

# Civil Service LEADER

America's Largest Weekly for Public Employees

## Judicial Conf. Appeals Rules

See Page 16

Vol. XXVIII, No. 19 Tuesday, January 10, 1967 Price Ten Cents

### On Clerical Upgradin

THOMAS M. GAYLE HESEA  
NICH ASS'N. CIVIL SERV  
EMPLOYEES ASSOC. INC.  
LEADER

# Open Hearing Before Civil Service Commission Urged

## CSEA Files Suit To Void Rochester Pact With Union

ALBANY — The Civil Service Employees Assn. has instituted a law suit in State Supreme Court seeking to void a so-called union-shop agreement between the City of Rochester and a local of the American Federation of State, County and Municipal Employees, AFL-CIO.

The agreement, effective last July 1, resulted in an order from the city that all present and new city employees, except those in a few selected categories, must join the union, submit to payroll check-off of union dues, and maintain their membership in the union, or face dismissal.

In its court test, CSEA challenges the legality of the agreement on several points. The Asso-

ciation maintains the agreement is clearly in violation of the State Constitution in relation to civil service appointments and promotions.

#### Cites Constitution

CSEA cites the Constitutional provision that all "appointments and promotions in the Civil Service of the State, and of all the Civil division thereof, including cities and villages, shall be made according to merit and fitness, to

be ascertained, so far as practicable by examinations . . . which shall be competitive . . ."

CSEA says that the Civil Service Law was enacted "to carry into effect this article of the Constitution, which has as its underlying principle, the desire to afford everyone who has the necessary qualifications, an equal opportunity of securing appointment within the Civil Service, and requires that appointments and promotions under suitable regulations adopted by commissions created by the Civil Service Law under the mandate of the Constitution, must be passed or determined upon merit and fitness, not upon membership in a labor organization."

CSEA also charges that the General Municipal Law provides the only authority for deduction of dues in a public employee organization and authorizes the deduction only in the amount the individual employee may specify in writing. The Municipal Law also provides, CSEA says, that "any such written authorization may be withdrawn by such employee or member at any time by filing written notice of such withdrawal . . ." As a result, CSEA charges, if the Rochester agreement were allowed to stand, city employees who did not wish to join the union would have the dues of AFSCME deducted from their wages and given to the union without their authorization and contrary to the provisions of the General Municipal Law.

#### Illegality Claimed

CSEA also claims the city-union agreement illegally provides for  
(Continued on Page 3)

#### Two Named To Committee

ALBANY—Two appointments to the Joint Legislative Committee to Review and Simplify the State Education Law have been made by Governor Rockefeller. They are:

Edgar Draper of Brooklyn, a former program associate on the Governor's staff, and Dr. William J. Hageny of New Paltz, a professor of education.

## CSEA Wants Clerks To Have Their Say

ALBANY — The Civil Service Employees Assn. has demanded an open public hearing before the State Civil Service Commission on its appeal for salary reallocations of 28,000 State clerical and office positions.

A demand for a public hearing was in a telegram sent last week by Joseph F. Feily, president of the 141,000-member association, to the three-member Commission.

Earlier, the Employees Assn. submitted a six-page brief in support of its appeal for the salary reallocations, which were denied last month by J. Earl Kelly, director of the Division of Classification and Compensation.

CSEA said the hearing before the Commission should be "in the nature of a public hearing where several hundred of our affected

clerical and office employee members would have the opportunity to express their feelings on Mr. Kelly's decision."

The CSEA appeal demands two-grade reallocations for employees in some 180 titles. CSEA's is the only appeal before the Commission.

The basic arguments are contained in the brief submitted to the Commission. The main points follow:

It should be made clear from the start, that the only original application for the upgrading of these office and clerical titles was submitted through the Civil Service Employees Assn., Inc. and was based on what we consider to be improper internal alignment of State pay relationships, primarily resulting from the recent upward reallocation of several hundred other State position titles. We made no claim that adjustment of State salaries have not kept pace with increases in the Consumer Price Index. Neither did we claim that State salaries for office and clerical titles were significantly lower than those paid for similar positions in private industry across the State.

(Continued on Page 3)

### Taylor Recommendations Proposed

## Governor Asks Legislature To Repeal Condon-Wadlin

ALBANY — One of Gov. Nelson A. Rockefeller's major efforts with the State Legislature this year will be repeal of the anti-strike Condon-Wadlin Law and its replacement with a Fair Public Employees Act, which, he said, would embody the 1966 recommendations of the "Taylor Committee."

The Governor made his announcement in addressing the opening session of the 1967 Legislature here last week.

Rockefeller appointed the Taylor Committee to study and report on methods of averting civil service strikes. The Legislature — divided between a Republican Senate and Democratic Assembly — failed to reach accord on a substitute for replacing Condon-Wadlin last year. The Legislature is again divided along the same party lines but general belief is that some new labor relations law for public employees will be agreed upon during this session.

#### No Pay Comment

The Governor made no mention of any other action being considered for public employees. There was no comment on a State salary increase, for instance, but this is not unusual since his administration and representatives of the Civil Service Employees Assn. have been conducting negotiation sessions for some time and they are not yet concluded. The Employees Association is seeking to modernize the State salary

schedule by moving all titles up two salary grades.

Any announcement on a State pay increase will come when the Governor delivers his annual budget message, assuming that negotiations between his staff and CSEA representatives are concluded by that time.

Along the same lines, the Governor did not mention any plans for further liberalization of the State Retirement System. Action in this area also will come at a later date.

In the meantime, the Civil Service Employees Assn. has already pre-filed bills in the Legislature to enact most of its 1967 legislative program that was approved by CSEA delegates at their annual meeting in Buffalo last October. Heavy accent is being laid on a State pay increase, further Retirement System liberalization and a greater amount of mandated laws for political subdivision employees to bring their pay and other working benefits closer to par with those received by State workers.

### Bulletin

ALBANY — A Supreme Court ruling from Suffolk County last week turned down a suit filed by Welfare workers there which sought to force the county to obey requirements of a 1965 amendment to a law that required local welfare departments to give 10 to 20 per cent pay increases to case workers and other social service personnel with recognized graduate training, it was learned at Leader press time.

The suit received support from the Civil Service Employees Assn. Meanwhile, a similar suit brought directly by the Employees Association in Westchester County is still pending.

See next week's Leader for further details.

### CSEA Sanitation Election Is Set

Hempstead sanitation workers this week will decide whether to have the Nassau County chapter of the Civil Service Employees continue to represent them or switch to representation by a maritime union.

Nassau chapter, which issued the challenge of an all-or-nothing election, recently won a four-point program of benefits for these workers in addition to many other improvements in wage and working conditions in past years.

*Don't Repeat This!*  
Civil Service

### Population And Voting Strength Growing Every Year

REPORTS in this column several months ago that the public employee working force in this country would soon account for one out of every five employed persons were confirmed by the latest bulletin of  
(Continued on Page 2)



# Don't Repeat This!

(Continued from Page 1)

the U.S. Bureau of Labor Statistics. That publication noted that between 1965 and 1966 the public employee force on all levels of government — State, Federal, County, City, etc. — went from 10,000,000 to 11,000,000, a whopping 10 per cent increase.

The significance of this is that as the civil service population rises, so does its importance as a political force in America. Not counting agricultural workers, there are some 53,634,000 employees in private industry. Roughly, this means that there are 10 government workers for every 48 persons privately employed which leads to the further statistic that right now slightly more than one out of every six persons work for government.

The Labor Bureau substantiates the civil service growth further by noting that the rate of increase in government hiring last year — for all levels of government jurisdiction — was 7.2 per cent, compared to a growth rate in private industry of four per cent. Agricultural workers are excluded because their work is seasonal and a large percentage of them return to the private industry and busi-

ness working force for the rest of the year.

### Local Statistics

These statistics are nationwide but are substantiated by employment figures in New York City and State. From 1963 to 1966 the State public employee force grew from 119,909 to 131,197. New York City's employee figure grew from 278,274 in 1963 to 310,644 in 1965, the 1966 figures not yet being available.

It is not stretching a point, therefore, to point out that civil service employees as a significant strength in terms of votes is something that every year is going to have to be taken more seriously by everybody from the White House to the local Court House. Civil servants here showed in the recent elections that they know who they are in terms of political strength. They helped many a candidate — from Governor Rockefeller on down — win their elections this year; they showed a greater unity of purpose than ever before in the fact that 107 candidates as delegates to the Constitutional Convention who received service support were elected.

We have often spoken of the

effect of the public employee vote in this state. It now become obvious that this effect is going to be felt on the national level to a an increasing degree in years to come.

There is an old saying that statistics don't lie. These statistics tell an impressive truth, then — the newest and biggest force in American politics is the country's public employees.

## Public Health Nurses In Field; \$7,100

New York City is accepting applications on a continuous basis for the position of head nurse (public health). The salary for these job ranges from \$7,100 to \$8,900 a year.

All applicants must possess a valid New York State license as a registered nurse or have application for the license pending. In addition, candidates must have completed 30 credits in a college program in the following areas:

Public health, social aspects, psychology and education and communication skills. At least two courses in the field of public health and one each in the other fields are required although only two courses are permitted in communication skills.

Completion of a baccalaureate or higher program at an accredited college or university which provides preparation for public health nursing, will be accepted in lieu of the above educational requirements.

For further information and applications, contact the Department of Civil Service, 49 Thomas St., N.Y. N.Y. 10013 or call 566-8700.

## Your Public Relations IQ

By LEO J. MARGOLIN



Mr. Margolin is Professor of Business Administration at the Borough of Manhattan Community College and Adjunct Professor of Public Administration in New York University's Graduate School of Public Administration.

### To Coin A Word Or Two

SINCE YOU cannot have good public relations unless you have good communications, use of words becomes of paramount importance in achieving good public relations for civil service.

**IMPROPER USE** of spoken or written words can confuse, and anything which smacks of confusion is generally not good public relations.

**FOR THE** past 30 years, government has made its contribution to word usage, inventing new words to meet new situations, or twisting normal words into new sounds and meanings also to meet new situations. This tendency to make new use of old words or to invent new words, has been deplored by English language purists.

**AT THE** same time, semantists, who deal with words, their meanings and their uses, have dutifully reported the changes — sometimes with praise, sometimes derogatorily.

**TO MAINTAIN** good public relations, i.e. good communications, we have always recommended to civil servants, the use of plain, simple, straightforward, universally understandable English.

**WE HAVE** always hesitated to suggest that new words be invented, primarily because it takes some time before good communications or clear understanding is achieved. New words generated

out of government recently have upset a number of people, who feel that "government-ese" is bad English, bad form, or just bad.

**WE CAN'T** entirely agree with them. True, some words are bad. But when you use the phrase "to fund" to replace "to finance," we think use of "to fund" is more accurate than the phrase it replaces.

**THE NIT-PICKERS** are finding fault with Secretary of Defense Robert McNamara, who has coined the verb "attrite" from the noun "attrition." No dictionary, not even the new ones, has an "attrite," but maybe it is a good word invention.

**NORMAL LANGUAGE** is what people generally use to communicate. But if they find better words to communicate, why shouldn't they use them?

**PRESIDENT JOHNSON** is being criticized for using the word "add-on" to denote extra spending. "Add-on" as a word has been common language in the time sales finance business for years. Maybe, "add-on" will now become correct with government usage giving it respectability.

**IN GOVERNMENT** these days there is talk of "interfacing," meaning a confrontation between people or programs. With all the people and programs proliferating in government, we suppose that a new word had to be found to define this new situation.

(Continued on Page 15)

## The DELEHANTY INSTITUTE

MANHATTAN: 115 EAST 15 ST., Near 4 Ave. (All Subways)  
JAMAICA: 89-25 MERRICK BLVD., bet. Jamaica & Hillside Aves.  
OFFICE HOURS: MON. TO FRI. 9:30 A.M. to 9 P.M. Closed Sat.

50 Years of Successful Specialized Education  
For Career Opportunities and Personal Advancement

Be Our Guest at a Class Session of Any Delehanty Course or Phone or Write for Class Schedules and FREE GUEST CARD.

## PATROLMAN POLICE TRAINEE

IN MANHATTAN—MONDAYS, 1:15, 5:30 or 7:30 P.M.  
IN JAMAICA—WEDNESDAYS at 7 P.M.

CLASSES NOW MEETING IN MANHATTAN & JAMAICA

• HIGH SCHOOL EQUIVALENCY DIPLOMA

• CLASSES FORMING

BUS DRIVER — CONDUCTOR

See our ad on page 7

FIREMAN

CARPENTER

• POST OFFICE CLERK-CARRIER

Specially prepared Home Study Book  
Post Paid \$4.75 (Book Mail)

• PRACTICAL VOCATIONAL COURSES:

Licensed by N.Y. State—Approved for Veterans

AUTO MECHANICS SCHOOL

5-01 46 Road at 5 St., Long Island City  
Complete Shop Training on "Live" Cars  
with Specialization on Automatic Transmissions

DRAFTING SCHOOLS

Manhattan: 123 East 12 St. nr. 4 Ave.  
Jamaica: 89-25 Merrick Blvd. at 90 Ave.  
Architectural—Mechanical—Structural Drafting  
Piping, Electrical and Machine Drawing.

RADIO, TV & ELECTRONICS SCHOOL

117 East 11 St. nr. 4 Ave., Manhattan  
Radio and TV Service & Repair.

• DELEHANTY HIGH SCHOOL

Accredited by Board of Regents  
91-01 Merrick Boulevard, Jamaica

A College Preparatory Co-Educational Academic  
High School. Secretarial Training Available  
for Girls as an Elective Supplement. Special  
Preparation in Science and Mathematics for  
Students Who Wish to Qualify for Technological  
and Engineering Colleges, Driver Education Courses.

For information on All Courses Phone GR 3-6900

## STOP Wasting Money!

# SAVE 20%

On Your

## AUTO LIABILITY INSURANCE

SAVE 10% MORE! State-Wide subscribes to the Safe Driver Plan. If your present company does not, we give you an additional 10%, if you qualify—(8 out of 10 drivers do qualify).

You Can't Buy Better Insurance...  
WHY PAY MORE?

## STATE-WIDE INSURANCE COMPANY

A Stock Company

QUEENS—90-16 Sutphin Boulevard, Jamaica 35

BROOKLYN—CL 8-9100 MANHATTAN—RE 2-0100

CALL  
AX 1-3000

MAIL AT ONCE FOR EXACT RATES ON YOUR CAR

State-Wide Insurance Company  
90-16 Sutphin Boulevard, Jamaica 35, N. Y. L110  
Without obligation rush full information on your money-saving insurance

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zone \_\_\_\_\_  
Phone No. \_\_\_\_\_

Registration now open  
for...

## N.Y.C. EXAMS

✓ ACCOUNTANT

✓ SR. ACCOUNTANT

## SOBELSOHN SCHOOL

165 W. 46 St., N.Y. 36 CO 5-1800

### FOR ALL TESTS

ARCO BOOKS AVAILABLE AT  
**PAUL'S BOOK STORE**  
18 E. 125th St., N.Y. City 35, N.Y.

BOOKS MAILED

NAME DAY AS ORDERED

10 A.M. to 6 P.M.

Saturday 11 A.M. to 6 P.M.

Phone or Mail Orders

TR 6-7760

CIVIL SERVICE LEADER  
America's Leading Weekly  
for Public Employees  
**LEADER PUBLICATIONS, INC.**  
97 Dunne St., New York, N.Y. 10017  
Telephone: 212 BEekman 3-6010  
Published Each Tuesday  
at 209 Lafayette St.  
Bridgeport, Conn.

Entered as second-class matter and  
second-class postage paid, October 2,  
1939 at the post office at Bridgeport,  
Conn., under the Act of March 3, 1879.  
Member of Audit Bureau of Circula-  
tions.

Subscription Price \$5.00 Per Year  
Individual Copies, 15c



# CSEA Wants Open Hearing On New Clerical Appeal

(Continued from Page 1)

## Avoiding The Issue

With this in mind, it is evident to us, that the Director of Classification and Compensation has seized upon an opportunity, resulting from statements made by other representatives at a hearing on November 30, 1966, to demonstrate the adequacy of State salaries for office and clerical positions compared to what can be found in the private segment of our economy. In so doing, he has avoided the issue of the proper internal relationship among the many classes of State positions and chooses to brush these arguments aside merely by referring to past actions taken by his Division and negating the basic principles upon which reallocations have been granted in the past, and which he has defended for a number of years.

The seriousness of the inequities existing in the State Compensation Plan at the present time cannot be merely glossed over by the rendering of a negative decision which promulgates arguments that do not primarily concern themselves with the past relationship of one State position to another. The Director of Classification and Compensation has always attached very high value to "proper internal alignment" which now suddenly no longer seems to have the same significance. There is a distinct difference between determining the monetary value of a class of positions as it relates to other classes of positions, within the same compensation plan, and determining what the proper salary or wage level should be in all segments of the economy for a single class of positions. The arguments used by the Director of Classification and Compensation in disapproving the office and clerical upgradings could be considered more appropriate in a consideration to determine what proper salary or wage level should be for a single class of positions.

In his decision, the Director of Classification and Compensation states that "except for corrective adjustments, we have reallocated classes from one salary grade to another only in cases where it was clear that there had been a material increase in the duties and responsibilities of positions in the class or where outside salaries for certain skills, because of a supply and demand condition, had risen at a more rapid rate and to higher levels than would have resulted from the general rise in wages and salaries." Anyone familiar with some of the factors, which must be considered and have been considered in the upward reallocations of State position titles, knows that this statement is only partially true.

## What Was Left Out

What the Director of Classification and Compensation fails to say is that serious consideration must be given to the effect on other titles when considering the possibility of upgrading a specific title. In other words, the internal relationship of one position or class of positions to another position or another class of positions has received significant consideration in prior determination rendered by the Director of Classification and Compensation. This applies to reallocations brought about as the result of applications

as well as those brought about by the initiative of the Director of Classification and Compensation. Hence, it is possible for a class of positions to be reallocated upward as a result of riding on the coat tails of another class of positions for which there is adequate evidence of the material increase in the duties and responsibilities. If this is not upward reallocation resulting from the internal relationship of one position or class to another, then we would like to know what such action could properly be called? Such action was evident with respect to the upward reallocation of Correction Officers and affected Correction Hospital Nursing titles. It was also evident in the upward reallocation of Psychiatric Attendant and affected several nursing titles as well as Childrens Supervisor titles.

With respect to the reallocation of classes where outside salaries for certain skills, because of the supply and demand condition, had risen at a more rapid rate and to higher levels than would have resulted from the general rise in wages and salaries, the recorded evidence seems to overwhelmingly point to approval of the use of a variable minimum on an area basis by the Director of Classification and Compensation rather than to the upward reallocation of position classes. The recent "blue-collar" upward reallocations were justified by the Director of Classification and Compensation on this basis, but such justification for these positions had been in evidence for a number of years, and the recent action taken by the Director of Classification and Compensation should have been promulgated long ago.

## Emphasis

The Director of Classification and Compensation in his decision quoted a paragraph from his Annual Salary Survey Report which he filed with the President of the Civil Service Commission and the Governor in 1965.

"In the professional fields of medical services, education administration and social welfare, there have been extraordinary increases in the demands for highly trained specialists without a concurrent expansion in supply. In these fields, there are higher-than-normal vacancy rates and both the recruitment of qualified personnel and the retention of present employees have been especially difficult. Some maladjustment between supply and demand may also be detected in the blue collar fields . . ."

We have emphasized a statement in this paragraph to emphasize the same problem which exists in several of the clerical positions. As we had mentioned at the Nov. 30 hearing, the vacancy rate for the positions of account clerk, typist, telephone operator, tab operator, key punch operator, and stenographer all exceeded the normal vacancy rate of 6 per cent. For example, the vacancy rate in the position of clerk is 10 per cent, account clerk is 11 per cent, typist is 10 per cent, telephone operator is 8 per cent, tab operator is 22 per cent, key punch operator is 10 per cent, and finally the position of stenographer which has 662 vacancies out of 5,448 positions or 12 per

cent. This is one of the factors which we feel makes this reallocation necessary. When the vacancy rate exceeds the normal per cent, then the extra workload falls on those employees who are left. This is certainly not fair or justified.

## No True Survey

The Director of Classification and Compensation further states in his decision "there is no evidence of any material increase in the duties and responsibilities of all positions in the clerical service . . ." We would like to know how the Director of Classification and Compensation can make such a general statement when he has not conducted an intensive survey of all State office and clerical positions. We think that such a survey should have been conducted on an in-depth basis prior to the drawing of such a general conclusion. We feel that such a survey would demonstrate that there definitely had been a material increase in the duties and responsibilities of these positions.

The Director of Classification and Compensation also states "our theory that salary relationships within a pay plan once established should never be changed disregards completely the facts of modern business life." We have never set forth such a theory, which by its very nature would of necessity eliminate the entire reclassification and/or reallocation appeals procedure as set forth in the State Civil Service Law.

Kelly further states "the petitioners in this case point to changed pay relationships between their titles and some 400 other titles in the State's pay plan. We direct their attention to the 2,400 titles whose pay raises had not been changed since 1954." In essence, with such a statement, the Director of Classification and Compensation is saying absolutely nothing which can be used in justifying his disapproval of this appeal. He is merely expressing his own subjective negative thinking by implying that since 2,400 State titles have not had their pay grades changed since 1954, the pay grades for office and clerical titles should also not be changed.

## Roger Kane Is New Whitesboro Chapter Head

WHITESBORO — Roger Kane recently was elected president of the New Whitesboro Central School District chapter of the Oneida County Civil Service Employees Assn.

More than 150 non-teaching employees of the school district are enrolled in the chapter. About 100 attended the meeting in the Parkway Junior High School.

Kane, who lives on Trenton Road, Marcy, is a bus driver. Also elected were: vice president, Harry Thompson; secretary, Miss Elizabeth Walsh; treasurer, Mrs. Mary Crumb, and delegate to the county chapter, Edward Clark.

Pass your Leader on to a non-member.



**50 YEARS** — A luncheon was held recently in at Utica State Hospital honoring Mrs. Margaret Crossman on the occasion of her 50th anniversary as a practicing nurse. Mrs. Crossman is a supervising nurse at Utica State Hospital. Pictured at the luncheon celebration are: (front row from the left) Katherine J. Beck, chief supervising nurse; Mrs. Crossman; Mrs. Elva N. Drautz, supervising nurse (retired); (back row, from the left) Marie Greco, supervising nurse; Joyce Jewell, supervising nurse; James Higgins, supervising attendant; James McHugo, supervising nurse; June Scheller, supervising nurse; Bertha Satterly, supervising nurse; Mary Brockway, supervising nurse.

## CSEA Court Suit Filed

(Continued from Page 1)

the arbitration of disputes between the two, which would be binding on both parties, and would result in the delegation of the legislative and executive powers of the city contrary to constitutional and statutory provisions. The agreement, therefore, is also contrary to the provisions of the Rochester City charter, the CSEA says.

Among the plaintiffs in the suit are state-wide CSEA officers, including its president, Joseph F. Felly of Albany; the president of CSEA's Monroe County Chapter, Vincent Alessi, an employee of the county and a resident of Rochester; Joseph Lostenzo, an employee and resident of the city.

Defendants named in the suit are Rochester Mayor Frank T. Lamb; City Manager Seymour Scher; members of the city council, and officers of Local 1635, AFSCME.

## Tahiti, Fiji & Australia Tour Is Offered Now

The first tour of the South Pacific ever offered to members of the Civil Service Assn. is now open for immediate bookings. It will include visits to Tahiti, the Fiji Islands, New Zealand and Australia.

The Tahiti portion of the journey will not only include a tour of the whole island but also will offer a full day cruise to the nearby island of Moorea for sightseeing, swimming and a native feast in the evening.

While in Fiji, sightseeing, native entertainment, sailing and other activities are scheduled.

The main cities and some of the countryside of New Zealand and Australia are also featured and the tour will end with a two-day rest stop in Hawaii. There will be a one night stop in Los Angeles and in San Francisco going and returning.

Total price for the 29-day trip is \$1,752 and includes round trip air transportation, hotel rooms, most meals, sightseeing, entertainment, etc. Application may be made by writing to Celeste Rosenkranz, 55 Sweeney St., Buffalo, N.Y.

## Suffolk Highway Unit Installs Officers For '67

The Suffolk County Highway Unit of the Civil Service Employees Assn. recently held a dinner-meeting for the purpose of installing officers for the coming term. The scene of the installation for the revived and strengthened CSEA unit was the Mastic Hour restaurant in Mastic, Long Island. The County Highway Unit represents all employees in the County Department of Public Works except administrative and engineering personnel.

Officers elected were Ted Fabian, president; 1st vice-president, Frank Briscoe; 2nd vice-president, Jim Hughes; 3rd vice-president, Ed Burns. Ted Fabian, Sr. was elected secretary. The treasurer's post went to Jim Mitola.

The officers were installed by Thomas B. Dobbs, Suffolk County chapter president.

R. M. Kammerer, Highway Commissioner congratulated the officers and invited them to meet anytime to resolve employee difficulties.

## St. Lawrence Fund Raising Is Unique Success

The St. Lawrence County chapter of Civil Service Employees Assn. has started a scholarship fund for the purpose of offering an award or scholarship aid to a son or daughter, of some chapter member, who wishes to further his or her education.

The most recent effort to raise money for this fund was a raffle, planned by the committee.

Tickets were sold throughout the county by CSEA members. The drawing was made on Dec. 21, and Lloyd Wells of Potsdam was the lucky winner.

When payment was offered to Wells, he inquired further about the purpose of the fund. Interested, he graciously returned the money as his donation to the Scholarship Fund.

The chapter plans future programs to establish the Scholarship Fund.



**Russell on Board**

ALBANY—Edward J. Russell of Pine Bush has been named to the Board of Visitors of Warwick State Training School for Boys

**Housing Assistant Test**

A examination for housing assistant was held last week by the Department of Personnel in which 830 candidates participated.

**Booklet On Labor Law**

Minimum wage increases effective Jan. 1, the extension of workmen's compensation to farm workers and the State Manpower Training Act are among the changes in the Labor Law included in "How the New York State Labor Law Protects You."

This 2-page booklet, issued by the State Labor Department, includes many other topics and is available free from the Office of Public Information, New York State Department of Labor, State Campus, Albany, N.Y. 12226.

**Prom. To Car Maintainer**

Twelve candidates for promotion to car maintainer, group F, took practical examination last week, the Department of Personnel has announced.

**Typists, Stenos Start At \$75 Wk. With Fed. Gov.**

Career opportunities in the Federal service for typists and stenographers have been announced by the New York Interagency Board of U.S. Civil Service Examiners. Starting salaries range from \$75 to \$92 a week.

From this list vacancies will be filled in Federal agency in the five boroughs of New York City and in the counties of Nassau, Suffolk, Dutchess, Orange, Rockland, Putnam and Westchester. The list of eligibles established under this announcement will terminate all lists resulting from previous announcement to fill typist and stenographer positions in these counties. Persons who attained eligibility prior to May 1, under previous announcements should apply in this examination if they are still interested in Federal employment. Those who attained eligibility after May 1, will automatically be placed on the new register.

In New York City applicants may continue to take the walk-in typing test at the examination room, B-20, at 220 East 42nd St., on Tuesdays and Fridays at 8:30 a.m. or 1:00 p.m. The stenographer test is given only at 8:30 a.m. session. The walk-in examination will also be given on Saturday beginning Jan. 14. Because of limited accommodations, applicants who wish to be tested on Saturday should call the Interagency Board at 573-6101 to insure admission.

An application form 500-AB must be filed if you wish to take the examination outside of Manhattan. Application will be accepted until further notice.

In New York City announcement No. NY-7-1 may be obtained at the Interagency Board of U.S. Civil Service Examiners, 220 East 42nd St., New York, N.Y. 10017 or at the main post offices in Brooklyn and Jamaica. Outside of the five boroughs of New York City, the announcement and applications may be obtained at the main post office in Hempstead, Middletown, Newburgh, New Rochelle, Patchogue, Peekskill, Poughkeepsie, Riverhead and Yonkers, or at the larger Federal agencies.

**Recreation Resource Specialists Wanted**

The United States Department of Civil Service is accepting applications on a continual basis for positions as recreation resource specialist in the U.S. Department of the Interior and other Federal agencies.

Recreation resource specialists assist governmental and non-governmental organizations in locating and establishing needs for recreation facilities.

For further information contact the Executive Secretary, Board of U.S. Civil Service Examiners, Office of the Secretary, Department of the Interior, Washington, D.C. 20240.

**Promotion Examination For Senior Attorney**

Last week the Personnel Department called 65 attorneys for a promotion examination to senior attorney in the Law Department.

Your postmaster suggests: Use ZIP code numbers to help speed your mail — Use them in all addresses.

**Where to Apply For Public Jobs**

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

**CITY**

**NEW YORK CITY**—The Applications Section of the New York City Department of Personnel is located at 49 Thomas St., New York 7, N.Y. (Manhattan). It is three blocks north of City Hall, one block west of Broadway.

Hours are 9 A.M. to 4 P.M. Monday through Friday, and Saturdays from 9 to 12 noon. Telephone 566-8720.

Mailed requests for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filing of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department and must be postmarked no later than the last day of filing or as stated otherwise in the examination announcement.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 8th Avenue Line. The IRT Lexington Avenue Line stop to use is the Worth Street stop and the BMT Brighton local's stop is City Hall. Both lines have exits to Duane Street, a short walk from the Personnel Department.

**STATE**

**STATE**—Room 1100 at 270 Broadway, New York 7, N.Y., corner of Chambers St., telephone 227-1616; Governor Alfred F. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; State Office Building, Syracuse; and 500 Midtown Tower, Rochester (Wednesdays only).

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

**FEDERAL**

**FEDERAL**—Second U.S. Civil Service Region Office, News Building, 220 East 42nd Street (at 2nd Ave.), New York 17, N.Y., just west of the United Nations building. Take the IRT Lexington Ave Line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

Hours are 8:30 a.m. to 6 p.m., Monday through Friday. Also open Saturdays 9 a.m. to 1 p.m. Telephone 573-6101.

Applications are also obtainable at main post office except the New York, N.Y., Post Office. Boards of examiners at the particular installations offering the tests also may be applied to for further information and application forms. No return envelopes are required with mailed requests for application forms.

**"LET'S MAKE '67 A GREAT YEAR" FINISH HIGH SCHOOL AT HOME IN SPARE TIME**

If you are 17 or over and have dropped out of school, write for FREE Lesson and FREE Booklet. Tells how.

**AMERICAN SCHOOL, Dept. 9AP-91**  
130 W. 42nd St., New York, N.Y. 10036. Phone BR 9-2664, Day or Night

Send me your free 55-page High School Booklet.

Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ Zone \_\_\_\_\_ State \_\_\_\_\_



*Good Reasons for joining C.S.E.A. Accident • Sickness Income Insurance Plan*

1. Money for living expenses when you need it most.
2. Pays in addition to sick leave benefits.
3. Pays in addition to other insurance.
4. Payroll deduction of premiums.
5. Cost is less than standard individual policies.
6. Thirteen conveniently located claim offices throughout New York State.
7. 24 Hour coverage (on and off the job if desired).
8. World-wide protection.
9. Underwritten by The Travelers Insurance Companies and approved by The New York State Insurance Department.
10. Endorsed by The Civil Service Employees Association and administered by its Insurance Representatives, Ter Bush & Powell, Inc. for 30 years.

Remember—55,000 C.S.E.A. members can't be wrong:

*We will be happy to send you complete information.*



**TER BUSH & POWELL, INC.**

SCHENECTADY  
NEW YORK

BUFFALO  
SYRACUSE

FILL OUT AND MAIL TODAY...

TER BUSH & POWELL, INC.  
148 Clinton St., Schenectady, N.Y.

Please send me information concerning the CSEA Accident and Sickness Income Insurance.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Place of Employment \_\_\_\_\_

Date of Employment \_\_\_\_\_ My age is \_\_\_\_\_

**P.S. If you have the insurance, why not take a few minutes and explain it to a new employee.**



# College Grads: File By Jan. 18 For Next FSE Examination

The U.S. Civil Service Commission is accepting applications for the Federal Service Entrance Examination. College graduates successful in their performance on this exam will qualify to full positions in some 200 types of careers with the Federal Government.

Applications for the Feb. 18 examination will be accepted until Jan. 18.

In effect, applicants for this test are reaching prospective employers in thousands of offices throughout the nation.

In addition, many overseas positions are filled from this test annually.

Those hired from this test are trained to work on programs of both national and international importance and will be prepared to take further examinations above the grade 5 (\$5,331 per year) entrance level.

Once appointed, applicants will be trained for positions in personnel management, general administration, economics and social quasi-legal activities or food and drug inspection.

To meet the requirements for the grade 5 position, candidates must have completed or expect to complete within the next nine months, a four-year course leading to a bachelor's degree in an accredited college or university or have three years of experience in sciences, social security administration, management analysis, tax collection, electronic data processing, budget management, park ranger activities, statistics, investigation, procurement and supply administrative, professional, investigative or other responsible

work which has prepared them for the appropriate specialty for which they are applying. Candidates may also take advantage of any equivalent combination of the experience and education. Thirty semester hours or 45 quarter hours will be considered equivalent to each nine months of the required experience.

Candidates with education or experience qualifications in excess of the minimum GS-5 requirements may also be considered qualified for GS-7 positions paying \$6,451 to start. For this grade they must have an additional year of study at the graduate level or have a year of experience at the supervisory level or an equivalent combination of education and experience. Additionally, an LL.B degree, or higher, from a law school is acceptable.

A new experimental program inaugurated this year permits those college graduates who have completed all the requirements within the last two years or expect to complete them within nine months, to place on the eligible register without examination provided they have a 3.5 index in all undergraduate courses or rank within the top ten percent of their class.

Those taking the test and attaining a sufficiently high rating

may be marked qualified for the GS-7 grade if they have had a 3.0 index in college courses or rank within the top 25 percent of their class or have been elected to membership in one of the national honorary society or have attained a score of 600 or more in the Graduate Record Examination Area Test or Advanced Test.

### Management Internships

There are also opportunities in management internships which will be filled from this test. This position is given to persons who show a potential for special training as management interns.

To file for this test, write to the U.S. Civil Service Commission 220 East 42 St., New York City and ask for applications for test number 400—The Federal Service Entrance Examination.

Test and application cut-off dates are: February 18, cut-off January 18; March 18, cut-off February 15; cut-off, March 15; and May 20, cut-off April 19. The final test will be given on June 17.

## State Clerical Positions

# Walk-In For Office Job Tests In Albany Area; No Previous Filing

The New York State Department of Civil Service has announced that walk-in testing will be resumed this month for beginning office worker positions with State agencies in the Albany area.

As result of previous cycles of testing, hundreds of clerical workers have been hired by the State, but more are needed.

To qualify, applicants need no special background or education, except U.S. citizenship and New York State residence for at least a year.

Testing will be conducted on Monday and Wednesday evenings in the cafeteria, Building No. 3, on the State Office Building Campus at 1220 Washington Avenue. Exam dates are Jan. 4, 9, 11, 16, 18, 25, 30 and Feb. 1. Applicants can take the test on any of these nights. Prior applications are not required but candidates should bring their social security number with them to the test.

Testing will start no later than 6:30 p.m. Because facilities are limited, only the first 350 candidates can be tested on any one night. Those who cannot be admitted will be given a later opportunity to take the test.

Successful candidates on these tests will be eligible for appointment to positions as clerks, file clerks, account clerks and statistics clerks, with salaries ranging from \$3,635 to \$4,755. Duties

of most positions including maintaining records, processing forms, answering routine mail and maintaining files.

Physically handicapped persons needing special testing arrangements should write to Field Recruitment Unit, New York State Department of Civil Service, The State Campus, 1220 Washington Avenue, Albany, New York 12226.

## FD Anchor Club Held Annual Xmas Party

On Saturday, Dec. 17, the New York Fire Department Anchor Club held its annual Christmas party for the children of the Mission of the Immaculate Virgin, Mount Loretto, Staten Island.

Entertainment featured a magician, a clown act by the members of Squad No. 5, New York Fire Dept., and a Christmas movie featuring the "Littlest Angel."

The arrival of Santa Claus in the person of Fire Patrolman John Hughes, New York Fire Patrol, highlighted the party.

# The Job Market

By V. RAIDER WEXLER

A LISTING OF NON-CIVIL SERVICE JOBS AVAILABLE THROUGH THE NEW YORK STATE EMPLOYMENT SERVICE

This is the time of year when many TELEPHONE DIRECTORY DELIVERYMEN are needed to deliver books in Manhattan to private homes, apartment houses and offices. Applicants must be able to complete delivery records and be in good health without any history of heart disease, high blood pressure or hernia. The pay is \$12.44 for a full day. Openings available to men using their own cars on a full time, part time or piece work basis. . . . UPHOLSTERERS with four or five years experience are wanted at \$2.75 to \$4.00 an hour. . . . Also AUTO BODY REPAIRMEN to do complete collision jobs. Must have own tools. These jobs pay \$2.75 to \$3.00 an hour. . . . Fully experienced black and white CUSTOM PRINTERS are in great demand. The pay is \$100 to \$150 a week depending on experience. . . . Apply at the Manhattan Industrial Office, 255 West 54th Street.

Here's an opportunity to live and work overseas. . . . TEACHERS are needed in schools throughout the world for the children of military and civilian personnel. Must be U.S. citizens,

and have BA degree or BS with 18 semester hours of professional teacher training; certification. Transportation to overseas station provided without charge. Starting salary for classroom teacher is \$5,505 and up depending on education and experience. . . . In addition to teachers, there are also openings for SCHOOL COUNSELORS, LIBRARIANS and SCHOOL ADMINISTRATORS. Interested applicants should apply in person at the Professional Placement Center, 444 Madison Avenue, Manhattan.

## Vincent L. Tofany Heads State Motor Vehicle Commission

ALBANY — Vincent L. Tofany, the new state motor vehicle commissioner, obtained his administrative experience as a town supervisor in Monroe County.

Named by Governor Rockefeller to succeed William S. Hulst, who retired, Mr. Tofany is a former assistant district attorney for Monroe County and for several years served as majority leader of the Monroe County Board of Supervisors.

## Enjoy NEW YORK TOGETHER!

The family hotel "no charge plan" for children same room with parents.

**HOTEL BRISTOL**  
129 West 48th Street  
New York

In the Heart of Times Square  
SPECIAL RATES  
TO THE  
CIVIL SERVICE

**SINGLES from \$7**  
**DOUBLES from \$11**  
Write for Attractive Booklet

Girls, Women—Easily Become A

## LEGAL SECRETARY

Earn up to \$150 a week (Full time)  
Earn up to \$75 a week (Part time)

Low cost course, 2 nights w/ky for 18 wks. (Sat. classes also). Exciting secure future. No age or education requirements. Must have some stone knowledge. Free advisory placement service. Call or write NOW!

FREE BOOKLET: BE 3-5949  
A.B.I. SCHOOL, 47 W 32 St., NY 1, NY

Worth 4-7377

## Lady Ann Beauty Salon, Inc.

175 WEST BROADWAY  
New York, N.Y. 10013

The finest in beauty care for the discriminating woman, specialists in Hair Shaping, Tinting, Styling and Permanent Wave

# BOGEN at BRYCE



## BOGEN TR100X

Solid State 60 Watt  
AM/FM-Stereo RECEIVER  
Featuring all silicon transistors  
and advanced modular circuitry

### FEATURES

- ★ Advanced modular design for long, trouble-free life
- ★ 60 clean stereo watts
- ★ All silicon transistors
- ★ Multi-stage AM and FM circuitry
- ★ 4-position speaker/phone selector
- ★ Automatic time-division multiplex for improved stereo separation
- ★ Automatic Stereo-Minder circuitry prevents triggering on false signals

## BRYCE AUDIO

110 WEST 40th STREET  
New York, New York

BR 9-4050 - 1 - 2



# Civil Service LEADER



America's Largest Weekly for Public Employees

Member Audit Bureau of Circulations

Published every Tuesday by

LEADER PUBLICATIONS, INC.

97 Duane Street, New York, N.Y.-10007

212-BEekman 3-6010

Jerry Finkelstein, Publisher

Paul Kyer, Editor

James F. O'Hanlon, Executive Editor

Joe Deasy, Jr., City Editor

Carol F. Smith, Assistant Editor

N. H. Mager, Business Manager

Advertising Representatives:

ALBANY — Joseph T. Bellew — 303 So. Manning Blvd., IV 2-5474

KINGSTON, N.Y. — Charles Andrews — 239 Wall Street, Federal 8-8350

10c per copy. Subscription Price \$3.00 to members of the Civil Service Employees Association. \$5.00 to non-members.

TUESDAY, JANUARY 10, 1967

## A Major Concern On Constitution Change

IN the first of a series of reports the Temporary State Commission on the Constitution Convention will submit to the people of New York State and to delegates to New York's ninth Constitutional Convention one of the major issues proposed for study is "Should provisions be made for collective bargaining by public employees? If so, should the right to strike be explicitly granted or denied?"

These issues are among the most important matters affecting civil servants today and there is scarcely enough urgency of language to impel public employees to direct their most ardent efforts to see that any new Constitutional amendments on these subjects are written for, not against, the best interests of the entire civil service.

There is the great danger that encompassing such areas of labor relations into the rigidity of constitutional law may bind public employees to negotiating procedures that at a future date may become obsolete as bargaining techniques become more sophisticated. A constitutional prohibition against civil service strikes would have to have extraordinary compensations in order for it to be any way acceptable to public employees.

Running parallel with these considerations is the fact that Governor Rockefeller and the State Legislature intend to deal with these same issues this year. Will the final solution to repeal and replace the Condon-Wadlin anti-strike law, when it is written into State law, be in conflict with decisions arrived at by the convention delegates?

There will have to be extensive co-ordination of effort and interest between the State's public employees, its executive and legislative bodies and the Constitutional Convention delegates in order to arrive at a new labor relations program in civil service that is not in conflict for either constitutional, legal or anti-public employee reasons.

We propose right now that the Governor's office, representatives of the Legislature, the Constitutional Convention and the public employee organizations of the State form a liaison committee to prevent any working at cross purposes and create a feasible line of communication that will result in laws and constitutional changes that will serve both the public and the employees who serve that public.

## New Clerk Appeal

A precedent may be set soon by the Civil Service Employees Assn. with its call for an open hearing before the State Civil Service Commission on an appeal to reallocate 180 State clerical titles by two pay grades. The appeal is from a State Division of Classification and Compensation decision which denied an earlier appeal on the upgrading filed by the Employees Association.

We believe the CSEA request for an open hearing has considerable merit, the main one being that it allows for human as well as statistical reasoning and argumentation. At an open hearing on the original appeal, Employees Association members were not only eloquent in their arguments but also presented, apparently, some factual material that was not taken into consideration in judging the reallocation request.

The Civil Service Commission has nothing to lose by such an open hearing and should accede to the Employees Association's request.

## LETTERS

Letters to the editor must be from publication upon request. They should be no longer than 300 words and we reserve the right to edit published letters as seems appropriate. Address all letters to: The Editor, Civil Service Leader,

### Sick Leave Bill

Editor, The Leader:

In his letter which appeared in the Dec. 20 issue of The Leader, Maurice Weiner pointed out very clearly why it would be good business for the State to pay employees for unused sick leave credits upon separation from the Service.

For the last twenty years sick leave bills have been introduced and every year they have died in committee, except for the paltry bill passed last year which picks up health plan payments.

Payment for sick leave accruals makes good sense. Then why isn't it granted? For one thing, too many sick leave bills are introduced every year. If we employees can't agree among ourselves on what we want how can we expect our legislators to act favorably? We suggest that the Legislative Committees of the various employee organizations get together on one bill and together push it over the line THIS YEAR. Organizations interested, please write to:

DOROTHY REHM, Chairman  
Sick Leave Committee  
Management Association of the New York State Division of Employment, 500 - 8th Ave. Room 1206,  
New York, N.Y. 10018.

DOROTHY REHM.

### Automatic Upgrading In State Hospitals

Editor, The Leader:

So the attendant was unhappy because he was down-graded when he didn't pass his attendants exam. Did he ever stop and wonder why he didn't pass and the younger attendant did?

I began to work in the dining-room as a grade 4 and believe me I do my share. Now I am on full time and still a grade 4, still doing my share of work while the older girls stand around telling me what a fool I am working as a grade 4.

Some of these girls have had 10 years experience but it is worthless because they are always too tired, they resent the part-time girls and they hate the young full-time girl, and their attitude to the patients (especially at serving time) is sickening. Will you tell me what good this experience is?

When a dining room girl retires and we go on full time shouldn't we automatically become grade 6.

Won't someone give this a thought?

AN UNHAPPY EMPLOYEE  
Marcy State Hospital

### Safety Officer Seeks "Fair Day's Wage"

Editor, The Leader:

As a safety officer who is required to render police, fire and security protection at a State institution and who also has to render service from retrieving lost clothing and exercising traffic control to dispensing first aid in all kinds of weather, hours and emergency conditions, I say lets

(Continued on Page 10)

## Civil Service Law & You

By WILLIAM GOFFEN



(Mr. Goffen, a member of the New York Bar, teaches law at the College of the City of New York, is the author of many books and articles and co-authored "New York Criminal Law.")

### Teacher's Tenure Traps

THE BY-LAWS of the Board of Higher Education do not assure tenure to a teacher until she has taught for three full years and been reappointed for a fourth year. The years must be consecutive and, according to the by-laws, compensation must be on an annual salary basis.

THESE TECHNICALITIES place a tremendous burden of good faith upon the Board when it hires a new teacher. The teacher is likely to be trusting. For example, she may not realize that payment of her salary between September and June instead of on a twelve month basis may be seized upon to render the year's work valueless for tenure purposes. The Board may raise a similar contention when the salary has been set on a monthly instead of annual basis.

THE CASE of Rosen v. Board of Higher Education of the City of New York (New York Law Journal, July 14, 1966) illustrates the extremes resorted to by the Board to prevent tenure. Fortunately, a wise Judge, Vincent A. Lupiano, cut through technical considerations to reach a just conclusion.

THE PETITIONER, having served for three full years as a teacher at Hunter College High School, was reappointed for a fourth year. Yet, she was dismissed without charges or a hearing.

IN HER Article 78 proceeding, the petitioner claimed she was entitled to a hearing on charges as a tenured teacher. The Board answered that her first year of service did not count because her salary that year was fixed on a monthly instead of an annual basis. Still, the Board had to concede that she performed services for a full school year and received a full year's salary. Her services were given pursuant to a formal letter of appointment for a period "9-10-62—6-30-63 plus 7-1-63—8-1-63 (full program)" at a salary of \$450 per month.

A LITERAL and exact reading of the by-laws supported the Board's argument. They clearly stated that tenure depends upon service on an annual salary. However, Judge Lupiano was less concerned with exactness than with equity and justice.

IN HOLDING that the petitioner had tenure and could not be dismissed except on charges proven at a hearing, Judge Lupiano observed that the letter initially appointing the petitioner did so for a full school year (September to June). She also taught in the summer session, but such summer teaching was not essential to tenure credit.

WHILE THE letter of appointment undeniably fixed the petitioner's salary on a monthly rather than annual basis, there may have been ambiguity as to whether her contract was monthly rather than annual. There is a familiar rule of contract interpretation that ambiguity must be resolved against the party drafting the instrument. The reason for the rule is that the drafter had it in his power to avoid the ambiguity by choosing clear language. Applying the rule, Judge Lupiano held that the appointment was on an annual basis for tenure purposes. As the jurist stated:

In view of the ambiguity of the letter notifying petitioner of her appointment, any doubts as to its meaning should be resolved in favor of petitioner and against respondent, which, with knowledge of its own regulations, had it within its power to make pellucidly clear the terms of petitioner's employment . . .

THE PETITIONER was indeed fortunate that an understanding jurist passed upon her case.

THE ROSEN case illustrates the desirability of seeking legal guidance before entering into important contracts. Teachers tend to be too trusting, and many a teacher takes employment with the Board of Higher Education without any awareness of the obstacles that may block achievement of tenure. Only after three years of full time service may the teacher learn for the first time that for technical reasons none of that time counts for tenure.



No Experience

File In February For City Messenger Jobs Paying From \$3,750

Filing for an expected 500 messenger jobs, to be filled within the coming four years, is expected to open Feb. 1, according to the New York City Department of Personnel. There are no formal education or experience requirements for appointment to this grade 7 position. Filing will extend through Feb. 21 for the written examination which is scheduled to be held on May 27.

The written test will have a weight of 100, with 70% required. It will be of the short answer type and may include questions designed to measure the candidate's general intelligence, judgment and aptitude for the position. Also, candidates will be required to pass a qualifying medical and physical test prior to appointment.

The salary ranges from \$3,750 to \$4,830 per year, with annual increments and a longevity increment of \$180 each. Messengers may be promoted to the title of senior clerk with a salary range of \$4,550 to \$5,990 per annum. Candidates appointed to this position may be required to work rotating tours or shifts including nights and Saturdays, Sundays, and holidays.

Benefits enjoyed by City employees include generous annual leave, sick leave, leave with pay for holidays and membership in a liberal pension system, the social security system, a health insurance plan and the blood credit program.

The duties of a messenger are to perform errand work and simple clerical and other tasks.

Application blanks may be obtained in person or by mail from the Application Section of the Department of Personnel, 49 Thomas Street, N.Y.C. 10013. Mailed requests for applications must be accompanied by a stamped, self-addressed envelope. Applications will also be issued in person at all branches of the public library system in New York City, Mount Vernon, New Rochelle, White Plains, and Yonkers.

Do not attempt to file for this job before the opening of the filing period.

Last Week To File For State Park Patrolman Positions; \$2.81 Hour

Summer jobs as traffic and park officers are open for filing until Jan. 16 with New York State. Hourly pay for these seasonal positions, located in Nassau, Queens and Suffolk Counties, is \$2.81.

Candidates must be 21-29 years old at the time of their appointment. By the date of the written test, they must have been legal residents of New York State for at least one year and of Nassau, Queens or Suffolk County a minimum of four months. The examination is scheduled for Feb. 18. Those appointed as a result of this test will get preference for employment in succeeding seasons without further examination.

Traffic and park officers patrol State parks and parkways to enforce laws and give assistance, information and protection to the public. They work within a specified district of a park or parkway, patrolling on foot, horseback, motorcycle or in a radio car.

Vocational Handbook

Occupational Outlook Handbook, published by the Bureau of Labor Statistics, is an 800 page booklet containing details on some 700 occupations in 30 major industries. Designed for easy use by students, guidance counselors, teachers,—or anyone working professionally with job-seekers, the Handbook describes employment outlook, nature of work, earnings and working conditions, training and education required, advancement prospects, and sources of additional information.

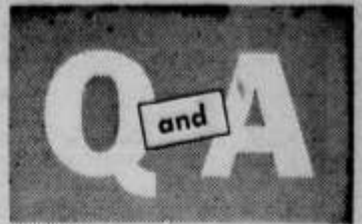
The Occupational Outlook Handbook at \$5—in addition to chapter reprints at nominal prices—is available from the Middle Atlantic Regional Office, Bureau of Labor Statistics, 341 Ninth Avenue, New York, N.Y. 10001.

U.S. Naval Lab Needs Temp. Clerk Typists

The U.S. Naval Applied Science Laboratory needs clerk typists for temporary appointments, not to exceed one year. The positions pay \$3,925 to \$4,269 per annum, depending upon experience.

Applicants must be U.S. citizens and high school graduates, or have one year of appropriate experience.

Interested applicants should report to the Civilian Personnel Office, Flushing and Washington Avenues, Brooklyn, N.Y., for an interview and a written test. For further information, phone Main 5-4500, ext. 491 or 489.



QUESTIONS AND ANSWERS . . .

. . . about health insurance

by William G. O'Brien

Blue Cross-Blue Shield Manager,

The Statewide Plan



This column will appear periodically. As a public service, Mr. O'Brien will answer questions relative to the Statewide Plan. Please submit your questions to Mr. O'Brien, Blue Cross-Blue Shield Manager, The Statewide Plan, 1215 Western Ave., Albany, N.Y. Please do not submit questions pertaining to specific claims. Only questions of general interest can be answered here.

Q. Will my share of the premium for my Statewide Plan coverage change when I become 65 years old?

A. Yes. Your premium will be reduced \$3.00 a month, the amount you will be paying for Part B of Medicare, for which you will be eligible when you reach your 65th birthday. Also, if you have family coverage and your spouse is 65 or over, your share of the Statewide Plan premium will be reduced by another \$3.00, the amount you will be paying for your spouse's Part B coverage under Medicare.

Q. I remember hearing that a person can have full benefits restored under the Major Medical part of the Statewide Plan after a major illness. How do I arrange to do this?

A. To restore full benefits under the Major Medical part of your Statewide Plan, a statement of health form PS 450 must be filled out and submitted through your payroll or personnel officer. The forms may be obtained from the same officer. After the form is processed and approved, you will be eligible for the full \$20,000 Major Medical benefits again under your Statewide Plan.

Q. Does a person's salary have any bearing on the benefits he receives through the Statewide Plan?

A. No. Benefits are exactly the same for everyone who is a member of the Statewide Plan and are not based on a person's salary. I might also add that benefits are also the same for dependents as well as for the enrollee himself.

force laws and give assistance, information and protection to the public. They work within a specified district of a park or parkway, patrolling on foot, horseback, motorcycle or in a radio car.

Because of the extraordinary physical effort this job entails, candidates should be strong and active. They must have at least 20/20 vision, be 5' 10" tall in bare

feet and weigh a minimum of 150 pounds. To be eligible for appointments, applicants must also possess a valid New York State driver's license.

For further information and applications, write Recruitment Unit No. 347, New York State Department of Civil Service, The State Campus, Albany, New York 12226.

New York City Transit Authority Wants

BUS DRIVERS SAL. TO \$149 Wk.

Height 5' 4"

CONDUCTORS SAL. TO \$143 Wk.

Height 5' 6"

MUST TAKE CIVIL SERVICE EXAMINATION

Applications open Jan. 5-25—Exam. May 20, 1967

ATTEND DELEHANTY CLASSES FOR THOROUGH PREPARATION FOR WRITTEN TEST PRACTICE EXAMS GIVEN AT EVERY SESSION!

No Formal Education or Experience Necessary Bus Drivers Must Have Operator's License for 2 Years at Appointment. Age 21 Years Up at Appointment

IN JAMAICA—TUESDAYS at 7:00 P.M. IN MANHATTAN—THURSDAYS at 1:15, 5:30 or 7:30 P.M.

Be Our Guest at a Class — Fill in and bring Coupon

DELEHANTY INSTITUTE

115 EAST 15th ST. Near 4th AVENUE, N.Y. Phone GR 3-6900

NAME ADDRESS CITY ZONE

Shoppers Service Guide

Get The Authorized CSEA License Plate The only car license plate tag authorized by the Civil Service Employees Assn. is that which is sold through CSEA Headquarters, 8 Elk St., Albany. The plate which sells for \$1, can also be ordered through local chapter officers.



Adding Machines Typewriters Mimeographs Addressing Machines Guaranteed, Also Rentals, Repairs ALL LANGUAGES TYPEWRITER CO. Chelsea 3-8086 119 W. 23rd ST., NEW YORK 1, N.Y.

Help Wanted

PART TIME, messengers, morning or afternoon, 29 W. 31 St. One flight up.

Cemetery Lots

BEAUTIFUL, non-sectarian memorial park in Queens. One to 12 double lots Private owner. For further information write: Box 541, Leader, 97 Duane St. N.Y. 10007, N.Y.

CAR - POOL

Wanted some one leaving vicinity Parkside Ave. & Flatbush, Brooklyn, around 8 - 8:30 A.M. and/or returning around 5:30 P.M. from B'way Chambers vicinity. Call BE 3-6010, Ext. 11.

If you want to know what's happening to you to your chances of promotion to your job to your next raise and similar matters!

FOLLOW THE LEADER REGULARLY!

Here is the newspaper that tells you about what is happening in civil service, what is happening to the job you have and the job you want.

Make sure you don't miss a single issue. Enter your subscription now.

The price is \$5.00. That brings you 52 issues of the Civil Service Leader, filled with the government job news you want. You can subscribe on the coupon below:

CIVIL SERVICE LEADER 97 Duane Street New York 10007, New York

I enclose \$5.00 (check or money order for a year's subscription to the Civil Service Leader. Please enter the name listed below:

NAME ADDRESS Zip Code





**DISCUSSION** — Members of the executive board of the Brookhaven Town Highways Department unit of the Civil Service Employees Assn. met recently with Superintendent of Highways Charles W. Barraud to discuss pending employee benefits.

Those attending the meeting were, left to right: Charles Wood; Dominick Algeria, second vice-president; Basil Bateman, first vice-president; Barraud; Peter D'Albert, president; Thomas Quinn and Douglas Backes.

### State Offers Parole Officer Trainee Jobs

New York State is accepting applications on a continuous basis for parole officer trainee examinations.

Salary in this position is \$5,800

per year. After one year in the trainee position, candidates who qualify will be promoted, without further examination, to the title of parole officer at a salary of \$6,920.

For further information contact the State Department of Civil Service, the State Campus, Albany, or the State Office Buildings, New York City.

### Court Officers Group Becomes 832 Affiliate

The Uniformed Court Officers Division of Terminal Employees Local 832 last week formally changed their name to the Uniformed Court Officers Union, and voted to become an affiliate of Terminal Employees Local 832.

A well attended meeting held in the Bronx meeting rooms of the local saw the following officers elected for a one year term: William McDonnell, president; Edward Etkins, vice-president; Frederick Cafarelli, secretary and Al Cook, sergeant-at-arms.

In an acceptable speech to those assembled, McDonnell said that the membership of the Uniformed Court Officers Union was steadily increasing in the Family, Civil and Criminal Courts. He also stated that he could not understand why so many of the court officers preferred to pay their dues in cash one year in advance. He said that it was time for the officers to stand up and be counted.

A highlight of the election meeting was a speech by Herbert S. Bauch, president of Local 832, who told the membership that the local has plans to go into court to protect the court officers rights in promotion examinations.

**FREE BOOKLET on Social Security; Mail only; Box S, 97 Duane St., New York, N.Y. 10007.**

#### LEGAL NOTICE

SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF BRONX. In the Matter of the Application of CALVIN EARL HENRY, Petitioner, For the Dissolution of his Marriage with RUTH HENRY, Respondent. Pursuant to Article 19 Domestic Relations Law. TO: RUTH HENRY

PLEASE TAKE NOTICE that petition has been presented to this Court by CALVIN EARL HENRY, your husband, for dissolution of your marriage on the ground that you absented yourself for five successive years last past without being known to him to be living and that he believes you to be dead, and that pursuant to an order of said Court dated the 3rd day of January, 1967, a hearing will be had upon said petition at the said Supreme Court, Special Term, Part I, at the Courthouse, located at 851 Grand Concourse, Borough of Bronx, City and State of New York, on the 7th day of April 1967, at 9:30 o'clock in the forenoon.

Dated: New York, January 3, 1967. CALVIN EARL HENRY STANLEY A. COHEN Attorney for Petitioner 1501 Broadway New York 36, New York

# 79 City Aides Share \$1,090 In Suggestion Award Fund Grants

Seventy-nine New York City employees are sharing a \$1,090 New Year's package from the Employees Suggestion Award Fund, the City Department of Personnel has announced.

The money is to be distributed to the winners for their suggested improvements in City operations which has either resulted in a savings in time or money or has streamlined procedures to benefit the City.

Hannes L. Hendrickson of Brooklyn, an electrical engineer in the Dept. of Water Supply & Electricity, is a top award winner of this group. Hendrickson will receive two awards totaling \$40 for improved mailing procedures and for correction of unsanitary sewage conditions at a Transit Subway Station.

Angelo A. Santoro of the Dept. of Sanitation, will receive two awards amounting to \$35.

Other award winners included:

#### \$25 Awards

- Sidney Lerner of the Dept. of Buildings;
- Thomas V. Trummer of the Fire Dept.;
- William M. Burke of the Police Dept.;
- Rosario Castelli of the Police Dept.;
- Joseph J. Veras of the Dept. of Sanitation;
- Joseph Napoli of the Dept. of Sanitation;
- Jack Redlus of the Dept. of Sanitation;
- Peter J. Weidner of the Dept. of Sanitation;
- Edward J. Biscotti of the Dept. of Traffic;
- Harold Osorio of the Transit Auth.;
- John Carletti of the Transit Auth.;
- Roland A. Weber of the Transit Auth.;
- Irving L. Brady of the Transit Auth.;
- Charles Hughes of the Dept. of Water Supply, Gas & Electricity; and
- Murray Kaufman of the Dept. of Welfare;

#### \$20 Awards

- Fred Meserole of the Transit Auth.;

#### \$15 Awards

- Marion L. Martens of the Dept. of Finance;
- Henry Goldberg of the Dept. of Finance;
- Louis J. Basso of the Fire Dept.;
- Michael McDonnell of the Dept. of Hospitals;
- William J. Sexton of the Dept. of Marine and Aviation;
- Gaetano T. Zaferino of the Dept. of Public Works;
- Paul Kostick of the Dept. of Public Works;
- Robert Allen of the Dept. of Public Works;
- Ruby Sackowitz of the Transit Auth.; and
- Maxine Rosenthal of the Dept. of Water Supply, Gas & Electricity;

#### \$12.50 Awards

- William Loeffler and Julius Busse both of the Dept. of Public Works, as co-suggesters, will each receive \$12.50.
- Louis Galvano and John Jackson both of the Transit Auth., as co-suggesters, will each receive \$12.50.

#### \$10 Awards

- Arthur Fox of the Office of the City Register;
- James Cuddy of the Dept. of Corrections;
- Florence Aubin of the Board of Education;
- James H. Sackel of the Dept. of Finance;
- Hanna Rauschkolb of the Dept. of Finance;
- Saul Jacobowitz of the Dept. of Finance;
- Helen Zinna of the Dept. of Finance;
- Ernest R. Teschlog of the Fire Dept.
- James Vespe of the Fire Dept.
- Constance Marin of the Dept. of Hospitals;
- Edna Edelstein of the Dept. of Health;
- Frederick Mathesie of the Law Dept.;
- Harry Kessler of the Law Dept.
- Charles R. Foy of the Dept. of Personnel;
- Carrie Weyr of the Dept. of Personnel;
- Frances R. Goldberger of the Dept. of Personnel;
- John J. Tarpey of the Police Dept.;
- Lawrence J. Dempsey of the Police Dept.;
- Beatrice E. Meyerson of the Dept. of Public Works;
- John W. Huebner of the Dept. of Public Works;
- Yetta Klein of the Dept. of Purchase;
- Arthur Bolden of the Transit Auth.;
- John Billeci of the Transit Auth.;
- Patsy L. Schepis of the Transit Auth.;
- Manuel Fernandes of the Transit Auth.;
- Ralph S. Lewis of the Transit Auth.;
- James Gioia of the Transit Auth.;
- Samuel Schwartz of the Transit Auth.;
- Phillip L. Giustolisi of the Transit Auth.;
- Louis Manchini of the Transit Auth.;
- Oscar Kablov of the Transit Auth.;
- John Buane of the Dept. of Water Supply, Gas & Electricity;
- Irwin Millman of the Dept. of Water Supply, Gas & Electricity;
- Harry E. Frank of the Dept. of Water Supply, Gas & Electricity;
- Gerard A. Ahern of the Dept. of Water Supply, Gas & Electricity;
- Frank M. Nicolosi of the Dept. of Water Supply, Gas & Electricity;
- Nathaniel P. King of the Dept. of Welfare;
- Stephen Singer of the Dept. of Welfare;
- Elias Merena of the Transit Auth.;
- Anthony Incristo and Angelina Pearson as co-suggesters will each receive \$5.
- William Ruotolo and William L. Heim of the Transit Auth., as co-suggesters will each receive \$5.
- Ladislav Trzaskoma and Anthony Wilk both of the Transit Auth., as co-suggesters will each receive \$5.

**Charles Josef**  
MEN'S HAIRPIECE SPECIALIST  
100% HUMAN HAIR  
Natural Color - Undetectable  
PRIVATE CONSULTATION  
3301 - 6TH AVENUE  
Troy, N.Y. AR 3-9366

Prepare For Your  
**HIGH SCHOOL EQUIVALENCY DIPLOMA**

- Accepted for Civil Service
- Job Promotion
- Other Purposes

Five Week Course prepares you to take the State Education Department Examination for a High School Equivalency Diploma.

**ROBERTS SCHOOL**  
517 W. 57th St., New York 19  
PLaza 7-9300

Please send me FREE information.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Ph. \_\_\_\_\_

Men, Women—Easily Learn to  
**INVESTIGATE ACCIDENTS**  
and  
ADJUST CLAIMS, CREDITS & COLLECTIONS

Earn up to \$200 a week (Full time)  
Earn up to \$100 a week (part time)

Low cost course, 2 nights w/ky for 12 wks. (Sat. classes also). Exciting secure future. No age or education requirements. Free advisory placement service. Call now.

**FREE BOOKLET - BE 3-5910**  
**ADVANCE BUSINESS INSTITUTE**  
51 W. 32nd St., N.Y. 1, N.Y.

**LEGAL NOTICE**

SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF BRONX. BENJAMIN ORESKY, Plaintiff, against WILLIAM S. PETERS, CATHERINE MAYBERRY, CORINNE W. PETERS, MARK SOBIN, MARGIE ROBERTS, "JOHN" MAYBERRY, if any or all of the foregoing be living, and if they or any of them be dead, then it is intended to sue their heirs-at-law, devisees, distributees, next of kin, executors, administrators, wives, widows, lienors and creditors and their respective successors in interest all of whom and whose names and addresses and whereabouts are unknown to plaintiff and who are joined and designated as a class of "unknown defendants", and THE CITY OF NEW YORK, Defendants. Plaintiff designates Bronx County as the place of trial. The basis of the venue is the plaintiff's residence in Bronx County, New York.

**SUMMONS: TO MARK SOBIN and "JOHN" MAYBERRY, the above named defendants; YOU ARE HEREBY SUMMONED to answer the complaint in this action and to serve a copy of your answer on the Plaintiff's Attorney within 20 days after the service of this summons, exclusive of the day of service (or within 30 days after the service is complete if this summons is not personally delivered to you within the State of New York) and in case of your failure to answer, judgment will be taken against you by default for the relief demanded in the complaint. Dated, New York, New York, January 10, 1967, TOLCHIN & SCHIFF, Attorneys for plaintiff, Office and Post Office Address 11 Park Place, New York, N.Y. 10007.**

To: The above-named defendants: The foregoing summons is served upon you by publication pursuant to an Order of the HON. ARTHUR MARKEWICH, a Justice of the Supreme Court of the State of New York - County of Bronx, dated the 27th day of December, 1966, and filed with the complaint and other papers in the Office of the Clerk of County of the Bronx, Bronx County Court House located at 851 Grand Concourse, Bronx, New York. The object of this action is for foreclosure of a mortgage of the property described below according to the respective rights of the person interested therein: ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the Borough of Bronx, City and State of New York, bounded and described as follows: - BEGINNING at a point on the southerly side of 165th Street, as it existed before the legal opening thereof, distant 55 feet easterly from the corner formed by the intersection of the said southerly side of 165th Street with the easterly side of Union Avenue, as it existed before the legal opening thereof; running thence easterly along said southerly side of 165th Street, 25 feet; thence southerly parallel with the easterly side of Union Avenue, 119 feet, more or less, to a fence which forms the division line of the premises hereby described and the property now or formerly of Anselm Stollberg; thence westerly parallel with the said southerly side of 165th Street, 25 feet; thence northerly again parallel with the easterly side of Union Avenue, 119 feet more or less to the southerly side of 165th Street to the point or place of beginning, excepting therefrom so much thereof as has been taken by the City of New York for the opening of 165th Street. Said premises being known as 816 East 165th Street, Bronx, N.Y. Dated: January 10, 1967. New York, New York. TOLCHIN & SCHIFF, Attorneys for Plaintiff, Office and P.O. Address 11 Park Place New York, N.Y. 10007.



## U.S. Service News Items

By JAMES F. O'HANLON

### 3.2 To Take Beating In New Pay Raise Legislation

As Congress opens for business on Jan. 10 look for the introduction in the House of legislation asking for Federal pay raises well in excess of the President's 3.2 guideline. Some bills may ask for as much as a 20 percent across-the-board raise, it has been indicated. The minimum that any bill now in the works should ask for is 5 per cent.

The bigger Federal employees unions are asking for raises as high as 10 per cent. These employee group leaders have learned to be fairly realistic in their wage-like demands. So many proposals then, over the 5 per cent pay raise figure that many believed a proper goal for smashing the 3.2 guidelines only weeks ago, indicates that the climate for an even larger pay raise may be brewing in Congress.

Members of Congress have become quite dismayed by the 3.2 guideline in the past year. And why not? It is no longer in line with the last reported consumer price index rise (3.9) to say nothing of where the raise itself will leave the Federal employee by next year and the changes that the index goes through in that time.

The guidelines have been trampled upon in strike settlements in private industry and have been bypassed by the government itself in the granting of raises to small groups of employees working for the government and more specifically in the granting of the 4.4 per cent raise to Federal blue-collar workers recently.

#### Battalion Chief Promotion

The Personnel Department called a total of 520 members of the Fire Department for a promotion examination to battalion chief last week.

#### Help Wanted - Female

NURSES, RN'S

### STAFF & HEAD NURSES

PROFESSIONAL NURSES FOR THE CITY OF NEW YORK HAVE THE OPPORTUNITY TO GAIN THE MOST DIVERSIFIED AND VALUED NURSING EXPERIENCE POSSIBLE.

Effective January 1967

Starting Salaries Will Range:

Staff Nurses

**\$533-\$637**

Head Nurses

**\$591-\$695**

Salaries are based on exper & education. Other benefits include: tuition refund; generous evening and night differentials; \$100 year uniform allowance; free uniform laundry service; paid holidays; excellent retirement plan and much more. You can choose your own area of nursing specialty among any of our 19 general and special hospitals. You will become associated with outstanding medical programs which provide you with great learning experiences. You will work with patients who value your talent highly—the rewards are great.

Write or phone NOW!

(212) 566-2990

Professional Recruiting Unit

DEPARTMENT OF HOSPITALS

125 Worth St., Room 620

New York City, N. Y. 10013

An Equal Opportunity Employer

restrictions may be laying in wait to ambush the Administration at Federal Pay Bill Pass.

#### Extra Pay For Hazardous Duty

Federal employees who are assigned on an irregular or intermittent basis to hazardous duties will receive extra pay, under new regulations just approved by the Civil Service Commission. Authority for the regulations is established in Public Law 89-512, enacted to establish equitable compensation rates for hazardous duty or duty involving physical hardship for employees not now entitled to such pay.

The new regulations apply to full-time, part-time, and intermittent employees in Classifications Act positions. They do not apply to wage-board (blue-collar) positions.

The new regulations, effective on the first pay period beginning after January 15, 1967, are accompanied by a schedule of hazardous pay differentials which lists certain duties designated as hazardous.

Examples of duties covered by the new regulations when assigned on an intermittent or irregular basis include work at heights of 50 feet above ground or floor under open conditions, flying aircraft (e.g., test of a new or repaired plane), work in deep open trenches, certain under-water work, and firefighting as a member of an emergency firefighting crew.

The new regulations also authorize extra pay for irregular or intermittent duty which may not in itself be hazardous but which causes extreme physical discomfort when not adequately alleviated by protective or mechanical

devices. For example, the hazard pay differential would be allowed for work which on occasion requires exposure to extreme temperatures for long periods of time, or to fumes, dust and noise which might cause nausea or irritation to skin, eyes, ears, nose, and throat.

#### Top Civilian Award

Pilot James E. Peters of Grumman Aircraft Engineering Corporation has been presented with the Outstanding Civilian Service Medal, the top civilian award within the gift of the U.S. Army. The medal was presented in Washington, D.C., by Lt. Gen. William B. Bunker, Deputy Commanding General, Army Material Command.

**FREE BOOKLET by U.S. Government on Social Security. MAIL ONLY. Leader, 97 Duane St., N.Y. City, N.Y. 10007.**

## Schick Science announces-



# New Schick Band Razor

Schick patent #2492292

Schick patent #2591702

Other patents pending...



10 new edges, not just 6. Ten new Schick Super Stainless Steel Edges on a continuous band.



Patented slotted band. Band holds taut between two spools. Gives you the control and the comfort you want.



For a new shaving edge, just wind the lever on the cartridge. It's easy. Guide numbers are on the side.



Lasts longer too. After extra weeks of shaving, snap in a new 10-edge cartridge—you never touch a blade.

Schick Science brings you the new cartridge-loaded Schick Band Razor. Inside the cartridge, not just six, but ten Schick Super Stainless Steel Edges coiled into one continuous shaving band.

It's completely different. Better. In every way. You get a faster, smoother, closer shave.

The patented Schick band is slotted. It feeds between two spools, holds each new edge taut to give you the control and the comfort you want.

You'll like the convenience. You'll like the way each edge has the famous Super Krona coating to shave you closer—with greater comfort.

## Schick 10-edge Band Razor \$2<sup>95</sup>

Schick Safety Razor Co., Division of EVERSARP<sup>®</sup>, Inc.

# CHAMBERS STREET MART

122 CHAMBERS STREET

NEW YORK CITY, N. Y.



Recruiters In City Jan. 16—

# State Dept. Seeking Secretaries And Communications Clerks For Positions Overseas And In Capitol

United States Department of State recruiters will be in New York City from January 16 through February 3 in search of secretaries and communications clerks for work in American Embassies and Consulates around the world, and for duty in the "home" offices in Washington, D.C.

Salaries for these positions, here and abroad, are reported to range from \$4,776 and up a year.

"We are looking for secretaries with shorthand skill and communications clerks with teletype or cryptographic experience who are willing to serve anywhere they are needed," said one of the recruiters who has served at several Foreign Service posts. "The Foreign Service offers a unique combination of service to our government and the opportunity to live in and learn about other countries," she added, "and those fortunate enough to be selected will find a challenging, rewarding career awaits them."

Positions overseas are open to secretaries with shorthand experience, communications clerks with teletype or cryptographic experience, and male clerks with typing skills. Recent work experience is required for all positions. To qualify, one must be an American citizen at least five years, 21 or older, and able to pass typing and clerical tests.

Women must be single without dependents to be considered, but applications will be accepted from qualified married men who have no dependents other than a wife. Young people who cannot qualify for overseas because they lack work experience or are not yet 21 will be considered for positions in Washington, D.C. and may apply later for overseas assignments.

Interviews will be conducted at the Office Personnel Center of the New York State Employment Service, 575 Lexington Avenue, New York, from January 16 through February 3. Hours are 9:00 to 4:30, and until 7 p.m. on Monday and Wednesday. For further information call 759-1020 and ask for the Government Unit.

## Gilman Appointed

ALBANY — Mrs. Benjamin A. Gilman of Middletown has been appointed to the Board of Visitors for Letchworth Village. She succeeds Mrs. Mary McCormick Carroll of White Plains, who resigned.

## Maintenance Instructors

Applications for electro-mechanical instructors are being accepted continuously by the Manpower Development Training Program. Duties include teaching the maintenance and repair of washing machines, clothes dryers, domestic refrigerators and air conditioners, toasters and broilers.

Applicants for this \$8 per hour position must have had nine years of full-time paid experience in this field and hold a high school or equivalency diploma.

Send resume of experience and education to Manpower Development Training Program, 110 Livingston St., Room 814, Department "P," New York 11201.

**FREE BOOKLET** on Social Security; Mail only; Box 8, 97 Duane St., New York, N.Y. 10007.



**CITED** — Edward J. Carroll, right, a draftsman in the State Department of Public Works, was recently presented with a citation and check for \$500 under the State's Merit Award Program. This was the largest presented so far in 1966, and also topped 1965 awards throughout the State. Making the presentation is J. Burch McMorran, State Superintendent of Public Works.

## Nursing Assistants Sought in Met. Area

The Veterans Administration Hospitals, Manhattan, Brooklyn, Bronx, Castle Point, U.S. Naval Hospital, St. Albans, and Public Health Service, Staten Island have vacancies for the position of hospital attendant (nursing assistant) GS-2, \$3,925 per annum.

There are no training or experience requirements. However, competitors will be required to report for a written test. Further information is contained in announcement No. NY-27-6 for hospital attendant (nursing assistant).

For further information, contact main post offices in Brooklyn and Jamaica, the above hospitals or the Interagency Board of U.S. Civil Service Examiners for the Greater New York City Area, 220 East 42nd St., New York, N.Y. 10017.

## Sales Store Clerk

WEST POINT—The Board of U.S. Civil Service Examiners, U.S. Military Academy, West Point, has announced an examination for the positions of Sales Store Checker and Sales Store Clerk, GS-2, with a beginning salary of \$3,925 per annum. Applications must be filed, at West Point, for positions at West Point and other federal agencies within a 35-mile radius of West Point.

## TO THE EDITOR

(Continued from Page 6) get out of the rub (grade 8) and get a fair and just wage. We had to train, undergo an investigation, and take a physical and a written test in order to obtain the job. It is an important job and a must, so let's try to improve upon the State's motto: "a fair day's wage for a fair day's work."

The dry cleaning of uniforms alone runs the average safety officer about \$70 a year, which he never sees, only pays. We got the duties, all we need is the money. **A Hopeful to the Future Safety Officer**

## Bridge & Tunnel Officers

Some 846 persons took the medical and qualifying physical examinations for bridge and tunnel officer last week, the Personnel Department has announced.

## New York State Employees:



**Unwind with special room rates (\$8.00 single) at these Sheraton Motor Inns**

- BINGHAMTON — Sheraton Motor Inn (call 462-6401)
  - BUFFALO — Sheraton Motor Inn, Sheraton-Camelot (call RA 3-8341)
  - ITHACA — Sheraton Motor Inn (call 273-8000)
  - ROCHESTER — Sheraton Motor Inn (call 232-1700)
  - SYRACUSE — Sheraton Motor Inn (call 463-6601)
- (IN ALBANY CALL 462-6701 FOR RESERVATIONS. IN NEW YORK CITY, CALL CH 4-0790.)

**Sheraton Hotels & Motor Inns**



# New Schick Band Razor

Schick patent #2492292  
Schick patent #2501702  
Other patents pending...

Now Schick Science brings you the all-new cartridge-loaded Schick Band Razor. The patented Schick band is slotted, holds each new edge taut. You get both the control and the comfort you want—and not just six but *ten* new Schick Super Krona coated edges.

**Schick 10-edge Band Razor \$2.95**

Schick Safety Razor Co., Division of EVERSHARP, Inc.

**WHITEHALL JEWELERS**

74 WEST 23rd STREET (Cor. 6th Ave.)

NEW YORK, N. Y.

OR 5-4755 - 6



BRONX, Baychester Ave. 3 fam brk. like new. Lovely 6 rm apt. fin bsmt. garden. parking. \$36,500. FRINBERG BROS. 933-1800

Houses - Queens BAYSIDE HILLS \$24,990 SOLID BRICK DETACHED Estate ordered us to sell this house at once! 7 rooms - 3 giant-sized bedrooms deep wardrobe closets - 1 1/2 baths - modern kitchen - huge semi-finished basement - automatic heat. Vacant - completely decorated - move right in! Exceptional area only 2 short blocks to Northern Blvd. Near schools, shopping centers. Houses of Worship. BUTTERLY & GREEN 168-25 Hillside Ave. JA 6-4300

LEGAL NOTICE

WYDRA, ROSA.—CITATION.—File No. 7732, 1966.—The People of the State of New York, By the Grace of God Free and Independent, To CILLY LANDAU, EVA BONDI, RACHEL OSHMAN, JACOB SACHS, ERNA KOPPENHEIM, RECHA ABELES, SARI NEUMANN, WOLF HEPNER, RACHEL SACHS BERLIN, YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 504 in the Hall of Records in the County of New York, New York, on January 17, 1967, at 10:00 A.M., why a certain writing dated February 24, 1956, which has been offered for probate by Schneider Trust Company, a banking corporation with offices at 57 Broadway, New York, New York, should not be probated as the last will and testament relating to real and personal property, of Rosa Wydra, Deceased, who was at the time of her death a resident of 416 Pl. Washington Ave., in the County of New York, New York. Dated, Attested and Sealed, December 2, 1966. HON. S. SAMUEL DI FALCO, Surrogate, New York County, PHILIP A. DONAHUE, Clerk.

CITATION. — THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Free and Independent, To Attorney General of the State of New York; and to "Mary Doe" the name "Mary Doe" being fictitious, the alleged widow of Mike Golube, also known as Mike Goluba, Mike J. Goluba and Michael J. Goluba, deceased, if living and if dead, to the executors, administrators, distributees and assigns of "Mary Doe" deceased, whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; and to the distributees of Mike Golube, also known as Mike Goluba, Mike J. Goluba and Michael J. Goluba, deceased, whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; being the persons interested as creditors, distributees or otherwise in the estate of Mike Golube, also known as Mike Goluba, Mike J. Goluba and Michael J. Goluba, deceased, who at the time of his death was a resident of 634 East 14th Street, New York, N.Y. Send GREETING: Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased: You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 3rd day of February, 1967, at ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled. IN TESTIMONY WHEREOF, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. WITNESS, HON. JOSEPH A. COX, a Surrogate of our said County, at the County of New York, the 20th day of December, in the year of our Lord one thousand nine hundred and sixty-six. Philip A. Donahue, Clerk of the Surrogate's Court.

File No. 7062, 1966.—CITATION.—THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God Free and Independent, To DAVID SCHULMAN, if living; and if dead, to the Executors, Administrators, distributees and assigns of DAVID SCHULMAN, Deceased, all of whose names and post office addresses are unknown and cannot be ascertained after due diligence; and if said DAVID SCHULMAN predeceased the decedent herein, leaving no issue, then TO: SAMUEL SHULMAN, ANNA POLLACK, SOPHIE PERSKY, ALBERT SHULMAN, LILLIAN SKORNICK, NETTIE SHULMAN, MAMIE GURWITZ, SAUL ALTSCHULER, SAMUEL ALTSCHULER, AL ALTSCHULER, PUBLIC ADMINISTRATOR OF THE COUNTY OF NEW YORK. YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 504 in the Hall of Records in the County of New York, New York, on January 10, 1967, at 10 A.M., why a certain writing dated October 27th, 1966, which has been offered for probate by THE CHASE MANHATTAN BANK NATIONAL ASSOCIATION, of One Chase Manhattan Plaza, New York, N.Y., and by HARRY OSTROV, residing at 323 Beaver Avenue, Rockville Centre, L.I., N.Y. should not be probated as the last will and Testament, relating to real and personal property, of WILLIAM FORD, Deceased, who was at the time of his death a resident of 150 West End Avenue, in the County of New York, New York. Dated, Attested and Sealed, December 8, 1966. HON. JOSEPH A. COX, Surrogate, New York County PHILIP A. DONAHUE, Clerk. HARRY OSTROV Attorney for Petitioners 1450 Broadway New York, N.Y. 10018 736-2474

REAL ESTATE VALUES

HEAD FOR THE GOOD LIFE . . .

Fabulous FLORIDA

Offers More...land of Growth and Opportunity. These leading brokers and relators offers their choice real estate listing. Consult them now.

St. Petersburg - Florida

FREE RETIREMENT GUIDE

Wonderful 80 Page Color Book About Exciting St. Petersburg

Florida's sunshine retirement center on the West Coast averages 360 sunny days each year. St. Petersburg has the purest air and healthiest climate, breathtaking beautiful semi-tropical scenery, plus all modern conveniences designed to make your retirement the happiest time of your life. The FREE booklet — with maps and complete information in Homes, Apartments, Hotels, Motels, Guest Houses, Beaches, Restaurants, Attractions, Boating, Fishing, Swimming, or other active as well as Spectator Sports, Night Life, Schools, Churches, Hobbies and Retirement Activities — explains how you can enjoy semi-retirement or full retirement on a moderate income.

FLORIDA HAS NO INCOME TAX! Write: Write: C. I. Jenkins, Dept. 110, Chamber of Commerce, Box 1371, St. Petersburg, Florida 33731.

VENICE FLA. — INTERESTED? SEE H. N. WIMMERS, REALTOR. ZIP CODE 33595

HOLLYWOOD BEACH, FLORIDA

Want an inexpensive ocean-front vacation which includes everything Free! Pool, Boating & Fishing, Lounge, Discount Golf, Free Country Club facilities, etc.

YES, EVERYTHING! LOVELY EFFICIENCY AND BEDROOM FAMILY TYPE APARTMENTS SURPRISINGLY . . . Low weekly rates from \$25. Low monthly rates from \$100 Per Family out of season. Winter Rates Naturally Higher COMPARE. For complete colorful information.

BALI HAI — 310 McKinley St. SANDS — 2404 N. Surf Road Or J. J. BURTON, 2404 N. Surf Rd.

St. Petersburg, Florida

FREE . . . . . FREE SEND FOR YOUR COPY ST. PETERSBURG AREA "HOME BUYER'S GUIDE"

JUST WRITE TODAY for this guide to the finest available listings in our area for residential, commercial and income properties. Beautifully illustrated indicating price & terms. Find YOUR home or business in our "Sunshine City" through

BRANNAN-WEAVER, INC. 3011 First Avenue South St. Petersburg, Florida - 33712 Or Phone: 896-3631

CAMBRIA HEIGHTS — \$22,500 Detached brick Colonial. Like new, 3 1/2 rms, 1 1/2 baths, finished basement, garage, 50x100 garden plot. LONG ISLAND HOMES 168-12 Hillside Avenue, Jamaica RE 9-7300

Houses - For Sale Queens

SPRINGFIELD GARDENS — 2-family detached, \$16,900, 2 large 3 rm. apts. quiet street, yard. Principals only LA 7-9831.

Farms & Country Homes Orange County

Bulk Acreage - Retirement Homes, Businesses in the Tri State area. GOLDMAN AGENCY 85 Pike, Port Jervis, NY (914) 850-5228

VAN SICKEN AVE. near Linden Blvd., near all transit: 1 Pure Zone, 3 1/2 extra large rms in new 3 family brick homes from \$115; See model home 704 Van Sicken Ave. BR 2-9666

FHA & VA Government Foreclosures. Available to all. No closing costs; only \$100 down on contract needed. Corner Management, OL 7-9600.

Stuart, Florida

RETIREMENT HOMES . . . \$6,500, w/ EVERYTHING IN REAL ESTATE L. FULFORD, STUART, FLA. WRITE REQUIREMENTS, Ph. 267-1288

New Port Richey - Florida

Enjoy Your Golden Days in Florida

2 Bedrooms, Modern Kitchen, Garage, Tile Bathrooms, complete ready to move into \$38 Per Month Principal and Interest. No Taxes.

\$5,990 Incl. Lot For Limited Income Retirees, Olympic Swimming Pool and Community Hall. Free Brochure.

GROVE PARK HOMES P.O. BOX 295, New Port Richey, Fla.

STUART

ON THE TROPICAL EAST COAST LARGE & SMALL ACREA. TRACTS WATERFRONT PROPERTIES C. B. Arbogast, Realtor STUART, FLORIDA SINCE 1925 DIAL 305-AT 7-0410

Fort Myers, Florida

FLA. — Opportunities — FAMOUS West Coast acreage, homes, groves, motels, Douglas Chambers, 1528-1 B'way, Fort Myers, Florida. Over 38 years in Florida Real Estate.

St. Petersburg

MOVING TO FLORIDA?

Save on Your Move to Florida

COMPARE OUR COST PER 4,000 LBS. TO ST. PETERSBURG FROM NEW YORK CITY \$406

PHILADELPHIA, \$382 ALBANY, \$432

FOR AN ESTIMATE TO ANY DESTINATION TO FLORIDA WRITE—

Southern Transfer and Storage Co., Inc. Dept. C - P.O. Box 10217

St. Petersburg, FLORIDA

Phone 862-8249



8 DAY ALL EXPENSE TRIP TO FABULOUS DELTONA, FLORIDA ONLY \$50 ROUND TRIP (Including Meals, Lodging and Transportation) 8 DAY FLORIDA BUS TRIP

Enjoy this pulse-tingling — 8 Day — Florida vacation trip. Find out exactly what living in delightful Deltona, Florida, is like — if you are genuinely interested in purchasing a Florida home, find out how you can qualify. You'll see lush green rolling land, towering pines and oaks, a galaxy of sky-blue lakes — the spacious Deltona Community Club that's bursting with activities — dances, parties, shuffleboard, fishing, entertainment and more. Browse around Deltona's Shopping Plaza. Most impressive are Deltona's lovely Mackle-Built homes and the happy, carefree folks who live in them! In less than 3 years, over 2000 people have moved to this exciting community. There are 15 striking model homes.

DELTONA IS IN FLORIDA'S FAMED GOLDEN TRIANGLE! Midway between Daytona Beach and Orlando, 26 miles from each and 74 miles from Cape Kennedy, the "Gateway to the Moon."



Jennifer — 2 bedrooms, 1 1/2 baths, screened porch and carport, \$16,250.

DELTONA HOMES priced from \$8790 and ranging to magnificent 4 Bedroom luxury model at \$20,500. As little as \$290, \$60.04 per month — includes principal, interest, taxes and homeowners insurance. No closing cost! FHA loans, regardless of your age! PRICE INCLUDES HOME AND LOT!

Join us Now! Find out TODAY how you can qualify for this 8 day fun trip to Deltona for only \$50! Call or write — you'll have the time of your life!

FLORIDA MACKLE BROS., INC.

91-31 Queens Blvd., Elmhurst, N.Y. 11373

(212) NR 2-6363 - (914) SP 9-4700 - (516) 485-7577

AUTHORIZED REPRESENTATIVE FOR THE DELTONA CORPORATION

"Yes! I'm interested in your fun filled 8 day bus trip. Please send more information!" CSL 110

NAME ADDRESS CITY COUNTY STATE (Offering of properties at prices quoted is subject to withdrawal without notice.) AD62075 (F-13E) NYA 450-48

HOLIDAY SPECIALS

ONE FAMILY ST. ALBANS \$16,990 5700 DOWN — G.I. or F.H.A. Brick Ranch, all rooms on 1 floor, Fin. Bsmt., Fireplace, Garage. SPRINGFIELD GDNS \$17,990 \$800 Down — G.I. or F.H.A. 10 yr. old cor. brick, 6 rooms, 2 baths, den room, appliances. ROCHDALE NO CLOSING COST 3 yr. old cor. brick 6 1/2 large rooms, 1 1/2 baths, only \$1100 needed— VACANT. TWO FAMILY HOLLIS \$27,990 Detached Brick & Shingle legal 2 family — 7 & 6 rooms both VACANT, Fin Basement Apt. Garage. CAMBRIA HGTS \$30,990 Detached Brick legal 2 family 5 & 5 rooms plus Fin. Basement Apt. Fireplace, Garage. SPRINGFIELD GDNS \$30,990 6 year old detached Brick legal 2 family 6 & 6 rooms. Modern baths & kitchens with wall ovens \$590 DOWN —G.I. & F.H.A. MTGES AVAIL. ABLE

\$590 DOWN GI & FHA MTGES AVAILABLE

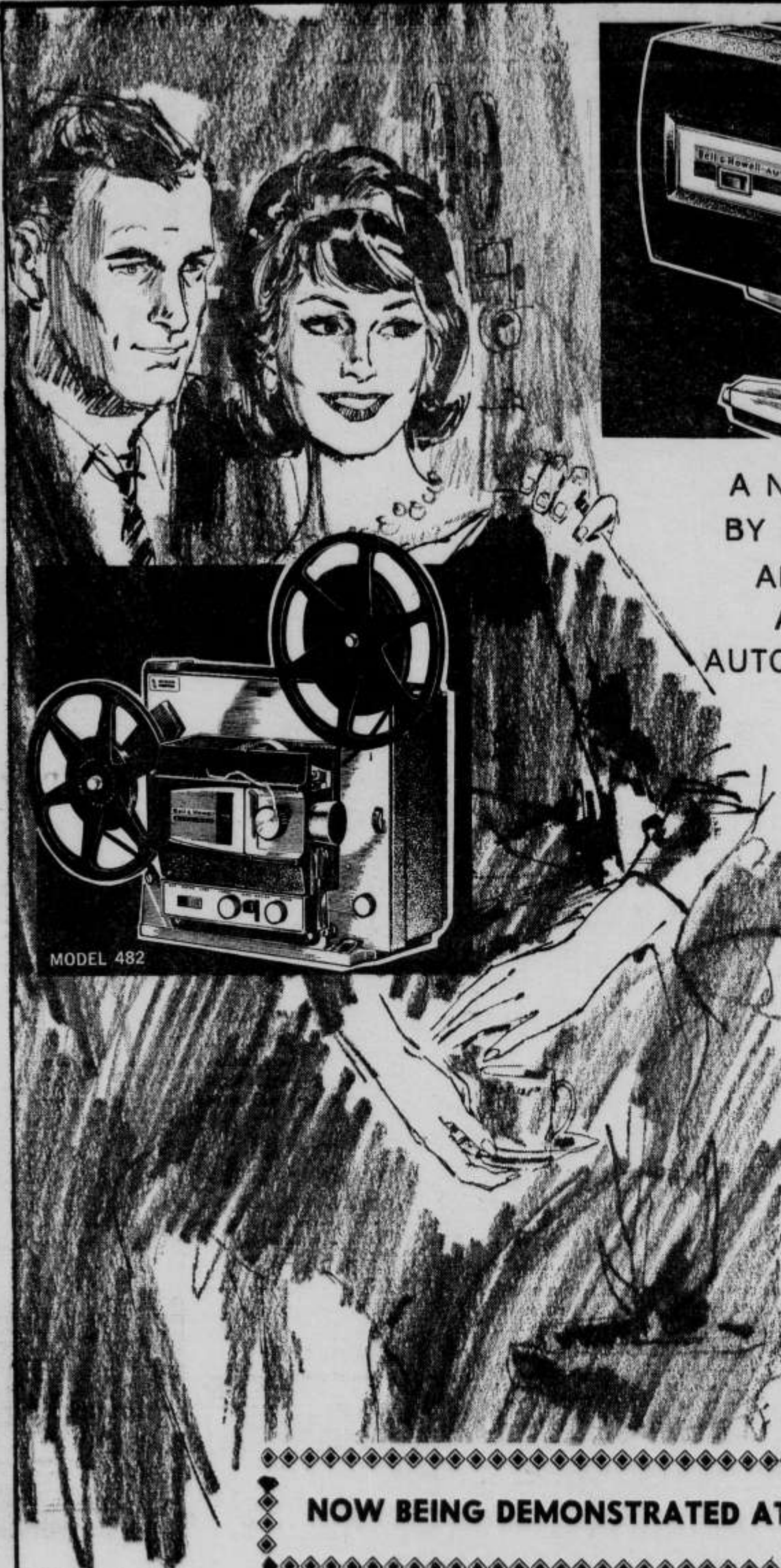
Many other 1 & 2 Family homes available QUEENS HOME SALES

170-18 Hillside Ave. — Jamaica OL 8-7510 Open Every Day

FREE BOOKLET by U.S. Government on Social Security. MAIL ONLY. Leader, 97 Duane St., N.Y. City, N.Y. 10007.

Buy U.S. Savings Bonds.





MODEL 432

MODEL 482

**A NEW SUPER-8  
BY BELL & HOWELL  
AND IT'S PARTNER...  
A FEATURE PACKED  
AUTOMATIC THREADING  
PROJECTOR**

**LOOK AT THE SUPER-8 CAMERA FEATURES**

- Super 8 film gives you 50% larger picture area for pictures that are the biggest, brightest, sharpest and best ever.
- Autoload® film cartridge means you never touch the film—just drop it in and it's ready to go. No more exasperating light-struck film.
- Optronic Eye® measures the just-right amount of light for every exposure; then sets the lens automatically for you.
- Zoom in to bring far-away subjects up close or out to capture beautiful panoramas—gives you the greatest versatility possible for your movie taking.

Enjoy picture taking with this wonderful pair from Bell and Howell—and at this new low price. Both the camera and projector give you a wonderful combination of features to make your movies the best ever.

**LOOK AT THE SUPER-8 PROJECTOR FEATURES**

- 400 Foot Reel for long, uninterrupted movie viewing.
- F/1.6 lens for pictures that are sharper, brighter.
- Reverse and still picture controls at your command.
- Autoload threads film from reel to reel automatically.

**NOW BEING DEMONSTRATED AT —**

# THE CAMERA BARN

*"The Store That Saves You Money"*

1272 Broadway ● 666 Fifth Ave. WI 7-6711 135 Liberty St. ● 198 Broadway



# Idea Awards Enters 20th Year With \$2,250 Going To State Aides In Month

ALBANY—The New York State Employee Suggestion Program marked its 20th year with a monthly total of \$2,250 awarded to employees in December for their time and money saving ideas to streamline the operation of State government.

The month's total include a single award of \$500, two for \$200 each, and four \$100 grants.

Since the program was begun in 1946, more than 20,000 suggestions have been submitted. The State has put almost 4,000 of these into effect and granted a total of \$143,000 in award money to employees over the twenty-year period.

### Top Award

December's top award of \$500 went to a Brooklyn woman, Sara Jane Dudley, of 132 Remsen Street. A senior clerk in the Workmen's Compensation Board, Miss Dudley recommended a complete revision of clerical procedures involved in processing forms in the Medical Registration Section. She combined five separate forms into one snap-out set and reduced three typing jobs to a single operation. She also combined examining and filing procedures for additional savings in time.

Calling this a "remarkable" suggestion, the Merit Awards

Committee said Miss Dudley's idea has led other Board offices to review their clerical procedures and has realized a tremendous saving in time and money.

### \$200 Winners

Elizabeth S. McKnight, of 1 Meadowbrook Apts., Reynolds Ave., Corning, earned a \$200 award. An assistant employment security manager, Miss McKnight proposed a change in methods of recording and filing application data in all 125 local offices of the State Employment Service. Her filing system is both a simpler and more efficient means of classifying the more than one million applications used for referral to job openings. It will mean better service to job-seekers and employers and save hundreds of man-hours in clerical work.

An offset printing machine operator from Rensselaer was also granted \$200 for a time and

money saving idea. Edward K. Preston, who lives at 2 Sherwood Avenue, Clinton Park, suggested buying a machine to wash the roller covers on offset printing machines. The new cleaner has saved hundreds of hours formerly spent in manual washing, for an estimated annual savings of \$5,000.

Four \$100 awards were made this month. One went to Alfred J. Frakes, 4 Pinewood Road, Guilderland, a principal motor vehicle license examiner, for preparing two uniform training texts for use by newly hired license examiners throughout the State. Another \$100 grant was earned by Harvey Randall, director of personnel at State University. Randall, of 40 Perry Avenue, Latham, proposed that the New York State Employees' Retirement System discontinue putting first class postage on annual statements distributed to members by means of the State's mail service. A recent ruling by the U.S. Post Office permitted adoption of Randall's money-saving suggestion. A third \$100 award was given to Reubin Schriro, of 817 Roosevelt St., Far Rockaway, Queens. A principal clerk in the Department of Motor Vehicles, Schriro recommended that the Review Section photocopy records of traffic convictions sent to license applicants rather than have them typed. His suggestion cut the Section's typing load by 75 per cent.

### Joint Award

A joint \$100 award went to William P. Muller, 27 Balsam Crescent, New Hartford, machinist; and Charles R. Whitney, R.D. No. 1, Box 726, Mullaney Road, Utica, welder, both in the Department of Public Works. They designed a new type of hitch for fastening a loaded utility pole trailer to towing vehicles, thereby permitting safer hauling of the poles, which are more than 30 feet long and weigh a ton each.

There were two joint awards for \$75. They went to John L. McEvoy, 440 Elm Street, Albany, principal offset printing machine operator, and Howard W. Nottke, 19 Sherwood Drive, Latham, head clerk, Department of Audit and Control; and Alfred Del Giacco, 2 Grounds Road, Albany, senior offset printing machine operator, and Everett G. Ford, 15 Ferry Street, Rensselaer, computer operator, Department of Taxation and Finance.

Two \$75 awards were earned by Mrs. Ruth Rapp, 14 Pinehurst Road, Albany, principal file clerk, Department of Motor Vehicles; and Philip Gottlieb, 1213 Elm Avenue, Brooklyn, senior offset printing machine operator, Department of Law.

Two joint awards for \$50 went to Mrs. Mae Crowe, 15 Campus View Drive, Loudonville, principal keypunch operator; Mrs. Edith Tabachneck, 8 Harvard Avenue, Albany, senior keypunch operator, both in the Division of Employment; and Mrs. Dorothy Can-

nellin, 1550 East 13th Street, Brooklyn; and Ludlow W. Werner, 526 West 142nd Street, New York, both statistic clerks in the Department of Labor.

A single award for \$50 went to Jacob F. Nowak, Jr., 8 Fletcher Road, Albany, electronic equipment mechanic, Civil Defense Commission.

