

Civil Service LEADER

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17 P.C. RAISE VOTED BY HOUSE GROUP

See Page 7

41 NEW EXAMS FOR LIFE JOBS

Dewey Will Order Study Of Pension Improvement

Special to The LEADER

ALBANY, March 26—Dr. Frank L. Tolman, President of the Association of State Civil Service Employees, and Charles M. Armstrong, Chairman of the Association's Salary Committee, conferred with Governor Dewey on the Association's long-range program and urged his support of major proposals now on the legislative calendars.

Among the matters discussed were the automatic cost-of-living salary increase bill to provide for adjustment of salary in accordance with the cost-of-living index;

payment of accumulated overtime; unemployment insurance for State employees; and liberalization of the State Retirement System.

Will Ask Pension Study

Governor Dewey did not indicate his views on the first three measures, but stated that he would request State Comptroller Frank C. Moore and Retirement System officials to make a complete study during the coming year of proposals to liberalize the Retirement System.

Much Interest in Pensions
Visits of Association represen-

tatives among the employees of the various State institutions and offices have indicated that the retirement system's liberalization is a subject of considerable interest to all State employees and that an increase in the retirement benefits would serve as a powerful booster to the morale of the State workers. Earlier retirement options and an increase in the retirement benefits to lower-pay-bracket employees are subjects of discussion at many meetings of Association chapters.

[Tabulation of action on legislative bills, page 16.]

How U.S. Experts Will Rate Steno-Typist Candidates

The examination for permanent U. S. positions as Stenographer (CAF-2 at \$1,704) and Typist (CAF-1 at \$1,506), application for which close at 5 p.m. today (Tuesday), offer opportunities for new entrants at the stated pay, plus overtime, and, for those especially

competent, for appointment "at higher salaries." Overtime is extra in all instances.

Age limits are 18 to 62, inclusive, for both men and women.

War-service employees serving in any grade of stenographic or typist work may gain perma-

nency by taking and passing the examination.

Aid to Federal Employees

The official announcement of the U. S. Civil Service Commission sets forth:

"The majority of appointments for entry into the service in these positions will be made at the grade and at the entrance salary of the appropriate grade, as stated in this announcement. Some appointments may, however, be made at higher grades.

"Federal employees serving in any grade of stenographic or typist positions who desire, but do not now have, permanent civil service appointments should apply for this examination. Such Federal employees serving in positions in the classified civil service under other than temporary (Continued on Page 16)

Full, Official Requirements For 32 State, 9 U. S. Tests

Largest in Seven Years

Parole Officer, Investigator, Nurse, Personnel Worker, Inspector, Librarian, Clerk, Architect, Publicity Agent, Pharmacist and Technician Among State Titles—U.S. Speeds Up

Special to The LEADER

ALBANY, March 26—The first big series of examinations to fill post-war needs was announced by the State Civil Service Commission, headed by Parole Officer as the most popular one of the 32 tests. The full requirements were obtained by The LEADER and are herewith published for the first time in any newspaper.

Candidates may file now and until April 26. All the examinations will be held on Saturday, April 27, unless otherwise noted in the details of each exam, given later in this story.

The 32 titles are:
Assistant District Supervising

Health Nurse, Assistant Food Chemist, Assistant Laboratory Worker, Associate Education Institution Engineer, Associate Per- (Continued on Page 5)

LOOKING INSIDE

Budget Standardizes Pay in Transportation; O'Dwyer Pledges Raises

By H. J. BERNARD

Mayor O'Dwyer is "sold" on the principle of salary standardization. He is also interested in reclassification.

The 1946-7 budget will contain salary upgradings in the Board of Transportation, so that employees, now doing the same work in different titles and at different pay, will get the same pay, he revealed in an interview. The beginning of what promises to become a city-wide project was worked out by the Mayor in conferences with Major General Charles P. Gross, Chairman of the Board of Transportation, and Budget Director Thomas J. Patterson.

As a coincidence, the Citizens Budget Commission, with which the Mayor is cooperating closely on other matters, has submitted a report to him, containing recommendations for a reclassification of the city civil service and

a standardization of salaries as well.

The city had one reclassification, never had a general reclassification, and the titles and duties of jobs are in many instances conflicting and contradictory.

A Long-Range Job

Several recommendations have been made that the mess be cleaned up. The NYC Civil Service Commission, recognizing the necessity, has been awaiting the go-ahead sign. This has not yet been forthcoming, but the incipient events in that direction give the first promise that the reclassification may become a fact. It will require more Commission employees. Also, the rectification would normally produce equalization by upgrading, hence would increase the budget. The reclassification, however, is a long-range project, and could not possibly be effectuated in entirety until the 1947-8 tax budget, a year hence.

(Continued on Page 6)

PENSION BILLS DEEMED LOST

Special to The LEADER

ALBANY, March 26—Retirement bills introduced into the State legislature have run into tough opposition and practically all have died in committee.

However, observers in Albany have optimistic hopes for passage of the bill granting 25-year retirement privileges to uniformed prison guard personnel. This bill, which would allow prison guards to make the same pension contributions as State Police and choose retirement after 25 years' service, at age 60, has been passed by the Senate.

More State News
PP. 2, 3, 4, 5, 8, 9, 16,

Bill Is Withdrawn On LEADER Expose

Special to The LEADER

ALBANY, March 26—The bill which would have taken the jobs of 14,000 Labor Class employees out of the merit system has been withdrawn after it had been reported out by the Senate Civil Service Committee.

The bill had been opposed by the Civil Service Reform Association and other employee organizations.

Anderson Explains

The leading news story in the March 12 issue of The LEADER pointed out that the bill, if passed, would dispense with future labor class examinations and imperil the security of the 14,000 presently employed in this class, 9,000 in NYC.

In explaining the withdrawal of the measure, Senator Floyd E. Anderson (R., Broome County) stated that the fact that it would jeopardize the rights of 14,000 public employees was not known to him when he introduced the bill. He announced he had withdrawn it.

Employees had protested that the bill would lead to a restoration of the "spoils" system by repealing Section 18 of the Civil Service Law, which provides for the filling of labor jobs by examination. Veterans had also objected to the measure as an attempt to circumvent the Preference Amendment by allowing the filling of thousands of jobs by appointment without the establishment of a list.

Classification Announced For Business Office Jobs In Mental Hygiene Dept.

Special to The LEADER

ALBANY, March 26—Institutions under the jurisdiction of the State Department of Mental Hygiene, in cooperation with the Classification Board, have worked out a new plan of organization of the business offices which sets up a title for each position, with duty assignments. The list does not include Business Officer or Senior Business Officer. It is stated these will be the subject for separate action.

Reorganization of offices along proposed lines will proceed when some pending appeals are settled by the Classification Board.

The titles and duties follow:

HEAD ACCOUNT CLERK

Duty Assignments

Under the Business Officer or Senior Business Officer to supervise and direct the personnel of the business office and to assemble and prepare data for the quarterly estimate and supplemental estimates for supplies and expense; prepare requirement lists for submission to the Division of Standards and Purchase; place orders for contract items; solicit and receive bids for open market purchases and place orders for the same; conduct such correspondence as may be necessary with regard thereto in order to insure prompt and accurate delivery; prepare such reports as may be required in connection therewith.

PRINCIPAL ACCOUNT CLERKS

(2 allowed each institution)

(1) To receive and disburse all cash; operate the cash book to record all receipts and disbursements; maintain such subsidiary cash books as may be necessary; deposit all receipts in bank accounts and draw all checks against the several accounts; supervise employees engaged in handling accounts for reimbursing patients, patients' cash, community store, occupational therapy sales, steward's sales, etc.; supervise preparation of financial reports and statements relative to the above accounts; reconcile bank statements, etc.

(2) Supervise the personnel unit, including the preparation of

payroll records; personal service estimates; semi-monthly personnel change schedules; withholding tax deductions; bond deductions; maintenance refunds; time records; processing and maintenance of employees' employment records; preparation of all statistical reports dealing with personnel required by the various departments at Albany; preparation of wage statements and

statistical data on compensation cases as required by the State Insurance Fund; assist in the preparation of the personal service budget.

SENIOR ACCOUNT CLERKS

(Several allowed each institution)

(1) Under supervision of the Principal Account Clerk or pending the establishment of a position to head the personnel unit; to prepare semi-monthly salary change schedules; prepare overtime payrolls; make deductions for withholding tax bonds, maintenance, etc.; prepare necessary forms for reporting changes in personnel to the Civil Service Department; process and maintain employees' employment records, etc.

(2) Audit vouchers for supplies and services furnished the institutions. (Where two employees are engaged in this work the one making the final check will be the Senior account clerk, the other will be an Account clerk.)

(3) Operate the reimbursing accounts ledger, including the preparation of monthly bills; preparation of list of delinquent accounts; handle correspondence in relation thereto. (This position will exist only where the accounts are kept and bills rendered at the institution and will be terminated when the accounts are transferred to central billing.)

(4) Operate merchandise ledgers; prepare reports of receipts and issue of supplies, etc. (Where two employees are engaged in this work the one keeping the food ledger will be Senior account clerk, the other will be an Account clerk.)

ACCOUNT CLERKS

(Several allowed each institution)

Perform all other miscellaneous duties assisting in the above; operate patients' cash accounts; community store accounts; staff accounts; other routine duties.

STENOGRAPHIC

The organization of the business office provides for one Senior stenographer and as many Stenographers or Typists as are required or provided by the budget.

Liquor Authority Regrets Turnover Of Its Personnel

Special to The LEADER

ALBANY, March 26—The busiest year since repeal was reported by the State Liquor Authority, which in 1945 had an increase of over 100 per cent in applications for various types of licenses over 1944 figures.

The twelfth annual report, released by Deputy Commissioner George P. Butterly, showed that 55,982 license applications had been received during the year.

Chairman John F. O'Connell noted that the personnel had worked overtime and waived vacations without compensatory leave to facilitate the task of processing forms.

Statement by O'Connell

Discussing personnel problems, Mr. O'Connell added:

"At no time during the year 1945 was it possible to maintain our full quota of personnel, because of the lack of appropriate Civil Service lists. Due to the unavailability of experienced help, it was necessary to accept untrained clerks and stenographers and as a result considerable time had to be devoted to training them in their specific duties. However, even our willingness to accept these problems under the circumstances did not materially improve the situation, because our rate of personnel turnover, both as to permanent and temporary employees, was exceptionally high, approximately 20 per cent as against a normal turnover of less than 5 per cent."

Hearing on Farm Jobs Held by Salary Board

Special to The LEADER

ALBANY, March 26—A group of employee representatives presented powerful arguments for reclassification of the State Farm and Grounds employees at hearings before the Salary Standardization Board.

Among those who spoke for the employees were R. Van Dorpe of Willard; William Massie of Cox-sackie; A. E. Wood of Kirkwood, and Glenn Peterson, William Corrigan and George Adams of the New York State Farm and Grounds Employees Association's Executive Committee. William F. McDonough, Executive Representative of the Association of State Civil Service Employees, and John E. Holt-Harris, Assistant Counsel to the Association, gave persuasive talks.

Specific requests for reclassification includes:

Farm Manager, from Grade 3A (\$2,250 to \$2,750) to Service 4, Grade 5 (\$3,225 to \$3,975).

Head Farmer, 2A (\$1,650 to \$2,150) to 4-3 (\$2,100 to \$2,600).

Farmer, 1C (\$1,350 to \$1,850) to 4-2 (\$1,500 to \$2,000).

General Basis of Plea

In opening the appeal, the employee representatives outlined

the general functions of the Institution farms:

"Primarily the purpose of an Institution farm is for the benefit of the patient or inmate, to provide constructive employment for such inmate so that this individual may be rehabilitated into society and lead a normal life in the community.

"It is also the purpose of an Institution farm to provide farm products for use in the institution, to care for the physical well-being of the patient or inmate. The value of fresh milk and vegetables for the inmate is obvious.

"The Institution farms throughout the State represent a large industry. We should not think of these farms as being a patch of land, down the lane by the woods.

"The buildings are mostly modern or remodeled and in a good state of repair. The majority are as good or better than other farm buildings in the county in which they are located.

"The soil, regardless of type is in a high state of fertility, be it on Long Island, St. Lawrence County or Western New York State."



John E. Holt-Harris, Assistant Counsel to the Association of State Civil Service Employees, appeared before the Salary Standardization Board no behalf of farm workers. He was a Lieutenant (s.g.) in the Navy.

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PLAN TO DISMISS DENTIST WITH 16 YEARS' SERVICE IS FINALLY ABANDONED

Special to The LEADER

ALBANY, March 26—The plan to abolish the position of Dentist at the Buffalo State Hospital and dismiss the incumbent, Dr. George C. Steigerwald, who held the position for 16 years, has been abandoned, the Association of State

Civil Service Employees has been advised.

Harry B. Schwartz, President of the Buffalo State Hospital Chapter of the Association, appealed to the Civil Service Commission for review of this case, as reported in last week's issue of The LEADER.

Progress on State Exams

OPEN-COMPETITIVE

Associate Civil Engineer (Airport Development), Commerce Department: 9 candidates, held February 2, 1946. Rating of the written examination is completed. This examination has gone to the Administration Division for printing.

Associate State Publicity Editor, Commerce Department: 21 candidates, held February 2, 1946. Rating of the written examination is in progress. Clerical work is in progress. Interview to be held.

Court Stenographer, Supreme Court, 9th Judicial District: 14 candidates, held February 2, 1946. Rating of the written examination is in progress.

Food Service Manager, State and County Departments and Institutions: 85 candidates, held February 2, 1946. Rating of the written examination is completed. Clerical work is in progress.

Principal Economist, Department of Commerce: 15 candidates, held February 2, 1946. Rating of the written examination is in progress.

Publicity Production Manager, Commerce Department: 14 candidates, held February 2, 1946. Rating of the written examination is in progress. Interview to be held.

Senior Hearing Stenographer, State and County Departments and Institutions: 76 candidates, held February 2, 1946. Rating of stenographic examination is completed. Rating of training and experience is in progress.

Senior Housing Accountant, Division of Housing, Executive Department: 18 candidates, held February 2, 1946. Rating of the written examination is in progress.

Title Examiner, Department of Law: 107 candidates, held February 2, 1946. Rating of Part I is completed. Rating of Part II is in progress.

PROMOTION

Canal Electrical Supervisor, Department of Public Works: 16 candidates, held October 27, 1945. This examination has been sent to the Administration Division for printing. Establishment of list held up pending settlement of veterans claims.

Senior Stenographer, Department of Conservation: 15 candidates, held December 8, 1945. Rating of the training and ex-

perience is completed. Clerical work is in progress.

Senior Clerk (Compensation), Department of Labor: 90 candidates, held December 8, 1945. This examination has been sent to the Administration Division for printing.

Senior Clerk, Department of Labor, Workmen's Compensation Board, New York Office: 88 candidates, held December 8, 1945. Rating of the written examination is completed. Rating of training and experience completed. Clerical work is completed. Held up pending establishment of veterans claims.

Principal Stationary Engineer, Department of Correction: 35 candidates, held December 8, 1945. Rating of the written examination is completed. Rating of training and experience is completed. Clerical work to be done.

Principal Accountant, Public Service Commission: 8 candidates, held December 8, 1945. Rating of the written examination is completed. Rating of training and experience is completed. Awaiting service record ratings.

Principal Clerk, Department of Taxation and Finance, Albany Office, Bureau of Motor Vehicles: 29 candidates, held February 2, 1946. Rating of the written examination is in progress.

Senior File Clerk, Department of Audit and Control, Employees' Retirement System: 20 candidates, held February 2, 1946. Rating of the written examination is completed. Rating of training and experience is being checked. Clerical work to be done.

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The State Employee

By FRANK L. TOLMAN
President, The Association of
State Civil Service Employees

The High Art of Human Engineering

PERSONNEL WORK in Government may be described roughly as the art of fitting people to jobs so that the jobs may become careers.

Personnel work is sometimes described as human engineering. It deals with human materials and problems as distinguished from physical materials and the problems of machines.

The good personnel officer looks for good human material not only for the jobs to be filled today, but for the higher jobs to be filled tomorrow and next year. When a junior position is to be filled, he seeks candidates who in time will be filling much higher positions. He naturally hates dead-end jobs and blind alley positions.

As contrasted with private personnel work, Government personnel offices operate under civil service laws and regulations. This means that recruitment and promotion have their prescribed methods and limitations, but the basic methods and problems remain much the same.

THE 8 MAIN PROBLEMS

These are chiefly problems of:

1. Employment and induction
2. Problems of training
3. Working conditions
4. Promotions
5. Pay
6. Welfare
7. Planning and bargaining
8. Security

Under employment the chief problems are: How to select the right people, how to place them in the right jobs, and how to orient them in their jobs.

The paradox of jobs is that people create their jobs, but jobs, once created, mould people to special types or stereotypes. In Government, this tendency to crystallization and even fossilization of jobs is particularly acute and widespread.

VALUE OF IN-SERVICE TRAINING

Problems of training are many and complex. Under civil service, it is assumed that every employee has been trained for the job, but in fact, his education has just begun. In-service training is the answer to part of the problem. It can give the skills and knowledge required for the job as it is today, but insight and vision are needed for the job as it will be tomorrow. The conference method seems the best advice to stretch the mind and to develop the required flexibility and planning.

Training of new workers is relatively easy; training of old workers is difficult, but essential.

Problems relating to working conditions include safety, health, working hours, congenial working conditions and morale. Promotions, pay, welfare; how much is contained in these areas? They deserve a column each and perhaps they will get it.

Of planning, I have written before and plan to write more.

Security means tenure. It means also insurance, pensions, death benefits. Wisely the employer and the employee join hands in providing a measure of security from the first day of appointment until death. The Association acts for the employees where the State has not yet assumed responsibility.

The Association of State Civil Service Employees is a great personnel office, using the best personnel methods to improve the service of the State to all the people of the State. It does not duplicate; it supplements all official personnel offices.

What State Employees Should Know

Commission Rules Provide New Leave of Absence Privileges and Aid to GIs

By THEODORE BECKER

AMONG the new privileges granted State employees by the recent change in the State Civil Service Commission's Rules, approved by the Governor, is one which entitles State employees who wish to take training under the GI Bill of Rights to special leaves of absence.

Under the old rules, leaves of absence, except for war work, were limited to one year in duration. Inasmuch as the GI Bill of Rights courses may be taken for as many as four years, many State employees would have been compelled to forego such courses if they wished to maintain their civil service status. Their appointing officers could not grant them leaves of absence beyond one year. In order for the leaves to be renewed, the former GI would have to return for a pay roll period between leaves. This requirement has now been changed.

Present Rule

Now, a veteran, holding a position under the civil service rules may, in the discretion of his appointing officer, be given successive one year leaves of absence to take training courses under Federal or State laws, without requiring his return between leaves. Such successive leaves may be granted only for the period that the veteran is eligible for such courses and actually continues to attend them.

Rule Eases Effects

Another important change in the State Commission's Rules takes account of the hardships which result when an employee who has resigned or has taken an ordinary one year leave of absence is unable to return within the required one year because of illness or disability. Under the previous rule, an employee who failed to return to work within one year could be reinstated only by a waiver of the rule, which necessitated the special approval of the Governor.

Under the new rules, the leave of absence of an employee can be extended by the appointing officer, with the approval of the State Civil Service Commission, beyond the one year period, if illness or disability renders the employee temporarily incapable of efficiently performing the duties of his position.

The extension of time for reinstatement after resignation has a limitation not imposed in cases of leaves of absence. The new rules provide that the one year period within which a person may be reinstated after resignation may be extended by the State Civil Service Commission for additional periods not to exceed one year in the aggregate, where illness or disability renders such person temporarily incapable of efficiently performing the duties of his former position at or prior to the termination of the original one year reinstatement period. Accordingly, the total period between resignation and reinstatement cannot exceed two years under this rule.

Computing One Year Period

Another innovation incorporated into the rules is the manner of computing the one year period within which reinstatement must ordinarily be had.

The rules now provide that in computing the one year period within which a person may be reinstated after a resignation or leave of absence without pay, the day the resignation takes effect, or the leave of absence without pay commences, shall not be considered. This means that if resignation takes place on July 1, reinstatement need not occur on or before the succeeding June 30 in order that it take place "within one year." Inasmuch as July 1, the date the resignation took effect need not be considered, a reinstatement the following July 1 is deemed to occur during the same year as the resignation, and will, therefore, be considered timely.

State Assn. Dinners Between Bites



Clockwise, Harold E. Dressel, Batavia State School; David L. Alloway, Attica Prison; Robert R. Hopkins and Joseph T. Waters, Buffalo Chapter; Priscilla Harvey, Gowanda State, and Lawrence R. Law, Attica, at the recent annual dinner of the Association of State Civil Service Employees.

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Reconstruction Home Trebles Population

The State Reconstruction Hospital at West Haverstraw has nearly trebled its patient population and is making a study of extension of benefits to the orthopedic victims. Infantile paralysis after-effect cases constitute the big majority and about 90 per cent of the patients are children. The object is to restore them to normal, not only physically, but socially and temperamentally. In the case of adults, they are aided toward becoming self-supporting.

The Director of the home is Dr. Kenneth S. Landauer, who is studying the possibility of service extension to include aid subsequent to discharge from the home. As matters now stand, the home retains a patient so long as improvement is shown, or in sight, or until the patient's condition is such that the home cannot contribute to its betterment because a different kind of help is required. Some patients have been there 15 years since babyhood.

Scientific Planning
New concepts of orthopedic treatment are being developed by the profession and Dr. Landauer is in the front ranks of those favoring scientific follow-up of the patient who has been discharged from a home or hospital. The large West Haverstraw institution, comprising about 20 buildings, is not a hospital, in that patients no longer have the disease that descended upon them, but are victims of the effects of the disease, for instance are lame or halt or speechless.

The equipment at the home is most modern, including a large, well-lighted swimming pool, a thermostat-controlled recumbent pool for heat treatment, a well-equipped laboratory, a model physical-therapy division, two oper-

ating rooms, a shoe and brace factory, a bakery, a gymnasium, and a Regents school system that enable a pupil to obtain a high school diploma.

Methods of treatment are being constantly improved, said Dr. Landauer, although there has been no radically new technique developed in recent years. A modified Kenny system of combined use of heat and massage improves spastic conditions.

One difficult problem, in Dr. Landauer's opinion, is to convince parents of children stricken with infantile paralysis that rapid and sure results can not be guaranteed. So much general publicity has been published about "quick cures" and so many ill-informed opinion uttered, that those who must cope with the actual cases find themselves on the spot, the doctor said. He finds the public anxious to believe in miracles. There are no miracles performed at the Reconstruction Home, but many a patient recovers full use of all members of the body, and occupational therapy helps that along, besides offering possibilities of economic independence.

Albany Women Endorse 2 Bills

Special to The LEADER

ALBANY, March 26.—The Professional Women's Club of Albany has announced their endorsement and support of two bills which affect State employees. The Williamson-Thompson bills to grant employees of Westfield State Farm and Albion State Training School, who guard inmates, competitive civil service status and the same rate of pay as prison guards, won the women's OK.

How To Protect Insurance When Off The Payroll

If you are a policyholder under the Group Plans of life and accident and sickness insurance sponsored by The Association of State Civil Service Employees, and are temporarily off the State payroll, deductions cannot be made from your salary to keep your insurance in force. Send the Association sufficient remittance to cover the period you will be off the payroll to avoid interruption in your insurance protection.

In computing the amount to send, if you are temporarily off the payroll, just multiply the semi-monthly deduction usually made from your pay by the number of semi-monthly periods you will be off the payroll.

If you will be off the payroll for an extended period, arrangements can be made for payment of your premiums on a quarterly, semi-annual or annual basis upon receipt of your first payment by the Association. Remember, however, to make the necessary payments within the 31-day grace period allowed.

Check or money order in payment of premiums for Group Life Insurance should be made payable to the Association and sent to its headquarters, Room 156, State Capitol, Albany 1, N. Y. Remittances for accident and sickness insurance premiums should be made payable to TerBush & Powell, Inc., and sent to 423 State Street, Schenectady, N. Y.

Seniority Bill Passes; Aids 'Special' Appointees

Special to The LEADER

ALBANY, March 26.—Seniority on appointments from special lists would be extended by the terms of a measure now on Governor Dewey's desk after passage by both houses of the State Legislature. Such lists are composed of veterans.

The bill, which had been

drawn up by the Association of State Civil Service Employees, provides that application to be placed on a special list may be made at any time during the life of the list, instead of the present 90-day requirement; seniority to be determined by the date the next person below a veteran on original list was appointed.

List Of Year's Changes And Additions Made In Salary Standardization

Special to The LEADER

ALBANY, March 26—The changes and additions made since March 31, 1945, or in nearly a year, in the Eighth Report of the Temporary Salary Standardization Board were recapitulated today by the Permanent Board. These changes will bring the report up to date. The list follows:

Title	Service & Grade	Salary	Increment
Administrative Director of Commerce	11-6	\$6700-8200	\$300
Administrative Secretary to the Commission Against Discrimination from 11-4 to	11-4a	4500-5500	200
Administrative Super. of Title Abstracts	3-6	4000 plus	
Administrator of Apprentice Training	5-6	4000-5000	200
Agronomist	7-3	3120-3870	150
Apprentice Training Field Representative	5-4	3120-3870	150
Aquatic Biologist	7-2	2400-3000	120
Architectural Renderer	7-5	5200-6450	250
Arterial Highway Delineator	7-6a	7000-8500	300
Asst. Administrator of Compensation Claims	6-6	4400-5400	200
Asst. Architectural Specifications Writer	7-3	3120-3870	150
Assistant Colony Supervisor	1-3a	1500-1900	100
Asst. Director of Compensation Claims	6-7	5500-7700	300
Asst. Director of Criminal Hosp. from 7-5 to	7-5b	6200-7700	300
Asst. Director of Crim. Ident. from 5-4 to	11-3a	3500-4375	175
Asst. Director of Corr. Reception Center	11-5	5200-6450	250
Asst. Director of Mental Hyg. Personnel	11-4a	4500-5500	200
Asst. Director of Milk Control from 4-6	11-4a	4500-5500	200
Asst. Director of Public Relations, Education and Research	8b-6	5200-6450	250
Asst. Director of Tuberculosis Hospital	7-5b	6200-7700	300
Asst. Indus. Superintendent from 9b-4 to	9b-5	3940-4690	150
Asst. Interviewer from 5-1a	5-1b	1500-2000	100
Asst. Principal, School of Nursing	7-2	2400-3000	120
Asst. Soils Engineer	7-3	3120-3870	150
Assistant to the Blind	5-1a	1200-1700	100
Associate Business Consultant	2-7	5100 plus	
Associate Claims Engineer	7-5	5200-6450	250
Associate Industrial Consultant	2-7	5100 plus	
Associate Research Engineer	7-5	5200-6450	250
Associate Soils Engineer	7-5	5200-6450	250
Business Consultant	2-5	3000-3750	150
Chief Industrial Investigator	5-6	4000-5000	200
Chief Industrial Safety Inspector	9a-6	4200-5200	200
Chief Securities Accountant	10b-6	6250-7750	300
Chief Self-Insurance Examiner	6-7	5500-7000	300
Colony Supervisor	1-3b	1700-2100	100
Director, Bureau of Planning	7-6c	8000-10,000	400
Director of Civil Service Examinations	7-6	6700-8200	300
Director of Compensation Claims	6-8	7300 plus	
Director of Corr. Reception Center	11-6	6700-8200	300
Director of Industrial Relations, Women in Industry and Minimum Wage	11-6	6700-8200	300
Director of Indus. Safety Service	7-6	6700-8200	300
Director of Labor Elec. Realloc. from 5-5 to	5-7	5250 plus	
Director of Mental Hygiene Psychiatric Social Work from 5-6 to	5-7	5250 plus	
Director of Personnel and Office Admin.	11-5	5200-6450	250
Director of Reconstruction Home	7-6c	8000-10,000	400
Director of Salary Standardization	7-6	6700-8200	300
Director of Special Investigations	10c-6	6250-7750	300
Director of Tuberculosis Hospital	7-6c	8000-10,000	400
Director of Unemployment Insur. Accounts	10b-6	6250-7750	300
Director, Rehabilitation of the Blind	5-6	4000-5000	200
Drill Supervisor	9b-3b	2400-3000	120
Elevator Maintenance Supervisor	9b-3a	2100-2600	100
Exec. Secy. to Medical Practice Committee	11-3	3100-3850	150
Field, Invest. of Narcotic Con. from 2-4 to	7-2	2400-3000	120
Field Rep. (Comm. Against Discrimination)	5-5	3500-4375	175
General Mechanic from 9b-2a to	9b-2b	1800-2300	100
Health Invest. (Grp. of Classes) from 2-4 to	5-2a	1800-2300	100
Industrial Investigator	5-2a	1800-2300	100
Industrial Research Consultant	7-5a	5500-6750	250
Industrial Superintendent from 9b-5 to	9b-6	4500-5500	200
Junior Building Structural Engineer	7-2	2400-3000	120
Junior Utility Rates Analyst	10b-1	1800-2300	100
Marine Academy Business Officer	11-4	4000-5000	200
Mental Hygiene Publications Editor	8b-5	4000-5000	200
Motor Carrier Investigator	8d-2b	2200-2700	100
Motor Equip. Main. Super. from 9b-3b to	9b-4	3120-3720	120
News Photographer from 8b-3 to	8b-4	3225-3975	150
Park Ranger	4-2	1500-2000	100
Personnel Aide	2-2a	1400-1900	100
Poultry Marketing Specialist	4-4	2600-3225	125
Principal Salary Research Consultant	7-6	6700-8200	300
Principal, School of Nursing	7-3	3120-3870	150
Prin. Thoracic Surgeon from 7-6 to	7-6a	7000-8500	300
Recording Secretary from 11-3	11-3a	3500-4375	175
Regents Translator from 7-2 to	7-3	3120-3870	150
Rehabilitation Counsellor	5-2a	1800-2300	100
Salary Standardization Board Asst.	7-2a	2760-3360	120
Secretarial Stenographer I	3-3	2000-2500	100
Senior Engineering Geologist	7-4	4000-5000	200
Sr. Field Rep. (Comm. Against Discrim.)	5-6	4000-5000	200
Senior Fish Pathologist	7-3	3120-3870	150
Senior Foreign Trade Consultant	2-6	3900-4900	200
Senior Game Pathologist	7-3	3120-3870	150
Senior Municipal Research Assistant	2-5	3000-3750	150
Senior Research Assistant	7-3	3120-3870	150
Senior Soils Engineer	7-4	4000-5000	200
Senior State Publicity Agent	8b-4	3225-3975	150
Senior State Publicity Editor	8b-5	4000-5000	200
Senior Supervising Rehabilitation Counsellor	5-4	3120-3870	150
Senior Supervisor of Welfare Institutions	5-4	3120-3870	150
Senior Tuberculosis Physician	7-4	4000-5000	200
State Publicity Aide	8b-2	2100-2600	100
Superintend. of Exec. Mansion from 1-6 to	1-7	3400 plus	
Supervising Industrial Investigator	5-4	3120-3870	150
Supervising Park Ranger	4-2b	1800-2300	100
Supervising Physical Therapy Technician	2-4	2400-3000	120
Supervising Rehabilitation Counsellor	5-3b	2760-3360	120
Supervising Rehabilitation Physician	7-4b	5000-6000	200
Supervising Tuberculosis Roentgenologist	7-4b	5000-6000	200
Supervisor, Bureau of Ind. Investigation	11-5	5200-6450	250
Supervisor of Home and Industrial Training	5-3a	2400-3000	120
Supervisor of Payroll Analysis	10b-3	3120-3870	150
Supervisor of Prison Ind. from 9b-4 to	9b-5	3940-4690	150
Supervisor of Public Works Purchase	8c-5	4350-5350	200
Tuberculosis Physician	7-2a	2760-3360	120
Veterans' Assistance Officer	5-5	3500-4375	175
Vocational Service Analyst	5-3b	2760-3360	120
Welfare Training Consultant	5-6	4000-5000	200
Workmen's Compensation Consultant	11-5	5200-6450	250
Youth Commission Education Director	7-5	5200-6450	250

Courses to Train Water, Sewage Plant Operators

Special to The LEADER

ALBANY, March 26—Operators of water works and sewage plants throughout New York State will have an opportunity to learn of the latest developments in their respective fields at two training schools to be held in Albany.

The school for water works operators is scheduled for April 8-10, and sewage plant attendants will have classes April 11-13. Each school will hold its sessions in Hearing Room No. 1 in the State Office Building.

The special 3-day schools are sponsored by the Municipal Training Institute of New York State. They are administered by officers and members of the State Conference of Mayors and are conducted in cooperation with the State Department of Health.

Municipal officials have been urged to authorize their water and sewer superintendents and operators to apply for enrollment in the schools and to arrange for payment of all or the major portion of their expenses of attendance.

"Enrollment is in no way limited as to number and all applicants will be supplied with a schedule and detailed information," according to Morgan Strong, assistant director of Municipal Training Institute.

Mr. Strong also advised all persons who plan to attend either school to make hotel reservations early because of the scarcity of such facilities in Albany.

Coxsackie Vets Back

The following men have returned to Coxsackie Institute from military service: Harry Fritz, John M. Van Deusen, George Roddy, George Dolder, Leland J. Casscles, Frank Gavin, Charles E. Flood, Richard Prendergast, Francis P. Foley, Edward Fiegel, Bernard Gallagher, L. Stanley Dibble, Harry Case and James J. Walsh.

ADDED TIME OFF ON CANALS INSTEAD OF PAY

Special to The LEADER

ALBANY, March 26 — In a recent contact with officials of the Department of Public Works, the State Association has received assurance that the Labor Law covers overtime pay or leave in lieu of pay on canals. The 1945 amendments to the law provide in Subdivision 3 (amended by Chapter 765 of the Laws of 1945) that any "Canal employee" whose weekly hours are limited to 48, and who is not allowed time off for holidays or pass days to which he was eligible, shall with the approval of the Superintendent of Public Works and the Director of the Budget, be entitled to overtime compensation therefor.

The further provision is made, however, that in lieu of overtime compensation, with the approval of the Superintendent of Public Works, the employee may be allowed additional time off. Overtime compensation was paid under Subdivision 3 for the

holidays worked during the fiscal year 1944-45.

Department Policy

As a matter of departmental policy it has been decided, in lieu of overtime compensation, to grant additional time off for holidays or pass days worked during the fiscal year 1945-46.

The District Engineers have been requested so to arrange their work schedules during the closed season as to allow compensating time off to any employee, who during the navigation season worked on holidays or pass days on which he was entitled to time off, and which has not been given.

Overtime compensation will be considered only in those rare instances, when under emergency conditions, it is not possible to grant the employee time off.

