

Civil Service LEADER

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NYC CLERK PROMOTION EFFECTIVE JANUARY 1

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Great New Opportunities! FEDERAL OVERSEAS JOBS

see page 7

How the New Draft Rules Affect Public Employees

Many government workers—Federal, State and Municipal—are wondering about their status under the new draft rulings by Selective Service.

The LEADER asked Selective Service Headquarters in New York City for the answers to some of the questions which clear up the situation of public workers and their standing with their draft boards.

Here are the questions, and the answers. In cases where there are unusual circumstances, Selective Service advises that the employee should call at his local draft board to determine just where he stands.

The questions and answers: Is Government work essential under Selective Service Rules?

Ans.—Yes, Government work is considered essential.

Does this include Federal, State, County, and City services?

Ans.—Yes, all governmental agencies fall within the essential classification.

Is the department required to place with the local board any statement for those employees it

wants deferred, or does government employment automatically defer the employee?

Ans.—The local board should defer most employees in government service except those whose work is unessential (for example, gardening is on the list of unessential jobs. A climber and pruner in a Parks Department might be refused deferment). In cases where an employee is placed in 1-A by his local board, the department may file Form 42-B (statement of employment in an essential industry), or Form 42-A (request for deferment). See next question.

Suppose a local board insists on calling up a public employee for the draft, and suppose the employee is willing to take another job in a war industry—what is his situation in view of the War Manpower "freeze" affecting Government employees?

Ans.—He may ask his department for a release to allow him to take a more essential job. If the department won't release him, he may appeal to the War Manpower Commission. The fact that his local board does not consider his government work essential will be a factor to be considered by the WMC in his case.

What age limits are covered by present draft regulations?

Ans.—18 through 37.

Do an employee's dependents make any difference so far as his draft classification is concerned?

Ans.—Yes. The 3-D Classification still defers men on grounds of hardship dependency. And local boards must still give this factor some consideration.

Public Administration Page 10

U. S. Employees to Get Lump Sum Payments For Accrued Leaves

WASHINGTON — Lump sum cash payment will now be made for accrued annual leave when a person leaves the Federal service. And a cash payment for accrued annual leave will be paid to the estate or beneficiary of a person who dies while working for the U. S. Government.

Provision for this was made in the Lane bill which has just been signed by the President. It is a highly important piece of legislation and will correct the unfairness and red tape of the old method of paying for accrued annual leave.

As It Used to Be

Previously annual leave collected was just written off the books when a person died while in service. In thousands of instances this resulted in the unfortunate

expedient of having to pass the hat among fellow workers to help pay for funeral expenses.

Red tape was unrolled by the old practice of keeping a person who left the service on the payroll until his accrued leave had been used up. This resulted in delayed checks for the leave and burdensome accounting procedure. Also it was hard for an agency to hire a person for a vacancy while time was still being paid for the former incumbent because he was technically on the payroll.

In the event of failure by Congress to provide unemployment compensation, a check at the time of separation from the Government for accumulated leave will help finance the period between getting another job.

The measure became effective as of December 21. Agencies are working out details of its administration. Amount of the leave will probably be included in the last check.

DISABLED VETS RETURN TO NYC JOBS, FACE PAY CUTS

see page 3

Huge Program of State Employee Benefits

(The following article continues the story, begun last week, of the important Executive Board meeting of the Association of State Civil Service Employees, held in Albany on December 20. There was practically 100% attendance of executive board members.—Editor.)

ALBANY — The State Association's cost-of-living proposal would provide a 25 per cent bonus on the first \$2,000 of each salary in State service, with provision for auto-

matic increase based upon current indices as established by the Commissioner of Commerce. This bill, together with a measure for the creation of a permanent Salary Standardization Board of nine members with facilities for the carrying on independently of other agencies careful studies of salary standards, and action on appeals were approved by the Executive Committee.