### Twelve Winners

Twelve grants of \$25 each were awarded to Kenneth Nicoletti, 175-54 Dalny Road, Jamaica, head clerk; Mrs. Marian M. Shields, 1 Davis Street, Binghamton, senior clerk; Mrs. Mary E. Mariani, 91 Lowell Street, Albany, senior file clerk; Mrs. Ethel Schiffrin, 29 Hollywood Ave., Albany, typist; Robert P. Pacelli, 959 Wendell Ave., Schenectady, offset printing machine operator; Donald P. McCarthy, 28 Besch Avenue, Albany, principal clerk; and Louis Berkower, 3 Stuyvesant Oval, New York, principal M. V. license examiner, all from the Department of Motor Vehicles; Helen Lonergan, 140 O'Connell Avenue, Buffalo, W.C. Examiner, Workmen's Compensation; Mrs. Dorothy Rapkine, 63-109 Saunders Street, Rego Park, typist, Motor Vehicles; Mrs. Frances Sussman, 532 Warren Street, Albany, stenographer, Motor Vehicles; Mrs. Bess W. Siegel, 2475 West Sixteenth Street, Brooklyn, senior clerk, Workmen's Compensation Board; and Walter W. Kutzuk, 273 Kinderkamack Road, River Edge, W.C. examiner, Workmen's Compensation Board.

### \$15 Awards

Ten awards of \$15 each were given to Mrs. Helen M. Roberts, 452 Woodbine Avenue, Syracuse, clerk; Mrs. Patricia T. Billotti, 18 Backus Street, Rochester, typist; Mrs. Rose Strow, 2685 University Avenue, Bronx, senior account clerk; Mrs. Lavina V. Low, 873 Monroe Street, West Hempstead, typist, all from Department of Motor Vehicles; Nicholas P. Barbera, 115 First Street, Troy, asst. electronic computer operator; Oren H. R. Cox, P.O. Box 97, Waterford, watchman, both from the Department of Public Works; Mrs. Dorothea M. Morgan, 29

(Continued on Page 15)

**Holiday Inn®**  
 ROCKVILLE CENTRE  
 LONG ISLAND, NEW YORK  
 Your 'Home' away from Home  
**STATE VOUCHERS ACCEPTED**  
 TV - Air Conditioning  
 Coffee Shop - Steak House  
 Health Club  
 Located in the heart of Long Island  
**173 Sunrise Highway**  
 Make reservations from any  
 Holiday Inn Via the Holiday  
 or phone 516 OR 8-1300

**ARCO**  
**CIVIL SERVICE BOOKS**  
 and all tests  
**PLAZA BOOK SHOP**  
 380 Broadway  
 Albany, N. Y.  
**Mail & Phone Orders Filled**

**HILTON MUSIC CENTER**  
 Fender Gibson Guitars, YAMAHA  
 PIANOS. New and used instru-  
 ments sold and loaned. Lessons on  
 all instruments. 52 COLUMBIA ST.  
 ALB., JO 2-6945.

**SPECIAL RATES**  
 for Civil Service Employees

**IN THE CENTER OF ALBANY**

**HOTEL Wellington**

**DRIVE-IN GARAGE**  
**AIR CONDITIONING • TV**  
 No parking problems at Albany's largest hotel... with Albany's only drive-in garage. You'll like the comfort and convenience, too! Family rates. Cocktail lounge.

**136 STATE STREET**  
 OPPOSITE STATE CAPITOL

See your friendly travel agent.

**SPECIAL WEEKLY RATES**  
 FOR EXTENDED STAYS

**ALBANY BRANCH OFFICE**

FOR INFORMATION regarding advertising Please write or call  
**JOSEPH T. BELLEVUE**  
 303 SO. MANNING BLVD.  
 ALBANY, N. Y. Phone IV 2-5474

**MAYFLOWER - ROYAL COURT APARTMENTS** - Furnished, Unfurnished, and Rooms. Phone HE 4-1994. (Albany).

**BOOKS**  
 of all publishers  
**JOE'S BOOK SHOP**  
 77 State Street, Albany, N.Y.

ALBANY NEW YORK  
 CIVIL SERVICE BOOKS

FREE BOOKLET on Social Security; Mail only; Box 8, 97 Duane St., New York, N.Y. 10007.

**If I wanted Service with No Service Charges-- I'd contact...**

**The Keeseville National Bank**  
 Keeseville, N.Y. 834-7331  
 Member F.D.I.C.

**DEWITT CLINTON**  
**STATE & EAGLE STS., ALBANY**  
**A KNOTT HOTEL**  
 A FAVORITE FOR OVER 30 YEARS WITH STATE TRAVELERS  
**SPECIAL RATES FOR N.Y.S. EMPLOYEES**  
**BANQUET FACILITIES AVAILABLE**  
 Call Albany HE 4-6111  
 THOMAS B. GORMAN, Gen. Mgr.

**kelly CLOTHES**

**SEMI-ANNUAL SALE NOW ON**  
**621 RIVER STREET, TROY**  
 OPEN TUES., THURS. & FRI. NITES UNTIL 9. CLOSED MONDAYS.

**TROY'S FAMOUS FACTORY STORE**

**Men's & Young Men's Fine Clothes**

**SEMI-ANNUAL SALE NOW ON**  
**621 RIVER STREET, TROY**  
 Tel. A-2-2022

**TO HELP YOU PASS**  
**GET THE ARCO STUDY BOOK**

|  |        |
|--|--------|
| <input type="checkbox"/> Clerk New York City       | \$3.00 |
| <input type="checkbox"/> Post Office Clerk Carrier | \$3.00 |
| <input type="checkbox"/> Senior Clerk              | \$4.00 |
| <input type="checkbox"/> Bridge & Tunnel Officer   | \$4.00 |
| <input type="checkbox"/> Administrative Asst.      | \$5.00 |
| <input type="checkbox"/> Bev Control Insp.         | \$4.00 |
| <input type="checkbox"/> Janitor Custodian         | \$3.00 |
| <input type="checkbox"/> Clerk-Typist-Steno        | \$3.00 |
| <input type="checkbox"/> Motor Vehicle Operator    | \$4.00 |
| <input type="checkbox"/> Engineering Aide          | \$4.00 |
| <input type="checkbox"/> Vacation Playground Asst. | \$3.00 |
| <input type="checkbox"/> H.S. Equiv. Dip.          | \$4.00 |
| <input type="checkbox"/> Patrolman                 | \$5.00 |

Contains Previous Questions and Answers and Other Suitable Study Material for Coming Exams

**ORDER DIRECT—MAIL COUPON**

55c for 24 hours special delivery  
 C.O.D.'s 40c extra

**LEADER BOOK STORE**  
 97 Duane St., New York 7, N. Y.

Please send me \_\_\_\_\_ copies of books checked above.  
 I enclose check or money order for \$\_\_\_\_\_

Name .....

Address .....

City ..... State .....

Be sure to include 5% Sales Tax



# Lefkowitz Rules Employee Forced To Take Lower Job Must Receive Same Salary

State Attorney General Louis J. Lefkowitz, in a formal opinion delivered to State Correction Commissioner Paul D. McGinnis, stated that under the Civil Service Law, S131, subd. 3(c) an employee who accepts a demotion because of the abolition of his position is entitled to the same salary he would be entitled to in his abolished position.

The Attorney General also pointed out, that if the employee at any time refuses to accept an offer of permanent appointment, promotion, transfer or reinstatement to a position in a higher salary grade in the same geographical area, his salary in the lower grade position which he accepted shall not exceed the maximum salary plus two additional increments of such lower grade.

### The Opinion

A copy of the opinion follows: This is in reply to your inquiry of October 27, 1966, concerning the salary of a supervisory officer in one of your institutions who, by reason of the abolition of his position, voluntarily accepts demotion to a position in a lower salary grade in another institution within your Department.

### Amendment

By chapter 414 of the Laws of 1966, effective May 23, 1966, S131, subdivision 3, of the Civil Service Law was amended by adding a new paragraph (c) as follows:

"(c) Notwithstanding the provisions of paragraphs (a) and (b) of this subdivision, any employee having permanent status in an allocated position which is abolished on or after the effective date of this amendment who, at the time of or in anticipation of the abolition of his position, and on account of such abolition is transferred, reassigned or demoted to a position in a lower salary grade, shall continue to receive in such lower grade po-

sition the same salary which he would otherwise be entitled to receive in his abolished position; provided, however, if such employee at any time refuses to accept an offer of permanent appointment, promotion, transfer or reinstatement to a position in a higher salary grade in the same geographical area, as determined by the department of civil service, his salary in the lower grade position to which he was transferred, reassigned or demoted shall not exceed the maximum salary plus two additional in-

crements of such lower grade." Assuming the employee in question has permanent status in an allocated position which was abolished on or subsequent to May 23, 1966, the effective date of the 1966 amendment, and subject to the proviso in paragraph (c) as to the effect of refusal to accept an offer of permanent appointment, promotion, transfer or reinstatement, it is my opinion that the employee is entitled to receive in such lower grade position the same salary he would otherwise be entitled to receive in his abolished position.

## W. H. DiMarco; Retired Jan. 1

BUFFALO—William H. DiMarco, a veteran Civil Service employees Assn. member in Buffalo, retired Jan. 1 as a senior caseworker in the Erie County Welfare Department.

DiMarco, who started his public career as a \$23.08-a-week caseworker in 1933, helped found a local Welfare Employees Association that later was merged into the CSEA.

He also headed the Western New York County Workshop and was a director of an Erie County Employees Credit Union.

Many CSEA members will attend a retirement party for Mr. DiMarco Jan. 12 at 12:30 p.m. in Hotel Buffalo.

## Dr. Tesse To Head New Bronx School

ALBANY — Dr. Bernard Tesse has been named director of the planned Bronx State School under a new State policy of appointing top administrative heads for new facilities before their construction. Salary: \$20,585 a year.

Dr. Tesse has been an assistant director of Willowbrook State School on Staten Island for the past six years. He will guide the initial development of the new Bronx facility.

"The new policy of appointments," Dr. Alan D. Miller, State commissioner of mental hygiene said, "permits directors of new facilities to be involved in planning for treatment services, determine staffing needs and facilitate recruitment of personnel."



**HONORED** — Miss Frances McCabe, a stenographer at the St. Lawrence State Hospital for the past 41 years, was recently honored at a tea at the hospital. Presenting a gift from the personnel of the hospital to Miss McCabe is Dr. Gibbon.

## Erie CSEA Pushing 1-60th Retirement Plan For Buffalo

(From Leader Correspondent)

BUFFALO—Buffalo Competitive Unit, Erie chapter, Civil Service Employees Assn. is pressing the Buffalo Common Council for action on the CSEA proposal for the 1/60th retirement plan.

Joseph V. Drago, Unit president, repeated a statement he made Oct. 5 when he sent the original request to the Council.

"Inasmuch as the dedicated City of Buffalo employee is faced with the rising cost of living," Drago said, "the adoption of this plan will compensate and help bolster the morale of underpaid city workers."

Compensation in this case, Drago explained, means that like all cities Buffalo probably cannot match the 8 per cent pay increases that went to New York State employees because of financial straits.

### These Are Other Ways

"But at least," he said, "the City of Buffalo Council can pass this enabling legislation that will permit city workers to get the 1/60th benefits that are going to every state employee."

Daniel H. Idzik of the Erie County Penitentiary Unit, Erie chapter, noted reports that Mayor Frank A. Sedita favors the 1/60th

plan but only for Buffalo policemen and firemen.

"Whatever the mayor's proposal will be," Idzik said, "it should be emphatically made known that the proposal came originally from the CSEA."

## Rehabilitation Counselor Desk Audits Started

ALBANY — Desk audits on reallocation requests for the State's rehabilitation counselor series got underway last week in the New York City and Long Island district offices of the Division of Vocational Rehabilitation, with more scheduled next week in Buffalo.

Plans for audits in the Poughkeepsie office had not been announced at Leader press time.

The current appeal, submitted by the Department of Education with full support from the Civil Service Employees Assn. calls for boosts of from two to five grades for eight titles in the rehabilitation series. It followed an earlier reallocation bid by a group of CSEA members which was virtually turned down by J. Earl Kelly, State Director of Classification and Compensation, who approved only a one-grade hike for one title — a decision termed "most inadequate" by Education Department officials.

### Legislator Interest

At the same time, according to a spokesman for the affected employees, several legislators have displayed active interest in the proposed upgrading and "have personally contacted both Kelly and the Governor," asking to be kept informed in the matter.

The spokesman also noted the apparent failure of continued efforts to recruit new counselors. "The general feeling is that unless the counselors are upgraded, these efforts will be in vain," he said.

## Promotions Listed In Civil Service

ALBANY — The State Civil Service Department has approved the following non-competitive promotions:

Winston Dancis, assistant director of insurance research and statistics, Insurance; David N. Lyons, assistant sanitary engineer, Health; Earl F. Kent Jr., assistant to the director of Interagency Services, OGS; Alan G. Robertson, chief of the Bureau of Occupational Education Research, Education.

Granville W. Lee, director of workmen's compensation research and statistics, Labor; Logan Pomella, film production assistant, Commerce; Thomas J. Kelly, life actuary, Insurance.

Saul Heckelman, principal attorney, Tax; Eugene P. Kramer, senior historian, Education; Austin Crawford, senior attorney, Youth, and Janice E. Nimmo, senior stenographer, Rockland State Hospital.



## TWENTY-FIVE YEAR DINNER

Dr. and Mrs. Louis Dozoretz and the Board of Visitors of the Binghamton State Hospital were hosts at a Silver Anniversary dinner-dance held at the Broadmoor Building diningroom on Nov. 16, in honor of the twenty-seven officers and employees who have faithfully served the State for twenty-five years. Doctor Louis Dozoretz, Director, presented twenty-five year pins to the honored em-

ployees. Pictured above, at the dinner-dance are: (first row) Catherine E. Mealy, Mabel Brown, Lucy M. Ryan, Greta J. White, Leah Peck, Margaret R. Mullan, Margaret MacKinney, Irene McGurk. (Second row) Ralph Hutta, James R. Coyle, John J. Fraser, Matthew Pimpinella, Earl W. Brady, William G. Latta, Burton Gebro, Andrew Seaman, Samuel Updyke, Henry C. Wallace, Richard Parrotte, John A. Leal, Raymond Parrotte, Robert H. Goodrich, Julius C. Herzig.



P.R. Column

(Continued from Page 2)

MANY CIVIL servants are familiar with the word "parameters." We have heard this word used to explain the words "guidelines" and "framework." In government, "parameter" means delineating a problem.

THERE IS also a new phrase in government which we are sure our readers know. It is "Ratchets 1 and 2," referring to successive squeezes on a government agency's budget. We think that this phrase is most descriptive and much more accurate than previous phraseology.

ONE WORD which has crept into the language and seems to be most suitable in its current usage is "finalize." This is widely used in government to show that the last steps are being taken to complete a program, an agreement, etc. It really means putting the final touches on anything you may be working on, so it is accurate to say that something is "finalized."

RECENTLY, "The Wall Street Journal" complained of the spread of acronyms, which are words formed from the initial letter or letters of each of the successive parts of a compound term. Excellent examples are such words as "radar" and "snafu." We are not at all convinced that this is bad.

ISNT IT easier to say "TAP" instead of a mouthful, Talent For America's Program, which describes a pool of top government career men; or "MUST," which means Maximum Utilization of Skills and Training in Government. Other examples are "JUMPS," which is short for Joint Uniform Military Pay System; "PEP" for Postal Efficiency Plan, and finally, "VIM" for Vertical Improved Mail, a plan to speed mail in high-rise office buildings.

OUR ADVICE to civil servants, who are worried about clarity of communications, is to use those simple words or terms, which are absolutely certain to communicate the precise meaning intended. We say this even if the word is "government-ese."

Mattox Returns To State Post

ALBANY—Richard H. Mattox is starting the New Year in his old job as personnel director for the State Health Department.

He returned over the holidays from a two-year sojourn in Rome, Italy, where he served as personnel chief for the United Nations Food and Agriculture Organization.

Not long ago, Mattox took another leave-of-absence for three years to serve as a public administration advisor to prime minister of Iran, under an Agency for International Development program.

A former chairman of the State Personnel Council, Mattox joined State service as a research aide with the State Budget Division in 1938 and rose through the ranks to his present post.

Matto has been president of the Capital District chapter of the Public Association and served at one time as vice president of the National Association for Management in Public Health.

FREE BOOKLET by U.S. Government on Social Security. MAIL ONLY. Leader, 97 Duane St., N.Y. City, N.Y. 10007.

Eight Tests; Summer Jobs Also Last Week To File For State Exams In Feb.

January 16 is the last date for filing applications for the State open competitive examination series to be held Feb. 16. Eight examinations are included in this series and one, traffic and park officer, offers seasonal work.

Capital police officer, exam number 21-231, \$5,000 to \$6,180. Drafting aide, exam number 21-218, \$3,995 to \$4,985.

Engineering aide, exam number 21-219, \$3,995 to \$4,985.

\*Plant superintendent A, exam number 21-201, \$12,140 to \$14,505.

\*Plant superintendent B, exam number 21-202, \$10,330 to \$12,430.

\*Plant superintendent C, exam number 21-202, \$8,825 to \$10,670.

Traffic and park officer (seasonal), exam number 21-232, at \$2.81 an hour. (Summer employment open to residents of Nassau, Queens, and Suffolk counties.)

\*\*\*Speech therapist (Erie County), exam number 40-227, \$5,820 to \$6,960.

\*New York State residence not required.

\*\*\*Neither United States citizenship nor New York State residence is required.

Apply By Jan 16 For Radio Dispatcher

The State Department of Civil Service is accepting applications for an examination for radio dispatcher until Jan. 16. The exam is scheduled for Feb. 18. Salary ranges from \$5,615 to \$6,895 a year for this position which is located in the Communications Bureau of the New York State Thruway at Elmsere.

Candidates must have had at least one year of experience as a police radio dispatcher, two years as a radio dispatcher of a mobile fleet, or four years as an operator of shortwave radio telephone equipment.

For further information, write Recruitment Unit No. 349, New York State Department of Civil Service, The State Campus, 1220 Washington Ave., Albany, N.Y. 12226.

School Lunch Managers Needed

Suffolk County is accepting applications for an examination for school lunch manager until Jan. 18. The starting salary for this position is \$4,500.

For further information, contact the Suffolk County Civil Service Commission, County Center, Riverhead, N.Y., N.Y.

PREPARE NOW for CIVIL SERVICE ARITHMETIC

10 Weeks Course Begins Thursday, Jan. 12 - 4:30 P.M. covers fundamentals and problems found on Civil Service Exams. Instructor: Mr. David Alexander, teacher, N. Y. C. Board of Education

BROOKLYN CENTRAL YMCA

55 Hanson Place (near I.R.R. Flatbush Terminal & all subways)

FEE:

\$30 'Y' member; \$32 non-'Y' member Information - JA 2-6000

Share Cash Awards

(Continued from Page 13)

Maguire Avenue, Albany, typist, Office of General Services; Miss Anna F. Esposito, Stephantown, typist, Taxation & Finance; Gunther W. Voiges, 61025 95th Street, Forest Hills, Asst. W.C. examiner; May A. Petrone, 1037 65th Street, Brooklyn, asst. W.C. examiner both from Workmen's Compensation Board.

Five \$10 awards were earned by Mrs. Thelma M. Chamberlain, P.O. Box 134, Wyantskill, asst. W.C. examiner; Joseph F. Mansell, 1 Van Vechten Street, Albany, senior mail & supply clerk; Mrs. Dorothy A. Strickland, 150 95th Street, Brooklyn, file clerk, all from Workmen's Compensation Board; Ruth C. Van Woert, RD No. 2 Hawes Road, Altamont, typist, Department of Civil Service; Jane M. Oliver, 35 Buell Street, Albany, senior clerk, Department of Commerce.

Certificates of Merit without cash grants went to Charles Eckert, 2228 Amsterdam Avenue, New York City, mail & supply clerk, Housing & Community Renewal; Frank V. Chonski, Schuyler Hgts., Apts. 29D Menands, W.C. examiner, Workmen's Compensation Board; Richard A. Allen, 7 Park Avenue, Stillwater, police sergeant, Office of General Services; Abraham Halperin, 212 Bryant Avenue, Staten Island, tax collector, Department of Taxation & Finance; and Salvatore P. Genovesi, 12 Haig Avenue, Troy, principal draftsman, Department of Public Works.

Home Economist Trainee

The Personnel Department held oral-training and experience examinations for home economist trainee last week, in which 15 candidates participated.

HIGH SCHOOL Equivalency DIPLOMA

This N.Y. State diploma is the legal equivalent of graduation from a 4-year High School. It is valuable to non-graduates of High School for:

- Employment • Promotion • Advanced Educational Training • Personal Satisfaction

Our Special Intensive 5-Week Course prepares for official exams conducted at regular intervals by N. Y. State Dept. of Education.

Attend in Manhattan or Jamaica ENROLL NOW! Classes Meet Manhattan—Meets Mon. & Wed. at Meets Mon. & Wed. at 5:30 or 7:30 P.M.

Jamaica—Meets Tues. & Thurs. at Meets Tues. & Thurs. at 5:45 or 7:45 P.M.

BE OUR GUEST

AT A CLASS SESSION!

Fill In and Bring Coupon

DELEHANTY INSTITUTE L594 115 East 15 St., Manhattan 91-01 Merrick Blvd., Jamaica

Name: Address: City: Admit to One H.S. Equiv. Class

Insurance License Course Opens Jan. 23

The next term in Insurance Brokers for men and women who want to qualify for state license opens January 23, at Eastern School, 721 Broadway, N.Y. 3, AL 4-5029.

This evening course is approved by the States of New York and New Jersey as fulfilling the requirements for admission to the state examination for insurance broker's licenses. No other experience or education is needed.

Do You Need A High School Diploma?

- (Equivalency) • For Personal Satisfaction • For Jobs Promotion • For Additional Education START ANY TIME

TRY THE "Y" PLAN \$60

Send for Booklet CS \$60 Y.M.C.A. EVENING SCHOOL 15 W. 63rd Street New York 10023 ENilcott 2-8117

Do You Need A High School Equivalency Diploma

for civil service for personal satisfaction 6 Weeks Course Approved by N.Y. State Education Dept.

Write or Phone for Information

Eastern School AL 4-5029

721 Broadway N.Y. 3 (at 8 St.)

Please write me free about the High School Equivalency class.

Name: Address: Boro: PZ...L1

Just Published: —

LEGAL & PROFESSIONAL LEXICON By DeMars-Rosenberg

— Price \$7.50 —

"A must for secretaries and reporters"

DEMARS LEGAL SECRETARIES

INST., 889-9th Ave., NY 19,

CI 6-6330

(Also ask for our Home Study Course —Free Brochure)

Use Zip Codes—It's faster

SCHOOL DIRECTORY

STENOTYPE ACADEMY

Inc. under the Laws of N.Y. State



LEARN TOUCH SHORTHAND for prestige positions



BE A

COURT REPORTER/CONVENTION REPORTER EXECUTIVE — LEGAL — MEDICAL SECRETARY

ENROLL NOW FOR JANUARY CLASSES

Approved By U.S. Govt. For Foreign Students

Inquire About Program For Veterans

FREE PLACEMENT

TRIAL LESSON

Free 1967 In-Color Brochure



WO 2-0002 259 BROADWAY at Chambers St.

(Train to Chambers St, Brooklyn Bridge or City Hall Station)

CPU

LEARN

IBM

TO PROGRAM THE CO-ED

• 1401/1460 COMPUTER \$225.00 — 180 Hours

• KEY PUNCH \$90.00 — 60 Hours

LOW COST • MORE HOURS

COMMERCIAL PROGRAMMING UNLIMITED, INC. 853 Broadway (cor. 14 St.) N.Y.C. • YU 2-4000

Learn Tractor Trailer Bus Driving In The Bronx

Sanitation — P.O. Tests — Individual Training Only — Road Tests — Res. Rates. Teamster Training — 2 1/2 Ton Stick Shift Mail Truck Practice. \$10 Per Hr. — Bronx Professional Driving School, Ed. L. Grant H'way at 170th St. — JE 8-1900.

MONROE INSTITUTE—IBM COURSES Key punch, Tab Wiring, Computer Programming SPECIAL PREPARATION FOR CIVIL SERVICE TESTS Switchboard, Electric, Typing, SCM Bookkeeping machine, H.S. EQUIVALENCY. Day & Eve Classes. Vet Apprv'd. Monroe Business Institute, East Tremont Ave. & Boston Rd., Bronx — KI 2-5600. VETERAN TRAINING ACCREDITED BY NEW YORK STATE BOARD OF EDUCATION

ADELPHI BUSINESS SCHOOLS. "Top Training plus Prestige"

IBM Key punch, Tabs, etc. Computer Programming. SECRETARIAL, Bkkgng, Switchbd, Comptometry, Dictaph. STENOGRAPHY (Much Shorthand) PREP. for CIVIL SVCE. Co-Ed. Day & Eve. FREE Placement Svce 1712 Kings Highway, Bklyn (Next to Avalon Theatre) DE 6-7000. 47 Mincola Blvd. Mineola, L.I. (at bus & LIRR depot). CH 8-8900. ACCREDITED by NYS BOARD of REGENTS • APPROVED for VETERANS



# Judicial Conference Sets Procedures For Classification Appeals

The State Judicial Conference of New York has completed action on special classification board rules for New York City Court Classification Plan and because these rules will provide the basis for similar appeals procedures in other counties throughout the State. They are being printed now by The Leader for study by court employees in area other than Metropolitan New York.

## Function

The Special Classification Appeals Board shall hear, examine and review only appeals on title conversion and position evaluation arising out of the installation by the Administrative Board of the Judicial Conference of the uniform classification plan within the City of New York effective July 1, 1966.

## Scope of Appeals

(a) Title conversion (group or individual)

(b) Position evaluations (individual).

(Appeals may be for another title, whether in the approved title structure or not, deemed more descriptive of the appellant's duties and responsibilities. However, reclassification requests based on changes in duties or responsibilities made subsequent to the title structure installation will be processed after completion of the appeals process on the title structure installation and in accordance with Article VII, Rule 5, Career Service Rules of the Administrative Board.)

## Eligibility For Filing

Appeals may be filed by:

(a) An employee as to his own position;

(b) An employee as to the class of positions encompassing his own position;

(c) An employee representative — i.e. an attorney, a representative from a labor or professional organization, or other — as to an individual position or a class of positions;

(d) An Appellate Division, court, or court related agency as to an individual position or a class of positions.

## Procedures For Filing

(a) Appeals have been accepted up to Dec. 1, 1966. The Administrative Board may, in the interests of justice, direct the acceptance of appeals filed beyond the foregoing date.

(b) Each appeal may indicate the name of the employee representative, chosen from a panel established by the Administrative Board, to sit on the Special Classification Appeals Board for the particular appeal. In the absence of such indication, the other members of the Special Classification Appeals Board will select the employee representative. No employee representative shall be allowed to sit on an appeal which may involve his personal interest. If a designated representative is so barred, the appellant will be given an opportunity to select another employee representative.

(c) Appeals shall be filed at the office of the Administrative Board on a prescribed form JC-67, Application For Appeal Of Converted Title Or Position Evaluation, which shall be supplied by the Administrative Board.

(d) Form JC-67, any continuation sheets, exhibits and/or other documentary evidence in support of the appeal shall be submitted by appellants to the Special

Classification Appeals Board, Rm. 1300, 270 Broadway, New York City and shall show the requested title(s) conversion or position evaluation(s) with substantiating reasons.

(e) All materials submitted on behalf of the appellant(s) shall constitute a public record and shall be available for review by interested parties at a time and place to be determined by the Special Classification Appeals Board. This material shall include the Special Classification Appeals Board Form and all supplementary material submitted. Any material on an appeal submitted by the staff of the Administrative Board to the Special Classification Appeals Board in support of the determination appealed from shall be available for review by the appellant and/or his representative prior to the hearing.

## Appeals Hearings

(a) The Special Classification Appeals Board will review all appeals and make decisions. If a hearing for presentation of oral argument has been requested on the Appeals form by the appellant, the Special Classification Appeals Board shall schedule such a hearing and notify the appellant. In the event an appeal has been filed, but no hearing has been requested by the appellant, the Special Classification Appeals Board may in its discretion schedule one if it deems a hearing necessary for further clarification of argument.

In the event a hearing is scheduled and the appellant or representative does not appear the appeal may be decided by the Special Classification Appeals Board on the basis of the facts at hand.

In the event a hearing is scheduled the Special Classification Appeals Board will so notify the appellant and/or his representative, at least (21) calendar days prior to the hearing date. All written material in support of appeals must be submitted at least (14) days prior to the hearing date.

Order of precedence in the assignment of hearing dates shall be determined by the Special Classification Appeals Board with due consideration given to the needs of the Unified Court System and the date of filing of appeal.

(b) Hearings will be held at a time and place designated by the Special Classification Appeals Board and indicated in the notice of scheduled hearing sent to the appellant. Hearing procedure will be informal. Only appellants and/or their duly authorized representative(s), and a representative of a court, court related agency, or Appellate Division may be present to speak at any hearings conducted by the Special Classification Appeals Board. The latter reserves the right to limit attendance at any one hearing where single or related appeals encompass large numbers of employees.

(c) The Special Classification Appeals Board may establish hearing panels if the volume of appeals warrants. Such panels will consist of at least 3 Appeals Board members or designated representatives of such members and must include the employee representative, and wherever practicable, the member or designated representative of the State Bar Association. Each panel will submit written summaries and recommendations on each hearing to the Special Classification Appeals Board for its consideration and determination. Dissenting recommendations of panel members may also be submitted for consideration.

## Decisions

(a) Only a member of the Classification Appeals Board or, in his absence, his duly designated delegate, can vote in deciding any appeal. Decisions of the Special Classification Appeals Board shall be reached by a majority vote and shall be final, subject to the approval of the Administrative Board. The decisions, as they affect allocation, or both classification and allocation, shall also be subject to the approval of the Mayor of the City of New York. The Special Classification Appeals Board shall also recommend to the Administrative Board the granting of permanent status where the facts in an appeal warrant and there is no prohibition by law or by rule of the Administrative Board of the Judicial Conference.

(b) Decisions shall be reached as expeditiously as possible. Any appellant who has not received a notice of decision within (90) days after the close of his hearing may file a written request with the Special Classification Appeals Board which shall then decide the appeal within (30) days from the date of the receipt of such request.

(c) Appellants shall be notified in writing of the decisions of the Special Classification Appeals Board as approved by the Administrative Board and, as appropriate, by the Mayor of the City of New York. A brief statement of the reasons upon which the decision was based, shall be contained in each written notice.

## Re-Appeals

(a) No re-appeals will be accepted upon matters already acted upon by the Special Classification Appeals Board.

(b) Upon completion of the special appeals period pertaining to the installation of the new title structure, the Career Service Rules of the Administrative Board will govern the processing of classification and allocation appeals.

The foregoing Special Classification Appeals Board Rules were adopted by a majority vote of the Special Classification Appeals Board on December 28, 1966 and were filed in the office of the Administrative Board of the Judicial Conference of the State of New York on December 29, 1966.



**THE CHRISTMAS SPIRIT** — Stanley Yaney, representing the Binghamton Chapter of the Civil Service Employees Assn., presents six barrels of Christmas toys for needy children to Patrolman Pasquale Francescone of the Binghamton Police Benevolent Assn. The State employees in the Binghamton area collected the gifts in behalf of the Toys For Tots drive held by police. The CSEA chapter held a dinner-dance at Danceland in Kirkwood, attended by over 200 persons recently. Price of admission: a toy.

## State Bar Unit Proposes State Assume Full Cost Of Judicial Conference

The Committee on the State Constitution of the New York State Bar Association has put forward a proposal by which the State, for the first time, would finance the entire \$120 to \$130 million annual cost of a unified court system.

The Legislature thus would replace more than sixty appropriating bodies which now act on court budgets. It would transfer from the localities to the State the full responsibility for court financing, except for village, town and city courts outside New York City.

Such a system, the Committee said, would assure the court of adequate funds for day-to-day operation and permit the raising of standards for judicial service, non-judicial personnel, court facilities and auxiliary services. Revenue from fines and penalties, now kept by local governments, might be used by the state as a partial offset to its additional expense.

The proposal would place responsibility for the entire State-wide judicial budget in an administrative board of the unified court system. No part of the cost would be charged directly to New York City, the fifty-seven counties outside the City or any local subdivision. All tribunals, from the Court of Appeals through the district courts, would be covered.

## Lack of Unity

The Committee's report said: "Lack of a unitary source of court appropriations precludes intelligent long-range planning of

## Gov. Names Ingalls

George L. Ingalls of Binghamton, a member of the Assembly from 1953 until 1966, has been appointed by Gov. Rockefeller as a member of the State Power Authority.

## Tietenberg Reapp'ted.

Harry H. Tietenberg of Willsboro Point Road, Willsboro, has been reappointed by Gov. Rockefeller as a member of the Lake Champlain Bridge Commission.

court activities and prevents optimum use of court personnel. It also has a corrosive effect upon the morale of non-judicial court personnel because under it the compensation of such personnel is not dependent upon the kind, quality and quantity of work they do, but upon the ability of the appropriating source to raise money."

The Committee also noted that under the present system one county may have fine auxiliary service while an adjoining county may be in a bad way.

## Two Departure Dates For Hawaiian Tour

Because of the heavy demand from members of the Civil Service Employees Assn. for bookings on the annual jet vacation to Hawaii and the Golden West, there will be two departure dates instead of one for next summer, it was announced recently.

One plane will leave New York on July 8 and the next on July 22. Both tours will be identical and the total price of only \$467 will include round trip jet transportation, all hotel rooms, sightseeing, airport to hotel transfers, etc. Departing groups will head for San Francisco, then fly out to Hawaii and the vacation will conclude with a visit to Las Vegas.

Each year, dozens of applicants have been unable to take advantage of this low-cost tour because of failure to book early. To avoid disappointment, immediate applications are urged now.

For either departure date write to Mrs. Julia Duffy, P.O. Box 43, West Brentwood, L.I.; telephone (516) 273-8633 if residing in the Metropolitan New York area, or to John J. Hennessey, 276 Moore Ave., Kenmore, N.Y., telephone 716) TF 2-4966, if residing in upstate New York.

Both trips are strictly limited to CSEA members and their immediate families.