

11 MAKE 100% ON HOSPITAL ATTENDANT TEST

See Page 5

Civil Service
LEADER

Vol. 2. No. 15

New York, December 24, 1940

Price Five Cents

105
City--State--U. S.
EXAMS

TELEPHONE OPERATORS

Hospital Attendants--Office Machine Operators

WANTED BY U. S. GOV'T

See Page 13

Police Sergeant Test
Requirements Approved

See Page 2

U. S. TYPIST, STENO TEST GRADED--
JOBS COMING

See Page 4

NEW CHANGES IN LABOR CLASS

See Page 3

CHANCES FOR SANITATION ELIGIBLES

See Page 2

Navy Yard Pay Will Be Boosted

See Page 4

400 Vacancies for Sanitation

Fifty vacancies a week are being filled from the new Sanitation Eligible list; this will continue until the first 200 men on the list receive jobs. No officials of the Sanitation Department were able to say definitely last week when another batch of appointments would be made, but it was learned that there are approximately 400 vacancies in all titles, with the bulk of them in Sanitation Man, Class A, jobs.

The department is now making up its budget requests for the coming year and is preparing to ask for a number of new appointees. The exact figure will not be available for several weeks.

Jobs Coming

The resolution abolishing the labor class in the city service, expected to be adopted early next month, will clear the way for the use of the Sanitation list for many appropriate labor jobs.

When labor jobs are switched into the competitive class, all future vacancies must be filled from competitive lists. At present there are 47 labor titles, but only six eligible lists from which to make appointments. The largest of these expires next month. Therefore, the Sanitation list will be used for many positions, until new exams are given and new lists established. In the labor service itself, as many as 100 vacancies a month occur on an average.

The LEADER will keep Sanitation eligibles fully informed of progress on their list.

Sanitation Eligibles— Casualty No. 2

Casualty No. 2 was suffered in the ranks of the Sanitation Eligibles this week as a result of interference by Abe Kasoff and the Civil Service Forum.

Casualty No. 2 was Murray Hirsch, who resigned as vice-president of the organization following the resignation last week of Fred Schauder, president.

Hirsch said frankly that he was disgusted with the attempts of outsiders to muscle in and control the activities of the Sanitation Eligibles Association, of which Hirsch had been one of the founders. He went directly to Abe Kasoff and asked that spluttering gentleman to please lay off. Abe answered he wouldn't lay off unless John J. DeLury, who heads a Forum organization within the Sanitation Department, also lays off.

One night several weeks ago, DeLury told THE LEADER he was willing



to keep away from the eligibles provided Abe Kasoff kept away, too. Meanwhile, they're both "in." The rank and file of Sanitation eligibles, who want an independent organization, controlled by no one but themselves, are chafing from the noose placed around their necks not only by Kasoff and DeLury, but by Leopold V. Rossi (who took over and ran the first mass meeting of the group), Tim Dinan, and a host of others who are tied up with the Forum.

Paul J. Kern, President of the Civil Service Commission, has told the eligibles openly that the Commission is "not willing to deal with an eligible association which is apparently being led by an organization whose officers were recently involved in civil service fraud."

THE LEADER learns that a strong rank and file movement is already under way among the eligibles to curb all those who have been trying to stop their effort at decent organization.

Requirements Approved For Police Sergeant Test

The official requirements for the promotion exam to Police Sergeant have been officially approved by the Municipal Civil Service Commission, the LEADER learned this week. This step clears the way for an announcement of the test during the first week in January. Applications will be issued and received for a three-week period.

It is expected that the requirements will allow Patrolmen with three years of service to file for the test; but if they pass, they must wait until they have two additional years' service in the lower grade before actual promotion.

The Commission intends to give

Attention, Cops!

Want good, basic, helpful study material for the coming sergeant exam?

Be sure to see next week's LEADER—and every issue thereafter until the exam.

Beginning with the coming issue, The LEADER will publish exclusively a series of study articles designed to accomplish one purpose—help you pass the test. The material is authoritative, and written by persons who are best acquainted with the subject.

If you plan to take the test—or if you wish to increase your knowledge of the workings of the Police Department—be sure to see next week's LEADER.

the written test as soon as possible, perhaps by April, or June at the latest. The written test will count 50 percent in the final average and the passing mark on this part of the exam will be 80 percent. The other half of the test consists of a rating of seniority and service record.

Engineman List Killed

A preferred list for Auto Engineman was killed recently by action of the Municipal Civil Service Commission. The history of the list dates back to the early part of 1930 when a group of Auto Enginemen in the Street Cleaning Bureaus of the Borough Presidents' Offices of Queens and Richmond were transferred to the Department of Sanitation as Auto Truck Drivers. This change took them from the competitive to the labor class and they were subsequently placed on preferred lists for reinstatement to their former jobs.

Last year these Auto Truck Drivers were returned to the competitive class as Sanitation Men, Class A and most of them earn \$2,040. The usual salaries for Auto Truck Drivers are \$1,500, \$1,680 and \$1,800. The Commission some time ago ruled that the Auto Truck Driver preferred list could be used only for jobs paying \$1,800 or more.

Because of the salary differential and the fact that there are, actually, no jobs for which the preferred list could be used, the Commission ordered it abolished.

Bridge Workers Still Get Low Pay

It's more than five years now since Bridge Laborers in the Department of Plant and Structures got an actual salary slash when they were changed from a daily to a yearly basis. Three commissioners (Frederick J. H. Kracke, Edward M. Markham, Irving V. A. Huie) have headed the department during that time. And the Bridge Laborers are still complaining about the low pay.

Blaming "higher-ups" for their plight, the Laborers say things like: "Most of these Laborers whose salaries were cut have large families and some of them had to give up good homes and move to cheaper rent, and take their boys and girls from high school and put them to work."

"We men believe there should be an investigation why they (the so-called 'higher-ups') should take from the 'little men.'"

Fatter Payrolls for City Workers

Hundreds of city employees will find their payrolls fatter by \$2.45 a week, beginning with their January 15 check, the Bud-

get Director's office revealed this week. These employees are in grades 1, 2 and 3 of the competitive class and are covered by the

McCarthy law, which provides for five annual increments.

The \$2.45 a week, or \$59.99 a year is a sum won after a lengthy court battle. In the now famed Danahey decision, the court ruled that employees affected by the McCarthy law are entitled to increments up to one cent of the maximum of their grade. The city had contended that they were entitled only to the last entire salary raise of \$120.

Present Maximums

The maximum now for grade 1 is \$1,199.99; for grade 2, \$1,799.99; and for grade 3, \$2,399.99.

Hitherto, employees have been receiving the final increment of \$59.99, which brings them to the maximum of their grade, in a lump sum once a year. From now on, they will receive the increase in their semi-monthly checks.

A lump sum payment of \$59.99 is due for the last year, but it probably will not be paid before February 1.

It pays to follow THE LEADER.

At Council Hearing

Hearings before the Council committee investigating the Municipal Civil Service Commission began in an atmosphere of peace and quiet last Monday and continued more or less that way until Thursday, when Paul J. Kern, President of the Commission, at the close of the session demanded to be allowed to make a statement and was refused that privilege. A violent verbal exchange followed between Councilman Louis Cohen and Kern.

Under investigation by Emil K. Ellis, counsel for the committee, during the week's hearings were appointments of provisionals at the city's information center, the requirements adopted by the Commission for the exam for the Assistant Director position at the bureau, the rise of Seymour Siegel to the position of the program director of WNYC, and miscellaneous other events associated with these matters.

WNYC Case

From various witnesses Ellis developed a case which showed the following facts. Seymour Siegel was sworn in as a provisional assistant program director by the Mayor three days after he was inaugurated for his first term. Eighteen months later applications were issued for a competitive test for the position, and Siegel filed application No. 1. After the test, he placed No. 1 on the eligible list and was appointed as a

competitive employee. However, an investigation of his experience as set forth on his application, brought a letter from the University of Pennsylvania that Siegel had never been officially connected with the station. He had claimed in his application, according to testimony, that he had been program director. A later letter from the university stated that Siegel had, in fact, been connected with various student broadcasting activities for two years.

Siegel was later qualified as having had the required two years of responsible experience as a program director, even though the then secretary of the Commission, Dr. Allen, said that Siegel "by no stretch of the imagination could be considered qualified." He urged that the action in qualifying Siegel be reconsidered "for the sake of our own reputation."

At the final session last week, Kern had attempted to get into the record the fact that the beginning of the Siegel case occurred two years before he was a member of the Commission, and four years before he became President. He also wanted to point out that Dr. Allen, the former secretary, was allegedly dismissed from his position on charges.

Civil Service Planning Exam Rights for Draftees

The Municipal Civil Service Commission is now working on a policy to handle many of the problems that will arise from the draft. So far, formation of a permanent policy is in a very tentative stage, but some definite statement is expected within the next few weeks.

The Commission already has said that it will try to make some sort of arrangements for draftees to take its examinations, as suggested by THE LEADER. All policies that will be adopted will apply only to those on "ordered" military duty, and no provisions are likely to be made for volunteers to any of the armed forces.

Just how the Commission will give examinations for draftees has not yet been decided. Those who already have filed and who are now in camps, will get special exams. If they were formerly city employees they will be entitled to take appropriate promotion tests. It is expected that the Commission, in cooperation with the War Department, will attempt to construct a program whereby it can advertise some of its more important exams in the large camps; and then arrange for group tests to be given in the camps at the same time exams are given in the city.

On Leave of Absence

The Commission has already declared that the status of city employees who are drafted shall be that of a leave of absence. During the time they are in training they will be given satisfactory service ratings and will be credited with their regular seniority.

As more definite information on the Commission's policy becomes available, it will be published in THE LEADER.

Civil Service Rules Face Revision

One of the most important public hearings in many months will be held today (Monday, December 23) by the Municipal Civil Service Commission on a complete set of new rules which it intends to adopt. The hearing will be in the Commission's offices at 299 Broadway. The proposed new rules would bring together, for the first time in its history, all the rules by which Civil Service in New York City is administered.

The State Civil Service law provides that the local Commission can adopt rules which have "the force and effect of law." In addition to rules, the Commission can also adopt "regulations," but these do not have the force of law.

Paul J. Kern, president of the Commission, testified before the Smith committee recently that the present rules of the Commission were in a "chaotic" state and had been for years.

In the past the Commission enacted rules singly as needed. Many of these were amendments to previous rules, and over the course of many years a great deal of confusion arose, since there was no up-to-date compilation of all of them.

"Streamlined" Rules

Two years ago the Commission submitted to the Mayor for his approval a "streamlined" set of new rules, but the Mayor failed to okay these. The present set has been further amended and will be resubmitted to the Mayor. If he approves, they will be sent to the State Civil Service Department for final action.

In next week's issue the LEADER will present an analysis of the proposed rules and their most significant changes by H. Eliot Kaplan, noted Civil Service authority.

**The LEADER Will Be Out
NEXT MONDAY**

Instead of Tuesday, as Usual

The Special Publication Date Was Set
Because of the New Year Holiday.

CIVIL SERVICE LEADER
Copyright, 1940, by Civil Service Publications, Inc. Entered as second-class matter October 2, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879.

Many Changes Pending in Labor Class

A number of important changes will probably be made by the Municipal Civil Service Commission in its proposed resolution to transfer 11,000 city workers from the labor to the competitive class. Suggestions and criticisms set forth at a public hearing two weeks ago have been partially heeded by the Commission, and some amendments to the original resolution will be made.

Instead of calling the new service

the labor class, the Commission intends to call it the "unskilled labor class in the competitive service." This concession is made to the protests of representatives of organized labor that otherwise the adoption of the resolution would eventually tend to break down the prevailing wage structure.

Porter Titles

Another change will be made in the working classifying group A of the new service. Instead of Porter, Grades 1, 2 and 3 and Laborer, Grades 4, 5 and 6, in this service, the titles will be amended so that they are used interchangeably. Thus, in Group A, the titles will be Porter or Laborer, Grades 1, 2, 3, 4, 5, 6.

Promotions

Still another amendment will be made which provides for promotion from one grade to another within each group. As presently worded the resolution provides for promotions by the department head with approval of the budget director and the Civil Service Commission, and also by "seniority." The latter method now will provide for promotion by "seniority and record."

The Civil Service Commission is

expected to formally approve the resolution, with these changes, at its first meeting in January, and to send it to the Mayor and State Civil Service Department for final action. If they approve, the labor class will be abolished in New York City, with the exception of a single title—Helper at \$960. More than 11,000 laborers will gain competitive status, and with it the right to go on preferred lists in case of layoffs, seniority rights in layoffs, increased promotion chances and other advantages.

All future vacancies in the labor class will be filled by competitive examinations. The present labor-class eligible lists will be allowed to continue until they legally expire at the end of four years from the date they were established.

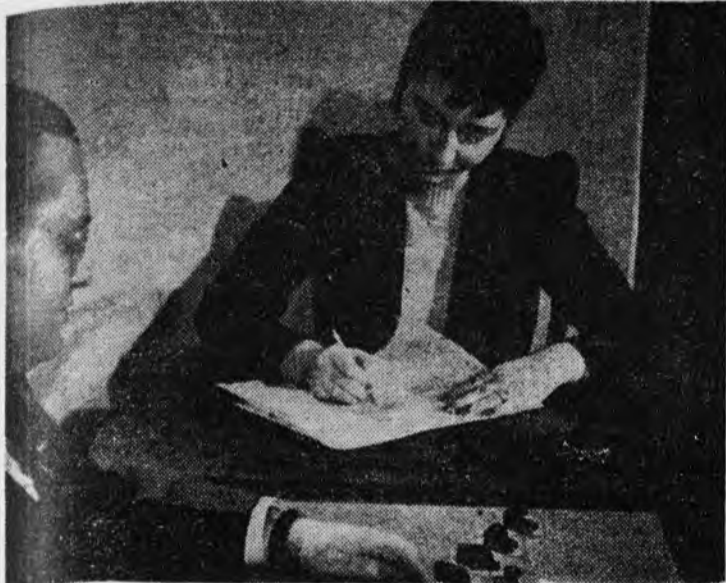
The Leader has suggested editorially a change in the wording of the resolutions to eliminate word "maximum" from the salaries of each grade, because as the resolution now reads it provides for no increase within each grade. That is, minimum and maximum salaries are the same. If the word maximum were eliminated, it would enable those within the grade to put up a stronger fight calling for gradual raises from the minimum.

Orange County Wants Laborers

The Municipal Civil Service Commission recently ordered an exam for Laborer, open only to residents of Orange County. The eligible list will be used to fill labor jobs in the Department of Health's Otisville plant. The Department of Health requested that this exam be held after it found that certification of eligibles from various New York City lists for these positions had proven unsatisfactory.

"Our experience with laborers taken from the various lists certified to this department...has not been successful," Goodhue Livingston, Jr., secretary of the Department, wrote to the Commission. "This type of employee does not remain in the Health Department for any length of time. As a rule, he requests a transfer to some other city department almost immediately. This is due to the fact that the salary of \$1,140 is not sufficient for the average city man to live in Otisville..."

Livingston also requested that the new exam be "somewhat competitive in attempting to get men slightly above the average physically. Men should have, if possible, a knowledge of a trade, such as plumbing, carpentry, electrical, etc."



GRADING AN EXAM

This is a step in the process of marking test papers by modern methods. The recorder (a young lady who got her own job through Civil Service examination) notes down the grades as they are indicated by the electric scoring machine.

Holiday, Sick Leave Bills in Committee

Languishing in the Civil Service Committee of the City Council are two bills of importance to city employees. These bills, both introduced by Mr. Digiovanna, deal with the matters of pay for holidays and sick leave.