These bills, together with measures to secure liberalization of the State retirement plan along lines recommended by the Association's special committee headed by

Charles Dubuar; amendment of the Todd Law to assure that women workers of the State service would not be paid less than men for the same work; abolition of low-salary grades in the prison safety service and the correction of the unsatisfactory situation under which the hundreds of workers at Dannemora and Matteawan are allocated to salaries below that of prison guards; attention to armory and other per diem salary scales to bring them to an annual basis; professional status for nurses; and many other measures

previously approved by the delegates, were outlined by John T. DeGraff, Counsel to the Association.

Britt Asks 25-Year Retirement

Leo Britt, Correction Department member of the Committee, urged that every possible attempt be made to secure a 25-year retirement plan for prison workers; correction of the classification and salary status of workers at Matteawan and Dannemora; recognition through salary adjustments of the civilian employees of institutions where there are special haz-

ards, longer hours and environment conditions vastly different from departmental service generally, and attention to the important question of civil service lists for guards and the use of such lists.

(Continued on Page 13)

For More State News Pages 6, 7, 8, 16

3-PLATOON RETURNING TO NYC FIRE DEPT?

see page 13

Federal Jobs Outside the United States

WASHINGTON—One of the most rapidly expanding fields of opportunity in the Federal service is employment overseas.

As of September 30, 1944, Civil Service Commission figures reveal that foreign service personnel has grown from a few thousand to 259,000, and it is known that this figure will be more than doubled within the next few years.

The United States Civil Service Commission lists 44 different types of jobs with 10 agencies and departments, other than mechanic, laborer and helper.

Location of these positions ranges from Alaska, Panama Canal and Hawaii to outposts in the Atlantic, Pacific and Mediterranean war areas.

Civil Service Commission at the request of War Department is setting up a central register of applicants seeking foreign service, including regular applicants who signify willingness to serve overseas.

There is also created an Inter-agency Committee on Foreign Personnel which is formulating plans to give basic overseas training to embryo foreign workers in a single school for all agencies. Each agency would then give its employees specialized training to fit them for the individual tasks of the assignment.

Latest indication of expansion of civilian personnel overseas is the reorganization of the State Department. New Secretary of State Stettinius announced he would infuse "new blood" in the Department.

State Department is intensifying a recruiting campaign for new employees for administrative as well as clerical posts to build up the expanded organization. One of the most important moves at State was providing direct access to higher administrative levels from personnel and management levels.

Facts About These Posts

Most positions in foreign areas are excepted from the requirements of the Civil Service Act and the civil-service rules. In filling vacancies in "excepted" positions, the employing agencies are free to conduct recruiting and examining activities independently of the Civil Service Commission. Where excepted positions are concerned, therefore, the Civil Service Commission is not always informed as to present and future personnel needs.

Persons interested in jobs in foreign areas must, in addition to meeting the requirements of the jobs available, be able to comply with existing War Manpower Commission regulations before they will be accepted.

As a general rule, the employment of the wives or dependents of any Army, Navy, Coast Guard, or Marine Corps personnel outside the continental United States, in areas where such personnel is stationed, is not permitted.

No Age Limits

Generally, there are no age limits. In some positions, however, the appointee must be able to withstand rigorous living conditions; in these positions, younger persons are desired.

Because of the fact that most

the Civil Service Act and the civil-service rules, application for positions outside the continental United States should be filed with the agency in which employment is desired.

These positions pay, in addition to the salary quoted, 21% more for overtime. And most of them carry another 25% pay differential allowed for overseas jobs.

positions in foreign areas are excepted from the requirements of

ACCOUNTANT
Department or Agency: Foreign Economic Administration. Place of Employment: South America. Basic Annual Salary: \$3,800 to \$4,000.

ADMINISTRATIVE OFFICER
Department or Agency: Office of War Information. Place of Employment: Outposts in Atlantic, Mediterranean, and Pacific war areas. Basic Annual Salary: \$4,000 to \$8,000.

Applications sought from persons with administrative experience, especially with a Government background. Applications are also sought from persons with budget, fiscal, auditing and accounting experience in the Federal Government. For the position of administrative officer in Hawaii, address applications to the U. S. Civil Service Commission, Washington 25, D. C.

AIRCRAFT COMMUNICATOR
Department or Agency: Civil Aeronautics Administration. Place of Employment: Alaska and Pacific Islands. Basic Annual Salary: \$1,800 to \$2,000, after training. Successful applicants for these positions undergo a training period in the United States. After satisfactory completion of training period, applicants are promoted to \$2,000 and transferred to positions in Alaska and in the Pacific islands.

BUSINESS MANAGER
Department or Agency: Foreign Administration. Place of Employment: Europe. Basic Annual Salary: \$3,800 to \$5,000. Responsible for the establishment and conduct of business-management functions of organizations set up in foreign countries; must have thorough knowledge of Federal administrative procedures.

BUSINESS SPECIALIST (FOREIGN)
Department or Agency: Foreign Economic Administration. Place of Employment: China, India, Near East, Europe, and Pacific area. Basic Annual Salary: \$3,800 to \$8,000. Requirements: Responsible business or governmental experience in a foreign country; or responsible business or governmental experience in the United States with sufficient foreign experience to secure some knowledge of a foreign country; preferably with a knowledge of the language; or export-import experience in the United States, with knowledge of foreign sources of material, distribution systems, or markets.

CLERK
Persons (both male and female) interested in these positions should address applications to: Chief, Base Echelon, Alaska Department, War Department, 1331 Third Avenue, Seattle 1, Washington.

CLERK
Department or Agency: Office of Consular Place of Employment: Panama Canal Zone. Basic Annual Salary: \$1,440.

CLERK-STENOGRAPHER
Civil Aeronautics Administration, Alaska and Pacific Islands. \$1,440 and \$1,020. Address applications to Chief, Base Echelon, Alaska Department, War Dept., 1331 Third Avenue, Seattle 1, Washington. (Male or Female). \$1,020 to \$2,000.

CLERK-STENOGRAPHER
Navy Department, Alaska. \$1,440 and \$1,020. Minimum age: women, 21; men, 18. Maximum age: 62. Persons filing applications for these positions should address them to: The Commandant, 17th Naval District, Fleet Post Office, Seattle, Wash.

CLERK-STENOGRAPHER
Persons filing applications for these positions should address them as follows: For Panama Canal Zone: The Commandant 15th Naval District, Fleet Post Office, New York, N. Y. — For Hawaii: Manager, Branch Regional Office, 12th U. S. Civil Service Region, Honolulu 2, T. H. — For Puerto Rico: The Commandant, 16th Naval District, Fleet Post Office, New York, N. Y.

CLERK-TYPIST
Navy Department, Alaska. \$1,440. Transportation paid to post of duty. Minimum age: women, 21; men, 18. Maximum age: 62. Persons filing applications for these positions should address them to: The Commandant, 17th Naval District, Fleet Post Office, Seattle, Wash.

CLERK-TYPIST
Navy Department, Panama Canal Zone, Hawaii, and Puerto Rico. \$1,440. Transportation paid to post of duty. Persons filing applications for these positions should address them as follows: For Panama Canal Zone: The Commandant, 15th Naval District, Fleet Post Office, New York, N. Y. — For Hawaii: Manager, Branch Regional Office, 12th U. S. Civil Service Region, Honolulu 2, T. H. — For Puerto Rico: The Commandant, 16th Naval District, Fleet Post Office, New York, N. Y.

CLERK-TYPIST
War Department, Alaska. \$1,020 to \$2,000. Persons (both male and female) interested in these positions should address applications to: Chief, Base Echelon, Alaska Department, War Department, 1331 Third Avenue, Seattle 1, Wash.

CONTROL CLERK
War Department, Canada. \$1,000 and \$2,000. Address applications to: Office of the Division Engineer, War Dept., Whitehorse, Yukon, Canada.

EXTENSION SPECIALIST
Dept. of Agriculture (Office of Foreign Agriculture Relations), Latin America. \$4,000. Proficiency in speaking Spanish, and experience in dealing with Spanish-speaking people in agricultural extension work, are required.

FIELD REPRESENTATIVE
War Shipping Administration, Major ports of the world. \$3,800. Applications are sought from persons who have had experience in labor relations, public relations, organizational work, high-level management or executive experience, or maritime experience. Applications should be addressed to the Recruitment and Maritime Organization, War Shipping Administration, Washington 25, D. C.

FIREFIGHTER
War Department, Canada. \$1,020 to \$2,000. Persons interested in these positions should file applications with the Office of the Division Engineer, War Department, Whitehorse, Yukon, Canada.

FOREIGN LANGUAGE SPECIALIST
Office of War Information, Outposts in Atlantic, Mediterranean and Pacific war areas. Applications are sought from persons who are skilled in the Chinese, Japanese, Italian, French, or German language, or in Southeast Asia dialects, or in the Scandinavian or Balkan languages, and who have writing, editing, announcing, or monitoring skills. For the position of foreign language specialist in Hawaii, applications should be addressed to the U. S. Civil Service Commission, Wash. 25, D. C.

INDUSTRIAL SPECIALIST
Foreign Economic Administration, Europe. \$3,800 to \$8,000. Coal, petroleum, power, textiles, pharmaceuticals, iron and steel, chemicals, housing, machine tools, food processing, agricultural machinery.

INFORMATION SPECIALIST
Office of War Information, Outposts in Atlantic, Mediterranean, and Pacific war areas. \$2,000 to \$6,500. From time to time, vacancies occur in the following types of positions: (1) Newspaper work (reporting, rewrite, copy desk, special assignment, and feature writing); (2) periodical writing; (3) public-relations work; (4) radio-script writing. For the position of information specialist in Hawaii, applications should be addressed to the U. S. Civil Service Commission, Washington 25, D. C.

INSPECTOR (EQUIPMENT AND PARTS)
War Department, Canada. \$2,300 to \$3,000. Persons interested in these positions should file applications with the Office of the Division Engineer, War Department, Whitehorse, Yukon, Canada.

LUMBER-FORESTRY SPECIALIST
Duties: To perform or supervise the surveying of stands; to develop forest products industry. Foreign Economic Administration, Europe. \$3,200 to \$4,000.

PERSONNEL ADMINISTRATOR
War Department, Western Hemisphere. \$2,000 to \$4,000. Classification analyst; training administrator; civilian personnel director; employee relations specialist. Applications should be addressed to: Chief, Overseas Branch, War Dept., Room 41931, Pentagon Bldg., Washington 25, D. C.

PHOTOGRAPHER
Applications are sought from persons with experience as news photographer and experience in dark-room technique to fill positions at a few outposts. For the position of photographer in Hawaii, applications should be addressed to the U. S. Civil Service Commission, Washington 25, D. C.

PLANT GENETICIST
To work on selection and breeding of cinchona and related tropical drug plants. Department of Agriculture (Office of Foreign Agriculture Relations), Guatemala. \$3,800.

PRESS OPERATOR (DAVIDSON)
Office of War Information, Outposts in Atlantic, Mediterranean and Pacific war areas. \$2,000 up. Applications are sought from persons who can operate the Davidson press, and who have had experience in various operations of the photo-offset process. For the position of press operator in Hawaii, applications should be addressed to U. S. Civil Service Commission, Washington 25, D. C.

PROPERTY AND SUPPLY CLERK
Address: The Commandant, 15th Naval District, Fleet Post Office, New York, N. Y. Navy Department, Panama Canal Zone. \$2,000.

PROPERTY AND SUPPLY CLERK
Navy Department, Alaska. \$1,440 to \$2,000. Minimum age: women 21; men 18. Maximum age: 62. Persons filing applications for these positions should address them to: The Commandant, 17th Naval District, Fleet Post Office, Seattle, