounts, prepare balance sheets, and related work.

Requirements

1) Six years' satisfactory bookkeeping or accounting experience; or 2) three years' bookkeeping and accounting experience and graduation from a standard high school; or 3) equivalent combination.

Weights

Written, 6; training and experience, 4.

CLERK

Several appointments expected. Salary: \$900-\$1,400. Fee, 50 cents.

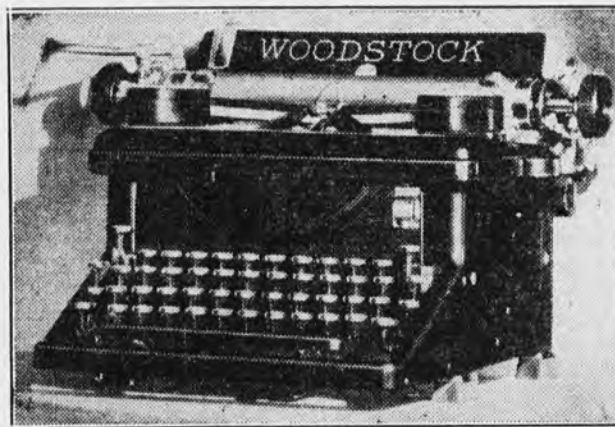
Duties

Do simple routine clerical and general office work and to do related work as required. Examples: file and sort documents and correspondence, handle incoming and outgoing mail, check prescribed items against each other, direct and escort callers.

Requirements

Either 1) four years' general office experience; 2) graduation from a standard senior high school; or 3) equivalent combination.

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CLIP OUT AND MAIL

Three Tests for State Finance Examiners



(Continued from Page 11)

bridge during an assigned shift. Operate bridge machinery, and its polyphase and single phase alternating current motors and control equipment, locating troubles, making minor repairs to equipment, inspecting and maintaining navigation traffic lights and signals, cleaning and oiling machinery and motors.

Requirements

Three years' experience in the installation, maintenance, or operation of electrical machinery, one year of which must have been on alternating current machine. Technical education will receive credit in proportion to its value. Graduation from a four year technical course for which a degree is granted will count as two years' experience.

Weights

Written, 5; training, experience, and general qualifications, 5.

CHILD GUIDANCE CLINIC WORKER

(State and County Depts.)

(\$1,800-\$2,300); fee, \$1. Appointments expected at the New York State Agricultural and Industrial School, Industry, and in the Dept. of Social Welfare, at \$1,500 and maintenance.

Duties

Under supervision, assist in work of community and institutional child guidance clinics. Related work as making psychometric and educational tests and evaluating their results; interviewing parents or guardians, taking case histories; aiding children in making proper social and educational adjustments in institutions; keeping records; making reports; maintaining contacts between clinic and co-operating agents in the community.

Requirements

One year full-time experience, including mental testing under supervision in clinic, school, hospital or institution, giving and scoring various types of individuals, group, performance and achievement tests, and social case work with a social agency of accepted standards; and graduation from a recognized college or university, supplemented by one year graduate study in clinical psychology, or by one year full-time study in an approved school of social work.

Weights

Written, 4; training, experience, and general qualifications, 6.

CONSTRUCTION PAYROLL AUDITOR

(\$2,400-\$3,000); fee, \$2. State Insurance Fund, Dept. of Labor.

Duties

Do estimating and auditing work of a highly difficult and responsible character such as estimating on a unit cost basis and auditing the payrolls of the policy-holders engaged in all types of construction work; estimating, auditing, and checking labor factors developed by an exam of owners' or contractors' lettings or awards from specifications, unit bid figures, plans, progress reports, and other pertinent details for the purpose of developing accurate payrolls of the policy-holders; compiling, for each unit of work performed, accurate estimates of the payroll involved; allocating the labor entering into a construction project by classification in accordance with the Workmen's Compensation Insurance Manual; compiling unit value figures on jobs where builders' specifications are not available; testifying in court proceedings relative to collection of premiums.

Requirements

Ten years' experience as construction estimator or superintendent of construction. Candidates must show evidence of successful bids, and satisfactory completion of projects in accordance with the estimates and bids prepared by them. Technical education will receive credit in proportion to its value in lieu of experience, graduation from a four-year course

Jones Opens Career Talks

Taking the place of Mayor LaGuardia, State Civil Service Commissioner Howard P. Jones opened a series of twenty-three lectures last week on the topic of "Choosing Your Career," sponsored by the Brooklyn Institute of Arts and Sciences.

Jones, who spoke on "Public Service," stated that opportunities are constantly increasing in government work for the young men and women in America.

Twelve years ago, he said, he made a study on word association in connection with a government course he was teaching. He found that the words "City Hall" most frequently brought up the word "graft." Since that time, he pointed out, the public is realizing that jobs are given on the basis of "what you know, not whom you know."

for which a degree is granted in civil, mechanical or electrical engineering being credited as two years of the required experience. Candidates must have a thorough knowledge of the methods and practices of competitive bidding; prevailing ratios of labor prices to contract prices; the trade terms used by contractors; the necessary labor needs for various construction projects; the field and office records maintained by time-keepers, cost clerks, field and office accountants on all types of construction work and the sources of information as to prevailing labor and material costs and local labor availability. They must be able to read and interpret specifications and blue prints.

Weights

Written, 5; training, experience, and general qualifications, 5.

EXAMINER OF STATE EXPENDITURES, SR.

(\$3,120-\$3,870); fee, \$3. Appointments expected at the minimum but may be made at less. Dept. of Audit and Control.

Candidates may compete also in the test for Assistant Examiner of State Expenditures. Separate application and fee of \$2 must be filed.

Duties

Have responsible charge of the pre-audit and examination and perform personally the more difficult and complex pre-audits and examinations of State expenditures, particularly of grants-in-aid to counties, cities, towns, villages, etc., of funds contributed by the State or federal governments for highways, educational purposes, health and laboratories, and the several types of welfare aid. Examples: planning and directing field audits of State departments and institutions and of counties, cities, towns, villages and school districts; preparing the more difficult and complex reports of such audits; approving audit reports prepared by others; advising State and municipal officers of difficult State financial matters and practices.



Requirements

a) nine years' office experience, of which five years must have been in the administration of State or municipal government (county, city, town, village or school district) in a position that involves the audit or expenditure of State or State aid funds for education, highways, relief, or other purposes, and of which two years must have been in the supervision of others engaged in such work; b) four years' experience in the administration of State or municipal government in a position that involves the audit or expenditure of State aid funds for education, highways, relief, or other purposes, of which two years must have been in the supervision of others engaged in such work, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted, with 12 credit hours in government finance, social security administration, or other acceptable courses applicable to problems of governmental organization, administration and management; or c) equivalent combination. Candidates must have a practical knowledge of the problems of State and local government, especially with regard to financing, purchase of mate-

rials and supplies, accounting control and reporting. They must also have a knowledge of the law and established procedures for obtaining and accounting for the expenditure of grants-in-aid from the State. Persons employed by regulating bodies or taxing authorities in the audit and examination of the books or reports of private enterprises or enforcing regulatory or taxing laws cannot be considered as meeting the requirement of governmental accounting experience.

Weights

Written, 4; training, experience and general qualifications, 6.

EXAMINER OF STATE EXPENDITURES, ASST.

(\$2,400-\$3,000); fee, \$2. Appointment expected at minimum, but may be made at less. Dept. of Audit and Control.

Duties

Under supervision, pre-audit and examine state expenditures, particularly grants - in - aid to counties, cities, towns, villages, or school districts of funds given by state or federal government for highways, education, health and laboratories, and welfare aid. Related work, as make field audits of state departments and institutions, and of counties, cities, towns, villages, and school districts; prepare detailed reports of such audits; check and review such reports prepared by others; advise state and municipal officers of State financial matters and practices.

Requirements

a) Seven years' business or office experience, three in administration of state or municipal government in a position involving audit or expenditure of state or state aid for funds for education, highways, relief, etc.; or b) two years' experience in administration of state or municipal government in a position involving audit or expenditure of state aid funds for education, highways, relief, etc., and a bachelor's degree with 12 credit hours in government finance, social security administration, or other courses in government organization, administration, and finance, social security administration, or other acceptable courses applicable to problems of governmental organization, administration and management; or c) equivalent combination. Candidates must have a practical knowledge of the problems of State and local government, especially with regard to financing, purchase of material and supplies, accounting control and reporting. They must also have a knowledge of the law and established procedures for obtaining and accounting for the expenditure of grants-in-aid from the State. Persons employed by regulating bodies or taxing authorities in the audit and examination of the books or reports of private enterprises or enforcing regulatory or taxing laws cannot be considered as meeting the requirement of government accounting experience.

Weights

Written, 4; training, experience, and general qualifications, 6.

EXAMINER OF STATE EXPENDITURES, JR.

(\$1,800-\$2,300); fee, \$1. Appointments expected at minimum, but may be made at less. Dept. of Audit and Control. Candidates, if eligible, may compete also in the test for Assistant Examiner of State Expenditures.

Duties

Assist in the pre-audit and examination of State expenditures,

particularly of grant-in-aid to counties, cities, towns and villages, or school districts of funds contributed by the State or federal government for highways, educational purposes, health and laboratories, and the several types of welfare aid; related work as assisting in making field audits of State Departments and institutions and of counties, cities, towns, villages, and school districts; assisting in preparing detailed reports of such audits; advising State and municipal officers of State financial matters and practices.