One bill (No. 262) grants to all employees compensated "on a per diem, hourly, semi-monthly or monthly basis," the following holidays off with pay: New Year's day, Lincoln's birthday (February 12), Washington's birthday (February 22), Memorial Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), Columbus Day (October 12), Armistice Day (November 11), Christmas (December 25); each general election day, Thanksgiving Day, and days of general religious observances.

The second bill (No. 343) applies only to members of the uniformed forces, and provides that any member who is absent on sick leave for three consecutive days or more "shall receive full pay for the period of his illness."

Nothing is expected to be done on these bills within the next week or two, since the Civil Service Committee does not meet again this year. Meanwhile, a number of Civil Service organizations are exerting pressure to have the amendments favorably reported.

NYC Commission Issues Readable Report

While Paul J. Kern and the City Civil Service Commission heads were again being laced last week by Emil K. Ellis, counsel to an investigating City Council committee, Kern struck back with a 96-page pamphlet titled "Merit System Advancing," the 56th annual report of the Commission.

Inside the baby-blue covers, facts, figures, and photos prove to all and sundry that New York City's Civil Service is tops.

In his letter of transmittal to Mayor LaGuardia, Kern writes: "We have created here in New

27,000 jobs in the transit lines following unification, and the proposed reclassification of more than 10,000 Hospital jobs.

Other functions of the Commission which make chapter heads are re-

Wage Increase for Laborers

Thirteen changes in the scale of wages and hours of laborers employed on city projects were confirmed today by Comptroller Joseph D. McGoldrick. The new schedules were established in accordance with the State Labor Law after a survey of rates which prevail in private industry.

In nine of the thirteen instances the hours per day remained the

same, but the wage rates increased. In three other classifications, although the daily wage rate decreased, the hourly wage rate increased because of a reduction in hours from eight to seven a day. Finally, in one category the hours per day decreased from eight to seven, while the daily rate remained the same.

The comparative table is as follows:

Wages Increased; Hours Same				
Classification	Old rate per hour	New rate per hour	Old rate per day	New rate per day
Cement Masons	\$1.75	\$1.85	\$12.25 (7 hours)	\$12.95 (7 hours)
Cement and Concrete Workers	1.14 2/7	1.21 3/7	8.00 (7 hours)	8.50 (7 hours)
Derrickmen & Riggers (Stone)	1.61 3/7	1.65	11.80 (7 hours)	11.55 (7 hours)
Drill Runners' Assistants	.80	1.00	6.40 (8 hours)	8.00 (8 hours)
Millwrights	1.75	1.85	12.25 (7 hours)	12.95 (7 hours)
Painters	1.50	1.60	10.50 (7 hours)	11.20 (7 hours)
Stone Planeremen	1.56 1/4	1.68 3/4	12.50 (8 hours)	13.50 (8 hours)
Stone Masons	1.88 4/7	1.90	13.20 (7 hours)	13.30 (7 hours)
Stone Setters	1.95 5/7	2.00	13.70 (7 hours)	14.00 (7 hours)

Hours Decreased; Hourly Wage Increased; Daily Wage Decreased				
Classification	Old rate per hour	New rate per hour	Old rate per day	New rate per day
Marble Cutters and Setters	1.08 3/4	1.75	13.50 (8 hours)	12.25 (7 hours)
Marble Helpers	1.30 5/8	1.36 4/7	10.45 (8 hours)	9.56 (7 hours)
Marble Polishers, Bedrubbers and Sawyers	1.51 1/4	1.57 1/7	12.10 (8 hours)	11.00 (7 hours)

Hours Decreased; Wages Same (Daily)				
Classification	Old rate per hour	New rate per hour	Old rate per day	New rate per day
Marble Carvers	1.81 1/4	2.07 1/7	14.50 (8 hours)	14.50 (7 hours)

Attendant Eligibles Picket; Want List to 'Die Fighting'

Twenty members of the Attendant-Messenger Eligibles Association picketed the home of John F. Delaney, chairman of the Board of Transportation, at 420 Clinton Avenue, Brooklyn, last Thursday. The pickets, headed by Daniel Kulanski, president of the Association, carried signs demanding continued certification of their list for the positions of Porter in the Board of Transportation. Their list, originally certified for Porter vacancies, has since been rejected by the Board of Transportation in favor of the Sanitation Man Class A list.

Board of Transportation officials stated that 257 Attendant-Messenger eligibles were canvassed when the list was first certified and only 45 eligibles expressed a willingness to accept Porter vacancies. Of these, only 29 actually took the jobs offered. Board officials also stated that the Attendant-Messengers did not pass an examination for "heavy" work.

Sent 900 Names

Kulanski asserted that he had made a private canvass of the Attendant-Messenger list and, as a result, sent the names of 900 eligibles who would accept Porter jobs to the Civil Service Commission. However, President Paul Kern of the Civil Service Commission stated that these 900 names were scattered over the list of 6,900. The time was too short to canvass the entire Attendant-Messenger list and, consequently, the Commission heeded the request of the Board of Transportation for Sanitation Man eligibles.

The pickets formed their lines at 8:30 a.m. and attracted Chairman

Delaney's attention about half-past ten.

"How much are you getting paid for picketing here?" Delaney asked. The Attendant-Messengers expressed resentment at what they called his "surly attitude."

Cops Prevent Picketing

Delaney told the Attendant-Messenger eligibles that they would get no jobs, but that they could picket all they wished. However, police requested them to obtain permission from the captain of the Classon Ave. station. The pickets obtained an indefinite decision from the police captain, and when they returned to continue picketing were prevented from doing so by patrolmen.

An executive of a Civil Service newspaper (not the LEADER) suggested that the eligibles picket the home of President Kern of the Civil Service Commission. The pickets declined to do this because Kern had twice certified their list to the Board of Transportation. At their last meeting the Attendant-Messen-

Mr. Cop Vs. Miss Cop

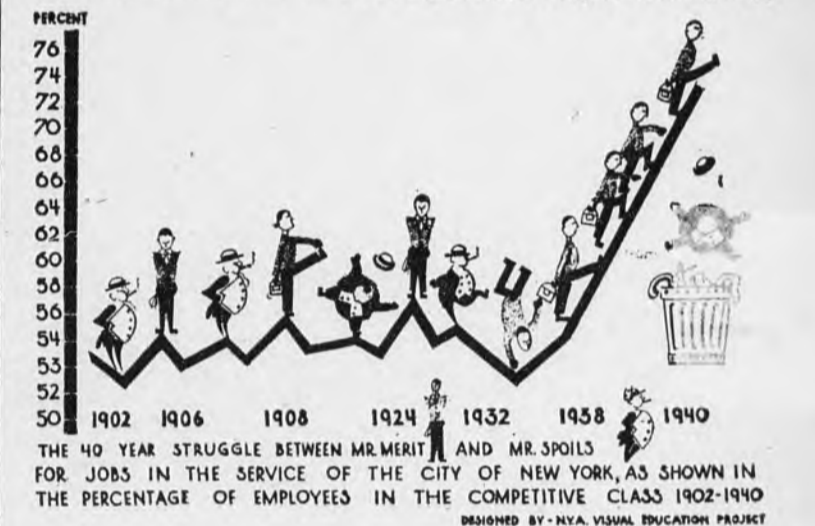
Six holders of the top ranking marks in the recent Civil Service examinations for policemen, and policewomen in which three thousand applicants took part, appeared as guests on Maurice C. Dreicer's "Servants of the City" program on Tuesday, December 3, at 2:00-2:15 p.m., over WBNX. Dr. Dreicer presided over a novel and informal quiz session, asking the women the men's examination questions, and vice versa. The names of those who appeared are Mrs. Cyrille Brown, 3026 Maple Ave., Brooklyn; Miss Lillian Albert, 187 Mount Eden Ave., Bronx; Miss Rose H. Nussbaum, 305 Broadway; Robert Beacon, 132 Sherman Ave., New York; Royal Crabtree, 527 W. 124th Street, New York, and Leonard Cassat, 2942 W. Second Street, Brooklyn.

City Eligible Lists Ready

Three new city eligible lists were declared officially ready for use last week by the Municipal City Service Commission. They are Junior Engineer (Housing Construction), Grade 3; promotion to Supervisor, Grade 3 (Medical Social Worker); and Architectural Assistant, Grade 2.

ger eligibles had voted down the resolution to picket Kern's home by 102 to 64.

The Attendant-Messenger Eligibles Association will hold their next meeting 8 p.m. Jan. 10 at 3 Beekman Street. Officers of the association, requesting all members to attend, state that their list will die within a year and they would like to see it "die fighting."



ONE OF THE ILLUSTRATIONS

In the new report issued by the NYC Civil Service Commission.

York City a truly democratic system of merit selection that may be a model to the entire country, and to so much of the world as still believes in equal opportunity for all."

The opening chapter, called "Highlights," summarizes the accomplishments during 1939 and half of 1940. All but 443 of the 150,000 employees in the city's classified service qualified for their jobs by examination, an even smaller number than that recorded in 1938. More than three-fourths of those in the classified service were appointed after passing competitive tests.

New Phase

The merit system in New York City is now entering a new phase, explains the report, that of improvement within. Among various ways in which this is being accomplished are recruitment, improvement in examining technique, establishment of more proper classification of positions, defining promotion opportunities.

"It is in the Commission's classification program that the merit system in New York City has achieved most notable progress during 1939," is the opening sentence of a later chapter. Mentioned are the change of 12,000 Sanitation jobs from the labor to the competitive class, classification of

cruiting, examination technique, investigation, training, promotion and service rating, research, and organization.

In a mild paragraph headed "They Don't Like Us," the report makes these veiled comments on those who have little love for the Commission: "All this progress continues steadily in the face of persistent and often violent opposition." "The attitude of these groups (political organizations and allied pressure groups) is understandable and duly appreciated. In fact, the Commission finds it highly gratifying."

Next week, the Commission puts out a supplement called "The Balance Sheet," which records the progress of the merit system.

All Subway Men Fingerprinted

The 16th and 17th resolutions bringing 113 IRT and BMT employees into the competitive Civil Service classification were approved this week by the Municipal Civil Service Commission. The resolutions affect 53 IRT and 60 BMT workers.

Meantime, the Commission reports that it has completed the entire job of investigating and fingerprinting 27,000 transit employees by field workers. The rest of the work left to be done consists of checking the work record, citizenship, length of service and other factors of the employees.

Have you a friend in a training camp? Why not subscribe to THE LEADER for him? It will be a welcome present.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

Navy Yard Pay Will be Boosted

Secretary of the Navy Frank Knox isn't saying anything about it, but the LEADER has learned definitely that "adjustments" will be made to the new navy yard wage scales announced a few weeks ago. The "adjustments," of course, will mean a revision upward in the salary scales of some navy yard employees.

Just how extensive the "adjustments" will be hasn't been decided, but an announcement by Secretary Knox is expected within two weeks on the entire matter. Secretary Knox said he was entirely satisfied

with the new scales fixed, and the Navy Wage Board and he put them into effect. However, since that time—which was about six weeks ago—the thousands of navy yard employees have been complaining bitterly over the scale. Finally, Secretary Knox said he would be glad to hear protestations from employees—and he has heard them nearly every day since.

The LEADER learns that "adjustments" will be made on the ground that the demand for laborers has grown more acute since the Wage Board made its study. Moreover, the Wage Board failed to take into

consideration several important factors on the rising cost of living and the rising salaries paid skilled workers in private industry.

Wage Board Says "Up"

Navy officials put out the story while the Wage Board was in session that it would recommend a broad revision upward of the salaries paid navy yard workers throughout the country. When the new scale was finally approved and released, it was a keen disappointment to the employees. Some of the increases amounted only to the price of a package of cigarettes each week.

Why Raises Were Small

The LEADER is now in the possession of information to tell why some employees were given only such insignificant increases, such as two-tenths of a cent an hour increase, which totaled only eight cents a week. These changes, in the first place, were never intended to be increases, but merely adjustments to make the salaries of all employees even cents instead of fractions.

In the early 1930's there was a move on foot to cut the salaries of navy yard employees. Senator Thomas of Oklahoma put over a rider which had the effect of "freezing" the

salaries of all navy yard employees at their present levels. Some of the navy yard salaries had been changed just prior to the Thomas rider, which resulted in some employees being paid on an hourly scale that amounted to a fraction of a cent.

The Navy actually had to add bookkeepers and accountants in its yards to figure pay checks involving the fractions. Before the new employees were hired, however, the Navy Secretary asked permission from the Comptroller General to either raise or lower the salaries to put them all on an even cent basis. In light of the Thomas amendment which "froze" the salaries, the Comptroller General refused. And when the Wage Board was finally set up, one of the first things it did was to change the fractions in even cents.

Workers Were Misled

The hitch in this story is that old-line navy officials should have made the explanation to its press relations officers who announced the new scale. Reporters were told that the raises represented cents, not mills, and as a result navy yard workers over the country were misled, and the subsequent clamor resulted.

6-Month Probation Placed in Effect

Last week the United States announced that a six-month probationary period is in effect for all federal employees. This equalizes the trial period for all employees recently in the service. The order which created the six-month probation had previously not affected all employees. Signed by Chief Examiner L. A. Moyer, the new regulation reads, in part:

"For appointments effected between February 1, 1939, and November 6, 1940, both dates inclusive, the rules provided for a probationary period of one year, but the Commission was authorized to establish by regulation a shorter period, not less than six months. Executive Order No. 8587 of November 7, 1940, amended the Civil Service Rules to provide that the probationary period shall be six months and that the Commission and the Department concerned may by regulation fix a longer probationary period for any specified positions."

Uniform Probation

"It is believed that the probation-

ary period should be made uniform, so far as practicable, with respect to all employees now serving probation. Therefore, in order to permit the separation of unsatisfactory probationers, the Commission has decided that for appointments made between January 16, 1940 and November 6, 1940, both dates inclusive, the probationary period will be regarded as having been completed on January 15, 1941, or upon the completion of six months of service, whichever is later, unless the probation for the position is fixed for a longer period."

The Federal Quota System

One of the stumbling blocks that almost sent the Ramspeck Bill to oblivion was the amendment vehemently urged by Senator John Nichols of Oklahoma to compel the United States Civil Service Commission to invoke the "quota rule" for all the 250,000 positions that would be reclassified as competitive. Fortunately, the original Nichols amendment failed; otherwise the federal service would be in a pretty mess. What is this quota rule that caused such a fuss throughout the debates on the Ramspeck Bill?

When the Civil Service Act of 1883 was before Congress for adoption there was much concern among the Congressmen lest the federal departments and agencies in Washington be filled almost entirely by residents of the larger states. They didn't want New York, Massachusetts, Pennsylvania and a few other large states to monopolize the departmental services in the District of Columbia. They wanted to be sure that each of the states had some representation in the departments.

Why a Quota?

To meet this situation Congress provided that, in making appointments from Civil Service registers for positions in the departmental service at Washington, they were to be distributed so each state would get a share of appointments in ratio to its population. It was this system that brought about what is often referred to in Washington as the apportionment service. It was designed to work this way: If there are 10,000 positions to be filled in Washington, and New York is entitled to 10 per cent of them on its population ratio, and New Jersey is entitled to one per cent, and the New Jersey quota was full and New York still under the quota, no more

appointments of New Jersey residents would be made until New York caught up with its own quota. The same would be true of every other state. The state whose quota was not filled would be entitled to appointments before residents of states with quotas filled could get jobs.

How does the federal commission

N.Y. State Below Quota

For the second successive month New York State has fallen under its quota for appointments in Washington. At present the State is 58 under quota, against 38 under quota for the previous period.

The State dipped under its allotment for jobs in the apportionment service some eight weeks ago, after being in excess since last Spring.