However, in such cases, attention has been directed to the fact that the overtime may be taken up to within five months after the close of the fiscal year. It is

therefore apparent that only in isolated cases will additional compensation be considered for lost holidays or pass days.

Albany Shopping Guide

Millinery

HATS INSPIRED WITH quality and beauty. \$1.50 to \$5.00. Over 1,000 hats to select from. THE MILLINERY MART, Cor. Broadway and Maiden Lane (Opposite Post Office), Albany. 126 Main St. Gloversville, N. Y.

Hair Removed

PERMANENTLY BY ELECTROLYSIS. Guaranteed no re-growth. No after-care. Moderate fee. Consultation free. Ernest H. Swanson (Knee Graduate), Electrologist, 123 State St. Open even. Albany 3-4988.

Hairdresser

EMILIE'S BEAUTY Salon offers a special 20% off on all permanents. Also \$20. Cold wave for \$15. All types of beauty treatments expertly done. Open Wednesday and Friday evenings by appointment. 265 Central Avenue. Albany 4-9094.

Radio Repairs

ALL MAKES—home and auto—repaired. 30 days guarantee on all parts. Service. We also repair all makes small electrical appliances. Colonial Radio Service, 313 Central Ave. Albany 5-0512. John Whitely (Prop.).

Yarn Shop

BETTER MAKE OF YARNS and finishing of handbags. KNITTING MOOD (Christine Hahn), 48 North Pearl St., 1 Night up. Albany 5-3611.

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at Boston Road at University Ave. at 233rd Street at Parkchester

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MEMBER FEDERAL DEPOSIT INSURANCE CORPORATION

Full Requirements For State Exams

(Continued from Page 1)

sonnel Technician (Accounting), Associate Personnel Technician (Professional Examinations), Associate Personnel Technician (Salary Research), Boiler Inspector, Chief (Bureau of Curriculum Development), Estate Tax Examiner, Head Account Clerk, Health Investigator (Venereal Disease), Head Account Clerk, Junior Architectural Draftsman, Junior Pharmacist, Junior Tax Examiner, Office Machine Operator (Calculating Key-Set), Parole Officer, Personnel Technician (Engineering), Principal Printing Clerk, School Transportation Supervisor, Senior Housing Control Architect, Senior Inspector of Penal Institutions, Senior Librarian (Traveling Libraries), Senior Medical Biochemist, Senior Personnel Technician (Civil Engineering), Senior Personnel Technician (Mechanical Engineering), Senior Personnel Technician (Police), Senior State Publicity Agent, Senior Supervisor of School Medical Service (Eye and Ear), Senior Supervisor of School Medical Service (General), State Publicity Agent, and Tax Examiner.

OPEN COMPETITIVE State Written Examinations of April 27, 1946

When writing for detailed circular and application form, specify number and title of position, and enclose a 3"x9" or larger self-addressed envelope bearing 6 cents postage. Do not enclose examination fee with this request. Address request to Examinations Division, State Department of Civil Service, Albany, N. Y.

Applications may also be obtained at Room 550, State Office Building, 80 Centre Street, New York 13, N. Y.

Applications for the written examinations listed below will be received up to April 6, 1946. Most of these examinations will be held on April 27, 1946. Some may be held earlier or later as circumstances require. In case of any departure from the scheduled date, candidates will be given adequate notice. None of these examinations, however, will be held before April 6, 1946.

Completed applications, together with the required fees, should be filed or postmarked on or before April 6, 1946 for written examinations.

A salary range is given for each of the examinations listed below. Appointment is expected at the minimum plus emergency compensation.

4031. Assistant District Supervising Public Health Nurse, Department of Health. Usual salary range \$2,400 to \$3,000, plus an emergency compensation of 22 per cent. Application fee \$2. At present, several vacancies exist in various districts.

Duties: Under general supervision, to assist in planning and coordinating public health nursing activities in an assigned State health district; and to do related work as required. Examples (illustrative only): Acting as nursing consultant to district health officer, local health officers, nursing committee, officials, and social, medical and lay groups; reviewing and analyzing nurses' reports and assisting the District Supervising Public Health Nurse in setting up work schedules and nursing programs for the district.

Minimum Qualifications: Candidates must be graduates of a school of professional nursing approved by the New York State board of examiners of nurses, and must be licensed or eligible for examination for license to practice as registered professional nurses in New York State. Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their license and have so notified the Civil Service Commission. In addition, they must meet the requirements of one of the following groups:

Either (a) graduation from a recognized college or university

from a 4-year course for which a bachelor's degree in nursing, arts, or science is granted, including or supplemented by the courses prescribed for an approved program of instruction in public health nursing for the responsibilities of supervision, and three years of satisfactory public health nursing experience, two years of which must have been under adequate nursing supervision; or (b) any combination of education and public health nursing experience which in the opinion of the public health council is the equivalent of the above qualification.

Candidates must have a thorough knowledge of approved public health nursing practices and principles, also pre-natal and child care; ability to supervise and instruct groups of nurses; ability to organize public health programs; to make inspections and recommendations for improvements in existing conditions found in homes, nurseries, etc.; ability to make concise, intelligent and comprehensive reports; knowledge of Social Security Act; ability to prepare concise and informative speeches and lectures to be delivered before professional and lay groups; administrative ability; resourcefulness; good judgment; good address.

Subjects of Examination
Written examination on the knowledge and abilities involved in the performance of the duties of the position—relative weight 5.
Training and experience (An evaluation of the candidate's past education and work experience in relation to the minimum qualifications for the position)—relative weight 5.

4032. Assistant Food Chemist, Division of Food Laboratory, Department of Agriculture and Markets. Usual salary range \$2,400 to \$3,000, plus an emergency compensation of 22 per cent. Application fee \$2. At present, one vacancy exists.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) two years of satisfactory professional experience in the chemical analysis of food products and related substances, and graduation from a recognized college or university from a 4-year course for which a bachelor's degree is granted with a major in chemistry, including courses in analytical, organic or physiological and dairy chemistry; or (b) a satisfactory equivalent combination of the foregoing training and experience.

Candidates must have a thorough knowledge of the analytical methods and techniques of food chemistry, especially dairy chemistry, and of the pure food laws. They must have ability to conduct research in food chemistry and to develop and evaluate new methods of analysis; accuracy, resourcefulness; scientific integrity and good judgment.

4033. Assistant Laboratory Worker, Division of Laboratories and Research, Department of Health. Usual salary range \$1,200 to \$1,700, plus an emergency compensation of 30 per cent. Application fee \$1.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) two years of satisfactory practical experience in routine laboratory work in connection with the production of media, and/or sera and/or the injection and bleeding of laboratory animals, in a public health laboratory or in a commercial laboratory engaged in the wholesale manufacture of biologicals, including some supervision over subordinate employees, and graduation from a standard senior high school with courses in science; or (b) a satisfactory equivalent combination of the foregoing experience and education.

Candidates must have a practical knowledge of routine laboratory work; ability to instruct others and get them to work effectively; ability to keep simple records of the particular work performed; manual dexterity; accuracy; carefulness; dependability; and good physical condition.

4034. Associate Education Institution Engineer, Department of Education. Usual salary range \$5,200 to \$6,450, plus an emergency compensation of 14 per cent. Application fee \$5. At present, one vacancy exists.

Minimum Qualifications: Candidates must be licensed to practice professional engineering in the State of New York on last date for filing applications. Can-

didates must meet the requirements of one of the following groups:

Either (a) eleven years of satisfactory experience in professional engineering work of which four years must have been specialized in building construction and two years must have involved work of considerable difficulty and responsibility; or (b) seven years of general experience as described under "a" of which four years must have been specialized in building construction and two years must have involved work of considerable difficulty and responsibility; or (c) a satisfactory equivalent combination of the foregoing training and experience.

4035. Associate Personnel Technician (Accounting), Examinations Division, Department of Civil Service. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3. At present, one vacancy exists.

Minimum Qualifications: Candidates must meet the following requirements: Six years of high grade accounting or auditing experience that has involved a thorough knowledge and application of accounting principles to multiple problems of financial control, preferably including some experience in the operation of important government fiscal budgetary and accounting programs, and graduation from a 4-year course for which a bachelor's degree is granted in accounting, finance, or business administration. A C.P.A. (New York) degree is desirable and will be given additional credit. Experience in the preparation and rating of examinations in accounting and related fields is also desired, and experience as a teacher of advanced accounting in a recognized business school or college may be substituted on a year for year basis for not to exceed three years.

Candidates should have some knowledge of the technical principles and practices of modern public personnel administration, especially with the preparation and rating of examinations; of the New York State Civil Service Law, Rules and Regulations; and of governmental accounting generally.

4036. Associate Personnel Technician (Professional Examinations), Examinations Division, Department of Civil Service. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3. At present, one vacancy exists.

Minimum Qualifications: Candidates must have graduated from recognized college or university from a 4-year course for which a bachelor's degree is granted, and in addition they must meet the requirements of one of the following groups:

Either (a) six years of responsible experience in one or more of the professional fields of work listed in the statement of duties above, of which (1) two years have included experience in at least two of the fields indicated either in the evaluation of credentials of applicants for positions or of applicants for admittance to professional schools or to professional examinations, or in the testing of such applicants, and (2) two years must have been in a supervisory or administrative capacity; or (b) a satisfactory equivalent combination of the foregoing experience and additional training.

Candidates must be familiar with the standards required for entrance to various professions and must be able to establish and maintain cooperative relationships with professional groups and with department heads; they should have a knowledge of the principles and practices of modern public personnel administration and of the techniques of testing. College transcript is required.

4037. Associate Personnel Technician (Salary Research), Department of Civil Service. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3. At present, four vacancies exist. Vacancies in lower grade positions may be filled from the list resulting from this examination.

Duties: Under direction, to perform exceptionally responsible technical personnel work in the study and evaluation of positions for salary determination, to supervise and review the work of assistants and to make recommendations of a technical nature; and to do related work as required. Examples (illustrative only): Planning and directing salary surveys for form and content; directing the preparation of organization studies in connection with salary surveys; devising and applying methods for comparative evaluation of positions; making

recommendations as to proper salary allocations on the basis of available information.

Minimum Qualifications: Candidates must meet the following requirements: Graduation from a four-year course in a recognized college preferably with specialization in personnel or public administration, law, engineering, or business administration, and six years of responsible experience in personnel or related work which has included a substantial amount of experience in the analysis and evaluation of a variety of occupational jobs for the purpose of allocating them to salary levels and of which two years must have been in a supervisory capacity; or any equivalent combination of the above requirements.

Candidates must have a good knowledge of the principles of organization and management and of the work content and requirements for a wide variety of positions in various occupational groups; ability to maintain cooperative relationships with departmental officials; ability to maintain harmonious relationships with supervisors and employees; ability to present ideas effectively, either orally or in written form; ability to plan and direct the activities of a technical staff effectively.

Subjects of Examination
Written examination on the knowledge and abilities involved in the performance of the duties of the position—relative weight 3.
Training and experience (An evaluation of the candidate's past education and work experience in relation to the minimum qualifications for the position)—relative weight 7.

4038. Boiler Inspector, Bureau of Boiler Inspection, Department of Labor. Salary varies. At present, one appointment expected at \$1,680 per year, plus an emergency compensation of 26 per cent. Application fee \$1. Preferred age under 40 years.

Waist measure must not be over 36 inches and measurement must be written at top of application blank.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) five years of satisfactory practical experience in the manufacture or installation of high pressure steam boilers; or (b) three years of practical experience as a boiler inspector holding a certificate of competency; or (c) five years of practical experience as operating engineer of a high pressure stationary or marine steam boiler plant of more than 100 horsepower capacity; or (d) a satisfactory equivalent combination of the foregoing experience and education.

Technical education will receive credit in proportion to its value in lieu of experience, graduation from a four-year mechanical engineering course for which a degree is granted being credited as four years of the required experience.

Candidates must have a knowledge of the State Boiler Code; be familiar with the various types of boilers and boiler room equipment; possess ability to read blueprints and to make drawings and sketches of boilers and related equipment; be able to meet and work with industrial management; secure cooperation and avoid antagonism; possess tact, thoroughness, good observation; good judgment, and good physical condition.

4039. Chief, Bureau of Curriculum Development, Division of Secondary Education, Education Department. Usual salary range \$5,200 to \$6,450, plus an emergency compensation of 14 per cent.

BIGGEST IN 7 YEARS

This series of 39 State and 9 Federal examinations is the largest group of open-competitive tests offered to the public in seven years. It represents the beginning of post-war recruitment by government agencies for life-time jobs.

Application fee \$5. At present one vacancy exists.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) eight years of satisfactory experience as a superintendent of schools, a high school principal or a curriculum specialist responsible for the development of the secondary school curriculum in all of its aspects, of which two years must have been in a responsible supervisory or administrative capacity, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, and not less than two years of graduate work leading toward a directorate in professional fields related to secondary education; or (b) six years of satisfactory experience as described under (a), including two years in a responsible supervisory or administrative capacity, and graduation with a doctor's degree in school administration, school organization, or secondary school curriculum from a university of recognized standing; or (1) a satisfactory equivalent combination of the foregoing experience, education, and postgraduate training.

Candidates must have a wide knowledge of the State program of secondary education and the State Education Law as it applies to secondary education. They must have administrative ability and the ability to secure the cooperation of officers and staff of public schools; leadership, forcefulness; good judgment; good address.

4040. Estate Tax Examiner, Department of Taxation and Finance. Usual salary range \$2,400 to \$3,000, plus an emergency compensation of 22 per cent. Application fee \$2. At present, one vacancy exists in Brooklyn District Office. Candidates may compete also in No. 4045 Junior Tax Examiner and in No. 4062 Tax Examiner. A separate application and fee must be filed for each.

4041. Head Account Clerk, State College for Teachers, Albany. Usual salary range \$3,120 to \$3,870, plus an emergency compensation of 18 per cent. Application fee \$3.

Duties: Under general direction, to be responsible for the business management and account keeping activities of a college; and to do related work as required. Examples (illustrative only): Collecting all fees; receiving, paying and accounting for student loan funds; posting all cash in bank accounts; drawing and signing checks for payment of sundry accounts; preparing proposals and specifications for the purchase of all equipment, supplies, materials, and construction work; directing and supervising matters incident to the operation and maintenance of the college buildings; preparing in detail the budget and other statistical and financial reports; handling all correspondence relative to the finance and business of the college; directing and supervising stenographic, clerical, and maintenance assistants.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

(Continued on Page 8)

HICKORY VALLEY FARM

Little Kunkletown, Stroudsburg, Pa.

SMOKED TURKEY

(Under Government Inspection)

From Little Kunkletown—deep in the heart of the Pennsylvania-Dutch country—come these plump, beautiful, golden-brown smoked turkeys cured and smoked to perfection over selected hickory embers.

Ready to Serve — Hot or Cold

Special methods of curing and processing result in tender and juicy smoked turkey of unequalled flavor. Breast meat, a creamy white; dark meat, a deep pink. A delight to the eye as well as the heart of every true gourmet. Recipes for hot dishes are enclosed with each shipment.

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Civil Service LEADER

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TUESDAY, MARCH 26, 1946

Truman's Hiring Order Faces a Critical Test

WITH more than a million employees in the Federal service on a war-duration basis, and with veterans entitled to preference in appointments, the Federal service has its own peculiar problems of "reconversion" to peacetime stability. This is what undoubtedly prompted President Truman's recent Executive Order permitting the Federal departments to continue to make temporary appointments on their own responsibility, and authorizing the departments when filling positions on a permanent basis to do so through their own departmental boards of examiners. In the latter case the plan is to apply to specialized positions involving scientific, technical or professional experience peculiarly needed by the department.

Although the Executive Order is not altogether definite and clear as to where the line will be drawn, it is contemplated, however, that the Civil Service Commission will continue to hold examinations for all clerical and administrative positions which are more or less routine in nature, as well as for positions in other fields, including the professional, technical and scientific categories where such positions are commonly found in a number of departments.

No Carte Blanche

It is alleged that this order is in effect no more than an extension of the system long in vogue in the field services, where the Civil Service Commission has in the past designated employees in the departments to act as special civil service examiners, particularly in the postal service.

The practicalities of the situation may possibly warrant or justify this departure in centralized control of civil service examining procedures and classification of positions normally vested in the Civil Service Commission. If the new plan helps to accelerate "reconversion" of the Federal service it may prove to be a reasonable solution in bringing the Federal civil service back to normal procedures.

It would be unfortunate if the departments were to get the notion that they have been given a carte blanche to fill vacancies on a permanent basis with little regard to the competitive merit system, or that the Civil Service Commission has been divested by the President's Executive Order of responsibility for the conduct of examinations or personnel procedures.

The suggestion the National Civil Service League has made that the special examiners designated by the departments should be deemed to be acting for and be responsible to the Commission for their official acts while serving as special examiners is sound. The League is correct in stressing that the responsibility for recruitment, selection and classification throughout the Federal service must remain under the direct supervision and control of the Commission.

There is much skepticism both in official and unofficial quarters as to the ultimate results of the new Executive Order. Some groups are quite optimistic that the new plan may prove to be an improved pattern for the Federal civil service of the future.

Anyway, it will bear close watching.

Merit Man



DAVID DU VIVIER

"IF YOU WORK for any branch of government, get all the experience you can and assume all the responsibility that your superior will allow, at as early an age as possible," advises David DuVivier, Assistant District Attorney.

"It is far preferable to start a career in the public service than to enter public service from private industry or outside professional work, because the opportunities are greater than those in private employ, where you have to fight your way up through the hierarchy of a large corporation."

Mr. DuVivier is back at his post in the Appeals Bureau of the N. Y. County Prosecutor's office. District Attorney Frank S. Hogan gave him a tingly handshake when the dauntless flyer returned from 30 combat missions in the Southwest Pacific, where he was a Captain in Air Corps Intelligence.

Decorated for Feats

Capt. DuVivier traversed the airways over New Guinea, the Celebes, Formosa and the Philippines, and for his fine work was awarded and has in his possession the Air Medal with Oak Leaf Cluster and has been recommended for the Bronze Star. If anybody at Bronze Star Headquarters happens to read this, will he please see that the proper officer is told that the decoration hasn't come through yet, but should? Thanks.

Mr. DuVivier is 35 years old, keen-minded, possessed of too attractive a personality for continuous safety in a mad society, smiles most beamingly, but is plenty tough when occasion requires. He's prosecuted criminals in court with far more zing than they liked. However, when the equities are fair enough, he's not stiff-necked at all, as was proved anew during his service as an Assistant Corporation Counsel. He handled civil service and allied cases almost exclusively, and many an employee who had a good case remembers that Mr. DuVivier never reacted with brass knuckles. Of course, since his Army experience, it's out of bounds to use the word brass in any connection.

Scholarship Winner

The dapper young Assistant Prosecutor had the good fortune of learned parents and a solid family background, but he didn't coast on these assets; instead won his own spurs. High scholastic attainment at school in France and California, a Carnegie Fellowship that took him back to Europe, followed up his Princeton A.B. ('32) and Harvard M.A. ('33). In '37 he got his LL.B. at Columbia University and became law secretary to District Court Judge John C. Knox.

He later worked awhile for the then Corporation Counsel Chanler as a volunteer and soon after leaving that temporary assignment was called back to the NYC Law Department to fill a steady job, and steady was his rise.

In '42 he went to the work for Mr. Hogan, and about 6 months thereafter was in the Army, teaching at an Intelligence school.

He's Ski-Minded

By the way, Mr. DuVivier has plenty of intelligence himself, speak French, ancient Greek, German and Italian fluently, and in his achievements is following in his father's footsteps. Joseph DuVivier was an Assistant District Attorney under William Travers Jerome and Charles S. Whitman, 1905-13, is the author of commanding legal articles, and is writing a law book. Son David is to write a book on civil service. Nice work!

David DuVivier was born in NYC, lives there now, has a country place at Sloatsburg, just outside Tuxedo, N. Y., and loves skiing. A good pair of skis are in the market for him.

Looking Inside

O'Dwyer in Interview Discusses City Pay

By H. J. Bernard

(Continued from Page 1)

The Civil Service Reform Association has long advocated a thoroughgoing reclassification, as well as salary standardization.

SALARY INCREASES ASSURED

In the Board of Transportation the city has its best example of classification, since this project was expertly done in 1940 in conjunction with unification. Classification of nearly all of the other departments dates much farther back, in some instances, decades.

The decision to introduce the first measure of salary standardization in the Board of Transportation was reached by the Mayor because the inequalities were most glaring, and also because the Board is a more or less autonomous body, rather a State agency, certainly not a city department. Therefore it would most likely be considered separately from the integral city departments anyway, both as to regularizing salaries and duties.

Mayor O'Dwyer also disclosed that there will be salary increases to Board of Transportation employees, but these are not to be confused with the salary upgrading resulting from the first measure of salary standardization in his administration. The general raises to employees engaged in operation, maintenance and other services of the Board of Transportation are being considered by a committee which the Mayor appointed, of which Arthur Meyer is Chairman.

"Those increases must be granted and they will be granted," the Mayor assured me. "The employees are not being paid enough to enable them to cope with today's living costs. It is only a question of when and how much, not a question of whether."

BURDEN A BIT LESSENER

The Mayor expects that the creation of an Idlewild Airport Authority, to complete the project, will permit him some freedom, by excluding millions of dollars from the constitutional debt limit. However, demands are so pressing and from so many directions for capital budget construction that the Mayor says he is still very hard pressed, and many construction projects must await solution of the financial riddle. Also, the 1946-7 budget has given him extreme trouble. Not only him, but also Mr. Patterson, who, speaking from 40 years of city service, had told me a few minutes earlier:

"This is the toughest budget I've ever tackled—the most difficult task in my experience to find the money for rendering necessary services."

18,500 POLICE NEXT YEAR

The Mayor freely discussed his plans for the future of the Police and Fire Departments.

The undermanned Police Department is to be brought up to 18,500, which would require an addition of 5,000 Patrolmen, he said. He set the date by which this is to be accomplished as July 1, 1947. This will involve additional millions, but the Mayor feels that adequate police protection in the prevention and detection of crime, and the saving of life, limb and time by a great increase in the Traffic Squad, are a prime municipal need.

As to promotion examinations in the Police Department, which will be necessary so that there will be a workable ratio of higher officers to lower officers, and Sergeants and Patrolmen, the Mayor said that these would of course be held, although he has not gone into details about holding the promotion tests. He indicated that he expected to discuss the matter soon with the Civil Service Commission.

The total number of Patrolmen is the reference quantity for comparison with officers. For instance, the Administrative Code, Sec. 434-a, provides that Captains shall not exceed one to each 50 Patrolmen, in addition to the Captains detailed as Inspectors; Lieutenants, not to exceed 4 to each 50 Patrolmen, and Sergeants not to exceed 6 to each 50 Patrolmen. At present there is one Captain to 70 Patrolmen, one Lieutenant to 23 Patrolmen and one Sergeant to 13 Patrolmen.

FIRE DEPARTMENT PLANS

As to the Fire Department, it will have the 3-platoon system in general operation by the same date that the Police Department's manpower shortage will be overcome—July 1, 1947. This reaffirmed what Fire Commissioner Frank J. Quayle told THE LEADER in an interview published in last week's issue. This is expected to be a gradual process, especially since more battalions already have been brought under the 3-platoon system, although the O'Dwyer administration is only about to finish the first quarter of its first year.

Following are tabulations of Police Department and Fire Department quotas and personnel.

POLICE

Includes Latest Changes

	Quota	In Service
Chief Inspector	1	1
Asst. Chief Inspector	4	4
Dep. Chief Inspector	15	15
Chief Surgeon	1	1
Surgeons	23	23
C.O. Detective Division	1	1
Inspectors	33	33
Deputy Inspectors	30	30
Captains	135	135
Lieutenants	577	575
Lieutenants (Actg. Capt.)	51	51
Sergeants	1,047	1,046
Patrolmen	16,706	13,420
Policewomen	100	153
Veterinarian	1	1
Asst. Supt. Telegraph	1	1
Temporaries	—	236
Provisionals	—	148
TOTALS	18,816	15,874

FIRE

Excludes Latest Changes

Title	Allowed In Budget	On Duty
Chief of Dept. (Acting)	1	1
Deputy Chiefs	64	62
Battalion Chiefs	128	113
Chief Medical Officer	25	23
Chief Medical Officer	1	1
Medical Officers	11	11
Medical Officer (Military Replacement)	1	1
Medical Officer (Temporary)	1	1
Chaplains	5	5
Captains	365	359
Lieutenants	1,069	980
Chief Fire Marshal	1	1
Engineer of Steamer	22	21
Chief Marine Engineer	2	0
Marine Engineer (Uniformed)	80	65
Pilots	40	35
Firemen	8,051	7,608
Firemen (Temporary)	150	0

WON'T RUN FOR GOVERNOR

In the course of the conversation with the Mayor politics naturally was discussed, especially the Mayor's ambitions for the future. He sees a hot contest ahead for Governor of N. Y. State. The election is next November. Governor Dewey is in the bag as the Republican candidate. Who the Democratic candidate will be, the Mayor does not pretend to know, except that it won't be William O'Dwyer. He was very certain of that.

"I'd rather have this," said the Mayor, referring to the Mayor's office, "and do a good job here. This one is big enough for me."

He emitted a hearty laugh as the double meaning of his last sentence broke upon him.

"And you're big enough for it, Mr. Mayor," I said, and bade him good night.

Comment, Please

Thanks from Mental Hygiene Editor, THE LEADER:

With the reclassification of the Occupational Instructors in the State Mental Hygiene Department in institutions to Occupational Therapist, we express our gratitude and thanks to THE LEADER. We could never have done it without this cooperation in our struggle for reclassification.

We also wish to express thanks to President J. Edward Conway of the Civil Service Commission; J. Earl Kelly, Director of Classification, and Budget Director John Burton for their fine cooperation in the solution of our problem; also to Mental Hygiene Commissioner Frederick MacCurdy for his patient consideration of our problem.

FRANK J. ROGERS.

Don't Repeat This!

State Fair

A boy patient at the State Reconstruction Home, who works a typewriter with his feet, because polio paralyzed his arms, now also eats with his feet. Also, boys and girls in braces play badminton and baseball. The home is at West Haverstraw, under the able direction of Dr. Kenneth S. Landauer. It can use plenty of comic books, so please get busy in a grand

Adventurers who open new liquor stores, most of them veterans, had better have plenty of moolah, because the distillers' ties require that the storekeeper buy slow movers to get the popular brands and types. Thus thousands of dollars are tied up in liquors and cordials until the

Christmas-New Year season. We shall see how many can stand that kind of gaff.

City Circus

Candidates for NYC Patrolman had to provide their own ink. None could be obtained at the places of examination, at least not from monitors. However, candidates who arrived with what proved to be dry fountain pens found ex-servicemen candidates full of the brotherly spirit. At great risk to their own supply, they let go a few drops of ink from their own pens into the dry pens of the otherwise doomed.

Two NYC matrimonial cases on calendars reported in the Law Journal: Measles v. Measles and Ho v. Ho.

House to Vote \$400 Postal Raise Recommended by Committee

Special to The LEADER

WASHINGTON, March 26—A flat \$400-a-year pay raise, retroactive to Jan. 1 last, for postal workers outside Washington has been recommended to Congress by the House Post Office and Post Roads Committee.

The postal employees originally had asked only \$300 per year.

And in recommending the \$400 increase the Committee overrode its own sub-committee, which earlier on the same day had recommended a \$360 raise.

The average postal salary is around \$2,350 per year. On this basis, the \$400 increase amounts to between 17 and 18 per cent.

Other Recommendations

However, an estimated 90 per cent of postal carriers, 85 per cent of the clerks, and 75 per cent of all other workers get a flat \$2,500 per year. And for these employees, the proposed increase figures out at 16 per cent.

The House Committee also recommended:

Twenty-cent an hour raises for custodial employees in the postal service. (The sub-committee had recommended only 18 cents.) Under the new scale, postal charwomen will get 85 cents an hour.

A 20 per cent raise for fourth class postmasters.

The proposed increases will go to the floor of the House very soon, perhaps even this week. They probably will win overwhelming approval in the House. Some observers, however, expect trouble in the Senate.

Safety Program Proposed For Federal Employees

Special to The LEADER

WASHINGTON, March 26—A recent survey showed that Federal employee accidents killed 2,852 and injured 327,926 Federal employees during a 5½-year period. The direct costs of such accidents to the Federal Government total at least \$16,000,000 and perhaps \$20,000,000 a year, based on 2,000,000 employees. Total direct and indirect costs approximate \$340,000,000 a year, or \$20 for each employee.

The Federal Interdepartmental Safety Council approved proposals to be submitted to President Truman for the development of effective safety activities throughout the Federal Government. John M. Carmody, Commissioner, U. S. Maritime Commission, presided at the meeting at which approximately 100 representatives of the various departments and agencies were present.

Among the recommendations are the following:

(1) Safety programs to be enlarged, if now in operation, or created, if not now in existence, in all departments and agencies with a minimum expenditure of \$3 yearly for each employee. The estimated cost of employee accidents during a 5½-year period is \$20 annually per employee.

(2) To be effective, such programs must include: (a) a staff organization within each agency of competent safety technicians, adequate to the size and nature of the operation; (b) a definite program of safety engineering activities, and intensive safety education among employees; and (c) publications and other materials to further safety education among employees.

(3) Safety expenditures to be considered in relation to compensation costs, medical costs, and other accident losses within the agency.

(4) Coordination of all agency and bureau safety work through strengthening and accelerating

the program of the Council and through establishment of a small, highly competent central safety staff, consisting of at least a director and two safety engineers, to operate under the direction of the Council.

Truman Plan Opposed By Technical Group

Special to The LEADER

WASHINGTON, March 26—A 5-point program to correct "abuses" in the recent Presidential order placing Federal employees on a peacetime basis is proposed by the Federation of Architects, Engineers and Chemists (CIO).

The employee group contends that present regulations leave many permanent employees unprotected and do not extend to Federal employees the same rights and privileges which a private employer normally extends to his employees. To improve these conditions, the group made the following proposals to the U. S. Civil Service Commission:

1. All employees whose name appeared on a register before March 16, 1942 and who received war appointments from registers at a later date be given permanent status. This is based on the consideration that such employees took and passed regular open-competitive examinations before standards were relaxed.

2. Veterans who were on regis-

ters at the time they entered the service and would have received appointments but were passed over because of military service to be put on preferred registers.

3. All War Service appointees, veterans and former Federal employees who do not meet conditions under 1 and 2 above should take a competitive examination with veterans receiving their usual 5 and 10 point preferences. Credit for experience will show up in the qualifications for the examinations.

4. The preferred registers should be set up in the following sequence:

a. Career employees seeking re-employment at their old classification.

b. Veterans described in 2.

c. Applicants described in 3. These include career employees who seek change in classification.

5. Open competitive examinations, open to the public to be held as soon as possible. These registers to be used after preferred registers are exhausted.

Rossell Lists Essentials In Personnel Management

By JAMES E. ROSSELL
Director, Second Region, U. S.
Civil Service Commission

From a talk delivered before the Regional Conference of the Civil Service Assembly.

Today the following topics are among what are considered essential in modern Government personnel management:

1. Each employee should know what he is doing. This means a job description the employee can understand as well as his boss.

2. A job description that can be used for equalization in duties and pay. This is known as classification.

3. Training. In this field per-

sonnel management works as an aid to the operators themselves in carrying through worthwhile training of whole groups doing the same kind of work. This training also carries through to assembly line operations where it is pointed out where one group lets loose and another takes up. Personnel management insists that the operators and the employees alike know who is responsible for what, also why, and who is responsible for how much.

A Good Day's Work

4. The item "how much" just mentioned brings us down to the next item. What is a good day's work? Good personnel management says we shall measure what an average employee does, what the outstanding employee does, and what we should expect as a minimum from all employees who are rated in efficiency as adequate. When we once know what a good day's work is and how much we are to expect of each employee on a given task, we are then in a position to give him what is known as a service or an efficiency rating. Since these efficiency ratings, in the Federal service especially, control regular salary increments, it is highly essential that the employee and his supervisor, as well as all in the organization, know what is expected of each person in his respective job.

Hence, it is the responsibility of personnel management to see that all operators are trained in the application of service or efficiency ratings in accordance with standards of performance—in other words in accordance with what a day's work should be.

These points are some of the highlights of personnel management as viewed from one in Civil Service.

17 P.C. RAISE IS VOTED BY HOUSE GROUP

Special to The LEADER

WASHINGTON, March 26—The House Civil Service Sub-Committee has reported out a new pay bill for Government white-collar workers, providing a flat increase of 17 per cent.

Only two members—Representatives Edward Rees (R., Kan.) and John W. Byrnes (R., Wis.), dissented.

The full Civil Service Committee will take up the bill at a meeting this week, probably Thurs-

day, and prompt approval is expected.

Along with the 17 per cent increase, the sub-committee also recommended a \$14,000 ceiling, instead of the present \$10,000 ceiling, on salaries of Government scientists.

The sub-committee also recommended that the effective date of the pay raises be postponed until July 1 next. Both the House and Senate are now considered almost certain to go along with this proposal.

Mauro Elected Head of Vets In N. Y. P. O.

Peter T. Mauro, former B-25 navigator with 45 missions to his credit, was unanimously elected Chairman of the New York Post Office Chapter of the American Veterans Committee at a meeting at the Hudson Guild. Mauro works at the Morgan station of the NYC post office.

Others elected were Al Fenster, First Vice-chairman; Preston Wooding, Second Vice-chairman; Joseph Goldberg, Recording and Corresponding Secretary; Lawrence Brenner, Financial Secretary; Harold Klien, Treasurer, and Larry Handelman, Sergeant-at-Arms. Irving Saxe, Arnold Daumann and Ralph Baum were elected trustees.

Protest Is Made Against USES Filling U. S. Jobs

Special to The LEADER

WASHINGTON, March 26—The United Federal Workers of America protested to the Civil Service Commission against the use by Federal agencies here of the U. S. Employment Service as a source for recruiting workers for government jobs. The union said that the local office of USES segregates job applicants according to race, maintains separate files of white and Negro workers and refers workers to job on the basis of race preference of employers.

The UFWA delegation pointed out to Civil Service Commissioner Flemming that such practices are contrary to Civil Service hiring rules and violate the President's order against discriminatory hiring in the Federal Service.

Church Announcements FOR CIVIL SERVICE EMPLOYEES

Holy Innocents
128 WEST 37th STREET
NEW YORK CITY

DAILY MASSES—7, 7:30, 8, 8:30, 9, 12:15, 12:45
SUNDAY MASSES—2:20, 8, 9, 10, 11, 12:15
DAILY SERVICES—11:50, 1:15, 3, 5:15, 5:40, 7:30
SUNDAY SERVICES (P. M.)—5:30 and 7:30
CONFESSIONS—At all times.