Requirements

a) Five years' business or office experience, of which one year must have been in the administration of State or municipal government (county, city, town, etc.) in a position that involves the audit or expenditure of State or State aid funds for education, highways, relief, or other purpose; or b) one year satisfactory experience in the administration of State or municipal government in a position that involves the audit or expenditure of State funds for education, highways, relief or other purposes and graduation from a recognized college or university from a four



year course for which a bachelor's degree is granted, with 12 credit hours in government management; or c) equivalent combination. Knowledge of state and local government problems, with emphasis on finance, purchase of materials and supplies, accounting control and reporting; knowledge of law and procedures for obtaining and accounting for expenditure of grants-in-aid from the state. Employment by regulating bodies or taxing authorities in audit and examination of books or reports of private enterprises or enforcing regulatory or tax laws does not meet qualification of governmental accounting experience.

Weights

Written, 4; training, experience, and general qualifications, 6.

Candidates may compete also in either No. 195, Junior Examiner of State Expenditures, fee, \$1; or if eligible, in No. 200, Senior Examiner of State Expenditures, fee, \$3. Separate application and fee must be filed.

HIGHWAY LIGHT MAINTENANCE FOREMAN

\$8 a day (\$5 for services and \$3 for rental of truck); fee, 50 cents. Open to residents of all counties except Bronx, Kings, New York, Queens and Richmond.

Applicants should write to the State Civil Service Dept. for a special circular on this exam.

JUNIOR MEDICAL BACTERIOLOGIST (Dept. of Health)

(\$1,800-\$2,300); fee, \$1. Appointments expected at minimum, but may be made at less. Division of Laboratories and Research.

Duties

Do routine work or minor research in bacteriology, some of which requires a knowledge of medicine, including general work involving microscopical identification of cultures, the collection of specimens from patients or at post mortem examinations, collaborating in the examination of surgical tissue; do professional work connected with the performance of serological tests or with the production and standardization of antitoxin, sera, and vaccines; and related work.

Requirements

Candidates must be graduates of a medical school, and licensed to practice medicine in New York State, or eligible to enter the examination for such license. In addition, they must have one year internship, one year satisfactory experience in medical bacteriology and in general pathology including post mortem technic. They must have a general knowledge of bacteriology, serology, immunology and pathology including virus diseases; a high degree of technical skill; ability to direct

subordinates; ability to carry on research.

Weights

Written, 4; training, experience, and general qualifications, 6.

LIBRARIAN

(\$1,300 with maintenance); fee, \$1. Appointment expected at the State Institute of Applied Agriculture at Farmingdale, Long Island.

Duties

Under direction, have entire control and management of the library and its correlated activities; related work as selecting books and publications for the library; classifying and cataloguing books and publications; filing material; preparing summaries of library material for circulation; arranging reading courses to accompany education and other programs of the Institute.

Requirements

One year professional library experience preferably in a school or college library, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including or supplemented by one year's training in an approved library school, or a satisfactory equivalent combination of experience and education. A thorough knowledge of modern library science and administration, preferably of school libraries; knowledge of sources of library materials especially in the field of agriculture; evidence of administrative ability, leadership, initiative, cooperativeness, and good judgment.

Weights

Written exam, 5; training, experience, and general qualifications, 5.

PAYROLL AUDITOR

(\$1,800-\$2,300); fee, \$1. Appointment expected at the minimum but may be made at less. State Insurance Fund.

Duties

Review and analyze policy-holders' books of account and all records relating to them to determine by totals and manual classifications the remuneration of whatsoever kind earned by employees, whether paid, due or accrued, in accordance with the State Fund policy contract and agreements; substantiate and verify such totals and manual classifications by an examination of the elements relating to volume of business done (i.e. cash and bank balances, gross sales, volume of purchases, and any other details or sources relating thereto); approximate accurately what the proper payroll disbursements for the period audited should be by a broad gauge vision of all types of industry; report complaints or irregularities affecting the business or the organization of the State Fund.

Requirements

Seven years' practical experience in preparation of payroll reports and auditing for payrolls (workmen's compensation insurance preferred), of which one year must have been in the employ of an insurance company writing workmen's compensation, in the auditing of payrolls of policyholders in the field with a view to ascertaining the exact workmen's compensation insurance premiums payable and checking underwriting classifications against actual conditions found in policy-holders' places of business (office experience in the payroll audit departments of insurance companies or agencies will not be accepted in lieu of the one year of field work in payroll audits). General education beyond grammar school will receive credit in proportion to its value; completion of one year of such education will be credited as one-half year of the required general experience but will not be accepted in lieu of the one year of field work in payroll audits. A thorough knowledge of bookkeeping and the theory of accounts; practical knowledge of the underwriting rules of the Compensation Insurance Rating Board, the Workmen's Compensation and Employers' Liability Insurance Manual, and the principles of industrial classification. Appointment may be subject to the acceptance of the candidate's

(Continued on Page 13)

State Calls for Title Examiner and Doctor



(Continued from Page 12)

application for a fidelity bond, or the prompt submission of a satisfactory bond by the candidate.

Weights

Written, 4; training, experience, and general qualifications, 6.

PHYSICIAN

State and county departments and institutions. (\$2,400-\$3,000, with suitable deductions for maintenance if allowed); fee, \$2. Appointment expected as Second Assistant Physician at Clinton Prison at \$1,800 and maintenance, and as Assistant Physician at Great Meadows at \$2,240.

Duties

Take charge of or be in a subordinate position as physician on one of the services of a State or county institution; perform the medical, surgical, psychiatric, and administrative duties of such position.

Requirements

Candidates must be graduates of a medical school and licensed to practice medicine in New York State or eligible to enter the examination for such license. In addition, they must have had, since graduation, one year of acceptable experience as interne. Candidates must have a knowledge of the basic principles and practices of medicine and surgery including the diagnosis and treatment of tuberculosis; ability to make routine physical and mental diagnoses; sympathetic understanding of the sick; tact; good judgment; and good address.

Weights

Written, 5; training, experience, and general qualifications, 5.

SENIOR INVENTORY RECORD

(Groups B, C, D)

(\$2,400-\$3,000); fee, \$2. Appointments expected at \$9.50 a day and traveling expenses. Dept. of Public Service.

Candidates to the State Civil Service Dept. should write to the State Civil Service Dept. for a special circular describing the requirements for this test.

Duties

Make inventories of the physical property of public utilities, related work.

Requirements

Six years' satisfactory general utility experience of which two years must have been on field inventory work is required.

SUPERINTENDENT OF TRAINING SCHOOL

Dept. of Social Welfare. Exam is open to residents of any state. Preferred age limit: 30-50 years. Two exams will be given, one for men and one for women. The appointment from the list of women is expected at the New York State Training School for Girls, Hudson, at \$5,000 and maintenance. Another appointment for a man is expected at the New York State Agricultural and Industrial School, Industry; fee, \$5. Requirements for the test for men and women are similar.

Duties

Under the administration direction of the Dept. of Social Welfare, be in responsible charge of the administration of a State training school; formulate and carry out administrative policies and procedures; related work as preparing the institutional budget and representing the institution at budget hearings and conferences; having responsibility for the custody, training, discipline, education and well-being of inmates, and for the effective management of the institution, for maintaining a program directed towards the cultivation of desirable attitudes and good habits of work and living of inmates in preparation for return to the community, for correlating the institutional program with com-

munity programs for the treatment and prevention of delinquency, and for the supervision of parole and after-cure service of inmates.

Requirements

Candidates must have seven years' full-time paid social work experience in a social agency or institution of acceptable standards, of which three years must have been in an institution for juveniles (preferably for the treatment and care of juvenile delinquents), and three years must have been in an administrative or executive capacity (preferably in an institution for the treatment and care of juvenile delinquents), which must have entailed the responsibility for the formulation of agency-wide policies and procedures and the direction and supervision of their execution throughout the agency, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted, supplemented by one year of graduate study either in an approved school of social work or in a pertinent field in a recognized college or university, or a satisfactory equivalent combination of this experience and education.

Weights

Written, 3; training, experience, and general qualifications, 7.

TITLE EXAMINER

(\$4,000-\$5,000). Appointment expected at the minimum but may be made at less. Dept. of Law.

Duties

Under general direction, make and examine title searches covering real property being acquired by the State, pursuant to acts authorizing such acquisition, and to make detail reports thereon; prepare for the closing of title to such lands and to close title thereto; have charge of administrative work involving responsibility for land records and titles; related work as examining abstracts of title searches, looking up maps, records, land grants, and other documents in State and county offices; searching tax records and investigating tax sales, tracing descent of lands by title or intestacy; checking court records; preparing detailed reports of all examinations; setting forth all objections to title; drafting the instruments necessary to remove such objections, such as affidavits of title, release, and agreements; closing the title to lands being acquired; dealing with the public and representatives of other departments in all matters involving such titles.

Requirements

Candidates must be admitted to the Bar of the State of New York and in addition, must meet the requirements of one of the following groups: (1) seven years of satisfactory full-time paid experience in a law office, real estate office or title company, of which the equivalent of five years' full-time must have been in work involving the search, examination and proof or closing of titles to real property situated in the State of New York; or (2) two years of the specialized experience as described under (1) and two years of full-time paid experience as an attorney actively engaged in the preparation for or trial of actions or proceedings involving title to real property such as condemnation, foreclosure, ejectment, and partition matters, exclusive of landlord and tenant or negligence cases; or (3) a satisfactory equivalent combination of the foregoing types of experience. Candidates must have a comprehensive knowledge of the laws and leading court decisions relating to the acquisition and alienation of title to real property in and by the State of New York; complete mastery of the technique of conducting comprehensive title searches, examinations and closings and the ability to prepare clear reports, memoranda, and briefs.