Despite the fact that many appointments are being made from New York, the other States are also filling vacancies at a fast clip, and this enables New York to stay under quota.

keep track of appointments so as to meet this quota requirement? Well, the Commission has tried to struggle with this nightmare for over 50 years. In the early days it was relatively simple to keep track of the appointments by states for the appointments were not so numerous. As the departmental service expanded to great proportions the system became quite complicated. The Commission has kept a sort of "perpetual inventory," to borrow an accounting term, and as each appointment is made the state in which the eligible resides is credited with it. As soon as any state's quota is filled, no further appointments are made of eligibles from that state on any

registers until the states under their quota are filled.

Eligibles Not Available

What happens when there are no eligibles available from any state under the full quota? That state is passed by in favor of another state whose quota is not filled.

Suppose the first ten eligibles on the register are from states whose quotas are filled, and the next ten are all from under quota states. The eligibles from the "over quota" states will be passed over in favor of residents of states under the quota. The under quota residents, however, will be certified in their regular order on the list. The Commission will not attempt to pick out only the residents of the state lowest in its quota. Nor is the quota share of a state sought to be made up from any particular list or class of position. Nor is there any attempt to apportion appointments in relation to the number on any particular list. No one is passed over for certification from any list unless at the time of certification his state is full and other states are under their quota.

In keeping track of the quota system the Commission is often perplexed as to just what state residents should first be selected from. Naturally delays result, suspicions are sometimes aroused as to the certifications made, both eligibles and their Congressmen squawk that their states are not getting their full share, and the Commission has a headache. Every time some Congressman becomes dissatisfied with the number of appointments from his state, or one of his constituents is passed over in favor of an eligible from another state, there is a demand for an investigation of the quota system. No rule has given the Commission more headaches than the quota rule.

It would be easy, of course, if only a few eligible lists had to be

(Continued on Page 14)

60% Decline U. S. Jobs

Nearly 60 percent of the eligibles on Federal registers who are certified and offered U. S. jobs are declining, officials of the Civil Service Commission revealed last week. On some lists, especially those for high-paying professional, skilled trades, and technical jobs, the declinations run as high as 80 percent. A few days ago the Commission canvassed a list for Machinist, and out of 1,200 eligibles found only 48 who would accept appointment.

The main reasons given by eligibles for refusing a job are the locality, the salary, or the fact that the position (especially those in defense agencies) may not become permanent. The Commission is not in a position, of course, to assure the permanency of many positions and therefore the eligibles refuse to accept appointment.

Many Appointments

Despite the high percentage of declinations, the Commission is making an unprecedented number of actual appointments. In the New York district alone, as many as 1,000 new employees are put on jobs in one week.

Appointments have been rising rapidly ever since last July when the defense program began to swing into shape. The increase in appointments, together with the large group of eligibles who decline jobs, mean that most of the Federal registers are very active and appointment chances of those who are willing to take jobs have increased.

Extra Credit To Draftees

Draftees and members of the National Guard will get preference rating after their honorable discharge, according to a statement by James E. Rossell, manager, Second U. S. Civil Service District. This means that should these persons take U. S. Civil Service exams, they will be given credits in addition to the grade they actually obtain.

New York City and New York State Commissions have not ruled such preference. It holds only for the federal service.

U. S. Workers May Get Clipped

Federal employees who make a little on the side during their periods of leave may have their earning power clipped, if a bill introduced last week by Rep. Clare Hoffman should pass. Congressman Hoffman is hepped up because he learns that there's widespread practice among U. S. employees of using their 45 days of annual sick leave to work for private organizations. They get paid for those 45 days off by the government, too, of course. The bill would apply only to those earning \$2,000 or more.

Appeals Boards

Civil Service officials have just about concluded that employees themselves should elect their representatives on the three-man board that will hear employee grievances on efficiency ratings. Frankly, the Commission knows of no other satisfactory way in which the employee representative on the board could be selected.

The Ramspeck bill ordered the creation of the appeals boards in each federal department and agency to hear efficiency rating complaints. The Civil Service Commission will select the chairman, and the departments each will have a member. The commission doesn't plan to be arbitrary in its selection of chairmen. It proposes to establish a panel of available officials and have the employees and the departments mutually choose the chairman.

NYU to Give Free Courses

New Yorkers with engineering training now have a chance to get a national defense job.

New York University has been approved by the Office of Education to give courses in marine engineering, aerial bombardment protection, time and operation methods, and production control.

The beauty of it all is that Uncle Sam will pay the tuition of the persons selected for the courses. Moreover, the Civil Service Commission is in the process of making an agreement with the Office of Education whereby the successful students will be certified for jobs and be given a Civil Service status.

U.S. Steno, Typist Exam Rated, Jobs on Way

The U. S. Civil Service Commission has done a grand job in record time on the stenographer test which was given just a few weeks ago. The papers—more than 100,000—are all graded and the registers are established. In

fact, between 200 and 300 stenographers are being called to work each week from the register.

On the senior stenographer register are approximately 305 men and 6,003 women. The junior register has 533 men and 10,646 women.

Ordinarily it would have taken the Commission up to 10 months to grade the mountain of papers, but the emphasis is on national defense these days in Washington, and the Commission had to get the registers established in a matter of eight weeks. As a result, the examining division was on 24-hour duty for nearly seven weeks.

Typists registers haven't been established, and they won't be before early spring. There are still plenty of names on existing typist registers, and the plan is to exhaust them before calling the new ones.

Male stenographers should note that there are very few eligibles of their sex on the new registers. Another male steno test most likely will be announced before many months pass by.

Jobs for Translators

The application period for Principal Translator, with optional subjects in Portuguese and Spanish, has been extended by the U. S. Civil Service Commission to December 30. The position pays \$2,600 a year.

The requirements for the position have been amended so that those who do not have one year of paid experience in translating can substitute as follows:

Those applicants who have not had at least 1 full year of paid experience in translating from English into Portuguese for optional subject 1, or from English into Spanish for optional subject 2, may substitute for such lacking experience 3 years of residence in a Portuguese or Spanish-speaking country respectively. Applicants who have had some paid experience in translating, but not the required full year, may substitute for such lacking experience residence as described above on the basis of 3 months of residence for 1 month of experience.

Have you a friend in a training camp? Why not subscribe to THE LEADER for him? It will be a welcome present.

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

4 Vets Head Hospital Attendants; 11 Make 100%

Although the list for Hospital Attendant, with over 15,000 names, won't be out for another week or so, THE LEADER learns that four disabled veterans are on top, followed by 11 eligibles who scored 100 per cent.

Further clearing the way toward appointments from the new list beginning January 1, Governor Lehman last week approved a number of changes in the Civil Service rules and regulations. The feature of these changes is establishment of a

three-month probationary period for Attendants and Nurses in the Mental Hygiene institutions. Further changes will be submitted to the Governor this week by the Commission.

Another section of the new rules stipulates that if the conduct, capacity or fitness of the probationary Attendant or Nurse is found not satisfactory after one month, his services may be ended at any time during the remainder of the probationary period.

Last week four zones were set up. The new rules provide that if the list of eligibles in one zone is exhausted, a list from another district shall then be certified. For the purpose of certification by zone, residence is considered according to the legal residence of the candidate when he filed his application. He may change his residence from one zone to another, being eligible for certification and appointment according to his ranking in the new zone one month after notifying the Commission.

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Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

December 25—Department of Health—Social Hygiene, Medical Consultant.

January 1—New York State Training School for Girls, Hudson, N. Y.—Assistant Superintendent.

Latest News About State Lists

Here are some late flashes from the examinations division of the State Civil Service Commission:

Safety Service Inspector, State Insurance Fund—379 took the test. Top people on the list are now being given the qualifying physical, but the fact that a candidate hasn't been notified does not indicate failure. The list is expected some time next month.

Probation Officer, Queens County—Interviews are now being held. 137 took the test. The list will be out shortly after the first of January.

Assistant Steam and Electrical Operating Engineer—Rating of the 395 papers has been finished. Only clerical tasks are now in the way. The list will be out soon after January 1.

Factory Inspector—Rating of the written taken by 1,158 candidates has just started. It will be several months before the list is out, though.

Prison Guard—Rating of the written is ended. The Commission will start shortly on experience, and the medicals will be held in February. The list should be out in March.

Promotion to Assistant Clerk, State Insurance Fund—Papers of the 372 candidates have been rated, as have the other parts of the test. The list will be ready within two weeks.

Promotion to Senior Clerk, Tax—Rating of the 268 papers has not yet started.

The Commission has temporarily halted its work on the Unemployment Insurance Referee papers, as it wants to get out as many promotion lists as possible before January 1. If appointments are made before the first of the year, employees may receive additional benefits from the increment law.

Further progress on these and other lists will appear in forthcoming issues of the LEADER.

No DPUI Changes

Although changes in the operation of the New York City placement service of the Division of Placement and Unemployment Insurance are expected during 1941, it is doubtful if any changes in personnel—that is, increases or decreases—will result. The LEADER publishes this in answer to rumors that have been going the rounds of DPUI offices in the metropolitan area. No changes at all are contemplated for upstate offices.

The rumors started early this year when officials of the placement service expressed dissatisfaction with their own work. Director Milton O. Loysen called upon the Social Security Board to survey the operation of the placement service. Reports are now being studied. Later this month, Loysen plans conferences on the recommendations of the SSB experts with his own staff. Any changes that result will probably not go into effect until July 1, 1941.

Hospital Attendants: Look to U.S. Service

Candidates with some previous experience may file for positions paying \$1,020 as Hospital Attendant and Mess Attendant in the federal service. Today at 4 p. m. is the filing deadline, at 641 Washington Street. Requirements appear on page 13.

To be a Hospital Attendant applicants must have had three months' experience as an attendant or orderly, nurse, steward or stewardess, matron, houseman, janitor, maid, etc. Mess Attendants must have served three months as cook, steward, waiter or waitress, pantryman, busboy, kitchen helper, etc.

Centralized Placement

What will probably happen is this: placement will become more greatly centralized. Local offices will lose their placement function, restricting themselves to insurance. This continues a trend already started with the opening of special placement offices for the dress industry, metal trades, and professional men and women.

As for the DPUI employees, the worst that can happen is this: reclassifications and changes of title.

No. 1 Man Appointed On Interpreter List

Number one man on the recently-established list for Interpreter, Yiddish, Kings County Court, has just been appointed at \$1,800. He's Samuel Kimmel, a disabled veteran, 216 Dover Street, Brooklyn.

Numbers 21 and 24 from the Assistant Social Worker, Mental Hygiene, list have been placed at Manhattan State Hospital, Ward's Island.

14 Appointments From Wage List

Fourteen appointments have recently been made from the State Minimum Wage Investigator list, which expires February 26, 1943. Appointed in the New York City office at \$1,600 were numbers 31, 35, 68, 73, 74, 82, 83, 87, and 89. Others appointed at the same salary were 108 (Binghamton), 112 (Buffalo), 115 (Elmira), 128 (Buffalo), and 129 (Syracuse).

Numbers 10 and 13 on the recently established Public Health Nurse list have been appointed at \$1,800.

Two new appointments have just been made from the Elevator Operator list, bringing to eight the total placed. Numbers 6 and 8 have been appointed at \$1,500 in Albany. 3,295 are on this list, which expires January 30, 1943.

Less people are taking Civil Service exams . . . More jobs are available . . . Your chances are better . . . THE LEADER keeps you informed of all opportunities.

Where Do I Stand?

The following are the latest certifications, in New York and Albany, from popular State lists:

	Ranking	Percentage
Junior Clerk		
Permanent—New York—\$900	503	86.925
Permanent—Albany—\$900	2,375	82.80
Temporary—New York—\$900	1,089	85.15
Temporary—Albany—\$900	2,568	82.55
Junior Stenographer		
Permanent—New York—\$900	685	87.40
Permanent—Albany—\$900	1,886	82.60
Temporary—New York—\$900	951	86.40
Temporary—Albany—\$900	2,034	81.90
Junior Typist		
Permanent—New York—\$900	809	88.34
Permanent—Albany—\$900	968	87.80
Temporary—New York—\$900	957	87.90
Temporary—Albany—\$900	1,087	87.50
Assistant File Clerk		
Permanent—New York—\$900	100	89.50
Permanent—Albany—\$900	1,075	85.70
Temporary—New York—\$1,200	285	88.00
Temporary—Albany—\$1,200	516	87.10
Temporary—Albany—\$3.50 a day or \$960.	540	87.00
Temporary—Albany—\$900	1,246	85.40
Latest permanent appointments from some of these lists are:		
Junior Clerk		
New York—\$900	367	87.525
Albany—\$900	1,469	84.50
Junior Stenographer		
New York—\$900	709	87.30
Albany—\$900	1,632	83.80
Junior Typist		
New York—\$900	467	89.70
Albany—\$900	752	88.58

No Appointments Yet To County Clerk's Office

STATEN ISLAND.—For the third time, the top three names on the list for Cashier, Richmond County Clerk's Office, were certified last week; 40 are on the list, which was established July 24, 1940. No one has yet been appointed.

ABC List

Further shuffling of the top eligibles on the 1,888-name list for Investigator, Alcoholic Beverage Control Board, occurred this week when the State Civil Service Commission raised the rating of Clarence E. Gurley, 608 Beecham Avenue, Rome, from 79.30 to 81.70. Originally ranked 10, Gurley is now 4a, and is tops from Oneida County.

(CLOSED ALL DAY WEDNESDAY, DEC. 25—CHRISTMAS DAY)

CIVIL SERVICE PREPARATION FIREMAN

The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than April, or five months from now.

The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.

Our mental classes are meeting three days weekly—physical classes twice weekly at hours to suit the convenience of the student.

PATROLMAN

The present list for Patrolman should be exhausted by January 1, 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

Draftees: According to the press a large number of men have enrolled, which will reduce the number to be conscripted for military training. Therefore, any person who is registered for military training may enroll with the understanding that if he has paid the full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.

The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

ACCOUNTING & AUDITING ASSISTANT

Excellent opportunity for persons with experience as Bookkeepers, Accountants or Auditors. Applications now open and must be filed with the U. S. Civil Service Commission not later than Dec. 30. Class forms Mon., Dec. 23 at 8:30 p.m.; Monday and Thursday thereafter at the same hour.

JR. PHARMACIST: Wednesday and Friday at 7:30 p.m.

MAINTAINER'S HELPER PHYSICAL: Classes Day and Eve.

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Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, December 24, 1940

With Good Will—

TO those who have studied and sweated and labored to pass exams—

To those who have thrilled when their names appeared in the roster of eligibles; and to those whose hearts have sank when they knew they had failed—

To those who during this year, some jauntily and some with trepidation, have entered the service of the government—

To those who perform the basic work of running the community and the nation—

To those who are for the merit system and those who are for democracy—

To all these people the staff of the CIVIL SERVICE LEADER extends the hope that Christmas may be jolly; that the coming year may bring happiness and peace.

Why Shouldn't Cops Get a Day Off?

NO one has advanced a good reason why a cop shouldn't get a full day off each week.

Yet a member of New York City's police force—the hardest working, most rigidly disciplined force in America—doesn't have that simple privilege.

The easy way to give the men a proper working week is to establish what is known as the 11-squad system. This setup so re-arranges and staggers the working hours of the men that, while each cop puts in his eight-hour shift, he is assured a full day off each week. The system, long advocated by realistic students of police problems in New York City, needn't cost the city any additional money.

Since the Police Department hasn't established the 11-squad scheme of its own accord, a bill is soon to be introduced in the City Council doing the job by law.

Rumors have it that the bill will meet opposition.

Will anybody please tell us why?

Why should anyone oppose a humane measure whose effects will be to relieve tension and increase morale among the cops?

It is our opinion, amply supported by the cops themselves, that improved working conditions will result in better, more efficient policing of the city.

And we add one word: Together with introduction of the 11-squad system, bring the force up to full strength. We have excellent eligibles waiting to be called. Call 'em now!