St. Francis of Assisi
(National Shrine of St. Anthony)
195 WEST 31st STREET
NEW YORK CITY

SUNDAY MASSES—2:30, 2:45, 5, 6, 7, 8, 9, 10, 11, 11:30, 12, 12:30, 2:45
(For Members of Armed Forces Only: 3 P. M.)
DAILY MASSES—5, 6, 8:30, 7, 8, 8:30, 9, 10, 11:30
(11 Tuesday), 12:15
CONFESSIONS—Every day of the year from 6:30 A. M. to 10 P. M.

Night Worker's Mass
1 A. M. Every Sunday
and Holy Day.
Weekday Noon Mass at 12:25 P. M.
(except Sat.) during Lent.
St. Alphonsus Church
West Broadway at Canal St., NYC

NOONDAY MASS—12:15
Every Day During Lent
ST. BONIFACE CHURCH
SECOND AVE. cor. 47th ST., N. Y.
Mondays at 12:20 due to Miraculous Medal Devotions at 12:10

Overtime Worker Finds Self Ahead Half a Day's Pay

Special to The LEADER

WASHINGTON, March 26—Despite the new ruling permitting overtime pay on holidays, a Federal employee who doesn't work on a holiday will get paid regardless at regular rates. The employee who does work on a holiday will get base pay and 50 per cent in addition.

Rating on Former Job No Help to a Transferee

Under current procedures, applications for reemployment are not being accepted from Federal employees affected by reduction in force unless they are entitled to the benefits of Executive Order 9538 or Executive Order 8937; or have restoration or reemployment rights after military service, service in the Merchant Marine, or war transfer, and fail of restoration or reemployment. Form 2888 should no longer be issued and reduction in force notices should be amended accordingly. The following decisions were made by the U. S. Civil Service Commission:

Reduction-in-Force Decisions

1. An efficiency rating given an employee by one agency is not official for reduction in force purposes in another agency to which the employee has been transferred. An employee who has

been transferred from one agency to another will have to be given a special efficiency rating for reduction in force when his last official rating was given by the previous agency.

2. When an agency gives a special efficiency rating to an employee for reduction in force purposes in the full belief that a reduction in force will be necessary in the immediate future and the reduction in force is deferred, that special rating, if it was an official rating, must stand until another official efficiency rating is due; and, if a reduction in force becomes necessary between the time the rating was given must be used in that reduction in force. This is true even though the special rating is based on a very short period of service and a longer period elapses before the actual reduction in force is necessary.

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LARGEST LIST OF EXAMS FOR PERMANENT JOBS IN SEVEN YEARS

STATE

(Continued from Page 5)

ments of one of the following groups:

Either (a) graduation from a standard senior high school and eight years of satisfactory experience in the maintaining and control of complex financial accounts and records, at least four years of which shall have been in a responsible supervisory position; or (b) graduation from a college or university of recognized standing with specialization in accounting or business administration and four years of responsible supervisory experience in the maintaining and control of financial accounts and records; or (c) any equivalent combination of the foregoing education and experience.

Candidates must have a thorough knowledge of finance, accounting and management.

4042. Health Investigator (Venereal Disease). Department of Health. Usual salary range \$1,800 to \$2,300, plus an emergency compensation of 26 per cent. Application fee \$1. At present, two vacancies exist.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) completion of a four-year high school course and either (1) one year of experience as an investigator in venereal disease control work involving diagnostic, therapeutic and epidemiologic procedures; or (2) one year of field investigation experience supplemented by one year of experience as a medical technician in venereal disease control work; or (3) two years of experience as a medical technician in venereal disease control work involving diagnostic, therapeutic and epidemiologic procedures; or (b) a satisfactory equivalent combination of the foregoing training and experience.

Candidates must have a knowledge of the etiology, identification and course of treatment of venereal diseases and of public health measures and procedures designed to control their spread. They should be familiar with the technique of and should possess tact, integrity and good judgment.

4043. Junior Architectural Draftsman. Department of Public Works. Usual salary range \$1,400 to \$1,900, plus an emergency compensation of 30 per cent. Application fee \$1.

Candidates must pass a medical examination before being appointed.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) one year of satisfactory drafting experience on architectural plans or tracings, and graduation from a standard senior high school; or (b) satisfactory completion of one year of a four-year day course in architecture for which a degree is granted by a recognized college or university; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Candidates must have a fundamental knowledge of architectural design and drafting; elementary knowledge of applied mathematics; ability to make ordinary calculations with accuracy; skill in the use of drawing instruments.

4044. Junior Pharmacist. Department of Mental Hygiene. Usual salary range \$1,800 to \$2,300, plus an emergency compensation of 26 per cent. Application fee \$1. At present, one vacancy exists in Gowanda State Homeopathic Hospital.

Minimum Qualifications: Candidates must be graduates of a recognized college of pharmacy and must be licensed to practice pharmacy in New York State. Candidates must have a thorough knowledge of the properties and uses of drugs and chemicals; they must have knowledge of and skill in compounding prescriptions and stock pharmaceutical preparations; accuracy; reliability.

4045. Junior Tax Examiner. Department of Taxation and Finance. Usual salary range \$2,100 to \$2,600, plus an emergency compensation of 22 per cent. Application fee \$2. At present, several vacancies exist. If eligible, candidates may compete also in No. 4340 Estate Tax Examiner and in No. 4062 Tax Examiner. A

separate application and fee must be filed for each.

4046. Office Machine Operator (Calculating Key-set). State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700, plus an emergency compensation of 30 per cent. Application fee \$1. At present, a vacancy exists in the Accounts Bureau of the Albany Office of the Department of Audit and Control. Candidates will be rated on the basis of a practical test which will be given at a later date.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) one year of satisfactory experience in the operation of one or more of the standard types of key set calculating machines, and graduation from a standard junior high school; or (b) three months of satisfactory experience in the operation of one or more of the standard types of key-set calculating machines, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

The successful completion of an acceptable course in key-set calculating machine operation will be accepted in lieu of three months of the required experience. One year of satisfactory office experience will be accepted in lieu of each year of the required education.

Subjects of Examination

Practical test on the calculating machine—relative weight 10. Date of examination to be announced.

Candidates will be notified when and where to appear for practical test which will not be given on April 27.

4047. Parole Officer. Division of Parole, Executive Department. Usual salary range \$2,400 to \$3,000, plus an emergency compensation of 22 per cent. Application fee \$2. At present, several vacancies exist.

The majority of the parolees are male and the appointing officer is desirous of securing men to handle male parolees.

Duties: Under general supervision, to make pre-parole investigations of inmates eligible for release on parole from State Prisons and Reformatories and Institutions for Defective Delinquents; to do social case work and community protection in the surveillance, supervision, and guidance, of parolees; and to do related work as required. Examples (illustrative only): Investigating inmates' prospective homes, family relationships, employment, and general environment; securing for the Parole Board's consideration information regarding inmates' conduct, health, religious observance, and general attitude, and other information pertinent to their applications for parole; supervising persons released on parole; doing social case work with parolees and their families and assisting parolees in their rehabilitation and reinstatement in the community; investigating employment opportunities and arranging for placement of parolees; investigating complaints lodged against parolees; checking law violations; apprehending and returning to custody parole violators; securing the return of absconded parolees; maintaining records; making reports; interpreting the work of the Parole Division in the Community.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) six years of satisfactory full-time paid experience in (1) social case work, probation, or parole; (2) criminal investigation work of a high level, or (3) work in a correctional institution involving the handling, interviewing, and guidance of inmates, and graduation from a standard senior high school or equivalent education; or (b) two years of satisfactory full-time paid experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (c) a satisfactory equivalent combination of the foregoing training and experience.

In any of the above outlined groups, satisfactory completion of full-time training in an approved school of social work may be substituted for the required social case work experience, one year of such study with supervised field work being the equivalent of one year of experience.

The law provides that parole officers must be physically, mentally and morally fitted for parole work, and they must be selected because of definite qualifications as to character, ability, and training primarily with respect to their capacity for rightly influencing human behavior.

Candidates must have a good knowledge of the principles and practices of modern social case work and of techniques involved in making investigations as applied to parole work; ability to gain the confidence and cooperation of parolees; ability to handle emergencies, to work under pressure, and to detect, apprehend, arrest, and transport parole violators; tact and respect in dealing with parolees and sympathetic understanding of their problems of adjustment; resourcefulness, stability; good judgment. They must be physically strong and active and free from any defects or deformity that would have a tendency to incapacitate them. A physical examination may be required. **TRANSFERS OF COLLEGE AND POST GRADUATE WORK REQUIRED.**

Subjects of Examination

Written examination on the knowledge and abilities involved in the performance of the duties of the position—relative weight 4. Training and experience (an evaluation of the candidate's past education and work experience in relation to the minimum qualifications for the position)—relative weight 6.

Scope of Examination: The examination will include questions covering the application of case work procedures to parole work; parole laws and related statutes; preparation and maintenance of case histories and records; development and use of community facilities in the rehabilitation of parolees; and other knowledge and skills applicable to the duties of the position.

NOTE: If, in the opinion of the Civil Service Commission, adequate satisfactory competition does not develop from this announcement, the Commission may postpone the examination to a later date.

4048. Personnel Technician (Engineering). Examinations Division, Department of Civil Service. Usual salary range \$2,400 to \$3,000, plus an emergency compensation of 22 per cent. Application fee \$2. At present, two vacancies exist. Several temporary appointments are also expected.

Minimum Qualifications: Candidates must have had two years of satisfactory professional engineering experience and must be graduates from a four-year day course in engineering for which a degree is granted by a recognized college or university.

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Minimum Qualifications: Candidates must have had two years of satisfactory professional engineering experience and must be graduates from a four-year day course in engineering for which a degree is granted by a recognized college or university.

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Scope of Examination: The examination will include questions covering the application of case work procedures to parole work; parole laws and related statutes; preparation and maintenance of case histories and records; development and use of community facilities in the rehabilitation of parolees; and other knowledge and skills applicable to the duties of the position.

the foregoing training and experience.

Candidates must have a thorough knowledge of school transportation and routing matters; they must possess administrative ability and the ability to secure the cooperation of school officials; they must have alertness, good judgment, accuracy, forcefulness, and dependability.

4051. Senior Housing Control Architect. Division of Housing, Executive Department. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3.

Minimum Qualifications: Candidates must be licensed to practice architecture or professional engineering in the State of New York on date of filing application. Candidates must meet the requirements of one of the following groups:

Either (a) five years of satisfactory experience in architectural office practice of which three years

must have been in the field of large size housing developments, and graduation from a recognized college or university with a degree in architecture or civil engineering; or (b) nine years of satisfactory experience in architectural office practice of which three years must have been in the field of large size housing developments, and graduation from a four-year standard high school course; or (c) a satisfactory equivalent combination of the foregoing training and experience, which must include three years in large size housing developments.

Candidates must have a thorough knowledge of planning and developing large size housing projects; thorough knowledge of housing laws, regulations, and codes; imagination; initiative; resourcefulness; diplomacy; good judgment; ability to lay out work for others effectively and efficiently.

4052. Senior Inspector of Penitentiaries. State Commission of Correction. Usual salary range \$3,120 to \$3,870, plus an emergency compensation of 18 per cent. Application fee \$3. At present, one vacancy exists.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) seven years of satisfactory experience in the work of penal institutions, such as prisons, penitentiaries, jails, police stations, lockups or court detention pens, including three years in a responsible position in connection with the inspection, supervision or administration of a penal institution; or (b) not less than three years of the specialized experiences outlined in (a), above, and graduation from a recognized college or university from a four-year course for which a degree is granted; or (c) a satisfactory equivalent combination of training and experience.

4053. Senior Librarian (Traveling Libraries). Education Department. Usual salary range \$3,120 to \$3,870, plus an emergency compensation of 18 per cent. Application fee \$3.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups:

Either (a) five years of satisfactory professional public library experience, of which two years must have been in county library service or library extension and of which two years must have been in work of administrative

responsibility in a public library, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented by satisfactory completion of one year's work in an approved library school; or (b) four years of experience as outlined in (a), and graduation with a bachelor's degree, supplemented by satisfactory completion of either (1) two full year's work in an approved library school, one year of which shall have been of recognized graduate grade, or (2) one full year's work in an approved library school and one year of graduate study in an appropriate field of specialization such as adult education or rural sociology; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Candidates must be eligible to obtain a New York State professional personnel grade 4 library certificate or higher.

4054. Senior Medical Biologist. Division of Laboratories and Research, Department of Health. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3. At present, two vacancies exist.

Minimum Qualifications: Candidates must be graduates of a medical school of recognized standing, and must be licensed to practice medicine in the State of New York or be eligible to enter the examination for such license. In addition, they must have had three years of satisfactory post-graduate experience in biochemical laboratory work, of which one year must have been in major biochemical research or any satisfactory equivalent experience.

Candidates must have a thorough knowledge of organic and biological chemistry; ability to plan and direct important biochemical work; ability to direct subordinates; a high degree of technical ability; accuracy; dependability; good judgment.

4055. Senior Personnel Technician (Civil Engineering). Examinations Division, Department of Civil Service. Usual salary range \$3,120 to \$3,870, plus an emergency compensation of 18 per cent. Application fee \$3. At present, one vacancy exists.

Minimum Qualifications: Candidates must be licensed to practice professional engineering in the State of New York on the date of the written examination, and in addition must have had five years of satisfactory responsible experience in civil engineering of which two years must have been in highway construction, and graduation from a four-year day course in civil engineering for which a degree is granted by a recognized college or university.

Candidates must have a thorough knowledge of the principles and practices of highway and bridge engineering, and of construction and maintenance, and a good knowledge of other general civil engineering principles and practices. Experience in preparation of questions and the rating of papers on engineering subjects is desirable.

4056. Senior Personnel Technician (Mechanical Engineering). Examinations Division, Department of Civil Service. Usual salary range \$3,120 to \$3,870, plus an emergency compensation of 18 per cent. Application fee \$3. At present, one vacancy exists.

Minimum Qualifications: Candidates must have had five years of satisfactory responsible engineering experience in two or more of the following lines of work: (1) design, (2) construction or installation or (3) operation and repair of mechanical and electrical power machinery, of which two years must have been for steam-electrical power generating plants, and graduation from a four-year course in mechanical or electrical or similar engineering for which a degree is granted by a recognized college or university.

Candidates must have a thorough knowledge of the principles and practices of modern steam-electric generating power plant operation and the operation of electric motors, and a good knowledge of internal combustion engines and machine shop practices. Experience in the preparation of questions and the rating of papers on engineering subjects is desirable.

4057. Senior Personnel Technician

Minimum Qualifications: Candidates must be graduates of an approved medical school and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) They must have completed an internship of one year in a hospital approved by the American Medical Association for internship. The preparation must include, in graduate or undergraduate work, at least 12 hours in approved and appropriate courses in education and health

Either (a) three years of satisfactory experience in the practice of medicine, of which two years must have included specialization in the fields of ophthalmology and otolaryngology; or (b) a satisfactory equivalent of the foregoing experience and additional medical training.

In rating the subject of training and experience, credit will be given for satisfactory experience in the compilation and evaluation of school health data and in research or investigations relating to programs in school health.

4060. Senior Supervisor of School Medical Service (General). Division of Health and Physical Education, Education Department. Usual salary range \$4,000 to \$5,000, plus an emergency compensation of 14 per cent. Application fee \$3. At present, two vacancies exist in the Albany Office.

Minimum Qualifications: Candidates must be graduates of a recognized medical school and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) They must have completed an internship of one year in a hospital approved by the American Medical Association for internship. The preparation must include, in graduate or undergraduate work, at least 12 hours in approved and appropriate courses in education and health

Exams for Public Jobs

U. S.

BRAKEMAN

Salary—\$52, \$58, \$64 per hour
Closing date: Applications must be filed with the Recorder, Labor Board, Naval Ammunition Depot, Earle, New Jersey, not later than the close of business on March 27.

Place of employment: Naval Ammunition Depot, Earle, New Jersey.

Duties: Under immediate supervision, with limited latitude for independent planning or laying out of working details, to assist a railroad conductor in shifting and spotting cars by coupling and uncoupling cars, throwing switches, applying brakes, and signaling the engineman.

Minimum Qualifications: Applicants must show that they have had at least six months of experience as a brakeman on a standard American railroad.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

CONDUCTOR, RAILROAD

Salary—\$1.00, \$1.06, \$1.12 per hour
Closing date: Applications must be filed with the Recorder, Labor Board, Naval Ammunition Depot, Earle, New Jersey, not later than the close of business on March 27.

Place of employment: Naval Ammunition Depot, Earle, New Jersey.

Duties: To direct train crew in the operation of freight trains on a standard gauge railroad under standard railroad rules; to direct moving and shifting of cars, receiving and delivery of cars at main-line junction points; to keep records of cars received or delivered; to assist in or direct the work of replacing derailed cars, and in making any necessary running repairs; to keep records of train movements, time of employees and make reports. Executes orders from the Yardmaster.

Minimum Qualifications: Applicants must have at least six months of experience as a Conductor on a standard American railroad. Must have a thorough knowledge of all rules and regulations regarding operation of trains, placing of cars and various train signals.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

ENGINEER, LOCOMOTIVE

Salary—\$1.04, \$1.10, \$1.16 per hour
Closing date: Applications must be filed with the Recorder, Labor Board, Naval Ammunition Depot, Earle, New Jersey, not later than the close of business on March 27.