Weights

Written, 5; training, experience, and general qualifications, 5.

Ten Days Remain to File For 23 New County Exams

Ten days are still left to file for the 23 County exams which the State Civil Service Dept. announced last week. These are open only to residents of the county specified. Applications are being received for all tests at the State Dept. of Civil Service in Albany. Residents of Kings, New York, Suffolk and Westchester Counties can file their applications at the State Office Building in Manhattan.

Among the more popular of the county exams are Interpreter (Italian) and Interpreter (Yiddish) in Kings; Bookbinder in Manhattan; Assistant and Junior Stenographer (Suffolk), Medical Social Worker (Westchester). Full details follow:

ALBANY

CASE WORKER

Salary varies; fee, \$1. Appointments expected at \$1,500. Children's Bureau, Dept. of Public Welfare.

Duties

Under supervision, do social case work with neglected, dependent, and delinquent children; related work as making investigations to obtain the significant facts with regard to such children; making detailed investigations of boarding and foster homes to determine their suitability, and recommending approval or disapproval; supervising children placed in boarding or foster homes and institutions; assisting with programs for reestablishing children with their families in their own homes; maintaining case records.

Requirements

Diploma from a senior high school, or equivalent education. a) Five years' full-time paid experience, within last 10 years, in social case work with public or private social agency with acceptable standards, or b) three years' full-time paid experience and completion of two years towards bachelor's degree, or training in a school of social work or teachers' training school, academically worth two years of college; or c) one year full-time paid experience, within last six years, and bachelor's degree, or d) equivalent combination.

Weights

Written, 4; training, experience, and general qualifications, 6.

ERIE

EXECUTIVE ASSISTANT (Dept. of Social Welfare)

Usual salary, \$2,100-\$2,400; fee, \$2. Appointments expected at minimum, but may be made at less.

Duties

Under direction, do special and confidential work for Commissioner or Deputy Commissioner; make surveys and studies; related work as making field trips and studies of particular branches of social work, and writing reports or news releases on same, interpreting the work of the several divisions of the department to the community, and assisting the Executive.

Requirements

a) Nine years' full-time paid experience in public or private social work, two of them in an administrative or supervisory capacity; or b) five years' full-time paid experience, including two in an administrative or supervisory capacity, and bachelor's degree; or c) equivalent combination. Business experience in an administrative or executive capacity may be substituted for experience, year for year, up to four years, but candidates must have the two years' administrative or supervisory experience in social work.

Weights

Written, 4; training, experience, and general qualifications, 6.

KINGS

INTERPRETER

(Italian, with knowledge of Spanish)

Salary varies; fee, \$2. Appointment expected at \$3,000.

LEGAL RESIDENCE REQUIRED

County examinations are open only to residents of the county for which the examinations are given. Four months legal residence in the County, immediately preceding the date of the examination, is required. These examinations will be given on Dec. 9.

County Court, Kings County.

Duties

Interpret Italian and Spanish into English and vice versa; translate correspondence and legal documents in these languages; related work.

Requirements

Ability to read, write, speak fluently, and interpret English, Italian, Spanish, and their dialects, and knowledge of legal phraseology.

Weights

Translation from Italian and Spanish into English, 3; translation from English into Italian and Spanish, 3; training, experience, and general qualifications, 4. Oral tests may be given after Dec. 9; if held, they will constitute one-half of these subjects. Candidates who do not get 75 per cent in written for each language will not be eligible for the oral.

INTERPRETER

(Yiddish)

Salary varies; fee, \$2. Appointment expected at \$3,000. County Court, Kings County.

Duties

Interpret Yiddish into English and vice versa; translate correspondence and legal documents in these languages; related work.

Requirements

Ability to read, write, speak fluently, and interpret English and Yiddish and its dialects, and a knowledge of legal phraseology.

Weights

Translation from Yiddish into English, 3; translation from English into Yiddish, 3; training, experience, and general qualifications, 4. Oral tests may be given after Dec. 9; if held, they will constitute one-half of these subjects. Candidates who do not get 75 per cent in written for each language will not be eligible for the oral.

NEW YORK

BOOKBINDER

Usual salary range, \$2,100-\$2,600; fee, \$2. Appointment expected in office of County Clerk at \$2,392.

Duties

Make, bind, rebind and repair books of record; related work as taking books apart; sawing out and sewing them on tape or twine; cutting glueing up; rounding and backing; making lining papers, backs and boards; cutting out index and tabbing; covering with leather, cloth, or canvas; preparing for finishing; lettering in gold or ink; restoring torn papers and documents; mounting on muslin, paper, or carboard.

Requirements

a) Five years' experience in all branches of bookbinding; or b) two years' such experience, and completion of a training course in bookbinding in technical school; or c) equivalent combination. Thorough knowledge of the various operations involved in binding, stamping and embossing books; of setting up type and using binding tools; ability to adjust and make minor repairs to bookbinding machinery. Must be expert on blank books.

Weights

Practical, 4; training, experience, and general qualifications,

6. Practical will be given after Dec. 9.

SUFFOLK

ASS'T STENOGRAPHER

Open only to residents. Salary varies. Appointment expected at \$988. Fee, 50 cents. Immediate appointments expected in the office of district attorney, sheriff, or Dept. of Public Welfare, but the names of eligibles resulting from the exam will be certified for all vacancies in the Assistant Stenographer service classification in the other county departments and institutions in Suffolk County.

Duties

Do office work of some difficulty calling for limited judgment and responsibility in carrying out a prescribed procedure or definite instructions, involving the taking of stenographic notes and the transcription of them by typewriter.

Requirements

Either a) four years' office experience including stenography and typing; or b) one year experience as described under a) and graduation from a senior high school; or c) equivalent combination.

JUNIOR STENOGRAPHER

Salary varies. Appointment expected at \$780; fee, 50 cents. Immediate appointment expected in the Dept. of Public Welfare, but the names of eligibles resulting from this exam will be certified for all vacancies in the Junior Stenographer service classification in the other county departments and institutions of Suffolk County.

Duties

Do simple routine office work requiring care and accuracy in detail but not involving any considerable degree of independent judgment; take notes from dictation and to transcribe them by typewriter; related typing and clerical work.

Requirements

Either: 1) completion of two years of senior high school, including or supplemented by a stenographic course; or 2) one year office experience including stenography and typing and education equivalent to that represented by graduation from grammar school, including or supplemented by a stenographic course; or 3) equivalent combination.

Weights

Test of accuracy in recording ordinary business letters stenographically at the rate of 80 standard words a minute, 3; test in transcription of notes recorded, the minimum acceptable rate of speed being 20 standard words a minute, 2; tests in office practices and English, 3; training, experience and general qualifications, 2. Candidates must provide typewriters, notebooks, pencils, and pen and ink.

WESTCHESTER

INTERMEDIATE MEDICAL SOCIAL WORKER

Department of Public Welfare. (\$1,560-\$1,920). Fee, \$1. Appointment expected at \$1,100 with maintenance, or \$1,560 without maintenance. This exam is open to residents of any county in New York, but preference is given to residents of Westchester.

Duties

Under supervision of the Chief of Medical Social Service to engage in medical social work with ward patients and out-patients in the Grasslands Hospital; related work as visiting the homes of ward patients or out-patients of the hospital, and investigating their social and financial condition; preparing case reports giving the significant facts together with conclusions and recommendations.

(Continued on Page 14)

Pharmacist Test In Westchester Series



(Continued from Page 13)

mentations; advising with families and individuals on their social and financial problems; seeing that families of patients in the ward or out-patients who are in need of medical care receive proper clinical treatment; maintaining files and complete case records.

Requirements

Either 1) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in sociology, psychology, and allied social sciences, and two years' graduate study in an approved school of social work with the emphasis of academic and field work in medical social work, or two years' full-time paid experience in medical social work with a social agency of acceptable standards; or 2) a satisfactory equivalent combination of experience and education. Knowledge of social institutions, of the field, aims, and procedure of public and private social agencies, of case work technique, especially as it applies to medical social problems, of the nature and causes of social maladjustments, and of the laws of New York State relating to public welfare and relief.

Weights

Written, 4; training, experience, and general qualifications, 6.

PHARMACIST

Dept. of Public Welfare. Appointment expected at \$1,860. Fee, \$1.

Duties

Under the supervision of the Director of Grasslands Hospital, be in responsible charge of the operation of the hospital pharmacy; related work as compounding prescriptions, dispensing drugs, alcohol, narcotics, and pharmaceutical supplies; manufacturing stock preparations in large quantities; issuing drugs and chemical supplies used in the hospital laboratory; keeping records of drugs and supplies on hand and dispensed, including records required by governmental agencies on the use of narcotics and tax-free alcohol; making out requisitions for supplies; preparing reports as required; assigning tasks to three assistants and supervising their activities.

Requirements

Candidates must be licensed as registered pharmacists to practice pharmacy in New York State on the date of application. In addition, they must have either 1) five years' experience as a pharmacist, of which one year must have been in the pharmacy department of a hospital of 250 beds or more, or in a large out-patient clinic recording 300 or more patient visits a day, and graduation from a recognized college of pharmacy; or 2) equivalent combination. Thorough knowledge of the properties and uses of drugs and chemicals; knowledge of and skill in compounding prescriptions and stock pharmaceutical preparations.

Weights

Written, 5; training, experience, and general qualifications, 5.

PROBATION OFFICER

Dept. of Probation. (\$1,740-\$2,340). Fee, \$1. Appointment expected at \$1,740. 21-55 years old. The eligible list will be used to supply women to handle cases of female offenders.

Duties

Act as probation officer in making preliminary investigations and supervising individuals released on probation to the Westchester County Dept. of Probation; related work as making social investigations and submitting written reports; obtaining physical, mental and psychiatric examinations; supervising individuals placed on probation.

Requirements

Candidates must be graduates of a standard senior high school

or have equivalent education. In addition, they must have either (1) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in sociology, psychology, and allied social sciences, and one year full-time paid experience in social case work with a social agency adhering to acceptable standards; or (2) college graduation as described under (1) and one year of full-time graduate study in an approved school of social work; or (3) equivalent combination. The law provides that probation officers must be physically, mentally and morally fitted for probation work, and they must be selected because of definite qualifications as to character, ability, and training, and primarily with respect to their capacity for rightly influencing human behavior. Candidates must show evidence of some satisfactory experience or knowledge which would particularly qualify them for the position of probation officer. They must have a knowledge of the principles and technique of social case work; sympathetic understanding of social problems; ability to meet and deal with people and to inspire confidence and secure cooperation; tact, initiative, resourcefulness, good judgment and good address. They must be physically strong and active, and free from any defect or deformity that would tend to incapacitate them.

Weights

Written, 4; training, experience, and general qualifications, 6.

SENIOR RESIDENT PHYSICIAN (Psychiatric)

Dept. of Public Welfare. Appointment expected at \$2,300 and maintenance; fee, \$3.

Duties

Under the direction of the Chief and Assistant Psychiatrist, assist with the observation and acute treatment of patients in the Psychiatric Division of a large hospital; supervise the work of internes and junior residents; serve in rotation as officer in charge; related work as assuming full responsibility for cases assigned; making mental examinations and assembling the case study for consideration either by his superiors or in staff conference; writing reports to referring physicians, courts, etc., subject to approval of the Psychiatrist; coordinating with consultants from other services, psychologists, psychiatric social workers, etc.; carrying selected cases for follow-up as out-patients; participating in staff ward rounds daily; supervising internes; assisting in teaching student nurses and student social workers; answering consultations and requests on other services in the hospital; dealing effectively with patients' relatives and with other agencies; assuming responsibility for the Psychiatric Division when on such duty.

Requirements

Candidates must be graduates of a medical school registered by the State Education Dept. and must be licensed to practice medicine in New York State or eligible to enter the examination for such license. They must be certified examiners in lunacy or eligible for such certification. In addition, they must have either (1) one year of rotating internship in a hospital approved by the American Medical Assn., and two years of medical work in psychiatry on a resident service in a psychiatric hospital or service of at least 50 beds and of recognized standing; or (2) internship as described under (1) and one year each of recent satisfactory full-time paid resident experience in psychiatry and neurology in hospitals of recognized standing; or (3) equivalent combination. Candidates must have a knowledge of modern psychiatric techniques, good health, suitable personality, initiative, and medical skill.

Weights

Written, 4; training, experience, and general qualifications, 6.

Filing Closes On Nov. 13 For Federal Hospital Tests

Filing for a large number of U. S. tests including many in hospitals remains open until Nov. 13. Applications for 26 skilled trade jobs at the Brooklyn Navy Yard will be received until Dec. 28, and since a shortage has developed in many of these positions, the federal commission may extend the filing date indefinitely. Filing ends today for Ward Attendant Neuro-psychiatric Hospital. Full of-

Official requirements follow: *Competition for positions starred (*) involves no written exam. Competitors will be rated on the extent of their education, the extent and quality of experience relevant to the duties, and fitness, on a scale of 100, based on sworn statements in application and corroborative evidence.*

(OPEN)

* PRINCIPAL AGRICULTURAL ECONOMIST

(\$5,600); not over 53 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk



and dairy products, poultry, seeds, tobacco, wheat and grain and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Seven years' experience, four in optional branch. Post-graduate study may be substituted for experience, year for year, up to three years.

* SENIOR AGRICULTURAL ECONOMIST

(\$4,600); not over 53 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Six years' experience, three in optional branch. Post-graduate study may be substituted for ex-

Other County Exams

The following additional tests are open in other counties in New York State. Full official requirements appeared in The Leader last week:

BROOME

Laboratory Technician, County Tuberculosis Hospital.

MONROE

Dentist, Division of Child Placing, Dept. of Public Welfare; Home Economist.

ONEIDA

Junior Resource Assistant; X-Ray Technician.

ONONDAGA

Administrative Assistant; Stenotype Operator, County Clerk's Office.

RENSSELAER

Case Worker, Children's Service Bureau, Dept. of Public Welfare; Children's Agent, Children's Service Bureau, Dept. of Public Welfare; County Detective, District Attorney's Office.

ULSTER

Investigator, Dept. of Public Welfare.

CITY AND TOWN OF NEWBURGH
Interviewer-Secretary, Division of Child Welfare, Dept. of Public Welfare.

U. S. NEEDS NAVAL WHARFBUILDER

Applications for the position of Wharfbuilder, at the Naval Torpedo Station, Newport, R. I., were asked for this week by the U. S. Civil Service Commission. Closing date is Nov. 21, when applications must be filed with the Recorder, Labor Board, Naval Torpedo Station, at Newport.

Requirements for the position, which pays \$1.04, 98 cents, and 92 cents an hour, call for four years' apprenticeship in the trade or four years' practical experience.

experience, year for year, up to three years.

* AGRICULTURAL ECONOMIST

(\$3,800); not over 48 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Five years' experience, three in optional branch. Post-graduate study may be substituted for experience, year for year, up to three years.

* ASSOCIATE AGRICULTURAL ECONOMIST

(\$3,200); not over 45 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Three years' experience, two in optional branch. Post-graduate study may be substituted for experience, year for year, up to two years.

* ASSISTANT AGRICULTURAL ECONOMIST

(\$2,600); not over 40 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major

in agricultural economics or agricultural economics and subjects related to optional branch. Two years' experience, one in optional branch. Post-graduate study may be substituted, up to two years.

* HEAD ANALYST

(\$4,600); not over 53 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Six years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* PRINCIPAL ANALYST

(\$3,800); not over 53 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Five years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* SENIOR ANALYST

(\$3,500); not over 45 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or work in a school of accountancy may be substituted, year for year. Four years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* ANALYST

(\$3,200); not over 45 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which

(Continued on Page 15)

Federal Exam Requirements



(Continued from Page 14)

experience as an accountant or study in a school of accountancy may be substituted, year for year. Three years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to two years.

* ASSISTANT ANALYST

(\$2,600); not over 40 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Two years' experience in one or more of these fields: industrial work accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to one year.

* SENIOR MEDICAL OFFICER

(\$4,600); not over 53 years old; file by Nov. 13. Public Health Service, Federal Security Agency; Veterans' Administration; Civil Aeronautics Authority; Indian Service, Dept. of Interior.

Duties

Perform professional duties as medical doctor in hospitals, dispensaries, or in the field; in certain bureaus, perform professional medical duties as assigned.

Requirements

Degree of M.D. Five years' experience in option of aviation medicine, cardiology or cancer research, for which a residency or special training will be credited, year for year.

* MEDICAL OFFICER

(\$3,800); not over 45 years old; file by Nov. 13. Public Health Service, Federal Security Agency; Veterans' Administration; Civil Aeronautics Authority; Indian Service, Dept. of Interior.

Duties

Perform professional duties as

Junior Officer Mechanic Exam

An exam for Junior Officer Mechanic, open to New York residents, was announced yesterday by the U. S. Civil Service Commission. The test is being held to fill vacancies in Federal prisons for Instructors and Assistant Instructors. The entrance salary is \$1,860.

Men with experience in any of the following trades are eligible for the exam: mechanics; blacksmithing; welding; bricklaying; carpentry; electrical work; laundry; machine shop; painting and decorating; plastering and cement finishing; plumbing; sheet metal work; and steamfitting. Applicants should apply at the U. S. Civil Service Commission, Federal Building, Manhattan.

medical doctor in hospitals, dispensaries, or in the field; in certain bureaus, perform professional medical duties as assigned.

Requirements

Degree of M.D. Three years' experience in option of aviation medicine, cardiology, dermatology; eye, ear, nose and throat; general practice, industrial medicine, internal medicine and diagnosis, medical pharmacology, neuropsychiatry; pathology, bacteriology, and roentgenology; public health, surgery, tuberculosis, urology, plus one year's internship. A residency or special training will be credited, year for year.

* ASSOCIATE MEDICAL OFFICER

(\$3,200); not over 40 years old; file by Nov. 13. Public Health Service, Federal Security Agency; Veterans' Administration; Civil Aeronautics Authority; Indian Service, Dept. of Interior.

Duties

Perform professional duties as medical doctor in hospitals, dispensaries, or in the field; in certain bureaus, perform professional medical duties as assigned.

Requirements

Degree of M.D. One year's experience in option of aviation medicine, cardiology, dermatology; eye, ear, nose, and throat; general practice, industrial medicine, internal medicine and diagnosis, medical pharmacology, neuropsychiatry; pathology, bacteriology and roentgenology; public health, surgery, tuberculosis, urology, plus one year's internship. A residency or special training will be credited, year for year.

WARD ATTENDANT, NEUROPSYCHIATRIC HOSPITAL

(\$1,020); 21-45 years old; file by Nov. 6; U. S. Veterans Administration Facility.

Duties

In immediate contact with patients, feed, escort, convey or administer treatments; assist in recreation and exercise; change clothing, bed linens, sputum cups; assist in making beds, cleaning

wards and hallways; shave and cut hair; bathe and trim nails of patients; act as companion or guardian of mental patients; supervise and assist in work of patients; assist in preparing deceased patients for burial; assist at autopsies; answer call lights and administer to their comfort; assist in giving treatments; assist surgical nurse in operating-room and in clinic; assist pharmacist in maintaining proper stores in pharmacy; deliver prescriptions to wards and other departments, and maintain pharmacy in sanitary condition.

Requirements

Completion of one year resident training course in nursing in a hospital giving thorough practical and theoretical training; or one year's service in Hospital Corps of an enlisted service of the U. S., performing active duty in care of sick or wounded (ambulance driving, teaming, etc., not acceptable); or six months' experience as attendant performing ward duty in care of patients in hospital or institution for mental or nervous diseases, or for treatment or confinement of drug addicts.

JUNIOR GRADUATE NURSE

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency, and Veterans' Administration.

Duties

Under immediate supervision, do general nursing work in hospital wards, infirmaries, or sanatoria; related duties.

Requirements

Completion of a four-year high school course; completion of a course in a recognized nursing school with a residence of two years in a hospital with a daily average of 50 bed patients; registration as a graduate nurse. Those in the final year in nursing school will be accepted if they furnish proof of fulfilling requirements during life of register.

JUNIOR VETERINARIAN

(\$2,000); not over 45 years old; file by Nov. 6; Bureau of Animal Industry, Dept. of Agriculture.

Duties

Ante-mortem and post-mortem inspection of food animals and inspection of food products; administer tests for disease; control and eradicate disease; sanitary inspection of establishments and plants; related duties.

Requirements

Completion of course in recognized veterinary college.

Navy Yard Jobs

Twenty-six skilled jobs are still open at the Brooklyn Navy Yard, where the war boom has created a serious shortage. Filing is scheduled to close Dec. 28.

The titles of the jobs follow:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Blacksmith, Heavy Fires; Blacksmith, Other Fires; Boatbuilder; Boiler-maker; Chipper and Caulker, Iron; Coppersmith; Die Sinker; Driller; Flange Turner; Frame Bender and Gas Cutter or Burner.

Holder-On, Molder, Pipecoverer and Insulator, Puncher and Shearer, Rivet Heater, Riveter, Sailmaker, Saw Filer, Sheet Metal Worker, Shipwright, Toolmaker; Welder, Electric (specially skilled), and Welder, Gas.

Announce Buffalo Patrolman Exam

An examination for Patrolman will be held by the Buffalo Civil Service Commission on March 2, it was announced yesterday. Applicant must file not later than Saturday, Nov. 18.

The Buffalo Commission is also receiving applications for four other exams. Applicants for Gymnasium Instructor must file by 5 p.m. today. The closing date for three other exams is set for Friday, while the Telephone Operator test will be open until Nov. 27. Full requirements follow:

PATROLMAN

(\$1,900); fee, \$1. Age limit: 21 to 31.

Duties

To be responsible for maintenance of order; the enforcement of laws and ordinances; and the protection of life and property; to make inspections of buildings and places where people assemble; to arrest violators and assist in their prosecution in the courts; to guide and direct strangers and children, and to render all possible aid in the case of accident; to make investigations as directed; to keep reports of accidents and other important incidents; and to perform related duties.

Requirements

Graduation from an eighth grade school; not less than 5 feet, 9 inches nor more than 6 feet, 4 inches. Chest measurement: not less than 2½ inches expansion. Applicants will have to pass rigid medical and physical test. In addition they must display an aptitude for police work; possess tact and good judgment; have good character and ability to

understand and carry out complete directions.

Weights

Written, 7; medico-physical tests, 2; experience and general qualifications, 1.

Filing for three other exams, to be held by the Buffalo Commission on Nov. 24, closes on Friday. These are the tests for Accountant-Auditor-Senior Bookkeeper, Bookkeeper, and Matron.

The Accountant - Auditor - Bookkeeper test requirements call for either graduation from high school, completion of a bookkeeping course, and three years' experience, or graduation from elementary school, completion of a bookkeeping course, and five years' experience. Bookkeeper candidates must also have office experience, length depending on the education offered.

An exam for Telephone Operator will be held Dec. 5. Filing ends Nov. 27. Experience and education are required of all applicants.

Gardeners Meet Nov. 21

Eligible on the Assistant Gardner list are urged to attend the next meeting of the Assistant Gardner Eligibles Assn. Tuesday night, Nov. 21, at Washington Irving H. S., 16th St. and Irving Pl. William T. Mickens is president.

Follow the Leader for the latest in Civil Service news.

BIDS AND PROPOSALS

STATE DEPT. OF PUBLIC WORKS DIVISION OF HIGHWAYS ALBANY, N. Y.

Sealed proposals will be received by the undersigned at the State Office Building, 13th floor, Albany, N. Y., until one o'clock p.m., on WEDNESDAY, DECEMBER 6, 1939, for the construction and reconstruction of highways and bridges and construction of railroad grade crossing elimination project, as follows, in the Counties mentioned below:

County	Deposit Required	Type	Miles
Dutchess	\$16,500	Two 68 ft. girders, 100 ft. girder bridge carrying N.Y., N.H. & H. R.R., 43 ft. concrete 8 in. div. lanes 22 ft. concrete 8 in.	0.53

HIGHWAYS AND BRIDGES Construction

Greene and Ulster	21,500	20 ft. bit. mac. M.M. type 3, includ. 32% ft. rigid frame and 40 ft. I-beam, 10.00	
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Reconstruction

Broome	32,000	Var. dual type 8 in. concrete bit. mac. M.M. type 3; 24 ft. concrete 8 in., 2-24 ft. lanes 8 in. concrete with variable center mall, 5.66	
Cattaraugus	1,500	20 ft. gravel incld. 111 ft. truss, 0.45	
Columbia	24,000	Concrete, 0.97	
Rockland	500	Var. widening concrete 8 in. & Misc. work, 0.05	
Rensselaer	8,500	Concrete, 2.84	
Westchester	8,000	Concrete, 2.05	

Maps, plans, specifications and estimate of cost may be seen and proposal forms obtained at the office of the Division of Highways in Albany, N. Y., and at the office of the District Engineers in whose district the roads or projects are located, upon the payment of five dollars (\$5.00) for plans and proposal forms. Standard specifications are two dollars (\$2.00) per copy. No refund will be made on plans, specifications, or proposal forms. Plans and proposal forms may be seen at the office of the State Department of Public Works, State Office Bldg., Worth and Center Streets, New York City. The addresses of the District Engineers and Counties will be furnished upon request. Special attention of bidders is called to "General Information for Bidders" in the proposal, specifications, and contract agreement. The attention of bidders is also directed to the special provisions applying to projects with federal funds.

Proposal for each highway or contract must be submitted in a separate sealed envelope with the name and number of the highway plainly endorsed on the outside of the envelope. Each proposal must be accompanied by cash, draft or certified check, payable to the order of the New York State Department of Public Works, Division of Highways, for the sum as specified in the advertisement for proposals and the proposal itself for each project. The retention and disposal of such cash, draft or check by the State Division of Highways shall conform with Sub. 2, Section 38 of the Highway Law, as amended. The successful bidder will be required to execute the contract and comply in all respects with Section 38 of the Highway Law, as amended, and also pursuant to the provisions of Chapter 707 of the Laws of 1938, there will be required on all contracts entered into by any State Agency on and after July 1, 1938, a separate bond guaranteeing prompt payment of moneys due to all persons supplying the contractor, or subcontractor, with labor and materials,

employed and used in carrying out the contract as follows:

- (a) Whenever the total amount payable by the terms of the contract shall be not more than \$500,000 the said bond shall be in a sum equal to the total amount payable by the terms of the contract.
- (b) Whenever the total amount payable by the terms of the contract shall be more than \$500,000, and not more than \$1,000,000 the said bond shall be in the sum of one-half of the total amount payable by the terms of the contract.
- (c) Whenever the total amount payable by the terms of the contract shall be more than \$1,000,000 and not more than \$5,000,000 the said bond shall be in the sum of forty per centum of the total amount payable by the terms of the contract.
- (d) Whenever the total amount payable by the terms of the contract shall be more than \$5,000,000 the said bond shall be in the sum of \$2,500,000.

The amount of the certified check accompanying the proposal of bidder to whom the contract is awarded will be returned when ten per centum of the work under the contract has been completed. If Surety Bond is dispensed with, in pursuance with the Highway Law, the amount of the bidding check will be returned when fifteen per centum of the contract work has been completed. On contracts with federal funds, when optional types are permitted for any one item of work, contractors must state in the space provided in the proposal for the optional type upon which the proposal is predicated. No one proposal shall contain more than one bid for an optional item. The award, if made, will be on the basis of the responsible proposal which for all items of work gives the lowest total cost for the project and the contract will call for the type designated in such proposal.

Skilled, Intermediate Grade, and Unskilled Labor on all projects shall receive the minimum wage rate per hour as follows:

In New York City: Skilled Labor, ninety cents per hour; Intermediate Grade Labor, eighty-seven and one-half cents per hour; Unskilled Labor, eighty-seven and one-half cents per hour; in the Counties of Suffolk, Nassau, Westchester and Dutchess: Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, sixty-five cents per hour; Unskilled Labor, sixty-five cents per hour; in the Counties of Ulster and Orange: Skilled Labor, seventy-five cents per hour, and for Intermediate Grade and Unskilled Labor, sixty cents per hour; in Sullivan County: Skilled Labor, seventy-five cents per hour, Intermediate Grade Labor, fifty-five cents per hour, and Unskilled Labor, fifty cents per hour; and in all other counties, other than above, Skilled Labor, seventy-five cents per hour, Intermediate Grade Labor, fifty-five cents per hour, Unskilled Labor, forty-five cents per hour, unless shown otherwise in the itemized proposal.

The minimum hourly rate of wages for the various types of operations and trades, as well as the hours of work and conditions of employment, shall be set forth under the Special Provisions in the itemized proposal for each project.

In conformity with the provisions of Section 220, Sub-division d of the State Labor Law, as amended, the minimum hourly rate of wages has been established and is annexed to and forms a part of the specifications for the project, and may be ascertained upon reference to the proposal for the project itself.

The right is reserved to reject any or all bids.

ARTHUR W. BRANDT, SUPT. OF PUBLIC WORKS.

SCMWA Sets Program

Four points were added to the legislative program of the State, County and Municipal Workers (CIO) at the second annual rally, held Thursday night at Mecca Temple, and attended by 3,000 persons.

The new planks are: 1) restoration and resumption of mandatory

increments for State employees; 2) payment of overdue money to city employees under the mandatory increment law; 3) extension of the Clerk, Grade 2 waiver, and 4) establishment of a uniform personnel policy among State employees by Governor Lehman through executive order.

MECHANICS WANTED IN FEDERAL SERVICE

for positions paying an entrance Salary of \$1860 per annum

Anyone with the following experience is eligible to compete:

- MECHANICS
- BLACKSMITHING
- WELDING
- BRICKLAYING
- CARPENTRY
- ELECTRICAL WORK
- LAUNDRY
- MACHINE SHOPS
- PAINTING AND DECORATING
- PLASTERING AND CEMENT FINISHING
- PLUMBING
- SHEET METAL WORK
- STEAMFITTING

FULL DETAILS WILL BE GIVEN ON REQUEST

OPENING CLASS: NOV. 10th at 8:30 P.M.

THE DELEHANTY INSTITUTE

Rulings on City Commission's Calendar

Order Two Promotion Tests For Sanitation Dept. Workers

Rejecting a request of the Sanitation Dept. that title changes bring salary raises to 17 Sweepers and one Dump Laborer, and reduce the salary of one Driver, the Municipal Civil Service Commission this week ordered two promotion exams in the department.

Other items on the weekly calendar of the Commission, with dispositions in boldface, follow:

Board Action For Disposition

5126. Matter of disposition by the Department of Welfare of all certifications to fill the positions of Stenographer and Typewriter, Grade 2, Assistant Supervisor, Grade 2, Clerk, Grade 2, and Clerk, Grade 1 (Male), in view of litigation on the matter of veterans in that department (No. 4333 on 9-27). **Held over two weeks.**

5127. Matter of further reorganization of the staff (No. 4467 on 10-4). **Held over two weeks.**

5128. Matter of creating the titles of District Property Manager, Assistant District Property Manager, Real Estate Broker and Assistant Real Estate Broker in the Board of Estimate (No. 4831 on 10-25). **Held over one week.**

President Kern

5132. Matter of giving service rating credit to employees who aid government departments in exposing and eliminating corrupt conditions. **Referred to Service Rating Bureau.**

5133. Question of whether organizations seeking to distribute examination questions gratis for educational purposes should be given permission to publish them in like manner as educational institutions. **Granted to Federation of Architects, Engineers, Chemists and Technicians, and policy set forth.**

Commissioner Sayre

5135. Data relative to Junior Engineer (Mechanical), Grade 3. **Approved.**

Secretary Schaffer

5137. Approve certificate of title for the position of Psychiatric Social Worker at \$1,800 in the Dept. of Hospitals. **Approved.**

Director of Examinations

5141. Matter of impersonation of Vincent Lavaglio by his brother August during medical re-examination. **Noted.**

5142. Recommending recruitment

plans for several positions. **Approved, and referred to Recruitment Bureau.**

5144. Certify the list for Laboratory Assistant (Bacteriology) as appropriate for Laboratory Technician, Grade 2, in the Dept. of Biology, City College. **Approved.**

5148. Experience key for Supervisor of Park Operations. **Approved.**

5149. Grant request of Werner C. Henkel and George P. McGuire that the preferred list for Ticket Agent, Grade 2, be used as appropriate for Station Agent in the Board of Transportation. **Approved.**

5153. Recommending that the Special Patrolman list be declared appropriate for Patrolman-on-Aqueduct, Board of Water Supply; Toll Collector, Triborough Bridge Authority; Special Patrolman, Board of Transportation, and Conductor, Board of Transportation, if and when present lists are exhausted, expire, or terminate (No. 4512 on 10-4). **Approved.**

5155. Request for ruling on eligibility for promotion to Clerk, Grade 3, of employees who now hold another title in Grade 3. **Eligibility extended.**

5156. Order examinations for three positions. **Approved.**

5158. Result of investigation of anonymous complaint that there was possible collusion of some employees of this department with persons who participated in the examination for Supervisor of Park Operations. **Referred to Investigation Bureau.**

5159. Deny request of R. E. Kirkpatrick, Representative of Signal Section, I.C.O.S., that promotion list for Signal Repairman be declared appropriate for Light Maintainer, I.C.O.S. **Denied.**

5166. Proposed amendment of the competitive class by including therein under the Administrative Service the following: "Secretary of the New York City Employees' Retirement System, \$6,000 per annum and over."

Adopted; no public hearing necessary.

5169. Recommending that the list for Junior Engineer (Mechanical), Grade 3, be certified to the position of Junior Civil Service Examiner in this Commission at \$2,400. **Referred to Examining Division.**

5170. Suggested procedure in connection with compensation of Custodians for services rendered during examinations in various high schools. **Approved.**

5171. Deny request of Fire Department that the list of Electrical Inspector, Grade 2, when promulgated, be not certified as appropriate for Cable Tester (No. 4776 on 10-18). **Denied.**

Certification Clerk

5174. Requesting that the Commission reconsider the matter of certifying the city-wide promotion list for Architectural Draftsman, Grade 4, to the Board of Education. **Referred to Examining Division.**

Commissioner Morton

5178. Memorandum relative to crediting training in promotion examinations (No. 4833 on 10-25). **Present practice to be continued.**

Communications

5184. President, Borough of Manhattan. Requesting that the Commission aid that Department in providing a systematic method of promotion for Asphalt Workers. **Referred to Examining Division.**

5186. Board of Elections. Request for approval of appointment of 15 Clerks at \$4 a day for a period of approximately ten days. **Approved.**

5189. Department of Water Supply, Gas and Electricity. Requesting that one promotion examination be ordered for that department. **Referred to Examining Division.**

5190. President, Borough of Richmond. Relative to a promotion examination requested by that department. **Referred to Examining Division.**

5191. Department of Welfare. Returning the certification of Oct. 17 for Senior Supervisor, Grade 4, for the reason that it contains only two names. **Approved.**

5193. Dept. of Public Works. Requesting that the list for Patrolman be certified as appropriate for two vacancies as Investigator at \$1,500 in that department. **Referred to Examining Division.**

5194. Dept. of Welfare. Request for extensions on certifications of Sept. 26, 1939, for Clerk, Grade 3, and on certification of Sept. 26, 1939, for Stenographer and Typewriter,

Vote in Leader's Poll

Political feeling of Civil Service employees on the pressing problem of who will be the major party standard-bearers in the 1940 elections continues to pour onto the desk of the Straw Poll Editor of The Leader. Readers are urged to vote on this important matter.

1. Do you favor a third term for President Roosevelt?.....
2. If not, which of the following will you vote for:

- | | |
|-----------------------------|----------------------------|
| Bruce Barton | Paul V. McNutt |
| Thomas E. Dewey | Lloyd C. Stark |
| James A. Farley | Robert W. Taft |
| John Nance Garner | Arthur H. Vandenberg |
| Cordell Hull | (Others) |
| Fiorello H. LaGuardia | |

Simply fill in this ballot and mail it to Straw Poll Editor, CIVIL SERVICE LEADER, 305 Broadway, New York, N. Y. You need not sign your name.

Grade 3 or Clerk, Grade 3. **Re-certify and report in two weeks.**

5195. Dept. of Public Works. Requesting that the Commission promulgate the list for Jr. Electrical Engineer, Grade 3, and certify it to that department, pending investigation, in order that seven vacancies at \$2,160 per annum may be filled before Nov. 1, 1939, on which date the Budget Director's certificate expires. **Promulgate subject to investigation.**

5196. Board of Transportation. Request to change titles of 13 employees from Assistant Electrical Engineer to Junior Electrical Engineer (Railroad) and of 25 employees from Engineering Assistant (Electrical) to Junior Electrical Engineer (Railroad). **Approved.**

5201. Dept. of Hospitals. Requesting a certification from which to appoint two Senior Psychologists at \$2,600 per annum in that department. **Referred to Examining Division.**

5202. Board of Education. Request for approval of three Assistant Examiners for the school year 1939-1940, the total compensation in each case not to exceed \$750, pursuant to Rule 5-9-9a. **Approved.**

5205. Board of Education. Advising that on Oct. 25, 1939, the Board of Education approved the recommendation contained in a resolution adopted by the Board of Superintendents on Oct. 10 approving the appointment of three persons as Expert Examiners for this Commission, for occasional assignment for a period not to exceed one year, those persons being regular employees of the Board of Education. **Noted.**

5208. Dept. of Public Works. Request to approve the provisional appointment of 5 Cadet Engineers at

\$960 in that department, effective Oct. 2, 1939, pending the classification of this title in the non-competitive class. **Approved.**

5209. Seymour M. Blumenthal, 2347 63rd Street, Brooklyn. Requesting that the certification of the open competitive and promotion lists for Junior Civil Service Examiner as appropriate for the position of Administrative Assistant, in the office of the President, Borough of Manhattan, be declared invalid, and that the remaining names on the list for Psychologist be certified as appropriate for this position. **Denied; list is not appropriate.**

5211. City Court. Requesting that the Commission certify to that department appropriate lists from which to promote one employee by the position of Clerk, Grade 4 at \$2,400 and one employee to the position of Stenographer and Typewriter, Grade 3 at \$1,800, such certifications to be effective as of July 1, 1939. **Comply with order.**

5212. James J. Egan, 1356 University Avenue, Bronx. Requesting modification of the requirements for promotion to Lieutenant, F. D. **Filed.**

5213. Albert N. Diesenhous, Secretary of the Cashier Eligible List Association. Requesting that the list for Cashier be certified as appropriate for Lead Checker in the Department of Sanitation, for snow removal work, and for any position where the handling of money is involved. **Referred to Examining Division.**

Public hearing to be held.
5215. Grant request of Dept. of Sanitation for permission to change titles of 50 Sanitation Men, Class C at \$2,040 per annum to Sanitation Man, Class B (No. 4747 on 10-18). **Approved.**

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.

OPEN COMPETITIVE

Administrative Assistant (Welfare): Qualifying experience has been rated. Applications are reopened for a period of one week. The written test will probably not be held before the latter part of December.

Announcer: The rating of the written test has been completed. The oral tests will be held in about two weeks.

Assistant Engineer (Designer), Grade 4 (BWS): The rating of the written exam is completed. The experience interview will be held as soon as practicable.

Associate Assistant Corporation Counsel (Administrative Code): The oral test will probably be conducted in two weeks for the 26 candidates who passed Part II. The pass mark on Part II is 80 percent.

Automobile Engineman: The written exam will be held during the latter part of December.

Baker: The qualifying experience of the 342 applicants is being rated. The exam will probably be held in December.

Engineering Assistant (Electrical) Grade 2: This exam will most probably be conducted in conjunction with the examination for Electrical Inspector, Grade 2, applications for which have just closed.

Janitor (Custodian) Grade 3: The final key is being prepared for the approval of the Commission.

Janitor Engineer (Custodian Engineer): The rating of Part I has

been completed. The rating of Part II is now in progress.

Junior Administrative Assistant (Housing): Qualifying experience is now being rated. The written test will probably not be held before the latter part of December.

Junior Administrative Assistant (Welfare): The written test will probably not be held before the latter part of December. Applications are being reopened for a period of one week.

Junior Architect, Grade 3: 394 candidates have been qualified in experience. The written test will be held this month.

Junior Assessor: 1,169 candidates participated in the written exam. The final key has been prepared for the approval of the Commission.

Junior Statistician: Qualifying experience has been rated. The written test will probably be held in December.

Management Assistant (Housing) Grade 4: The written test will probably not be held before the latter part of December.

Office Appliance Operator: The rating of the exam is still in progress. The list may be available in December.

Social Investigator: The rating of this exam is still in progress. The results will be known before the end of the year.

Stenotypist, Grade 2: The written exam will be held on Nov. 18.

Supervisor of Park Operations:

The exam has been completely rated. The 13 successful candidates will be notified shortly.

Title Examiner, Grade 2: This exam is being held in abeyance due to litigation.

Trackman: 662 candidates were qualified on experience for the examination, which will most probably be held on Dec. 1.

Typewriting Copyist, Grade 1: Appeals on the tentative key have been received, and are now being considered.

PROMOTION

Assistant Supervisor, Grade 2 (Social Service) (City Wide): The qualifying experience of the 2,544 applicants is being rated. The written test may be held during the latter part of December.

Clerk, Grade 2: This examination will be held on Nov. 18.

Clerk, Grade 3: This examination will be held on Nov. 25.

Clerk, Grade 4: This examination will be held on Nov. 25.

Junior Statistician (City Wide): The written test will probably be held in December.

Lieutenant Police: The written test will be held on Nov. 17 and 18.

Stenographer Typewriter, Grade 2 (City Wide): The written test will be held Nov. 18 for 948 candidates.

Stock Assistant (Men) (City Wide): The key for this exam is being validated.

Marking Investigator Papers

Marking of the 16,216 papers submitted in the Social Investigator exam given by the Municipal Civil Service Commission on June 24 will be completed in about two weeks, The Leader learned yesterday. This list will be published soon afterwards. Papers from two of the 16 schools in which the test was held have already been marked.

Passing rating in the test is that received by No. 2,500 on the list. Should there be a tie at that number, all with the same rating will be passed. It is possible, therefore, that as many as 3,000 candidates will be declared passed.

Six changes were made in the tentative key two months ago. The exam included 115 questions.

Commission Will Set Climber Pruner Test Date This Week

The date for the written exam for Climber and Pruner will be set in the next few days, the Municipal Civil Service Commission announced yesterday.

Market Men to Meet

The Supervisor of Markets, Weights and Measures Eligible Assn. will hold a meeting on Nov. 21 at 8 p.m. at Irving Plaza, Irving Place, E. 15th St., according to an announcement by William Goldstein, secretary of the group.

The Commission will call the entire group of 1,400 applicants and an additional 100 who applied for a change of title exam, at the same time. After the qualifying written exam a practical test will be given for groups of 50 to 100. The date for the written exam will be announced in The Leader next week.

SAMPLE TEST FOR FIRE LIEUTENANT

Nearly 4,000 Firemen, First Grade, will be able to file for the promotion test to Lieutenant this week. As a special service to men who will take the examination, which will be given on Saturday, Jan. 6, The Leader is publishing the questions from the last previous test, which was given on Sept. 8, 1938.

The first part of these questions was published last week. The final installment follows:

Laws and Ordinances, Rules and Regulations Administration and Report—Part II TIME ALLOWED: TWO AND ONE-HALF HOURS

A division of time in the afternoon session proportional to the weights of the subject would be:

- Laws and Ordinances, Rules and Regulations—1½ hours.
 - Administration and Report, Part II—1 hour.
- However, candidates may use as much as 1¾ hours for Laws and Ordinances, Rules and Regulations. The use of this time shortens the time available for answering Administration and Report, Part II, to ¾ hour, and is not advised.

Weight 3—50% Required

The maximum time allowed for this subject is 1¾ hours. You are advised not to take more than 1½ hours.

All questions in this part are to be answered on the basis of laws and ordinances, rules and regulations, which are now in effect.

Attention is called to the fact that, since there are 25 items in this test and the maximum time allowed is 105 minutes, it is necessary to write compact answers.

All questions in this part are of equal weight.

1. What are four of the regulations gov-

erning the use of street showers as adopted by the Department of Water Supply, Gas and Electricity?

2. What steps shall be taken by a Fireman if, in inspecting hydrants, he discovers a low pressure hydrant unserviceable from any cause?

3. What precaution must be taken by a company operating at a fire at Coney Island when it has been assigned to pump water from a low pressure to a high pressure system and it is not equipped with double female connections with check valves?

4. When using first size pumping engines what is the primary objection to the use of barrels or similar receptacles for the purpose of testing pumps or instructing members in drafting water?

5. What are the principal duties of a marine engineer?

6. What special information is entered on an accident report in all cases of accidents to fire boats resulting in damage?

7. Assume that you, as Lieutenant, are the officer in command at a large fire. While going about your duties, you begin to feel that the conditions surrounding the fire are of a very suspicious character. What steps can you take to have the matter investigated?

8. As Lieutenant in charge of your com-

pany you wish to bring charges against a member of your command. How many copies shall be prepared and to whom are they sent?

9. What information shall be included in each charge?

War Veteran

10. Suppose that the person against whom the charges are brought is a War Veteran. Is there any difference in the procedure of bringing a charge against him? If so, give full details as to the difference as well as the rights of the War Veteran.

11. What regulations must be complied with by owners of non-fire proof multiple dwellings, with regards to cellar stairs or basement stairs?

12. What are the main reasons for the creation of the Fire Hazard Inspectors' School?

13. Under what condition may a manufacturing business, begun in 1935, be conducted above the second floor of a multiple dwelling?

14. Under what conditions may excelsior or paper stock be stored in a multiple dwelling? Give complete details.

15. You are put in charge of a company of 18 men. What is done if the manual

strength of your company is reduced by reason of sick leaves, vacation leaves, etc.?

16. (a) What city department other than Fire Department issues rules and regulations regarding the use of water from hydrants?

(b) What special precautions are taken by this department for hydrants between November 15th and the following April 15th?

17. What means does the Department of Water Supply, Gas and Electricity use to gauge the water consumption of an entire block?

18. What information, in connection with W.P.A. employees engaged in Fire Department work, shall be recorded in Company Journals by members on house watch duty?

19. What are four requirements of glass used in doors for openings in fire proof partitions?

20. What are the duties of the Fire Brigade in factory buildings?

21. Give three of the principal causes of fires in spray-booth installations.

22. In connection with oil burners, under what condition is it necessary to provide each storage tank with a separate fill pipe?

23. What is the purpose of having triplicate copies of the F.P.M.V. forms?

24. (a) What should the maximum unsupported height of a fire partition be?

(b) How long a fire restrictive rating should an intermediate support for fire partition have?

25. What is the Fire Protection Regulation for ceilings of cellars of converted dwellings?

City Pension System Ranks Among Most Liberal In U. S.

Because of the current widespread interest in pensions, The Leader this week begins a series of articles tracing the growth of retirement benefits in various governmental services. These articles, in addition to tracing the history of pensions, will attempt to answer many questions about the actual operation of retirement systems, which employees are entitled to benefits, what they must contribute, what changes are likely to occur in the future, etc.

Retirement systems are comparatively young. Before the enactment of the federal pension law of 1920, conditions in Washington and throughout the federal service generally were deplorable. And this same condition prevailed throughout governmental services elsewhere.

Retirement in N. Y.

The New York City Employees' Retirement System has many progressive provisions. If you are not

entitled to share in the Police, Fire, Street Cleaning, Teachers' or Education Retirement and Pension Systems, and if your services are paid for by the city, you have the privilege of becoming a member of the New York City Employees' Retirement System.

If you are in the competitive or labor class and have entered or re-entered city service since Oct. 1, 1920 (after Dec. 1, 1929, in the Dept. of Sanitation) you may become a member immediately upon appointment. Membership is compulsory after six months' permanent service. If you are in the exempt or non-competitive class, membership is optional.

The provisions of this retirement plan are unusually liberal, compared to other systems. You have the right to retire 30 days after giving notice, regardless of your length of service, if you have reached the minimum retirement age and are still in the city service. Unless you

Death Benefits

Upon ordinary death, while employed by the city, or while on a Civil Service preferred eligible list, your estate or beneficiary will be paid as follows:

(a) The accumulated deductions from your salary and compound interest at 4% yearly;

(b) After allowable service of 10 years or less, a cash sum equal to the amount earned in the six months preceding your death;

(c) After allowable service of more than 10 years, the amount earned in the twelve months preceding death.

have specifically elected a retirement age of 55, which requires higher contributions, the minimum retirement age is 60 for the clerical group, 59 for mechanics, and 58 for laborers.

Disability

You are not required to prove disability, financial dependency, or anything except age, compensation base, and years of service. No one has the discretionary power to withhold the grant of your allow-

ance. The city contributes the cost of one-half of the benefit for time allowable since Oct. 1, 1920. You pay the rest.

Provision is made for disability retirement, as well as for retirement for age. After 10 years of allowable service and membership, you may demand, while a member, a retirement allowance regardless of your age, if proper medical examination proves disability. An allowance in proportion to your years of service, salary and age, with a minimum of 25%, in most cases, will be paid for life, or until you are able to return to service.

Provision is also made for accident disability retirement, if you are disabled in the performance of duty, through no negligence on your part, after any period of service. You are entitled to three-quarter pay, less any award paid by the Workmen's Compensation Bureau. This pension will be paid to you for life or until you are able to return to service, plus the annuity purchasable by your own contributions.

If you are dismissed without fault or delinquency on your part you are entitled to a retirement allowance based on your length of service, average salary and age. You must have 20 years of service.

B'klyn Hospital Dance

The first of a series of dances, to be sponsored by the Assn. of Brooklyn State Hospital Employees this winter, will be held at the Hospital Assembly Hall, 681 Clarkson Ave., Cor. E. 45th St., Brooklyn, on Saturday evening, Nov. 25.

Basketball Start Awaits More Gyms

Three more gymnasiums, in addition to two already offered by the Board of Education, will have to be found before the 16-team Municipal Athletic League basketball tourney, originally set to start Nov. 15, can get under way. Five gyms are needed so that the schedule of 10 games a week can be followed.

The two schools already offered by the Board of Education are located at President St. and Fourth Ave., Brooklyn, and on 54th St. between First and Second Aves., Manhattan.

Two of the teams, representing the Parks and Welfare departments, meanwhile have scheduled a game and dance for Nov. 18, at a gym to be announced later. Proceeds will help defray the cost of uniforms for members of the two squads.

Morris Schneider

Over 1,000 City, State, and Federal employees attended funeral services last Sunday for Morris Schneider, chief clerk of the District Attorney's office, at Riverside Memorial Chapel. The entire staff of his office was on hand.

Services were led by Rabbi Max Felshin, of the Civic Center Synagogue.

Latest news of City, State and Federal jobs in the Civil Service Leader.

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BIDS AND PROPOSALS

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Sealed proposals covering Venetian Blinds, Administration and Hospital Building and Auditorium and Chapel (Furnishings and Equipment), Auburn Prison, Auburn, N. Y., in accordance with Specification No. 10369 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, November 16, 1939, when they will be publicly opened and read. The approximate amount of this project is \$2,000.00.

Proposals shall be accompanied by a certified check 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. Drawings and specification may be examined free of charge at the following offices:

- Commissioner of Architecture, State Office Building, New York City.
 - Commissioner of Architecture, State Office Building, Albany, N. Y.
 - District Engineer, 109 N. Genesee St., Utica, N. Y.
 - District Engineer, Weighlock Building, 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.
 - Auburn Prison, Auburn, N. Y.
- Drawings and specifications may be obtained from the Commissioner of Architecture, State Office Building, Albany, N. Y., upon payment of \$5.00 for each set. Proposal blanks and envelopes will be furnished without charge. Half of this payment will be returned when the drawings and specifications are returned in good condition to the Commissioner of Architecture, State Office Building, Albany, N. Y., within one month after award of contract.

COMPROMISE REACHED ON PENSIONS

(Continued from Page 1)

the major financial issue in the city. Estimates have placed the city's debt at \$400,000,000 unless the two pension systems are changed, stating that such a situation would halt such necessary construction as schools and hospitals for at least 10 years. While the settlement will have to be accepted by members of the two departments, involving 18,000 Patrolmen and 15,000 Firemen, it is expected that this will be readily forthcoming.

Both Joseph J. Burkard, president of the Patrolmen's Benevolent Assn., and Vincent J. Kane, head of the Uniformed Firemen's Assn., who have carried the brunt of the discussions in recent months, have the confidence of the members of their organizations.

According to terms set forth at Friday's conference, Patrolmen will receive their pensions after 25 years, will retain the \$600 widow's pension, and will receive half pay for sick leave up to three days, when they receive full pay.

There is still controversy on this last point. Mayor LaGuardia is said to have originally set 5 percent as the contribution, but raised this when representatives of the police asked for full sick-leave pay.

Firemen on the force less than 11 years will receive pensions after 25 years, while those in service more than 11 years will get theirs in 20.

Splits Old and Young

This provision, too, has caused controversy, as it is felt that it will tend to create a rift in the Fire Dept. between the older and younger men. This feeling also applies somewhat to the entire proposed settlement, which in a sense splits the solid phalanx that the Patrolmen and Firemen have presented during the pension discussions. Yesterday's conference was the seventh with the Mayor on the pension matter.

A new note entered the situation Friday, when the Sanitation Dept. joined with the two other uniformed forces. A meeting at 63 Park Row was attended by Abe Kassoff, president of the Chauffeurs and Auto Truck Drivers' Protective Assn.; Elias Shapiro, president of the Manhattan, Bronx and Richmond Sweepers' Assn.; Anthony Grego, president of the Brooklyn Sweepers' Assn., and Michael Moro, president of the Queens Drivers and Sweepers' Protective Assn., along with Burkard and Kane.

50,000 Band Together

Members of the Sanitation Dept., with a personnel of 15,000, are considering the advisability of asking a return to the 25-year voluntary retirement system. At present, they are included in the New York City Employees' Retirement System, where age as well as years of service are taken into account before pensions are awarded. The change was effected in 1939, and about 4-

000 men still retain their status under the original system.

The significance of this joining together of members of the three uniformed forces in the City goes beyond the mere pension battle, however. Fifty thousand City employees in key positions have indicated a willingness to band together on mutual problems, and this may lead to further action in the future.

If the pension battle is successfully ended in New York City, it will be a triumph both for the Mayor and the members of the two departments. Both have been pointing out that a settlement here is in keeping with the principles of "home rule."

If the matter continues at a stalemate, it will certainly come up in Albany when the Legislature convenes in January.



MAYOR LAGUARDIA

Yesterday representatives of the Patrolmen's Benevolent Assn., Uniformed Firemen's Assn., and members of the Sanitation Department conferred with Mayor LaGuardia on methods to solve the city's pension problem to forestall adverse legislative action next January.

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