A Petition to the Mayor On the 11-Squad Chart for Cops

Dear Mr. Mayor: As a member of New York City's Police Force, I feel that the 11-squad chart, which would give us a 48-hour swing each week, will improve the morale and efficiency of the men. I urge that you, as Chief Executive of the city, get behind the 11-squad plan and help us to gain the decent working hours which it provides.

Name.....

Precinct.....

Home Address.....

[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.]

Don't Repeat This!



ABE KASOFF, Sanitation character, has been up to see Emil K. Ellis... Henry Feinstein is supplying the data for PM's loan-shark expose... It isn't all sweetness and harmony among members of the Rapp-Coudert Committee investigating the school system... New candidate for the most eligible man in the city: Jack Marx, who's on 24 lists... Gene Canudo, whose prospective appointment to a \$5,000 Board of Ed job is under attack by the Joint Committee of Teachers Organizations, was LaGuardia's secretary when the Mayor was a mere Congressman... Nothing has been done about those Christian Front questionnaires filled out by the cops. In any event, most of the men who once belonged have since quit... They now ask over WNYC: Are Ellis-tening?...

G-Man Gyration

Oscar is the name given the oft-murdered wax dummy used to train G-Men. Beulah is the auto on which the G-Men learn fingerprinting... San Francisco has just banned the use of oral exams in promotions in the Police and Fire Departments... The statement in an afternoon paper that Paul Kern is one of the best tennis-players in the city administration has brought forth many challengers... Senator LaFollette has persuaded Wisconsin's Civil Service agency to hold an exam for West Point applicants... Here's hoping that part II of the City Commission's film Merit System Advancing is completed—and soon... Poughkeepsie is hopped up over the matter of Civil Service employees going out of office December 31... Nurses, like cops, suffer from bad feet. There's one difference: cops walk on the back of the foot, while nurses walk on the front part...

Merit Men



FRANCIS PATRICK WALL doesn't believe in tradition... His ideas about the world we live in and his ideas about the strength of man are the result of his independent observation... Take his method of devising a physical test for fireman or cop or sanitation man... Instead of taking for granted that some ancient contraption tests a man's ability, Professor Wall—he's over at NYU—watches on his job, sees what muscles he uses and how... carefully notes the records of illnesses... And from all this information, he works up a test designed to select the finest men for the particular job... He divides physical abilities into four separate categories: strength, agility, endurance, coordination... and examines each separately... It was Frank Wall's exam that gave to New York City its fine new batch of sanitation men... At first, his methods were condemned... Now, all impartial observers agree that he has made an enormous contribution to physical education and to Civil Service testing... Personally, Frank is a swell guy... His students love him... Soft-spoken, in a rich, sincere baritone voice... On the tallish side, Frank looks like a New England yankee with a dash of old-world gentility... Runs up to Maine every summer... He's been at NYU for 25 years now, and his job as Associate Professor of Physical Education is unique in American colleges, because of what he's done with it... Has coached every kind of team, has an especial affection for swimming, hopes to include it in future Civil Service exams... Married, no children... A first-rate conversationalist when he gets to know you... He's one of the best assets any Civil Service Commission ever had... New

York may well be proud of Frank Wall.

JAMES J. RAFTER directs the Division of Veteran Relief, Department of Welfare... He's a vet himself... At the front lines during the Argonne fighting... Returning in 1919, he went back to school, took his degree (NYU) in 1922... Directed operation of large steamship terminal... Worked as executive for big private companies... After turning down party offers to run for office (and turning down politics as a "bad job"), Jim organized American Legion post at Woodside... From this he put his unifying ability to the task of organizing 25 charitable, religious, fraternal, social, and commercial bodies in the community... That



was before the advent of Emergency Relief, and his combined group raised and distributed money for food, fuel, clothing, rent, medical services... While Regional Veterans' Placement Director with the National Re-employment Service, Jim was invited to join the staff of the old Emergency Relief Bureau... It wasn't very long thereafter that Jim was selected, out of 600 vets, to organize a new Veterans' Division in the Welfare Department... The division now cares for 10,000 vets and their families... Distributes annually about \$7,000,000, plus food, clothing, other necessities... Rafter heads 404 employees... Jim has been a top baseball, basketball player... Now goes in for photography... His biggest complaint: that he has never been able to get anybody to believe he spent his first night in Paris reading inscriptions on monuments to an ancient sergeant.

letters

HOW MANY COPS?

Sirs: Councilman Vogel is introducing a resolution in the City Council to appoint 1,000 Patrolmen immediately. This request is in direct contradiction to the decision of Police Commissioner Valentine to stop appointments to the Police Department.

The first question that an intelligent citizen must ask would be, "Is there a need for more Police?" The present quota is 16,706 men and the department is still 441 men short of its quota. And, if I remember correctly, only last year Commissioner Valentine asked the City Council for an increase of the quota because the city was "insufficiently manned." And the need for policemen is greater now than ever before. Surely, we need more protection in time of national emergency. Our government in Washington repeatedly stresses the destructive forces which are rampant in the world today. In the event of war New York is the logical center-of-attack from the point of view of an enemy. The police department has the tremendous task of controlling the well being of 7,500,000 people.

Two years ago about 33,000 of our youth paid \$99,000 for the privilege of taking the police examination. A written test, a physical exam (including a mile run), a medical exam, and a careful police investigation selected 1,200 young men. Those who survived are the finest specimens of our democracy. Exactly 299 have been appointed. The rest will be ignored because they are within the age limits subject to the draft.

In a recent speech President Roosevelt stated that labor's gains must not and will not be sacrificed because of conscription. The ending of new police appointments is the first attack upon civil service that uses our national defense plans as a "phony" excuse to destroy civil

service. What is happening in N. Y. C. can be used by any city, county, state or federal dept. to kill civil service.

The amazing thing is that the liberal mayor of New York favors the Valentine decision. In fact he stated that war veterans would be used as a reserve police force. Then they were offered \$25 a week for a job which pays patrolmen \$3,000 a year. Here then is the real reason for the new plan. A simple matter of arithmetic—\$1,700 a year for each man.

If no action results from Councilman Vogel's resolution I should like to see every union and every civil service group in N. Y. C. flood the administration with protests of this brazen "cheap" police force. And, if this too is of no avail, I advise the Patrolmen's Benevolent Association and the Patrolman Eligibles Association to go to court to force the city to fill vacancies from the civil service list.

This is the real democratic way of life.

JOSEPH BRISTOL WOLFE.

Prisons or Parks?

Sirs: I am puzzled at the attitude of our City Fathers, when it comes to the allotting of funds for the maintenance and care of our Park system.

It is a well-known fact that park workers are carrying on under the most difficult circumstances today. We must realize that Parks are substitutes for hospitals and prisons. To eliminate funds for the Park Department after spending a billion dollars for their construction and gardens would be like taking a blindfolded walk on a plank leading into the ocean.

This must not happen.
(Mrs.) KATHERINE FORDHAM.

Wants City-Owned Printing Plant

Sirs: I would appreciate it very much if you can in any way act as a medium for an organization of printers on the New York City Civil Service Printers list or who are otherwise interested.

Recently, the daily newspapers headlined stories of graft and corruption concerning the letting of city printing to private firms.

I suggest that printers on the Civil Service list and other printers organize for the purpose of trying to influence the city authorities of the advantages of a city-owned printing plant.

If there are any readers of the Civil Service Leader who are willing to take the initiative or start the ball rolling in this direction, will they write in to me in THE LEADER.

JOSEPH SHERMAN.

Likes Article

Sirs: Your article "Training for a Mental Test" was tops. It seems that you have put into rules just what I myself have been trying to do for some time. In our city, they favor this type of question. Let's have more elaboration about them.

BUFFALO SUBSCRIBER

Post Office List In National Defense

Sirs: There has been talk of the U. S. Civil Service Commission using various lists for jobs in national defense.

The Post Office list is a very appropriate one, and there are hundreds of unemployed on its register. How about putting it to use?

ELIGIBLE

POLICE CALLS

By BURNETT MURPHEY

The 11-Squad Bill Held Up

The bill to provide for the 11-squad working chart, which was scheduled to be introduced in the City Council last Tuesday, still hasn't been tossed in the hopper. The delay is due to the fact that the bill's sponsor, not yet officially announced, wanted additional time to study the measure.

The Council adjourned last week subject to call by the chair, which probably means that there won't be any more sessions until after New Year's. Thus, no action can be expected immediately.

The chances are pretty good that there will be opposition to the 11-squad chart. Therefore, cops and their friends ought to begin some aggressive work to see that this important bill is passed.

The Council has several other police bills which have been bogged down for a long time. These include: a bill to provide hour-for-hour compensation (in the form of time-off) for all overtime work by members of the force; another to provide for a mandatory 60-year retirement age.

Pension Set-Up

Speaking of legislation, a couple of other things are in the wind. A PBA-sponsored bill will shortly be introduced to provide that the pension set-up will be reopened for a 30-day period to allow men to change their original choices of retirement at 20 or 25 years, respectively. Some men have changed their minds recently and would prefer a different option to the one originally selected. There is no monetary consideration involved, so the bill will not meet with much opposition, and will probably pass.

When the State Legislature meets next month, about the only important bill affecting New York cops will be one to provide for 25-day vacations each year for all members of the department. By law, New York cops are now entitled to 14, but in practice receive 21.

PBA Annual Ball

The Patrolmen's Benevolent Association's gala ball is slated for Saturday night, January 18, at Madison Square Garden. This is the biggest police event of the year.

The full program is now being worked out and will be announced later.

We Jump the Gun

We jumped the gun on that story about the names added to the Police Lieutenant test. An official of the Commission told us the item, appearing on the Commission's weekly calendar, had been approved. Later, it turned out that the request that the pass mark be dropped to 79.5, which came from Commissioner Valentine, had been referred to the Examining Division for a report. It is expected that the request will be approved, probably within the next two weeks.

Police Honor Legion's New Officers

Patrolman David Salter of the East 67th St. Precinct, was selected president of the Police Honor Legion last week. He'll serve during 1941. Salter succeeds Marcel B. Kaczynski, who had acted as president since the death of Sergeant Cornelius T. Miller.

Other officials chosen at last week's meeting are: Detective William G. Neumann, vice-president; Patrolman Charles A. Perkins, financial secretary and treasurer; Patrolman Julius Stockhouse and Detective James E. Fitzpatrick, sergeants-at-arms; and the following trustees—Second Deputy Commissioner Francis J. Kear, Chief Inspector Louis F. Costuma, Assistant Chief Inspector John Ryan, Deputy Chief Inspector James F. McGoe, Inspector John L. Lagarenne, Deputy Inspector Valentine W. Correll, Captain Edward Mullins, Lieutenant Fred Nornan, Sergeant Bernard Boylan, Detective William Jones, Patrolmen John Brustek and Frank Hansen, Policewoman Mary Sullivan and retired Patrolman Arthur Szerlip.

FIRE BELLS

By JAMES DENNIS



Christmas Present

A Christmas present in the form of notice that they have passed and placed on the eligible list for Lieutenant, Fire Department, may be sent to 825 men on Christmas Eve. If the Municipal Civil Service Commission is unable to get its notices out by tomorrow (Tuesday), definite word will certainly be sent later in the week.

The ratings are complete, with the exception of one candidate who has a complicated record and whose papers have not yet been gone over. Otherwise, the test is finished.

Unless there is some unforeseen hitch, the complete Lieutenant's list

will be published in the next issue of The LEADER.

Promotions

Nine promotions to high-ranking posts in the Fire Department were made last week. Four new deputy chiefs were made. They are Henry A. Wittekind, 10th Battalion; Henry J. Holzberger, 37th Battalion; Thomas H. M. Maguire, 39th Battalion, and Edward J. O'Connor, 49th Battalion.

The following former captains were made battalion chiefs: Michael Bennett, Eng. 241; John F. Mullin, Eng. 316; Thomas M. Briody, H&L 103; John J. F. Riedel, H&L 134, and Joseph F. Dunleavy, Rescue Company 2.

Fire Square

The Fire Square Club will hold its 20th Anniversary ladies night dinner and dance at the Hotel New Yorker, 34th St. and Eighth Ave., Manhattan, on January 18.

La Guardia Loses?

Mayor LaGuardia apparently has lost his fight for blanket deferment of New York Firemen from selective service. Officials of the Selective Service Administration last week stated flatly that deferments were up to the local boards and that no overall exceptions by classes of employees or special groups of men would be made.

The chances are that the local boards will be lenient and will allow most Firemen to remain on duty. Those that insist on drafting Firemen will probably face personal intervention by the Mayor before the Boards of Appeals.

Meantime, the whole thing has stopped pointblank any new Fireman appointments. A group of 150 men were scheduled to be appointed on November 1, and Commissioner McElligott said some time prior to that that he intended to carry through with them.

Welfare Department News

By HENRY TRAVERS

Training Program For Supervisors

The training program for the case supervisory staff got under way recently with two sessions, conducted by Miss Dorothy G. Bird, Training Supervisor, devoted to "The Supervisory Process, its Limits and Methods." Yesterday Miss Bird's session was concerned with discussion of general principles on which the supervisory process is based.

The case supervisors and assistant case supervisors meet in four separate groups consisting of two groups of case supervisors and two groups of assistant case supervisors.

The remaining sessions will be devoted to discussion of specific re-

corded material in the process of supervision, and will be presented by members of the various groups. Individual case supervisors will act as chairmen of the committees, who will be responsible for the preparation of this material. There will be at least one representative from each of the groups on each of these committees.

The outline of content has been prepared by a committee consisting of Etta Deutsch, Field Administrator; Morris Chase, Division of Old Age Assistance; Genevieve Dzik, D.O. 11; Mrs. Clara Eisner, Non-Settlement Office; Monica Jordan, D.O. 46; Lillian Thesz, Case Consultation; Adele R. Glogau, and Miss Bird.

The remainder of the program follows:

Session	Date-Week	Content	Chairman of Committee
3	12/23-12/30	The individual case conference, with major emphasis on the competence of the worker through discussion of a case.	Genevieve Dzik
4	1/6-1/13/41	The conference with major emphasis on the administrative control of the over-all caseload. A Case Supervisor's conference with an Assistant Supervisor, in which use is made of the Case Supervisor's controls.	Morris Chase
5	1/20-1/27	A Case Supervisor's conference with an Assistant Supervisor with the focus on the controls kept by the Assistant Supervisor in the unit.	Morris Chase
6	2/3-2/10	The three-cornered conference as a method of supervision.	Morris Chase
7	2/17-2/24	A conference held by the Case Supervisor with an Assistant Supervisor and a worker.	Monica Jordan
8	3/3-3/10	A conference held by the Case Supervisor with a Consultant and an Assistant Supervisor.	Monica Jordan
9	3/17-3/24	The group conference as a method in supervision.	Monica Jordan
10	3/31-4/7	A Case Supervisor's group meeting with Assistant Supervisors and Consultants for discussion of administrative matters.	Clara Eisner
11	4/14-4/21	The group conference whose focus is a staff development program.	Clara Eisner
12	4/28-5/5	Methods of organization, preparation and control.	Clara Eisner
13	5/12-5/19	Evaluation as a Method of Supervision.	Clara Eisner
14	5/26-6/2	Supervision of an Assistant Supervisor in the preparation of an evaluation of a worker.	Monica Jordan
15	6/9-6/16	The evaluation of the performance of an Assistant Supervisor.	Monica Jordan
		VI. Clarification of the job function of the Case Supervisor.	Dorothy Bird
		Re-definition of the specific responsibilities of the Case and Assistant Case Supervisors. Emphasis will be toward relieving the pressures in these jobs, and enabling the Case and Assistant Case Supervisors to fulfill their total responsibility more effectively.	Dorothy Bird

"Thank-You" Letters

Ruth Lavin, pretty Assistant to the Director of the Division of Medical and Nursing Service, has come upon a "thank-you" letter to end all "thank-you" letters. It's from a grateful relief recipient—a doctor of philosophy—who writes in the mellifluous style of Oliver Goldsmith. Just listen to the first paragraph: "I am indebted to your humane aid for a set of dentures. As far as I

am aware, it is the only charity extant that donates such costly boons to the deserving poor. Such kindly deeds do much, much to grace civilization. It is the most potent fulcrum to concord man has yet found. Oh, these redeeming benignities of the saintly twins—Charity and Mercy! Poor suffering Earth glows at each visitation. The pensive heart of the race throbs at the magic of two such noble advocates. No wonder our better selves are raised aloft, again to try to be the

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Newark Elects

Officers of the Newark State School Employees' Association were picked at a combined regular and annual meeting last week. Chosen were Harold C. Sawyer, president; Hazel Martin, R. N., vice president; Jeanette T. Radder, secretary. Benn Townley, Jr., was reelected treasurer. Outgoing officers are Francis F. Darrow, president; Ora S. Cutting, R. N., vice president, and Anna R. Synesael, secretary. Superintendent A. E. Witzel addressed the group after the ballots were counted.