Place of employment: Naval Ammunition Depot, Earle, New Jersey.

Duties: To operate diesel-electric locomotive in switching and shifting cars in the depot using standard American railroad equipment; making minor adjustments and repairs required to keep the locomotive in efficient operating condition. Directs activities of brakeman and fireman.

Minimum Qualifications: Applicants must have at least one year of experience as cook, engaged in the preparation of kinds of food in large quantities in the kitchen of an establishment where it is necessary to serve a large number of persons; such experience to include the supervision of other kitchen help.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

LABORER

Salary—\$54, \$59, \$64 per day
Closing date: Applications must be filed with the Recorder, Labor Board, Naval Ammunition Depot, Earle, New Jersey, not later than the close of business on March 27.

Place of employment: Naval Ammunition Depot, Earle, New Jersey.

Duties: Laborer (Male)—To perform all duties required of a general laborer, including the handling, loading, unloading, warehousing, binning, etc., of materials, and the placing of materials in containers, etc.

Minimum Qualifications: Applicants must have at least six months of experience in manual work involving strength and sustained physical effort.

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NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

LABORER (Female)—To perform general labor duties of a moderate nature: Binning, equipment handling; incoming and outgoing material handling; assisting packers in wrapping of materials and placing in containers, etc.

Place of Employment: Naval Supply Depot, Scotia, New York.

Minimum Qualifications: Applicants must have at least six months of experience in manual work involving strength and sustained physical effort.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

LABORER

Salary—\$74, \$80, \$86 per hour
(Appointments to present vacancies will be made at the intermediate rate of \$80 per hour)

Closing date: Applications must be filed with the Recorder, Labor Board, New York Naval Shipyard, Naval Base Station, Brooklyn 1, New York, not later than the close of business on March 28.

Duties: To perform manual labor requiring some skill, training, or experience, or involving a moderate degree of responsibility or hazard; and to perform related work as assigned.

Place of Employment: U. S. Naval Ammunition Depot, Lake Denmark, Dover, New Jersey.

Minimum Qualifications: Applicants must have at least six months of experience in manual work involving strength and sustained physical effort.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

COOK—\$5.68, \$5.92, \$6.08 per diem
(Appointments to present vacancies will be made at the maximum rate of \$6.08 per diem)

Closing date: Applications must be filed with the Recorder, Labor Board, U. S. Naval Center, Sampson, New York, not later than the close of business on March 28.

Duties: To do cooking in large quantities, of various kinds of meat, poultry, fish, vegetables, soups, sauces, and gravies; and to perform related work as assigned.

Place of Employment: U. S. Naval Hospital, Sampson, New York.

Minimum Qualifications: Applicants must have had at least one year of experience as cook, engaged in the preparation of kinds of food in large quantities in the kitchen of an establishment where it is necessary to serve a large number of persons; such experience to include the supervision of other kitchen help.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

LABORER

Salary—\$74, \$80, \$86 per hour
Closing date: Applications must be filed with the Recorder, Labor Board, Naval Supply Depot, Scotia, New York, not later than the close of business on April 3.

Duties: Laborer (Male)—To perform all duties required of a general laborer, including the handling, loading, unloading, warehousing, binning, etc., of materials, and the placing of materials in containers, etc.

Minimum Qualifications: Applicants must have at least six months of experience in manual work involving strength and sustained physical effort.

perform all duties required of a general laborer; maintenance of buildings and grounds, which includes collection of rubbish, scrap, ashes, etc.; coal passing, trenching, grading, snow removal, etc.; handling of incoming, stored, and outgoing materials, loading and unloading, warehousing, binning, etc.; salvage work such as baling and stacking paper, pulling nails from lumber.

Minimum Qualifications: Applicants must have at least six months of experience in manual work involving strength and sustained physical effort.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions.

LABORER

Salary—\$74, \$80, \$86 per hour
(Appointments to present vacancies will be made at the intermediate rate of \$80 per hour)

Closing date: Applications must be filed with the Recorder, Labor Board, New York Naval Shipyard, Naval Base Station, Brooklyn 1, New York, not later than the close of business on March 28.

Duties: To perform manual labor requiring some skill, training, or experience, or involving a moderate degree of responsibility or hazard; and to perform related work as assigned.

Place of Employment: U. S. Naval Ammunition Depot, Lake Denmark, Dover, New Jersey.

Minimum Qualifications: Applicants must have at least six months of experience

New Promotion Units Set Up In Board of Transportation

New promotional units for the NYC Board of Transportation have been set up by the Municipal Civil Service Commission in accordance with actual conditions of transit employees.

In the future, maintenance of way and power eligible lists will be established for General Ad-

ministration (Power); and General Administration (Maintenance of Way).

Operating force lists will be established for IRT and BMT divisions.

Transportation and Construction divisions will also be recognized as promotional units.

Union Will Hold Budget Mass Meeting

A mass meeting of NYC employees in AFL locals has been called for 8 o'clock this evening (Tuesday), at the Manhattan Center, 34th Street, west of 8th Avenue, Manhattan.

The meeting, under the auspices of the Central Trades and Labor Council, will discuss the NYC budget for 1946-7. City Commissioners and other officials have been invited.



JOHN P. CRANE

UFA WILL VOTE ON OFFICERS JOINING IAFF

The NYC Uniformed Firemen's Association, of which John P. Crane is President, is holding two special meetings this week to give the membership an opportunity to vote on an application for affiliation with the International Association of Fire Fighters made by the Uniformed Fire Officers' Association.

The UFA is affiliated with the IAFF hence its approval of the request of the officers to join is necessary. The Executive Board of the UFA has endorsed the officers' application and recommended that it be approved by the Firemen. The meetings will be held on Thursday, March 28, at 11 a.m. and 8 p.m. to allow members to attend during their hours off duty.

BPM Catholic Guild Seeks to Set Record In Communion Event

At a meeting held by the Planning Committee for the Annual Communion and Breakfast of the Catholic Guild of the office of the Borough President of Manhattan, Joseph A. McCarthy, Chairman, reported that Borough President Rogers gave assurance of full cooperation. Commissioner of Borough Works Zichello did likewise.

The mass will be held in St. Andrew's Church on Foley Square at 9 a.m. on Sunday, May 19, and the breakfast at the Hotel Pennsylvania. Speakers are being invited and special entertainment is planned. The Guild hopes to make this its biggest turnout for the annual event.

The committees and membership to date:

Executive Committee: Chairman, Joseph A. McCarthy; Vice-chairman, Charles McCarty; Secretary, Anna Douglas, and Treasurer, Thomas Lynch.

Ticket: George Godfrey, Chairman; Thomas Golden, Katherine Tierney, Madelyn Edwards, J. Jackamarra, William Cavanagh, John McHugh and John O'Rourke.

Hotel: Charles McCarty, Chairman; John J. Gyves, John McHugh and Fred Bayer.

Speakers: James Driscoll, Chairman, and John Carroll.

Reception: Ralph Lewis, Chairman.

Guests: Joseph Sefcik, Chairman.

Publicity: Mrs. L. Tornese, Chairman, and Anna Kelly.

Printing: John Gyves, Chairman, and John Murphy.

Program: Edward J. O'Ryan, Chairman.

Decoration: Mary O. M. Sullivan, Chairman; Mildred Molloy, Catherine Faeth and Mary Fitzpatrick.

Entertainment: Michael Petrofess, Chairman.

Ushers: Charles Lagattute, Chairman.

Brooklyn Engineers Re-elect Officers

The Brooklyn Boro Engineers' Association re-elected Patrick J. O'Daly as President, Joseph E. Collins as Secretary and Thomas J. Toomey as Treasurer. The members are employees of Borough President Cashmore's office. Others to serve on the enlarged Executive Committee are Jack Brimberg, Joseph B. Donohue, Arthur Drake, Daniel J. Fitzharris, Matthew Forte, Samuel Friedman, Alexander W. Stern, Daniel J. Taylor and Fred Travis.

The Association was organized in 1944 to promote the professional and social activities of the men designing the highway and sewer systems of Brooklyn.

Suits Test Pensions in Sanitation

The widow of Sanitation Man James A. Dowd, who is suing the city for an additional 6 months' salary as death benefit, received a setback in Supreme Court. However, her attorney, Samuel Resnickoff of 280 Broadway, is planning to appeal the decision of Justice Cohan.

After Dowd's death, the city paid the widow a 6-months' salary equivalent, claiming that Dowd had had less than 10 years' membership in the NYC Retirement System, although he had over 10 years' actual city service.

Attorney Resnickoff contends that a case (Verdecanna) which he carried to the Court of Appeals and won in 1941, established that it was the obligation of the City to begin making retirement deductions on the appointment of an employee and that the survivor could not be penalized for the City's failure to do so.

Another Case Started

In another case involving the old DSC Pension Fund, a group of Sanitation employees have started an action to have themselves transferred from the NYC Employees' System to the Sanitation System. Under the Sanitation retirement plan, their widows would enjoy life-time pensions (or until remarriage). Under the city-wide plan, the widows receive a refund of contributions plus the equivalent of a year's salary if the employee had more than 10 months' service; otherwise six months' pay.

The case (Barbarita V. Board of Estimate) came before Justice Walter of the Supreme Court, who ordered a trial held. The issue dates back to the Verdecanna V. Carey case in which the Court of Appeals decided that the DSC's method of postponing the granting of membership was illegal. Previously, Sanitation men were eligible for the Retirement Fund only after 10 years of service as a "regular." A man might have been an "extra" for 8 years and a "regular" for 9, but on his death, he would not have been considered a member of the DSC fund because he lacked one year as a "regular." This practice was outlawed by the Verdecanna case decision. In the Barbarita case, the Sanitation employees contend that the city should have granted them membership in the DSC Fund, not in the NYC Employees' Retirement System.

Dongan Guild to Hear Father McGowan Talk

The Dongan Guild of New York State Employees will hold its monthly First Friday dinner at the Carroll Club, 120 Madison Ave., NYC on Friday, April 5. The speaker will be Rev. Joseph J. McGowan, S.J., the Chaplain of the Goldwater Memorial Hospital on Welfare Island. He will speak of the work being done at that institution. The Rev. Bernard J. Fleming, Spiritual Director of the Guild, will also speak. A short business meeting will follow the dinner and talks.

President Lawrence V. Cluen announced that the card party committee will report at this meeting.

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STATE TEST EXPECTED ABOUT APRIL 27

20 VACANCIES AT PRESENT

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Salary \$2,400 to \$3,000. Plus Bonus.

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The explanation below is from instructions furnished by the Commission to the departments when certifications are sent out by the Commission:

"Eligibles with approved or pending claims for disabled veterans preference must be considered first in order of their standing on the list; eligibles with approved or pending claims for veterans preference must then be considered in their order of standing on the list.

"At the time of interview eligibles with pending claims for disabled veterans preference must present a certificate from the Veterans Administration indicating that they have a war-service connected disability. Those eligibles who fail to present such a certificate shall be considered as disapproved disabled veterans preference claimants, since the law requires that Disabled Veterans Preference be extended only to persons who are certified by the Veterans Administration, at the time of appointment as having a war-service connected disability. Such eligibles shall then be considered as pending veterans preference claimants only, in their order of standing among all other eligibles with approved or pending veterans preference claims.

"Each eligible willing to accept appointment must sign the state-

ment of conditions of certification and appointment appropriate to his case before appointment. These statements must be forwarded to the Commission with the disposition of the certification.

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Special to The LEADER

WASHINGTON, March 26—The Council of Personnel Administration has recommended that U. S. agencies discontinue the practice of requiring job-seeking veterans to furnish photostatic copies of their discharge papers.

The Council holds that no law or regulation requires the photostats, and that they are merely "excess paper."

It has also recommended that whenever agencies feel that the photostats are absolutely necessary, the cost of making them should be borne by the agency.

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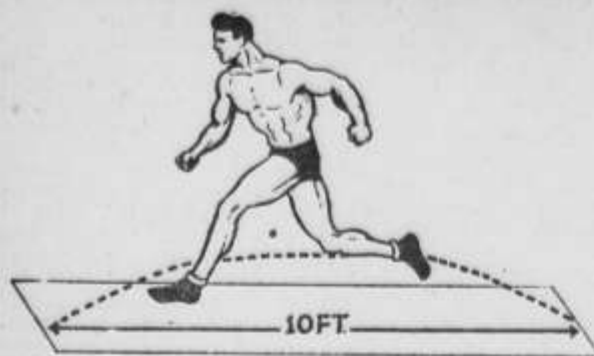


Fig. 1



Fig. 2



Fig. 3

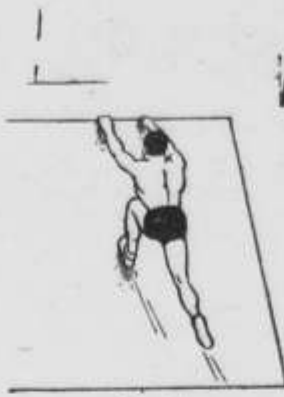


Fig. 4

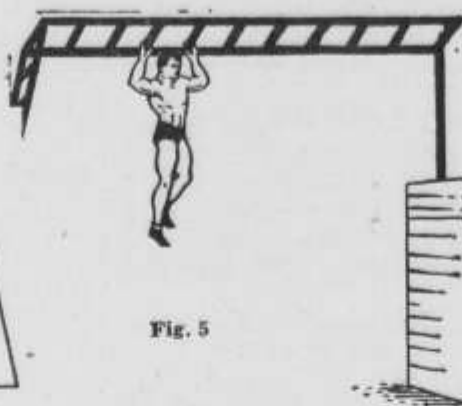


Fig. 5

Candidates passed the first hazard on their way as NYC Patrolman when they took the written portion of the examination. The next goal is the physical examination. To help candidates prepare for this examination, *The LEADER* shows how to get in condition.

The Agility Test

By DR. FRANCIS P. WALL, Professor, Physical Education, N. Y. University, and Special Consultant to the NYC Civil Service Commission

The agility test outlined below

Help Wanted—Female

is the one used in the last Patrolman's examination given in New York City. It is used as a sample test, since future examinations, both for Patrolman and Fireman, will probably not vary from it to any great extent. The training course outlined should adequately prepare a candidate for either position. Such changes as may be announced at future dates can easily be included by the candidate into the procedure as outlined below.

This test requires a candidate to perform several different maneuvers in sequence within a given time limit. From a starting point or mark, a candidate must run a distance of ten yards, perform a ten-foot broad jump, continue to run for ten yards more, go over a three-foot six-inch hurdle, again run ten yards to an 8-foot high board fence which he must mount. Upon attaining the top of the fence, he must reach for a horizontal ladder five feet above the fence, travel hand over hand on each rung to the end of the ladder, swing around and climb down a supporting ladder to the floor. He must then run five yards to a four-foot six-inch vaulting box, clear it, and continue on to finish line ten yards away. The total distance covered is approximately fifty yards. A score of one hundred per cent is awarded for a perfect performance of these maneuvers in twenty seconds or less. Four per cent is deducted from the final score of a candidate for the commission of a foul. Fouls are knocking down a hurdle, making a short broad jump, leaving the course, or any other violation of the procedure outlined.

The various parts of the test are broken down into individual courses of training, and are later coordinated in groups. The test stresses not only agility but speed, and it is essential, therefore, to learn to coordinate all the maneuvers with a minimum loss of stride. In the beginning it is well to learn each maneuver slowly and thoroughly before speed is attempted.

I.

Running Broad Jump

Mark off a starting line, measure a straight runway of ten yards, mark off a jumping line, and measure ten feet beyond that, marking off that distance. Crouch down at the starting line with one foot toeing the line and

the other foot back. Run towards the jumping line and try to reach it in full stride by regulating your stride. The best procedure is to mark off the outline of one foot just in front of the jumping line, and try to step on that spot every time. It is extremely important to gauge your stride accurately if you are to develop speed up to the jumping line and precision at the line. Be sure to give yourself a leeway of at least an inch or two in front of the jumping line in order to avoid fouls. Keep your eye constantly on the spot from which you will take off for the broad jump. When you have succeeded in regulating your stride so that you can hit the correct position for the jump every time, then increase your speed to its maximum.

Now you are ready to practice the actual broad jump. When you reach the jumping line in full stride, take off with one foot and try to land on the other foot at the completion of the jump. If you manage this, you will be able to continue your stride without interruption. However, landing on one foot isn't always possible. Some must land on both feet in order to keep perfect balance. If you have tried sincerely and find that you lose your balance by landing on one foot, then you will have to resort to the two-foot landing, though it will not be as efficient. In the beginning don't try to span the full distance of ten feet. Try about six-foot jumps until you can manage that distance without loss of stride, speed or balance. Then work up the distance gradually, a foot at a time, until you have reached ten feet (Fig. 1).

You must continue to practice the initial ten-yard run and the broad jump if you wish to retain your precision and speed. It will do no good to give a perfect performance in practice two weeks before the actual test, and then rest on your laurels, confidently expecting to be able to repeat your performance when it counts. If you do not practice constantly, you will quickly lose your timing. Devote several minutes every day to going through the maneuvers in order to keep a fine edge on your performance.

II.