Seek Sick Leave

The State Legislature was urged to grant Mental Hygiene employees 21 days sick leave, at a meeting last week of the Willard State Hospital Chapter of the New York State Hospital Employees Association. Continuing, the employees asked that such sick time be given after the first two days of sickness and continue for 21 days or fraction, and that for an employee to claim such sick time, he must receive treatment by a physician.

The chapter also asked that the State Civil Service Commission reclassify all employees into the competitive class.

The Police Help

In the latest issue of Mental Hygiene News, Mary Elizabeth O'Connor, Assistant Social Worker at St. Lawrence State Hospital, tells the story of a State Trooper who entered the home of a woman who had been helpless for three years. Energetic and serious-minded, he finally got the woman and her delusion-ridden daughter committed. One year later they were both dismissed, cured.

She concludes thus: "The incident leads us to wonder how much mental hygiene work could be accom-

plished by such agencies as the State police. The troopers meet many types of people, and get into many strange situations in the routine of their day's work. With an understanding of personality types and the commoner mental diseases, it is probable that they could discover many early cases of mental disease."

Comings and Goings

Mrs. Charles Horton and William Bowe are recent additions to the staff of Wassaic State School. Dolly Taddeo has just accepted a post at Harlem Valley State School, while Peggy McGrath has resigned.

thing of our fondest aspirations." And there's a whole page of that — on the same high philosophical level, sheathed in the same poetical phraseology.

Best Xmas Party

If the Christmas party staged by district office 10 isn't the best in the Department of Welfare this year, it will certainly not be the fault of staff members there. Over on 19th St. they are rehearsing far into the night on a three-act play, a comedy skit, choral groups and Christmas carols. One big Christmas tree, which will serve all divisions in the D. O., has already been installed and decorated. Invitations have gone out to staff members of neighboring welfare organizations who will be guests of honor at the party this afternoon.

A committee, headed by Miss Ethel Smith, occupational typing clerk, arranged the program. Other members of this committee included: Lorraine D. Waling, Annette Tolchinsky, Florence Popkin, Myra Chavell, Sylvia Bonowitz, Howard Barber, David Hyman, Francine Colony, Daniel Russo, Leona Wyld, Elsie Norris, Ignatius Goivinco, Max Gewirtzman, Anthony Morulli, Marie Egan, Werner Lutz, Clement Pamaras, Max Henretig and Leo Gamow.

Visitors at 902

Concha Ortiz y Pino, of Santa Fe, member of the House of Representatives of New Mexico. Senorita Pino is a niece of the mayor of Santa Fe, owns a 90,000-acre ranch, and flies her own plane. One of her chief interests is social welfare.

Also Raymond Clapp, member of the Federal Social Security Board; Lester Granger, of the Welfare Council; Commissioner Hubert Delaney; Judge Miles Paige, of the Magistrates' Court; Colonel Charles B. Booth, of the Volunteers of America; Grace Cosselin, Executive Director of the East Side House Settlement; Robert P. Lane, Executive Director of the Welfare Council; Leonard W. Mayo, Associate Director of the Welfare Council; Mrs. Alex Flexner Rothblatt, of the Welfare Council; Gertrude Springer, of Survey Magazine; Peter Salmon, Secretary of the Industrial Home for the Blind; Elsie M. Bond, Assistant Secretary of the State Charities Aid Association; Walter W. Pettit and Robert Lansdale, of the New York School of Social Work; Captain Pedrick, of the Fifth Avenue Association, and Thyra Samter Winslow, novelist and radio commentator.

Dorothy Married

Miss Dorothy Feldman, popular secretary in the Division of Finance and Statistics, was married at high noon on Sunday, December 1. A wedding breakfast for the family and relatives was served immediately after the ceremony at Paramount Mansion. The bride and groom, he's Michael Styler of the Department of Health, are now motoring to Florida. Co-workers and friends in the Department gave Dorothy and Michael three dozen pieces of table crystal for a wedding present.

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 Diamond Ring. Original cost 175 85
 Diamond Ring. Original cost 400 150
 Diamond Ring. Original cost 250 100
 Diamond Ring. Original cost 300 110
 Diamond Ring. Original cost 500 225

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 Diamond Ring. Original cost 150 65
 Diamond Ring. Original cost 125 50
 Diamond Ring. Original cost 175 60
 Diamond Ring. Original cost 400 185
 Diamond Ring. Original cost 650 300

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

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

Speed in a Test

E.S.—Where in an examination the Commission finds that only a few of the candidates were able to finish the test within the time given for the examination, the Commission will generally take that situation into consideration, either adjusting the passing mark, eliminating some of the questions at the end of the examination paper, or giving additional credit to those who finished the test, depending on the conditions revealed by the examination. In some tests speed may be of little consideration. In others it may have been an essential element of the test.

Result of the Arrest

H. M.—The fact that one has been arrested is in itself not viewed by the Civil Service Commission as a basis for disqualification or rejection in examination or appointment. It is the result of the arrest that is viewed as the criterion. The Commission will not generally attempt to review the determination of the court in dismissing the charges nor hold the arrest against

the individual in such case. The failure to disclose an arrest may prove to be more disconcerting than the arrest itself, although I appreciate the fact that many persons do not view a dismissal as an "arrest."

Notify Commission Of Age Error

J. D.—If you have given your age incorrectly at the time of your appointment through inadvertence or error, I see no reason why you should not notify the proper authorities, such as the Civil Service Commission and the retirement board. Where the error in age does not affect the person's eligibility and the error was not the result of deliberate fraud, no serious disciplinary action will result, I feel confident. Your retirement system contributions depend on your age at the time of appointment, and your right to retirement will also depend on your correct age.

Marking the Referee Test

A. W.—An applicant for the Unemployment Insurance Referee

test will not have to receive 75 per cent on both parts of the written test to be eligible. If, for example, one received 90 per cent on part I and only 70 per cent on part II, he would receive a mark of 80 per cent on the written, as each of the parts amounts to 50 per cent of the total.

Patrolman List

R.N.—The Patrolman (P. D.) list will last for the usual four years, provided that the list is not exhausted of names. You have been misinformed if you believe it will last only two years. It was originally believed that the list would be exhausted within two years, but since it now appears that it won't be, there is no reason to assume that the Civil Service Commission will terminate the list before it runs the full four years.

U. S. Lists Not Released

T. R. C.—The United States Civil Service Commission does not release federal registers for publication. There is no way of obtaining the information you desire in New York. The only possible way to obtain any information on federal exams is for the candidate who took the exam to write to Washington. You will receive an answer in due time, but approximately when, we cannot tell.

Medical Re-Exam

M. A. D.—As soon as you feel qualified to pass another medical examination, you should write to the Municipal Civil Service Commission requesting another examination. If you have not attained the required height, we suggest that you wait. You will probably be certified for a position other than Sanitation Man first, and the chances are that the height requirements may not be as strict. In any event you will have to undergo another medical examination before certification.

Private Detectives

S. J. S.—Private detectives are licensed by the State of New York. Requirements are three years experience, five character affidavits from people who have known you at least five years and who are

willing to vouch for statements in your application, a \$10,000 bond and two photographs.

If you wish to make application, we suggest that you communicate with the Division of Licenses, Department of State, 80 Centre Street, New York City.

Maintainer's Helpers Test

L. K. F.—The physical tests for Maintainer's Helper, Groups A, B, C and D, which are being held at present, consist of six parts. In-

cluded in the examination are 1. Weight Lift. 2. Pectoral Squeeze. 3. Abdominal Muscle Lift. 4. Ladder Climb. 5. Shoulder Pull. 6. High Abductors. Three of the tests, the shoulder pull, the thigh abductor and the pectoral squeeze are conducted on specially-constructed machines. Two chances are allowed on the machines and the results are recorded automatically in open view. The tests were described in detail in our December 3rd issue.

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



complaint corner

Hospital Workers Complain

Sirs: We low-paid city hospital attendants with families are still living on starvation wages. The food we get most of the time is terrible. The dessert always consists of starchy pudding. It is time we got a day off for legal holidays.

B. C. A. & M.

Federal Promotions

Sirs: I am a Federal Civil Service employee and wish to protest a grossly unfair situation which exists in the Federal service. There is no provision for promotion examinations so that, under such circumstances an employee may remain in one grade, at the same salary, for the entire duration of his civil service employment.

When there is an opening in a higher grade, the choice for the promotion from within is an arbitrary one with the heads of the departments concerned. Although seniority is supposed to be taken into consideration, the loophole lies in the following: "general qualifications of the employee for the position in question." It is quite simple for favoritism to be shown in such cases, for the head of department can state that although one employee has seniority, he lacks the necessary qualifications for the promotion, which a favored employee presumably possesses.

I speak from personal experience, beside objective observation. I have been employed with the Federal service for 17 years and am getting only \$240 per annum above the minimum for my grade. I am certain if there were promotion examinations, I should be able to reach a higher grade.

Since THE CIVIL SERVICE LEADER has shown itself to be truly a leader in many civil service reforms, how about campaigning for promotion examinations within the Federal service, similar to those held for municipal and state? You would have the heartfelt gratitude of countless Federal employees who see absolutely no chance for advancement under present conditions.

E. E. P.

Senator Mead and Congressman Ramspeck are expected to introduce a bill providing for a better federal promotion system. See last week's LEADER for details.—EDITOR.

New Yorkers Should Heed Plight of Hospital Workers

Sirs: I think the good citizens of the City of New York should know of the conditions that exist in the Department of Hospitals. The hospital helpers, such as porters, maids, kitchen help, are working for the miserly coolie salary of \$60 a month.

For such miserable wages, we work around sick patients, frequently endangering our health. All the public servants of New York get a decent living wage. We think our work is as important as any. Is it a crime to ask for a decent living wage?

The public must be made to see the worthiness of its hospital employees, and recognize their rights to better working conditions and better pay.

I hope your paper goes to bat for us underprivileged.

HOSPITAL EMPLOYEE.

Real Estate News

Great Neck, L. I., is about to be changed from a community of expensive dwellings to one for the moderate-income owner, who will spend something about \$6,000 or \$7,000. Tracts of lands on estates are soon to be opened for development. The owners who have been holding out for the higher-priced propositions have seen that they were waiting for a mirage.

Lower-priced houses are the thing. We received additional proof last week with an analysis of the mortgage-insurance records of the Federal Housing Administration during the first 10 months of 1940. During this period, we learn, 133,178 new-home mortgages accepted averaged \$4,417 in principal amount.

Employees who work at 641 Washington St. or the Appraisal Stores will be interested in Greenwich Gardens, a modern 6-story elevator apartment at 72 Barrow St. Combining a beautiful garden court for rustic atmosphere with the latest modern gadgets, it offers 2, 3, and 4-room apartments at \$45, \$60 and \$75.

Photographers OK'd To Blueprint Jobs

The Municipal Civil Service Commission recently approved the suggestion of one of its examiners that selective certification be used on the Photographers' eligible list to fill a position of Blueprinter in the Department of Parks; and other similar jobs now held by provisionals. Originally the Commission intended to hold a competitive test for this position, but the Budget Director turned thumbs down on an announcement of the test, contending that there were too few vacancies to warrant the expense of an exam.

The Commission made a survey of the Photographers' list and found that there are several eligibles who have had blueprinting experience. They will be certified for the existing vacancies and the Blueprinters' exam will now be cancelled.

Have you a friend in a training camp? Why not subscribe to THE LEADER for him? It will be a welcome present.

Study Corner

Recommended for Police Sergeants: "Police System in the United States," by Bruce Smith. Those preparing for playground director jobs should look at "Administration of Public Recreation," by George Hjelte.

Greatest expansion in personnel in government service is in the field of business machine operation. While those who registered for Tabulating Machine Operator are preparing for their exam, a new exam for Jr. Calculating Machine Operator exam is announced.

The Municipal Reference Library has a considerable collection on this subject. Here are some of the titles:

Harris, Edw.—Almanac of Office Equipment.

Harris, G. L.—Business Offices.

I. B. M. Corp.—International Business Machines.

McCarthy, Jas. H.—American Digest of Business Machines and for Office Management.

MacDonald, John H.—Office Management.

Mariam, Lewis—Public Personnel Problems.

Nat'l Assn. of Office Appliance Mfrs.—Office Appliance Manual.

Niles, Henry E.—The Office Supervisor.

Remington Rand, Inc.—Marshalling Facts for Management.

Wylie, Harry L., and others—Practical Office Management.

Cornell, Wm.—Organization and Management in Industry and Business.

For those who are troubled by the arithmetic parts of general tests, the American Technical Society has prepared a new text, "Practical Mathematics," a 600-page volume from "Addition" through "Logarithms."

Written simply, with illustrative samples, examinations, and review lessons for each problem, it is ideal for home study use for those who have forgotten or who want to expand their knowledge of mathematics. The book is priced at \$2.40.

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Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS

PAGE NINE



You and I

by May Andres Healy

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

NOT only teachers, but Americans all over the country have been watching the progress of the Rapp-Coudert Legislative Investigating Committee in New York City.

Loyalty and devotion to our democracy must be demanded of all public employees and especially of teachers who have within their power the moulding of character and the developing of American ideals in our youth. The schools of America have no place for the Communists or any other of the Fifth Columnists who would undermine our great democracy. Too long have we tolerated such employees in our school system.

The vast majority of our teachers are honest, loyal Americans who have dedicated their lives to their profession and in whom the public has the greatest confidence.

I hope that not too much damage has been done by the unfaithful and that vigilance and courage will be the watchwords for the future.

Judging from the large number present at the mass meeting called by the sympathizers and fellow travelers of the avowed Communists, it would seem to me that there are still more to be discovered.

We know that the public generally is aware that the kind exposed by the investigating committee are few in number by comparison.

It would not be fair to say that all members of the Teachers Union are Communists. However, it is undoubtedly true that what Communists there are in our educational institutions are members of the Teachers Union.

We teachers recognized this fact some time ago and although powerless to do much about it did expel the Teachers Union from the Joint Committee of Teachers Organizations. Their tactics in dealing with member organizations and their unethical and untrue statements about the Joint Committee of this organization were the basis of the charges which led to the expulsion.

We will be delighted when the educational system is rid of all such teachers. If I understand the Devany law the authorities of the city and state have all the power necessary to purge our systems of Communists. This type cannot help but indoctrinate those under their care with the same subversive principles they themselves practice. The public has the right to know all the facts in order that the fine body of loyal American teachers may be appreciated for the excellent job they are doing for the youth of our city. We stand solidly behind the committee in its attempt to purge those who do not support American ideals.

Unfortunately some press releases as well as cartoons on the subject of the investigation seem to include all teachers. The committee has often stated that they refer only to Communists and their ilk and have the greatest respect for and confidence in the many thousands of New York City teachers. It is only fair to ask such newspapers to report the findings of the committee accurately.

I know I speak for most of the teachers as well as the parents and other taxpayers when I commend the committee for its fine work and wish for it the greatest success in ridding the schools of these ingrates in our midst.

I do not believe that the committee investigating subversive activities intends to use their findings to support a cut in state aid for education. This is a separate and distinct investigation.

When the whole committee has finished its investigation on the state aid question we feel confident that our legislators will report that money spent for education is the best investment the state can make. In times like these more education is needed, not less.

We would like to see some reallocation of state aid monies to the congested city areas and will so advise the committee when our turn comes for such presentation.

PARK TOPICS

By B. R. MEEHAN

Progress of Ass't Gardeners Reviewed

Peter Puglia, secretary-treasurer of the Asst. Gardeners Eligible Association, in a recent prepared report reviewed the achievement of the organization under the able administration of William T. Mickens.

The title of Asst. Gardener was introduced into the Housing Dept. and the Dept. of Docks for use at LaGuardia Airport through the perseverance and diplomacy of the president of the organization.

Mr. Mickens was unanimously elected president of the Association at a general meeting held in May of 1939, after the promulgation of the list in April of the same year.

The latest victory of the Organization is the declaration of the eligible list for position of laborer in the Dept. of Water Supply, Gas and Electricity.

The granting of an exemption from the ninety-day suspension law of men temporarily appointed and permission to compete in the gardener

examination are the fruits of Mr. Mickens' labor.

Other than contacting city officials, Mr. Mickens has obtained jobs for many of the eligibles during the Christmas rush season at various Department Stores, Florists and other private agencies throughout the City.

Park Facts

Cleopatra's Needle, the Egyptian Obelisk, Central Park at 82nd Street, was presented in 1882 to the United States by the Khedive of Egypt. Erection and transportation are said to have cost more than \$102,500. It is 69½ feet in height and weighs 448,000 pounds. Estimated to have been quarried 1,600 B.C. Barrett Park, the first zoo in Staten Island, was constructed in 1936. City's own Triborough Stadium has a seating capacity of 22,000 people with parking facilities accommodating 4,000 cars. Battery Park received its name from the battery of guns placed there in 1693 for harbor protec-

The Teachers Union States Its Case

By Dr. Bella V. Dodd

Objectives of the Rapp-Coudert Legislative Committee, now "investigating" the public school system, are clear. The Committee's main objective is crippling of the State's free public school system. In order to accomplish this the Committee attacks the Teachers Unions—which are the most militant defenders of adequate State funds for education.

In his smear campaign against the Teachers Unions and in his effort to cut the education budget, Senator Coudert has the support of large realty and merchant groups which, eager to dodge their share of taxes, are calling for abolition of free public education "beyond the point of literacy."

On the very day the Committee's open hearings were adjourned, the Taxpayers Federation urged: "Make pupils pay for text-books and supplies; make parents and not the public-school system support child education; teach nothing but essentials; stop free college education; reduce teachers' salaries by 25 percent."

The State Chamber of Commerce, which supports this investigation, also seeks to destroy the effectiveness of the schools. In its 1939 report it said: "In not carrying students too far and in having parents who are able to do so pay the cost of all education beyond illiteracy, is found a means of reducing the cost."

The Teachers Unions, with parents and organized labor, lead the battle against these budget cutters. That is why Senator Coudert attacks the Teachers Unions.

Denied Right of Counsel

Senator Coudert's procedure is as unfair as it is unjustified. He denied teachers summoned to private hearings right of counsel and copies of their testimony. Although the Legislature gave him no authority to conduct one-man hearings, Senator Coudert insisted that teachers must testify before him alone. In many cases, after teachers had begun to answer questions of assistant counsel, Senator Coudert left the room.

When the teachers protested, Senator Coudert and his counsel, Paul Windels, charged that they had refused to testify. This they never did. They have asked the courts to rule on the propriety of the procedure adopted by Senator Coudert. The courts are still considering the matter. And while the question of legality is still being debated in the courts, Senator Coudert has now started contempt proceedings against the teachers. The teachers had good reason to seek legal advice, since the interpretation Senator Coudert places on the teachers' choice to refrain from testifying until the courts rule on the method has become a threat to their tenure.

During open hearings, Senator Coudert's tactics were likewise unfair. When William G. Mulligan, counsel to the Teachers Unions, asked that both sides of the case be heard he was thrown out of the room by policemen. The Union was de-

nied right to call its own witnesses and right to cross-examine hostile witnesses. Thus does Senator Coudert flee from the truth. He allowed no check on veracity of statements made by his own witnesses. He made no attempt to hear the Union's defense against testimony of biased and discredited witnesses. His procedure violated the pledge of his own party leaders who had promised a "sane, comprehensive study" of the school system.

What Is Coudert Doing?

It is obvious to all who will look at the facts that Senator Coudert is not studying the school system. He is attacking the Teachers Union. He is laying the basis for destroying free public education. The aim of the Rapp-Coudert smear on the Teachers Union is to discredit all teachers and thus prepare the way for an offensive on tenure and salaries. Let me warn teachers and civil service workers that, in my opinion, the most severe attacks on tenure will be made this year.

Not only are the charges which Senator Coudert seeks to establish unproven, the implications are as

baseless. One of the Committee's own witnesses, under questioning by Assemblyman Steingut, admitted that "sympathy" to subversive influences in the schools is insignificant.

But the actual nature of the "evidence" produced by Senator Coudert did not penetrate the public. The press played along with Senator Coudert. And the public did not hear the facts. As a result, the uninformed and those who have not read the testimony of the hearings, repeat Senator Coudert's cries of "subversive."

The fundamental objective of the legislative committee was known by the press as long ago as July 9, 1940. On that date the Albany Times-Union reported: "Aiming at a reduction of State aid to schools by the next fiscal year, the Rapp legislative committee yesterday launched its investigation...Cut of 12-million yearly in State aid is the goal."

Toward that goal, Senator Coudert proceeds when he tries to discredit the leadership of groups who fight for State aid—the Teachers Unions.

And those who do not realize the significance of the Committee objectives, those who join the "red-hunt" in the schools, will be aiding the Committee in its truly subversive task.

Opinions of the Week

For: Loyalty, Love Of Country

The New Jersey State Board of Education declared that teachers and pupils should be impressed with a "spirit of loyalty and love of country."

"There can be no room for any contrary or subversive teaching," the board stated, "if democracy is to be successfully defended youth must have an abiding faith in its principles."

For: Obligations on Draftees

Dr. Albert C. Bonaschi, chairman of the Teacher's Retirement Board, stated that teachers inducted into the military forces of the nation should make their regular monthly contributions into the retirement fund.

"Perhaps it would be well to note clearly that it is an obligation on the part of the teacher and not on the part of the retirement board to see that these contributions are made monthly," Dr. Bonaschi said.

For: Industrial Arts For High I.Q.'s

Associate Superintendent Jacob Theobald, pioneer in the segregation of gifted children into special classes, suggested manual work for children with high I.Q.'s.

"For the gifted children in junior high schools I would advocate increased participation in industrial arts as a whole," Theobald said. "I believe these children should be assigned to some kind of manual work in the school shops."

Against: Segregation of Gifted Children

Assistant Superintendent C. Frederick Pertsch, past chairman of the New York Principal's committee to study bright children, opposed segregation of children with high I.Q.'s in special classes. Said Dr. Pertsch: "I don't believe in segregation. I examined it as honestly as I could. Rapid learners should not be allowed to live too much to themselves. The very bright, those of 170 I.Q. or above, are apt to develop personality quirks and distortions. They 'don't belong.'"

"Whatever we do, let's prevent these breakdowns and distortions of the personality."

Against: I. Q. Tests

Dr. Morris Krugman, chief psychologist of the Bureau of Child Guidance, stated that the I.Q. test as a key to information about the child is no longer favored by psychologists. "The child inventory is more im-

portant," Dr. Krugman said. "Two children having the same I.Q. numerically have very little in common otherwise."

Dr. Krugman pointed out that institutions for the feeble-minded place far more importance on social competence than on I.Q. tests.

Against: Anonymous Complaints

The Board of Superintendents came out against the issuance of a definite statement of policy on anonymous complaints. A formal statement had been requested last term by the New York Principals Association. The Board announced that it was "impracticable to define its attitude on anonymous communications in written form because of the difficulty of expressing in general terms a statement of policy that would cover every conceivable type of case."

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Car Maintainer Promotion List

A four-name promotion list for Car Maintainer, Group D, Board of Transportation, was published this week by the Municipal Civil Service Commission.

How to Apply for a Test

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

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

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

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

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

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

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

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

City Tests

Assistant Bacteriologist

(Competitive)
Salary: \$2,100 to \$2,700. File by December 30. Fee, \$2.

Requirements

M.D. degree from an accredited school or a Ph.D. in bacteriology; or an M.S. degree in bacteriology plus one year's experience in a bacteriological laboratory; or an M.S. degree in biology or chemistry plus three years' experience in a bacteriological laboratory.

Basis of Ratings

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

Director of Public Assistance

(Competitive)

Amended notice. Candidates who filed in October need not file again. Salary: \$6,000 and upward. Fee, \$5. File by December 30. Applications will be received on a country-wide basis and if no qualified person is secured from New York City, the list will be certified in order of those passed regardless of prior residence.

Requirements

Bachelor's degree and a master's degree in public administration or in social work. In addition, within the past 10 years, six years of paid administrative or private or public welfare experience. Two years must have been in public administration; three must have been in responsible direction of a comprehensive program of public assistance, of a state, municipality or county with a population of over 50,000; or an equivalent combination of training and experience.

Basis of Ratings

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

Gasoline Roller Engineer and Asphalt Steam Roller Engineer

(Competitive)
Salary: prevailing rate—\$12 a day. Fee, \$2. File by December 30.

Requirements

Two years experience as a gasoline roller engineer or as an asphalt steam roller engineer or a satisfactory combination of both as grading and paving work, or equivalent experience. Candidates must present a certificate of fitness for the operation of both types of rollers at the time of the practical tests.

Basis of Ratings

Written, 30; practical 50; physical, 20.

Inspector of Blasting, Grade 2

(Competitive)
Salary: \$1,800 to \$2,400. File by December 30. Fee, \$1.

Requirements

One year's continuous experience as a blaster or as a foreman in charge of a gang of men engaged in blasting operations for buildings or public works.

Basis of Ratings

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

Pathologist (Orange County)

(Competitive)
Amended notice. Candidates who filed in October need not file again. Salary: \$1,800 with maintenance. Fee, \$1. File by December 30. The eligible list will be used only for positions outside New York City.

Requirements

Graduation from a medical school;

one year's general internship. In addition six months' pathological internship and two years' work in a pathological laboratory; or the equivalent. Candidates must have performed independently 50 autopsies.

Basis of Ratings

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

Resident Buildings Superintendent (Housing), Grade 3

(Competitive)
Salary: for Grade 2, \$1,800 to \$2,400; for Grade 3, \$2,400 and over. The eligible list may be used for appropriate positions in the lower grade and also for the title of Assistant Resident Buildings Superintendent (Housing). Fee, \$2. File by December 30.

Requirements

Five years' experience in the operation, maintenance and repair of tenanted buildings, exclusive of loft and factory buildings, three years of which must have been in responsible charge of properties of considerable magnitude; or a satisfactory equivalent.

Basis of Ratings

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

Senior Maintainer (Office Appliances—Typewriters)

(Competitive)
Salary: \$2,400. Fee, \$2. File by December 30.

Requirements

Five years of experience as a

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typewriter repair man or the equivalent. Supervising experience, while not required, is desirable.

Basis of Ratings

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

Senior Administrative Assistant (Health Education)

(Competitive)
Salary: \$5,000. The eligible list will be used for appropriate positions, advertising, or reportorial newspaper or magazine experience directly related to work of city, state or federal governmental agencies; (2) public relations work for a city, state, or federal governmental agency or executive, or for large industrial or philanthropic organizations or foundations; or a

satisfactory equivalent of experience and education.

Basis of Ratings

Written test, 50; training, experience in a lower grade. Fee, \$1. File by December 30.

Requirements

A bachelor's degree; plus five years of recent experience in one or both of the following: (1) education and personal qualifications, \$2

Superintendent of Camp La Guardia (Men)

Salary: \$3,600. File by December 30. Fee, \$3

Requirements

A bachelor's degree, or have (Continued on Page 11)

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Advice to Young Men: Learn Typing, Shorthand

(Continued from Page 11)
 b. orthopedic, c. chest); tuberculosis; urology.
 Public Health Service, Food and Drug Administration, Veterans' Administration, Civil Aeronautics Authority, Indian Service. File until further notice. Age limit: associate, 40; other grades, 53.
 Applicants must be medical school graduates. For the two higher grades three to five years' training is required in the option applied for. For the associate grade, one year internship, general rotating or in a special branch, is required. Certain substitutions for these experience requirements is allowed.

Machinist (\$6.92-\$8.82)

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

Toolmaker

Fort Monmouth, N. J., \$2,000-\$3,000; Picatinny Arsenal, Dover, N. J., \$7.20-\$9.28 per day; Raritan Arsenal, Metuchen, N. J., \$7.20-\$8.40 per day; Brooklyn Navy Yard, \$8.35-\$9.31. File until further notice. Age limits: 18-62.
 Applicants must have completed a four-year apprenticeship or have had four years of practical experience.

Navy Yard Jobs

Many exams are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building, or from any first-class Post Office. No examinations will be given but experience is required. The jobs and salaries follow:
 Anglesmith, Heavy Fires, \$8.54 to \$9.50 per day; Anglesmith, Other Fires, \$7.50 to \$8.54; Blacksmith, Heavy Fires, \$8.54 to \$9.50; Blacksmith, Other Fires, \$7.58 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boilermaker, \$7.87 to \$8.83; Chipper and Caulker, Iron, \$7.58 to \$8.54; Coppersmith, \$8.45 to \$9.51; Die Sinker, \$8.83 to \$9.79; Driller, Pneumatic, \$6.37 to \$7.30; Flange Turner, \$6.06 to \$9.02; Forger, Light, \$9.50 to \$10.46; Frame Bender, \$8.06 to \$9.02; Gas Cutter or Burner, \$6.62 to \$7.58; Holder-On, \$5.38 to \$6.34; Loftman, \$8.26 to \$9.22; Molder, \$8.99 to \$9.89; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87 to \$8.83; Rivet Heater, \$4.80 to \$5.76; Sailmaker, \$7.68 to \$8.64; Saw Filer, \$9.02 to \$9.98; Sheet Metal Worker, \$8.45 to \$9.41; Shipfitter, \$7.78 to \$8.74; Shipwright, \$7.97 to \$8.93; Toolmaker, \$8.35 to \$9.31; Welder, Electric (Specially Skilled), \$7.78 to \$8.74; Welder, Gas, \$7.58 to \$8.54.

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

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

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

Veterans' Administration Facilities, Canandaigua and Northport, N. Y. File until further notice. Age limits: 21-48.
 Applicants must have had six months' resident training in nursing, or six months' service in a U. S. hospital corps, or three months' experience as Attendant doing ward duty for treatment of mental or nervous diseases.

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

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

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

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

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

U. S. Navy Yard, Washington.

D. C. File until further notice. Age limits: 20-48.

Senior Photographer, \$2,000

Optional branches: 1) dry-plate photography; 2) wet-plate photography.

Civilian Medical Officer (Temporary & Part-Time)

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

Assistant Photographer, \$1,620

File by December 31. Age limit: 53.

Requirements

Experience: Senior Photographer—four years of responsible paid experience in high grade photographic work, one year of which must have been continuously and consistently in dry-plate photography for Option No. 1 and in wet-plate photography for option No. 2. Applicants who are qualified in both dry-plate and wet-plate photography may be examined in both options.

Assistant Photographer: Two years of paid experience in high grade photographic work.

Substitution: Applicants may substitute year for year, up to a maximum of one year, for the required experience in either grade, success-

fully completed full-time study in a resident school of photography. Additional substitution for the assistant grade only: the following may be made for a total of not more than one year of the required experience: 1) paid experience in photostat work or multilith plate making, up to a maximum of six months; 2) paid experience in ordinary commercial photo finishing of amateur work up to a maximum of six months.

Inspector of Hats, \$2,000

Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear), \$2,000

Inspector of Textiles, \$2,000

Junior Inspector of Text-

tiles, \$1,620
Inspector of Clothing, \$2,000
Junior Inspector of Clothing, \$1,620

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

Senior Artistic Lithographer, \$2,000

Artistic Lithographer, \$1,800

Negative Cutter, \$1,800

Assistant Artistic Lithographer, \$1,620

Junior Copper Plate Map Engraver, \$1,440

Junior Artistic Lithographer, \$1,440

Multilith Cameraman and Platemaker, \$1,620

Multilith Press Operator, \$1,440

File by December 31. Age limits: 18 to 53.

Requirements
 Multilith Cameraman and Platemaker: Two years of paid experience in multilith work, at least one of which must have been in the (Continued on Page 13)

Postal News

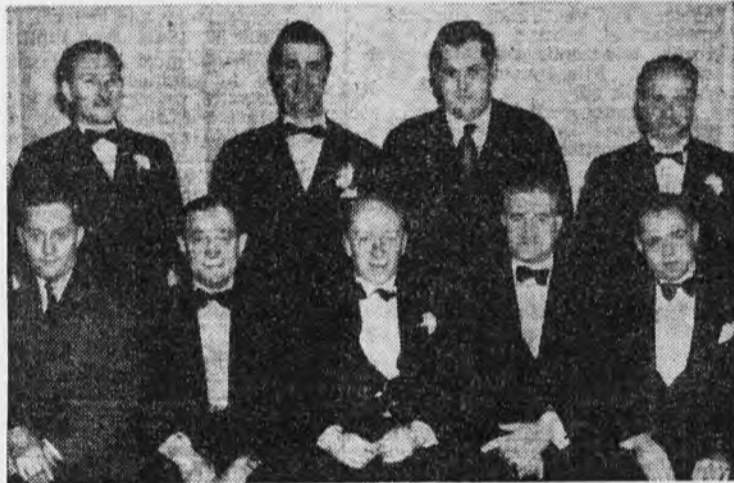
By DONALD MacDOUGAL

Feds Marching Onward!

The New York Federation of Post Office Clerks have started to lay the groundwork for another extensive legislative program at the 77th session of Congress. Within a short time the Joint Conference of Affiliated Postal Employees will embark on a plan to hold a gigantic mass meeting in New York City to acquaint Civil Service and the general public with the merits of the legislation now pending for the benefit of Postal employees. Working unselfishly in the behalf of the Post Office Clerks and Postal Employees in general, the Local Federation in New

York City consisting of seven musical maniacs. Then came the call of the stage, and for three months Don and his orchestra toured several states with his "Atlantic City Revue," a musical extravaganza. Back again in New York, he was once more playing for the select social organizations at their numerous affairs. During the "speakeasy" times he played at the Backstage Club, then located at 33rd Street, New York City; but Don did not like the night club life and soon tired of it.

Suddenly "jazz" went into oblivion and in its place came "Dixieland Music." Don immediately



POST OFFICE GROUP

Among the organization officials present at a recent affair of the New York Federation of Post Office Clerks were: (from left to right) seated—Max Ziplin, President, Local No. 89, Philadelphia, Pa.; Herman Goldstein, National Vice-President; William T. Browne, Jr., President, Local No. 10; John M. Torcka, National Secretary-Treasurer; Benjamin Tarshis, former President, Local No. 10. Standing—Abe Kaye, Charles E. McLoughlin, Secretary, Local No. 10; Thomas Flannagan, New Jersey State Representative, and G. Ralph Cafiero, Chairman, Dance Committee.

York City will endeavor to present the case of the Post Office Employees through the medium of an extensive publicity campaign, and the numerous Congressmen in the metropolitan area will be approached for their active support. Central Trades and Labor Councils as well as the Central Union Label Council and the affiliated Unions of the AF of L will be asked to take part in this campaign. All unorganized clerks are asked to join with their local Federation to put this legislative campaign over the top.

Musician

Twenty years ago, a young man struck a bargain. He purchased a set of drums from an acquaintance, and although he had no musical training other than a knowledge of "keeping time" he was determined to make music his vocation. This was the beginning of the musical career of Don Charles (Lombino), who lives at 831 East 217th street, Bronx, N. Y. He studied under the direction of a capable instructor for six months. Shortly thereafter he played at his first engagement, a neighborhood wedding, which proved to be unsuccessful from a social standpoint. This setback did not discourage this indomitable personality. Conscientious and continuous rehearsing resulted in a rhythmic, well-trained combination of players.

When "jazz" first took a hold on the dancing public, Don had an orchestra called the "Original Mem-

sensed this as an opportunity and formed a band known as the "Original Louisiana Five." With this combination he made several recordings which preceded a three-month engagement on radio station WPAP, now known as WHN.

With the passing of Dixieland music and large orchestras coming into their own again, he formed his present orchestra and named it "Louisiana Rhythm Kings."

Well-known musicians of today graduated from the ranks of the Don Charles units. Mike Reilly of "Music Goes Round" fame played trombone in the Louisiana Five aggregation. Phil Cappicotti, trumpet player, now with a well-known orchestra, is another. Charles Guarino, banjoist, at present with the Paramount Theatre Orchestra, is still another. Jimmie Dale, pianist, and one of the best music arrangers of today, is another. Then there is Pete Salemi, who has been with several of the better known orchestras, one of which is the Enrique Madriguera Orchestra.

And just in case you're wondering where this guy Don can be found, here's a letter carrier in Williamsbridge Station.

There isn't an occupation you can't find represented in the Post Office.

Washington H'ts Dance

The Washington Heights P.O. Employees Mutual Benefit Ass'n will hold its annual Entertainment and

Dance on Saturday, January 18th, 9 p.m., at Glencoe Hall, 159th Street and Amsterdam Ave. Anthony F. Peluso, president of the Ass'n, "guarantees" another rip-snorter affair with refreshments and surprises galore...all for one buck. The Heights organization is composed of postal employees from the following four stations, with carrier-delegates who head them: Washington Bridge, Frank G. Murphy; Hamilton Grange, Eugene Foster; Station M, Samuel Scherzer; Inwood, Manuel Lampert. Jack McGrogan, a carrier at Station M, is chairman of the entertainment committee and is a past-master at the art of what it takes to make an affair something to talk about.

Installation Dinner

Empire Branch No. 36, N.A.L.C. (New York City), will hold an installation of officers dinner on Sunday evening following the formal installation ceremonies to be held Sunday afternoon, January 5, 1941, at Hotel Capitol, 51st Street and 8th Ave. The dinner will be held at the Grand Street Boys Club House, 106 W. 55th St., at 7 p.m. Pres. William F. McHale, and his Board of Officers will be installed for the year 1941. Then come a turkey dinner and dancing. Tickets can be purchased from station delegates or at Hotel Capitol offices of the Branch. Invited guests: Senators Jim Mead, Robert Wagner; Postmaster Albert Goldman and his staff; Congressman Milton A. Romjue, Chairman of the House P.O. Committee, Macon, Mo.; Rep. Martin L. Sweeney, Cleveland, Ohio, and J. Harold Flannery, Penna., both of the House P.O. Committee, local Congressmen and National Officers of the National Ass'n of Letter Carriers.

Postmaster and Tree

Postmaster Goldman dedicated the huge Xmas tree in the lobby of the General Post Office, last week. Present were all postal employee organizations, postal workers and their families and friends. Scheduled speaker was Postmaster General Frank C. Walker, expounding from Washington via radio.

By the way, this is a secret: Postmaster Goldman is our idea of what Santa Claus really looks like in the flesh.

He Was a Man

The best epitaph that could be given Anthony Shafer is this: Postal men liked him.

The late Anthony Schafer, Superintendent of Mails in Charge of Grand Central Annex Post Office, was assigned to that Annex in 1927 as an Asst. Supt. in the Delivery Section. Within a relatively short space of time, he earned promotion to the job of Superintendent in Charge of the Delivery Section by the zealous, faithful discharge of his task. He was loved by all of his subordinates as a fair and just man to work for and with.

In 1937, he was again advanced, this time to the position of Superintendent in Charge of the entire Annex. In his years of service, he assisted the Postal Officials in the huge task of remodeling the Grand Central Annex from an old building with insufficient working space on the two floors into a real modern up-to-date structure using five stories of working space that has the latest and best improvements of all sorts. This was done without disturbing the daily handling of the mails in any way although many hundreds of thousands of letters are handled daily.

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Amusement Parade

By JAMES CLANCY MUNROE



Abe Lyman in person at the Strand

MOVIES

LOVE THY NEIGHBOR (Paramount). Fred Allen and Jack Benny rib each other an hour and a half—as if you know. Probably the producers figured that, since at least sixty million Americans listen weekly to Allen and Allen, they had a film they couldn't miss. If any of the twenty million anti-Benny Americans go to movies, which is doubtful, they'll be a little confused. In the first place, up to now the boys have only been voices on the air, singing voices with a knack for making a comic twist to situations beset all of us; when Mary Kingston deflates Jack, he is a long scapegoat for all of us in the same situation. But in bringing the boys to life on the screen the producers just couldn't seem to get together with the script men. The dialogue is still punny honky-tonk and the boys are all tinselled up with ties, white marble, and pink lips. To us seventy-million grade B Pakk Avenoo plus gags.

MANNERHEIM LINE (Russian film). Miami. As in the Nazi "Blitzkrieg in the West" this is a film of the attack on Finland and France, that the Finns

of the military operations. Both propaganda films drag a bit for us unadorned democrats. But there is one big difference: The Nazi film shows no wounded, no dead; men are moved like chessmen and taken like chessmen. The Soviet film shows the dead and wounded; it shows that creatures with feelings fight in wars, that they bleed, suffer, struggle, die.

LITTLE MEN (RKO) at the Rivoli. Second-hand lunch department. Elsie, the Borden cow, maintains her usually high standards, but even without her the thing would still be corny.

DR. KILDARE'S CRISIS (MGM) at the Capitol. This is the most popular periodical after the Hardy family series. In this chapter the long-lost brother in the form of Robert Young gives a blood transfusion to a weakening plot; it's not quite as good as some of the others.

HULLABALOO (MGM) at the Criterion. Frank Morgan goes haywire in a radio station. It's mostly Morgan and pretty funny.

MUCH TOO LATE FOR REVIEW

LITTLE NELLY KELLY starring Judy Garland comes to the Criterion tomorrow (Tuesday the 24th). **HERE COMES THE NAVY** with Jimmy Cagney, Pat O'Brien, Frank McHugh, and Gloria Stuart is at the Globe.

had to be crushed in "self-defense" (as the Poles were). Both films have animated maps and cold-voiced commentators designed to impress us with the scientific thoroughness

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

- Accompanist:** Part II of the practical test has been completed.
- Administrative Assistant (Welfare):** The rating of Part II is in progress.
- Automobile Engineman:** The list is now being completed.
- Baker:** 75% of the written test has been rated.
- Clerk, Grade 2 (Board of Higher Education):** The rating of the written test is in progress.
- Cook:** The rating of the written test is in progress.
- Court Stenographer:** The rating of Part "A" is in progress.
- Engineering Assistant (Electrical) Grade 2:** The rating of the experience will be completed late this month.
- Jr. Administrative Assistant (Welfare):** Same as Administrative Assistant (Welfare).
- Jr. Engineer (Sanitary) Grade 3:** The rating of the written test has been completed. The oral interview will probably be held this month.
- Management Assistant (Housing) Grade 3:** Rating of written test has been completed. The oral interviews will begin next week.
- Management Assistant (Housing) Grade 4:** All parts of this test have been administered.
- Office Appliance Operator:** The practical tests are continuing.
- Playground Director (Male):** The qualifying practical tests will be given December 26 and 27.
- Playground Director (Female):** The oral practical tests will begin late this month.
- Stenographer (Law) Grade 2:** Rating of the written test is now in progress.
- Structure Maintainer:** Practical tests for the various specialties now in progress.
- Typewriting Copyist, Grade 1:** Rating of the written test is nearing completion.
- Maintainer's Helper, Group A:**

The rating of the written test has been completed.

Maintainer's Helper, Group B: The rating of the written test has been completed.

Maintainer's Helper, Group C: The rating of the written test has been completed.

Maintainer's Helper, Group D: Rating of the written test has been completed. The competitive physical will probably be held the latter part of this month.

PROMOTION

- Clerk, Grade 3:** The written test has been completely rated.
- Clerk, Grade 4:** Rating of the entire written examination is nearing completion.
- Lieutenant (Fire Department):** Record and seniority are being rated. The list will probably be available next week.
- Stenographer-Typewriter, Grade 2 (City Wide):** All parts of this examination have been completed. The list is being compiled.
- Supervisor, Grade 3 (Social Service) (City Wide):** This examination is being held in abeyance pending the outcome of litigation.

LICENSING TESTS

- Master Plumber:** 356 candidates filed for this test.
 - Oil Burner Installer:** Appeals on tentative key being considered.
- Have you a friend in a training camp? Why not subscribe to THE LEADER for him? It will be a welcome present.

SHARE EXPENSE TRAVEL

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Miami	\$10.50	Cleveland	\$ 5.00
New Orleans	12.00	Dallas	14.00
Los Angeles	21.00	Mexico City	24.00

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Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified by city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to certify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should write the Information Bureau, Municipal Civil Service Commission, 100 Broadway, New York City, COrtlandt 7-8880.

- Accountant, Gr. 2—Last number certified, 17.**
- Administrative Clerk, Gr. 3 (for appropriate appointment)—Last number certified, 10.**
- Secretary (promotion)—Last number certified, 4.**
- Assistant Alienist, Gr. 3—Last number certified, 25.**
- Assistant Chemist, Board of Water Supply, \$2,400, probably permanent—Last number certified, 44.**
- Assistant Gardener—Last number appointed, 236.**
- Assistant Supervisor, Gr. 2—Last number appointed, 617.**
- Assistant-Messenger, Gr. 1—Last number certified, 696.**
- Truck Driver (for appropriate appointment outside city)—Last number certified, 29,737.**
- Biologist—Last number certified, 10.**
- Booksmith—Last number certified, 7.**
- Painter—Last number certified, 24.**
- Plumber—Last number appointed, 2.**
- Gr. 2 (app. for Gr. 1)—(1) Dept. of Water Supply, Gas and Electricity, \$940, probably permanent—Last number certified, 4,818.**
- City Record, \$840, temporary—Last number certified, 4,838.**
- Assistant—Last number appointed, 12.**
- Diesel Tractor Operator—Last number certified, 17.**
- Electrical Repairman—Last number certified, 40.**
- Elevator Mechanic, Dept. of Welfare, \$1,380, probably permanent—Last number certified, 14.**
- Fireman, F. D. (app. for Platform Man) \$625 per hour, probably permanent—Last number certified, 3,601.**
- Fire Telegraph Dispatcher, Fire Dept., \$1,586, probably permanent—Last number certified, 26.**
- Handyman (for appropriate appointment)—Last number certified, \$6,363.**
- Housepainter, Dept. of Docks, \$8 per day, probably permanent—Last number certified, 24.**
- Inspector of Foods, Gr. 3—Last number appointed, 78.**
- Inspector of Hoists and Rigging—Last number certified, 14.**
- Inspector of Masonry and Carpentry, Gr. 3—Last number certified, 75.**
- Inspector of Plumbing, Gr. 3—Last number certified, 17.**
- Inspector of Steel, Gr. 3—Last number certified, 4.**
- Janitor (Custodian) Gr. 3—Last number certified, 41.**
- Junior Architect, Gr. 3—Last number certified, 8.**
- Junior Assessor (for appropriate appointment)—Last number certified, 8.**
- Junior Bacteriologist—Last number certified, 60.**
- Laboratory Helper (app. for Laundry Worker) female—Dept. of Hospitals, \$790, temporary—Last number certified, 542.**
- Lieutenant, Police Department—Last number certified, 78.**
- Locksmith—Last number certified, 4.**
- Librarian—Last number certified, 9.**
- Laboratory Assistant (Bacteriology)—Last number certified, 63.**



CIRCUS ROMANCE

Roxy's next feature, based on Walter Edmond's best-selling novel, Chad Hanna, features Henry Fonda, Dorothy Lamour, and Linda Darnell, in a romance against a background of the Big Top.