The 3-Foot-6-Inch Hurdle

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Stand in front of the hurdle a distance of three inches more than your leg length. Mark that spot on the floor. That will be the point from which you take off in the hurdle. You must keep your eye on the marker at all times. Now go back several strides from the marker. Jog up to the marker, stop short and kick up with one foot, pointing the toes, but do not hurdle. When you kick, be sure that your toes are about three inches away from the broomstick. Now repeat the jog, and kick until you have regulated your stride and can hit the marker every time. It is extremely important to be able to reach the same spot in front of the hurdle every time. If you don't you will have to break your stride, you may lose your balance, and may upset the hurdle. After you have acquired accuracy and precision in approaching the hurdle, you will be ready to practice actual hurdling. Approach the hurdle in stride, kick up with one leg, keeping the knee straight and the toes pointed. Jump off with the other leg. This will lift your body and carry your forward leg over the hurdle. The other leg is then brought over by bending the knee and lifting the whole limb from the hip outward (see diagram). Land on the forward foot, then bring the other foot ahead to continue a smooth stride (Fig. 2).

If you have never done any hurdling before, practice with the two and a half foot hurdle until your performance is perfect and there is no loss of balance or stride. Then increase the height to three feet, repeating all the maneuvers until they are letter perfect. After that, increase to

(Continued on Page 15)

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There are just 200 boys shirts available at the Jack & Jill Shop, 3414 Jerome Ave., Bronx, priced at \$1.50. These shirts have regular collars and shirt tails, stripes, prints and checks.

It will pay you to visit Jeanne Filler at 130 West 42nd St., Room 856, between 2 and 6 p. m. She is a jobber in ladies' and men's undies, and is giving special buys to civil service employees during those hours each day.

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STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of
THE LIFTON MFG. CO., INC.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 21st day of February, 1946.
Thomas J. Curran, Secretary of State, By Walter J. Going, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of
TAXPAYER REALTY CORP.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 7th day of February, 1946.
Thomas J. Curran, Secretary of State, By Walter J. Going, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a

LEGAL NOTICE
certificate of dissolution of
STORMY WEATHER SHOPS, INC.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 10th day of February, 1946.
Thomas J. Curran, Secretary of State, By Walter J. Going, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of
SHUSTER FUR CORP.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 27th day of February, 1946.
Thomas J. Curran, Secretary of State, By Edward D. Harper, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of
RAY AND LEVY, INC.
has been filed in this department this day

LEGAL NOTICE
and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 5th day of March, 1946.
Thomas J. Curran, Secretary of State, By Edward D. Harper, Deputy Secretary of State.

STATE OF NEW YORK)
DEPARTMENT OF STATE)
ss.:
I DO HEREBY CERTIFY that a certificate of dissolution of NELVANDAM CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.
GIVEN IN DUPLICATE under my hand and official seal of the Department of State, at the City of Albany, this sixth day of March, one thousand nine hundred and forty-six.
THOMAS J. CURRAN,
Secretary of State.
By Edward D. Harper, Deputy Secretary of State.

WELFARE BRIEFS

WELFARE CENTER 11
Miss Pauline Siegel, Clerk, has taken over the news assignment. She reports that Mrs. Madeline Carey celebrated the marriage of her daughter, Audrey, to Charles Ewald. Her son came in on furlough for the occasion.

WELFARE CENTER 26
Staff members recently returned from military leave: Baxter Lowe, Cornelius Cooper, Herman Robinson, Thomas Moseley, Marion L. Christler, and Ernest Smith, Social Investigators; Agnes Schutz, Frederick Gorey, James J. Maloney, Eugene Uzel and Eugene Higgins, Clerks.

Recent marriages: Isabel Libori, Social Investigator to Ashton Goldberg, Social Investigator (WC 23). To be married soon: Mildred Ingber, Clerk, Grade 2. Engagements: Marge Williams, Clerk, Grade 1.

Sylvia Opert, Stenographer, is on maternity leave.

There was a shift of staff in the WC. The following went to WC 23: Valentine Kedrov and Rita Kennedy, Assistant Supervisors; Biagina Bellomo, Blanche Granata, Italia Ferrigni, Agnes Ballinger, Frances Dunne, Sidonia Eisenstadt, Adeline Walker, Enrico Interdonato, Catherine Litsch, Mattie Mason, Margaret O'Brien, Philip D'Amato, Antoinette Auletta, Barney Ost,

Agnes Lichner, Frances Campbell, Pearl Bonner, Vincent Soscia, Helen Pisarelli and Ann Williams, Social Investigators; Gladys Kilpatrick, Clerk Grade 2.

We received from WC 32: Iris C. Wallace, Assistant Supervisor; Elizabeth Brady, Dorothea Schumacher, Kathryn Edwards, Lottie Brender, Abraham Dublin, Marjorie Poole and Mary J. Evans, Social Investigators, and Thelma Foss, Clerk, Grade 2.

The office had a party and luncheon. Entertainment was provided by local talent: Sylvester Bryant and Lyllian Elmora, vocalists; Claire Gonzalez, rumba dancer; Welfare Center members of the Department's Choral Group and folk dances by female members of clerical staff.

VETERAN ASSOCIATION

The Department of Welfare Veteran Association is starting a membership drive. Herbert Alexander, Secretary, said that the object of the Association is to unite all civil service employees in the department who are honorably discharged veterans, wives, widows, parents, sons and daughters of veterans. Welfare employees are invited to attend the next meeting of the group at the 77th Division Clubhouse, 28 East 39th St., Manhattan, on Thursday, March 28. The meeting will start at 6:45 p. m. A bite may be obtained at the club.

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Furniture, appliances, gifts, etc. (at real savings). Municipal Employees Service, 41 Park Row, CO 7-5300, 147 Nassau Street, NYC.

HARD TO GET ITEMS—Toaster, heating pads, heaters, chimes, radios, record players and changers. Many other items. New stock. Immediate delivery. **UNIVERSAL RADIO**, 118 West Burnside Ave., Bronx. LU 1-2140.

BETTER QUALITY SHIRTS AND SPORT SHIRTS, 14-17, \$3.95. French back and boxer shorts 3 for \$4.50, elsewhere \$1.95 each. Jeanne Fuller, 190 West 42nd St., Room 850, NYC.

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TRY US. "We know you will find all we say is true." Harlem Lamp Exchange and Repair Service, 2794 8th Ave. (between 145-149 Sts.). EDgecombe 4-6323.

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UNCALLED for men's clothing. Custom tailor sacrifices odds and ends in men's fine quality suits and coats, own make. 177 Broadway, NYC., 4th floor.

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NATURAL COLOR PORTRAITS, taken at your home. You child or baby at your convenience. For appointment and information regarding our special offer. Call RE 4-1713. Colorgraph Studios, 801 Madison Ave., N. Y.

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UPRIGHTS, PLAYERS, \$85 up. Cash or credit to civil service personnel. Manhattan Piano Service, 645 West 145 St., NYC. EDgecombe 4-0014.

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DON'T THROW THOSE STAMPS AWAY! They may have value. Send 5c for "Stamp Want List" showing prices we pay for U. S. stamps. Stampazine, 315 W. 42nd

Smokers' Supplies

BELL DRUG SMOKERS DEPT. for all civil service employees a discount of 5 per cent on all smokers' articles and cigars by the box. 97 Chambers St., N. Y. C.

Sportswear

SHIRTS—SHIRTS—SHIRTS, all sizes. Rayon, gabardine and other fabrics. \$3.75. Universal Sportswear, 220 W. 42nd St., Room 701, Wisconsin 7-2034.

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TIRES—TIRES—TIRES—Have them Recapped, Rebuilt, Retreaded and Vulcanized by Experts at the **RIVERSIDE TIRE SERVICE** 270 9th Ave. LOngacre 3-8394

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N. Y. C. Extends Veterans' Appointment Rights

A new policy to protect the rights of veterans has been adopted by the Municipal Civil Service Commission.

In cases where eligibles have been reached for certification for appropriate positions, but were passed over because they were in military service, special military lists will be set up.

These lists will have preference over lists established later—even though the later lists are estab-

lished specifically for the same position. Formerly, veterans who had been reached for "appropriate" appointment did not gain the advantage of special military list rights.

An "appropriate" appointment is one to a title other than that for which the exam was held, but which title the Commission feels that candidates who passed the similar or related test can fill satisfactorily.

VETS CAN CLAIM FULL CREDIT FOR SERVICE ON U. S. FORMS

Special to The LEADER

WASHINGTON, March 26—The U. S. Civil Service Commission in a statement issued recently said that the standard application for Federal employment provides every possible opportunity for persons who have served in the armed forces to give a complete account of the service rendered.

Question No. 16 makes provision for detailed information as to all types of positions held by persons either in or out of the armed forces.

Question No. 17 is designed to obtain detailed information as to the training which persons have acquired in the armed services either as officers or as enlisted men.

Question No. 36 is designed to provide the information which is needed in order to establish the fact that the veteran is entitled to veteran preference under the Veterans' Preference Act of 1944.

The portion of this question calling for "grade (rank) or rating at time of separation," as well as "serial number" has been found by the Commission over a period of many years to be very helpful in identifying the records of former members of the armed forces who claim the preference which is granted to disabled ex-servicemen. The request for this information was previously contained in a supplemental form which all ex-servicemen claiming disability preference were called upon to fill out. The type of information called for in the supplemental form has now been consolidated with the new application blank in Question No. 36.

It will be noted that Question No. 36 calls not only for information from officers but also for information relative to special ratings such as technical sergeant, seaman first-class, pharmacist's

mate, machinist's mate, etc., which are assigned to enlisted men.

Under the law, where experience is a factor in assigning ratings, the Civil Service Commission gives full credit for all experience acquired by a person serving in the armed forces, whether as an enlisted man or as an officer.

Bill Eases Exams For Vets Entering State Service

Special to The LEADER

ALBANY, March 26—State employees with 6 months' temporary service would benefit by a bill which has been reported out by the Assembly Civil Service Committee. The measure, introduced by Assemblyman William M. Stuart of Steuben County and Senator Fred S. Hollowell of Penn Yan, both Republicans, provides that a person in a competitive class position in the civil service under temporary appointment as a substitute after military service, a temporary war appointee or war emergency appointee, or as an emergency Patrolman or Fireman, shall not be barred from competing in an open-competitive exam for appointment to the same or a lower grade position because of education training or experience requirements.

ENDS "WAR DURATION" APPOINTMENTS

The California State Personnel Board will hold normal civil service competitive tests, thus discontinuing the war time policy of permitting war duration appointments. During the transition period the number of names on each eligible list will be limited to the number necessary to meet the immediate needs of the State departments. Eligible lists will terminate at the end of the year after their establishment, presumably to enable veterans hereafter discharged to complete in later examinations.

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Agility Test for Patrolman and Fireman

(Continued from Page 12)
the final level of three-foot-six inches.

When you have mastered the hurdle, you must learn to coordinate it with the initial run and broad jump. To your original layout of the ten-yard run and ten-foot jump, add a ten-yard straight runway, and place your hurdle at the end of the measured distance. Now go back to your starting line, crouch down, run the ten yards, jump the ten feet, run the remaining distance up to the hurdle and go over. At first do all the maneuvers slowly in order to properly gauge your distances, timing and stride. Once your stride is smooth and you can go through all the maneuvers perfectly, gradually increase your speed until you reach your maximum performance. Continue to practice daily in order to keep in form. Pay particular attention to maintaining your balance and stride.

III.

Fence Climb and Ladder

In the fence climb you will have to rely on your arms to pull you to the top, although your legs will play an extremely important part (Fig. 3). First practice chinning in order to strengthen your arm pull. Use the overhand grip, with the back of your hand toward you. You can practice on a chinning bar, but if one is not available, you may be able to use the top frame of a doorway in your home, provided you can grip it with your fingers. Chin until you tire, counting the number of times you do it the first day, and try to increase daily until you can pull yourself up at least ten times without tiring.

For practicing the actual fence climb, an eight-foot fence is of

course ideal, but you may have difficulty in finding one you can use. In the beginning you can practice on any fence, or even a wall. Practice running up against the fence or wall and hit it with the ball of one foot, giving yourself an upward push from the wall. When you have gotten the knack of hitting the wall properly, begin to reach up with both hands as you hit. Reach as high as you can. Go through the maneuvers slowly at first until you are sure of yourself. Then increase your speed and see how high you can reach. Finally practice on an eight-foot fence with a top surface that you can grip safely. As you push up from the fence with your foot, grab the top of the fence with both hands and pull up at the same time. Practice this until you are able to draw your waist up to the top of the fence. From this point, mounting the top of the fence will be relatively simple. In practicing, always be careful to avoid body contact with the wall. Hitting the wall with your body may prove injurious, and will also defeat your purpose by slowing you up. Many men cannot pull themselves up in the manner described above, which is the ideal way. They find it more expedient to get one foot on the wall, grasp the top with both hands, and then scramble up the wall with both feet. They then put one elbow over the top of the wall, and swing the toe over on the same side. Then they hook the knee over the top and pull up to the top of the fence (Fig. 4).

In actual practice the fence climb is much easier than it may appear from the description. Take it slowly until you are performing easily. Try for speed only after you have acquired the knack of

hitting and pushing up from the wall with your foot. Speed will increase your effectiveness, but too much speed can be a hindrance. You will have to discover for yourself what rate of speed gives you the greatest efficiency.

The horizontal ladder is attached to the eight-foot fence by means of two upright bars, five feet high. In climbing the fence, the best procedure is to mount it slightly to one side of the uprights. After you have drawn your body to the top of the fence with your waist resting against it, place the leg which is farthest from the uprights on the ledge at the top of the fence. Now, with the opposite hand, grasp the nearest upright and pull yourself up to a standing position on the ledge. Reach over and grasp the first rung of the horizontal ladder with one hand. Then swing off the ledge, and hand over hand, work across the full length of the ladder without skipping any of the rungs. During this maneuver keep your elbows slightly bent and jack-knife your knees up in front of you. This position will prevent excessive swinging or swaying of your body, and will bring your center of gravity forward, thereby giving you more forward drive. Practice going across the ladder until you have reached your maximum speed. When you are satisfied that your performance is good, you must practice descending the vertical ladder at the far end of the horizontal.

Wide Descend Option

There are no restrictions or requirements in the descend except that it must be performed on the outer side of the upright ladder. You can climb, slide or jump down. Use the method that suits you best, but try them all first and exercise due care to avoid injury. Time yourself and choose the fastest and safest method. When you come to the end of the horizontal ladder, continue your forward motion but swing your body around one of the end uprights. If you reach the last rung of the horizontal ladder with your right hand, swing to the left and put your left foot on the nearest rung on the outside of the vertical ladder. Now grasp a rung or the side of the ladder with your left hand as you let go of the horizontal with the right, and bring the rest of your body around. Then descend in any manner you choose. When you reach the floor, turn about quickly and run five yards.

After you have practiced all the individual features of the horizontal and vertical ladder maneuvers and can perform them quickly and smoothly, go back to the fence and go through the complete fence and ladder test from beginning to end. Time yourself and try to increase your speed daily. Employ any legal means of bettering your time without risking injury.

Amusement

By J. RICHARD BURSTIN



VIVIAN BLAINE is the doll-face of the new Roxy Theatre Show.

A recently produced film, "Stormy Waters," with Jean Gabin and Michele Morgan, is on its way to America. MGM is responsible for it, and for "It Happened at the Inn," which is still scoring at the 55th Street Playhouse.

A talking fish, with a bit of help from Crosby and Hope, has drawn 420,000 eager laugh-seekers to the Paramount Theatre in "Road to Utopia."

Every few years Robin Hood emerges from oblivion to satisfy the adventurous spirit in the hearts of many movie-goers, but this time the character is no less than the son of Robin Hood! Cornel Wilde in "The Bandit of Sherwood Forest" opened at Loew's Criterion and his charming co-star is Anita Louise.

Lovely Evelyn Keyes is coming into her own in a film about Al Jolson and will appear also in "Rendezvous in Rio" opposite Melvyn Douglas.

Brooklyn's own bloom, the forsythia, has had a swank supper club named after it, and something to see, too. In the Hotel Granada, the new Forsythia Room will feature Stepin Fetchit of movie fame.

Long Islanders should visit the Queens Terrace for a springy revue to the tunes of Milt Mann and Joe De Carlo.

Bette Davis generously contributed her efforts to the filming of a Salvation Army short that's titled "Marching Forward to a Better World."

LEGAL NOTICE

At a Special Term, Part II, of the City Court of the City of New York, held in and for the County of New York, at the Courthouse, No. 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 21st day of March, 1946.

Present: HON. FRANCIS E. RIVERS, Justice.

In the Matter of the Application of PAUL JOSEPH FRIEDMAN for leave to change his name to PAUL JOSEPH FARR.

Upon reading and filing the petition of PAUL JOSEPH FRIEDMAN, duly verified the 2nd day of March, 1946, praying for leave to assume the name of PAUL JOSEPH FARR, in place and stead of his present name; and it appearing that the said petitioner, pursuant to the Selective Training and Service Act of 1940, has submitted to registration as therein provided; and the Court being satisfied that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed.

NOW, on motion of T. Stanley Bloch, Esq., attorney for the petitioner, it is ORDERED, that PAUL JOSEPH FRIEDMAN be and he hereby is authorized to assume the name of PAUL JOSEPH FARR on and after the 30th day of April, 1946, upon condition, however, that he shall comply with the further provisions of this order, and it is further

ORDERED, that this order and the aforementioned petition be filed within ten days from the date hereof in the office of the Clerk of this Court, County of New York, and that a copy of this order shall, within ten days from the date hereof, be published once in The Civil Service Leader, a newspaper published in the County of New York, State of New York, and that within forty days after the making of this order, proof of such publication shall be filed with the Clerk of this Court, County of New York, and it is further

ORDERED, that a copy of this order and the petition upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service at which the petitioner submitted to registration as above set forth, within twenty days after entry of this order, and that proof of such service shall be filed with the Clerk of this Court, County of New York, within ten days thereafter, and it is further

ORDERED, that following the filing of the petition and order as hereinabove directed, the publication of such order, the filing of proof of publication, the filing of a copy of said papers and the filing of proof thereof, all as hereinabove directed, that on and after the 30th day of April, 1946, the petitioner shall be known by the name of PAUL JOSEPH FARR and by no other name.

Enter, F. E. R., J.C.C.

At a Special Term, Part II, of the City Court of the City of New York, County of New York, at the Courthouse, No. 52 Chambers Street, in the County of New York, City of New York, on the 19th day of March, 1946.

Present: FRANCIS E. RIVERS, Justice.

In the Matter of the Application of SAMUEL RABINOWITZ for leave to assume the name of SAMUEL RAEBURN.

On reading and filing the petition of SAMUEL RABINOWITZ, duly verified the 11th day of March, 1946, and this Court having been satisfied that there is no reasonable objection to the change of the petitioner's name to SAMUEL RAEBURN; Now on motion of Joseph Halpern, attorney for petitioner, it is

ORDERED, that the said SAMUEL RABINOWITZ, be and he hereby is authorized to assume the name of SAMUEL RAEBURN, on and after the 30th day of April, 1946, upon his compliance with the provisions of the Civil Rights Law relating thereto, namely, that within ten days after the date hereof, this order and the papers upon which it is granted, be filed with the Clerk of this Court, and it is

Further ordered, that a copy of this order be published in The Civil Service Leader, a newspaper published in the County of New York, City and State of New York, within ten days after entry of this order, and within forty days after the making of this order, an affidavit of publication thereof, as above directed be

filed and recorded in said clerk's office, New York County, and further, that a copy of this order and the papers upon which it is based be served upon the Chairman of the Local Board of the United States Selective Service at which said SAMUEL RABINOWITZ has submitted to registration, within twenty days after his entry and that proof of such service shall be filed with the Clerk of this Court in the County of New York, within ten days after such service, and that after said requirements are complied with, on and after the 29th day of April, 1946, the petitioner shall be known by the name of SAMUEL RAEBURN, and by no other name.

Enter, F. E. R., Justice of the City Court of the City of New York.

At a Special Term, Part II, of the City Court of the City of New York, County of New York, at the Courthouse, at 52 Chambers Street, Borough of Manhattan, City of New York, on the 22nd day of March, 1946.

Present: HON. FRANCIS E. RIVERS, Justice.

In the Matter of the Application of WILLIAM MARGOLIS, ELAINE RUTH MARGOLIS and WENDY MARGOLIS for leave to change their names to WILLIAM S. GAILMOR, ELAINE RUTH GAILMOR and WENDY GAILMOR respectively.

On reading and filing the petition of WILLIAM MARGOLIS and ELAINE RUTH MARGOLIS, duly verified the 22nd day of March, 1946, and entitled as above, praying for leave of the petitioners to assume the names of WILLIAM S. GAILMOR, ELAINE RUTH GAILMOR and WENDY GAILMOR in place and stead of their present names; and it appearing that the petitioner WILLIAM MARGOLIS, pursuant to the provisions of the Selective Training and Service Act of 1940 has submitted to registration as therein provided; and the Court being satisfied thereby that the averments contained in said petition are true, and that there is no reasonable objection to the change of names proposed.

NOW, on motion of A. E. ROBERT FRIEDMAN, attorney for the petitioners, it is

ORDERED that WILLIAM MARGOLIS, ELAINE RUTH MARGOLIS and WENDY MARGOLIS be and they hereby are authorized to assume the names of WILLIAM S. GAILMOR, ELAINE RUTH GAILMOR and WENDY GAILMOR, respectively, on and after May 1, 1946, upon condition, however, that they shall comply with the further provisions of this order; and it is further

ORDERED that the aforementioned petition be filed within ten days from the date hereof in the office of the Clerk of this Court; and that a copy of this order shall, within ten days from the date hereof, be published once in the Civil Service Leader, a newspaper published in the City of New York, County of New York; and that, within forty days after the making of this order, proof of such publication thereof shall be filed with the Clerk of the City Court of the City of New York, in the County of New York; and it is further

ORDERED that a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board No. 27 of the United States Selective Service at which petitioner WILLIAM MARGOLIS submitted to registration as above set forth, Probation Department, Court of General Sessions, New York County, and upon the District Attorney of the County of New York, within 30 days after its entry; and that proof of such service shall be filed with the Clerk of this Court in the County of New York, within ten days after such service; and it is further

ORDERED that following the filing of the petition and order as hereinbefore directed, and the publication of such order, and the filing of proof of publication thereof, and of said order as hereinbefore directed, that on and after May 1, 1946, the petitioners WILLIAM MARGOLIS, ELAINE RUTH MARGOLIS and WENDY MARGOLIS shall be known by the names of WILLIAM S. GAILMOR, ELAINE RUTH GAILMOR and WENDY GAILMOR, respectively, and by no other name.

Enter, F. E. R., J.C.C.

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ACTION ON BILLS BEFORE LEGISLATURE

A summary, reporting the action on Legislative bills, prepared just before presstime, follows:

PASSED BOTH HOUSES

Before Governor for Final Action

Minimum salary bill, which fixes annual salary at \$1,200 for all full-time State employees. Emergency pay to be added to this minimum.

Liberalization of the Feld-Hamilton Law to provide full increment upon promotion to position in over-lapping grade and gives increment credit for service under temporary appointment upon permanent appointment to position in same occupational service and salary grade.

Professional classification shall include "professional" rather than "graduate" nurses.

Extension of the date to re-classify positions.

Feld-Hamilton inclusion for Forest Rangers.

Transfer between retirement systems.

Veterans' names to be placed on special list at any time during life of list, instead of within 90 days. Seniority to be determined by the date the next person below veteran on original list was appointed.

Period of military service to be deducted from civil service age requirements.

Removal proceedings, except for the theft of public funds, must be brought within 2 years of the occurrence of acts or incompetency complained of.

Institution patrolmen are police officers outside of institution grounds.

PASSED SENATE ONLY

Raises to the maximum of the Feld-Hamilton salary grades employees who have been a grade for 5 years.

New grades for Unemployment Insurance Division.

Retirement after 25 years for uniformed or prison personnel (Correction Dept.) at age 60.

Exemption on all retirement benefits from estate tax on death of employee.

Extension for one year of the time within which employee can claim credit for time he was on leave of absence for war work.

Reduction of interest on loans from pension system to 4 per cent from 6 per cent.

Resolution requesting Congress to exempt pensions of \$2,000 and under from Federal Income Tax.

Employee who resigned to enter the military service for the sole purpose of withdrawing his contributions from the retirement system must be reinstated. Also permits discretionary reinstatement of any State, city, county or village employee who resigned during, or 6 months prior to, entering military service.

Extension for one year of the provision that Red Cross foreign duty shall be deemed military duty.

Merit Award bill granting awards, including cash and salary increases, for meritorious suggestions or outstanding ability.

Extension of the life of eligible list for architects.

Providing for the reinstatement of demoted engineers in the Public Works Department.

PASSED ASSEMBLY ONLY

Extending Feld-Hamilton to Parole Officers.

Providing that if prison guard was eligible to retire or was receiving a retirement allowance, widow, if married to him for at least 5 years, shall receive annual pension of \$600, terminating on her remarriage.

Extending veterans retirement loans.

Providing for civil service rights

of USES employees on return to State jurisdiction. Also a bill providing for retirement rights of these employees.

BILLS DEEMED DEAD

Overtime in State Parks.

Time and a half after 40 hours.

Five-day week.

Extending 8-hour day to House-

keepers, Domestic Vehicle Operators and Mechanics, Farmers.

Six-day week for State Police.

MISCELLANEOUS

A bill to provide for payment of moving expenses of employees by the State has been recalled from the Governor's office by the Senate. The Governor was re-

ported opposed to the bill. The action avoids a veto.

A bill granting World War II veterans holidays on Memorial and Armistice Day has been passed by each House. However, one House will have to pass the bill of the other before it may be signed by the Governor.

Ratings Of Typists And Stenos

(Continued from Page 1)

appointments limited to one year or less, who become eligible and who meet the conditions of Executive Order 9691 for acquiring a classified civil service status, may have their non-status appointments converted to appointments with civil service status, in their present positions, without change of grade or salary. In case their salaries have been increased above the minimum of their grades in accordance with the provisions of the Federal within-grade salary advancement law, they will not lose the benefits of such salary increases by reason of this change of status."

How to Apply

Get Card Form 5000-AB from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, N. Y. Fill it out completely. Be sure to state the title of the examination for which you are applying. Only one card form should be filed by a person wishing to apply for both Stenographer and Typist positions.

Applicants must send the Card Form 5000-AB to the Director regardless of where they want to work.

Card Form 5000-AB must be received by the Director not later than March 26, 1946 (at 5 p.m.) to be acceptable.

Place of Employment

Applicants who pass these examinations may have their names placed on registers for appointment either:

- (1) in Washington, D. C., and the immediate vicinity, or
- (2) in the Second U. S. Civil Service Region.

For the Second Region the Zones of Certification, for the filling of vacancies in the States of New Jersey and New York, and:

Zone 1—All persons residing in New York State except the Counties of Rockland, Westchester,

Nassau, Suffolk, and Greater New York City.

Zone 2—All persons residing in the five boroughs comprising Greater New York City, and in the Counties of Rockland, Westchester, Nassau, and Suffolk, in New York State.

Zone 3—All persons residing in the State of New Jersey.

Any zone of certification may include such part of an adjoining zone which is within the commuting area local to the agency where the vacancies exist.

Salary and Workweek

The standard Federal workweek is 40 hours. Stenographers and Typists who are required to work overtime receive overtime pay at the rate of 1½ times the basic hourly rate. Automatic pay increase, up to a fixed maximum are provided by law for those whose services meet given standards of efficiency.

Grade of position, minimum basic salary (entrance salary), rate of yearly increase and maximum basic salary:

CAF-1 \$1,506 \$66 \$1,902

CAF-2 \$1,704 \$66 \$2,100

All basic salaries are subject to a deduction of 5 per cent for retirement purposes.

Official Data on Ratings

The first of the examinations will probably be held on Monday, April 22. Those taking the exams will be interested in the following official data on ratings:

"Competitors will be rated on a scale of 100.

"For Typist, (a) in the General Test non-preference competitors must attain ratings of at least 70; competitors entitled to 5-point preference credit, ratings of at least 65, excluding preference credit; and competitors entitled to 10-point preference credit, ratings of at least 60, excluding preference credit. (b) In the subject of copying from plain copy non-preference competitors must at-

tain ratings of at least 60 in speed and 60 in accuracy, and a weighted average of 70 in speed and accuracy combined; competitors entitled to 5-point preference, ratings of at least 55 in speed and 55 in accuracy, and a weighted average of 65 in speed and accuracy combined, excluding preference credit; and competitors entitled to 10-point preference, ratings of at least 50 in speed and 50 in accuracy, and a weighted average of 60 in speed and accuracy combined, excluding preference credit.

For Stenographer, Subject 3, Stenography will not be rated unless the competitors qualified as a typist. In Subject 3 non-preference competitors must make a rating of at least 70; competitors entitled to 5 points preference credit, a rating of at least 65, excluding preference credit; competitors entitled to 10 points preference credit, a rating of at least 60, excluding preference credit.

General Information

1. Positions to Be Filled—Vacancies in these positions and positions requiring similar qualifications will be filled from this examination unless it is in the interest of the service to fill any position by reinstatement, transfer, or promotion.

2. Nature of Appointments—Appointments for entry into the service will be probational appointments. Probational appointments become permanent upon satisfactory completion of a probationary period of 1 year. Appointments to Federal positions which are subject to the Civil Service Rules are made through the Civil Service Commission. No fee is charged. It is not necessary to procure the services of a private employment agency in order to obtain Federal employment.

3. Citizenship—Applicants must be citizens of or owe allegiance to the United States.

News About State Employees

CREEDMOOR

The Creedmoor Chapter held their annual dinner dance in the Commercial Restaurant, Queens Village. Guest speakers were Dan Shea, Personnel Director of Mental Hygiene, Jesse H. Bennett, M.D., Assistant Director of Creedmoor State Hospital; Mrs. Williams and Mrs. Sutherland, members of the Board of Visitors of Creedmoor Hospital. Bonds were awarded to Leo O'Connell, Jim Masterson and Gertrude Jirisko. The basket of cheer was given to our President's son, John Murphy, Jr.

Get-well wishes go to Edna Searles and Thomas Callahan.

Congratulations go to Mr. and Mrs. M. Rothenberg on the arrival of a son.

Our sympathy is extended to Marie Gerker on the loss of her mother, and to Eleanor Cox on the loss of her grandmother.

Dr. and Mrs. H. A. Abrahammer have returned from Buffalo. Mrs. Abrahammer received her B.S. degree in Nursing Education at the University of Buffalo. Mrs. Abrahammer is the Assistant Principal of the Training School.

CENTRAL ISLIP

The membership drive is well over the top. Laurence Hollister, Field Representative of the Association, is expected at Central Islip the early part of April, when a special meeting will be held.

Francis Linquist of the Storehouse has arrived at the West Coast from the Pacific and is expected at Lido Beach any day now.

On the sick list are Agnes Steele, Louisa Shalansky, John Ryan and Michael Sweeney.

RAY BROOK

The Ray Brook Chapter held its monthly meeting. We were very fortunate in having William F. McDonough, Executive Representative of the Association present. Mr. McDonough spoke to the members on various bills before the Legislature.

Emmett J. Durr, President of our Chapter, attended the St. Lawrence Chapter's annual dinner recently.

We are glad to welcome Esther Pencil back as our Dietitian. Esther left Ray Brook in 1941 to resume studies at Cornell University. She completed her studies there in June, 1943, and accepted a position at the Montefiore Hospital, Bronx, N. Y. At Montefiore she was in charge of the tuberculosis pavilion.

A farewell dinner party was held for Florence Kircho recently. Florence has resigned as Dietitian, and is now vacationing in Florida.

Good luck, Florence.

Julia and Grace Canning are vacationing for a week.

GENEVA

The Geneva Chapter had as its guest Laurence J. Hollister, Field Representative. Mr. Hollister visited the offices of the Department of Unemployment Insurance and at the Experiment Station, discussing employee problems.

In the afternoon, Mr. Hollister and two members of the Experiment Station staff conferred with Dr. Day, President of Cornell University, concerning matters discussed in recent correspondence. This visit to Ithaca was carried out in connection with the Geneva Chapter's effort to obtain for local State employees the same pay and privileges already enjoyed by State employees elsewhere.

A card party was held in Jordan Hall following a brief business meeting. The committees in charge consisted of Dorothy Cass, Carrie Legnini, Bette Cullinan, Grant Stevens and M. H. Campbell.

ST. LAWRENCE

The second annual dinner for the Hospital Chapter was held at the Masonic Temple in Ogdensburg, and 183 attended. Guests included Dr. John A. Pritchard, Senior Director, and Mrs. Pritchard; William McDonough, Executive Representative; Emmett J. Durr, President of Ray Brook Association, and Albert S. McClay, Secretary of Ray Brook.

The committees are to be complimented on the excellent menu, the colorful decorations and the entertainment.

John Burnham, President, presided at the dinner and Robert Silverman acted as toastmaster. This party was such a success

200 at Dinner Honor Cashin

Special to The LEADER

COXSACKIE, N. Y., March 26—More than 200 employees of the State Vocational Institution gathered at a dinner in honor of William E. Cashin who on April 1 quits his post as Acting Superintendent. He will resume his former work in the Bureau of Criminal Identification.

He had held the Superintendent's post during the absence of Donald Scarborough on military leave. Mr. Scarborough will resume the position.

Speakers lauded Mr. Cashin's fine work during the 3 years he headed the institution.

that now members are looking forward to a spring dance to be held in our recently redecorated assembly hall.

John Burnham, Mrs. Janet Brainard and Mr. Robert Silverman attended the annual dinner and meeting in Albany on Feb. 28.

We are sorry to report the resignation of Mrs. Eleanor Thayer Hughes, our Senior Dietitian, who leaves the hospital to join her husband in Chicago. Mrs. Hughes has been with us since 1934 and has done much to help with parties and entertainments for the patients and employees of the hospital. We are going to miss her.

CRAIG COLONY

Fred Beurlein was elected Trustee of the Village of Mt. Morris at the annual election.

Jerry Rollison, Clothing Clerk, has resigned.

E. J. Hally is recuperating from a major operation in a Rochester hospital.

Charles Peritore, returned GI, is working on the Village Green Division.

We understand Sonyea will be represented in the Western New York Baseball League this season. George (Meat Ball) Richardson will again be at the helm.

Stanley Baker has been ill. Mr. and Mrs. Paul Saeth were in Rochester recently.

The local Chapter will hold a dinner meeting at the Moose Club at Dausville Tuesday, April 2nd.

Dr. and Mrs. V. I. Bonafede are spending the month in sunny Florida.

William Herman has returned to duty after a long illness.

TAX TRAINING

A plan of "in service" training in the Yonkers, N. Y. Department of Assessment and Taxation will soon be instituted to prepare junior members of the department for promotion. The National Association of Assessing Officers reports that the training will be available to all members of the department on a voluntary basis.



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