- Machinist—Last number certified, 54.**
- Medical Social Worker—Last number certified, 8.**
- Pathologist—Last number certified, 42.**
- Patrolman, P. D.—Last number appointed, 355.**
- Patrolman, P. D. 3—Last number certified, 43.**
- Policewoman—Last number appointed, 60.**
- Porter (app. for Fireman, Oil Burner)—NYC Housing Authority, \$1,200 (probably permanent)—Last number certified, 2,952.**
- Probation Officer, Domestic Relations Court—Last number appointed, 60.**
- Sanitation Man, Class A—(1) (promotion) Dept. of Sanitation, \$1,860, probably permanent—Last number certified, 52. (2) Dept. of Sanitation (competitive) \$1,860, probably permanent—Last number certified, 75.**
- Sergeant, Police Department (promotion)—Last number certified, 421.**
- Social Investigator—Last number appointed, 612.**
- Special Patrolman—(1) Dept. of Correction, \$1,769, probably permanent—Last number certified, 264. (2) Dept. of Welfare, \$1,200, probably permanent—Last number certified, 483.**
- Station Agent—Last number certified, 483.**
- Stenographer and Typewriter, Gr. 2—Brooklyn College, \$1,200, probably permanent—Last number certified, 1,006.**
- Telephone Operator, Gr. 1—Last number certified, 22.**
- Title Examiner (Temporary Service)—Last number certified, 78.**
- Trackman—Last number certified, 80.**
- Typewriting Copyist, NYC Housing Authority, \$960, probably permanent—Last number certified, 2,473.**
- Watchman-Attendant—(1) Dept. of Hospitals, \$600 with maintenance, probably permanent—Last number certified, 1,046. (2) Dept. of Hospitals, \$840, temporary—Last number certified, 934.**

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

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Personnel Problems Studied

The United States Civil Service Commission, together with experts from the Civil Service Assembly, is undertaking a study of ways and means to meet the present emergency demands upon federal, state, and local personnel administration.

The joint study will be directed toward discovering such information as:

1. The types of facilities of local civil service agencies which could be used immediately by the United States Civil Service Commission in connection with the national defense program.
2. The types of possible cooperation between federal and local agencies which would be sufficiently useful to warrant the enactment of additional legislation or the removal of legal obstacles.
3. The possibilities of joint advertising, recruiting, and testing programs by federal and local jurisdictions.
4. The practicality of joint utilization of existing and future eligible lists for classes of positions common to the federal government and local jurisdiction.
5. The types of personal services, the continuity of which is essential to local jurisdictions, and which should not be too heavily drawn upon in the federal government's recruiting program.
6. The possibilities for additional training programs related directly to the federal government's national defense needs.
7. The experience of the federal and other civil service agencies during the last World War, in an endeavor to develop a guide for the anticipation of future problems and difficulties.

Architects, Engineers Elect Officers

The Society of Architects and Engineers of the Board of Education at its last meeting elected the following officers for 1941: August A. Dieter, president; Thomas J. Byrne, vice-president; Frank J. Hanasek, secretary; J. Kalb, financial secretary; William Schein, treasurer. Committee chairmen: Henry Haas, entertainment; John T. Moore, publicity; Sam Vornchuck, membership; I. Cohen, retirement; Edward F. Kruglak, legislative. Delegates: Fred Dassau, A. A. Dieter, and Evan L. Gaunter. Alternate delegates: Joseph Braff, Edward Ferrand, and Michael Pruzan.

Anawanda Club Plans Big Affair

More than 5,000 persons, many of them members of the judiciary, leaders in the nation, state and city, and other persons well-known in political, social and civic circles, are expected to attend the 74th annual entertainment, reception and dance of the Anawanda Club, to be held on Friday evening, January 10, at the Hotel Astor, 44th St. and Broadway, at 8 p.m.

Congressman James H. Fay, who has served for many years as the club's president, will be the guest of honor at this year's affair.

City Court Justice John A. Byrnes has been named chairman of this year's affair. He will be assisted by Vincent de Paul Gannon, aide to Supreme Court Justice William T. Collins, secretary; Vincent J. Duffy, treasurer. Reservations for the affair can be made by communicating with Justice Byrnes or any member of the committee, at the headquarters of the Anawanda Club, 345 Second Ave.

Vacation Notes

Gay will be the holiday of those who greet the New Year at nearby ski resorts. For a sawbuck or two, for half the price of a binge at any fifth-rate night club on New Year's Eve, the pleasure-seeking celebrant with a limited amount of fresh cash can have the time of his life right here in New York State.

Special trains will leave for such popular ski resorts as North Creek, Woodstock, Phoenicia, Old Forge on Friday Dec. 27 and return, after five days of fun and foolishness, Thursday, Jan. 2. Round-trip fares to Woodstock and Phoenicia range between three and five dollars. Two-way transportation to North Creek and Old Forge, high in the Adirondacks will set you back eight or nine dollars. Hotel prices will be nominal considering the season.

As usual the Bear Mountain Inn will be the high spot for New Yorkers who wish to celebrate in a rural atmosphere and who lack the time to travel more than fifty miles from Gotham's limits. We suggest that you make your reservations early.

State Association Elects New Officers

Officers for the coming year were recently picked by a number of chapters of the Association of State Civil Service Employees. Here are some scattering returns:

New York City—J. Earl Kelly, Taxation and Finance, president; Bernhard C. Riffel, Education, first vice-president; John F. Powers, State Insurance Fund, second vice-president; James Slavin, DPUI, third vice-president; George Mencher, Law, treasurer; Lawrence Epstein, Motor Vehicles, secretary; Theodore D. Gold, Labor, corresponding secretary; Ruth A. Hawe, Taxation and Finance, recording secretary.

Buffalo—J. Milford Diggins, State, president; Willis G. Clark, Parole, vice-president; John M. O'Connor, Education, secretary; Franklin LeMon, DPUI, treasurer.

Syracuse—Joseph A. Mercurio, Tax, president; Edward J. Delaney, Public Works, vice-president; Amy Cregg,

State Trooper Eligibles To Meet

State Trooper eligibles who have not been appointed from the 295-name list established in April will meet Friday night, December 27 at 8 p.m., at the offices of the CIVIL SERVICE LEADER, 97 Duane Street, New York City. Eligibles who have not yet expressed a willingness to join an association may either come to the meeting or write to Box 15, CIVIL SERVICE LEADER for further information.

Public Works, secretary; Catherine O'Connell, DPUI, treasurer.

Attica State Prison—Lawrence Law, president; D. L. Alloway, vice-president; Raymond Leyden, secretary; Wilfred Denno, treasurer.

Game Protectors—Chester Griffith, Schenectady, president; L. S. Morris, Conesus, vice-president; Everett Rogers, Stillwater, secretary; Dwinial Kerst, Schroon Lake, treasurer.

State Vocational Institution—Roger Donahue, president; John F. Quinn, vice-president; William J. Baker, secretary; Fred A. Balleul, treasurer.

Waterford Public Works Shop—Leo Dalton, president; James Doyle, vice-president; William Hansen, secretary; Richard Lynch, treasurer.

W. R. C. Home—LaVerne P. Smith, president; Helen W. Fingar, Ruth E. Munyan, C. F. Gilday, executive committee.

Temporary U. S. Employees Get Better Status If Drafted

Roughly 50,000 U. S. employees having "temporary" status in bureaus spending emergency relief funds will be considered "permanent" employees if the draft catches them, personnel directors of the agencies concerned decided last week. Emergency relief employees affected by this important decision are employed in the following agencies: National Youth Administration, General Accounting Office, Procurement, Accounts and Deposits, General Security, Interior, Navy, Office of the President, War, Commerce, Labor, and Works Projects Administration.

The Selective Service Act itself makes mention of the temporary, indefinite, or probationary employee in the Selective Service Act, which guarantees the jobs of permanent employees only. Some agencies such as the Railroad Retirement Board, the Interior Department, and the Civil Service Commission definitely have said that drafted temporary employees will be dropped from the rolls.

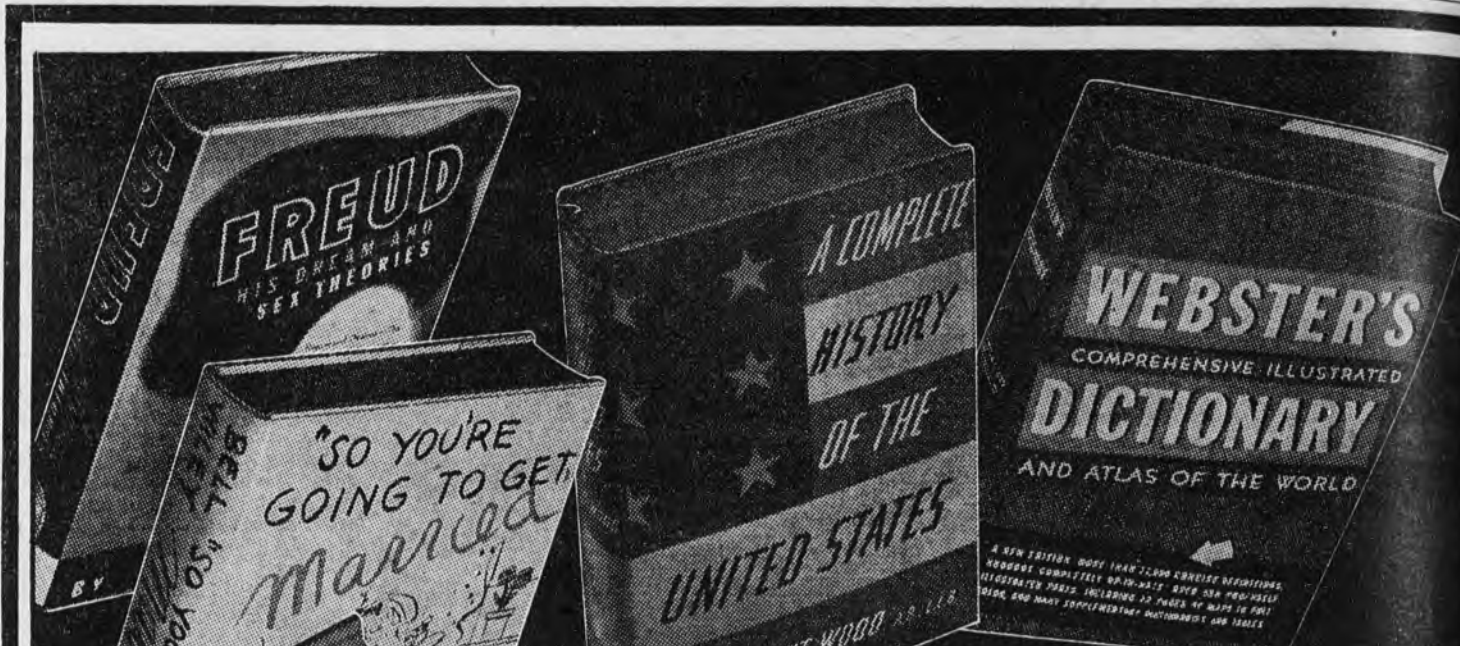
In addition, the personnel directors decided that local draft boards must approve before federal employees of draft age are appointed to foreign countries or distant points for an indefinite period.

Meantime the Civil Service Commission has suggested that those hired to replace drafted men be

given an indefinite probationary status. This status gives the employee more security than "temporary" status does, but he may still be fired at the discretion of his department head.

Unemployment Lists Due This Week

The open and promotion lists for Associate and Senior Unemployment Insurance Claims Examiner will be out this week, according to State Civil Service Commission officials. The promotion list in the Assistant grade won't be ready until after January 1.



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- 1505 THE SECRETARY'S ENCYCLOPEDIA—By Allen and Meade. An authoritative handbook of business procedure for the office worker.
- 1506 CHARM AND PERSONALITY—By Marianne Meade. A practical reference book on personal magnetism and the art of making friends.
- 1060 A COMPLETE HISTORY OF THE UNITED STATES—By Clement Wood, A.B., LL.B. An impartial, truthful history of our country, absorbing and thrillingly told.
- 1508 YOU WRITE IT YOURSELF—By M. N. Bunker. The key to handwriting analysis, with secrets revealed by the handwriting of the famous.

- 1509 HOW TO LAND A JOB AND KEEP IT—By Richard H. Morris. A practical guide for getting a start in the business world.
- 1510 125 WAYS TO MAKE MONEY WITH YOUR TYPEWRITER—By David Selitz. Simple, tested and proven plans by which average typing skill can be made to pay dividends.
- 1040 WORLD'S MODERN COOK BOOK—By Mabel Claire. A useful, practical handbook, covering every phase of kitchen management.
- 1513 GARDENING SHORT CUTS—By M. G. Kains. A famed gardening expert presents many ingenious new ways to take the drudgery out of gardening.
- 1514 A GUIDE TO THE WILD FLOWERS—By Norman Taylor. Ideal nature-lover's field book. Any wildflower readily identified. Over 500 accurate drawings.
- 1515 MARRIAGE AND PARENTHOOD—By Garry Cleveland Myers, Ph.D. A frank discussion of the problems of the modern family.
- 1516 FREUD—HIS DREAM AND SEX THEORIES—By Joseph Jastrow. The analysis of the daring theories of Great Sigmund Freud, by a leading American psychologist.
- 1517 CHILD CARE TODAY—By Bela Schick, M.D. and Wm. Rosenzweig, M.D. Invaluable aid on physical care and mental hygiene of children.

- 1518 THE NEW HOME OWNER'S HANDBOOK—By C. B. Smith. Authentic, simple information to help you repair, remodel or rebuild your home.
- 1519 YOU CAN FIX IT—By John and Enid Wells. A complete guide to repairing 1001 things around your house.
- 1520 SAFE CONDUCT—By Margaret Fishback. An etiquette book of rare humor makes correct behavior easy—and fun!
- 1521 THE HYGIENE OF MARRIAGE—By Dr. Millard Spencer Everett. Probably the frankest volume ever written on sex relations. Many diagrams.

- 1522 SO YOU'RE GOING TO GET MARRIED—By Bell Wiley. Breezy discussion of all the bride-to-be's problems, from home management to husband management.
- 1523 STREAMLINE YOUR MIND—By James L. Murrell, Ph.D. Points the way to happier, more profitable living by learning how to learn.
- 1524 HOW TO BUILD A STAMP COLLECTION—By Prescott Holden Thorp. The fascination of stamp collecting, and how to get the most out of it.

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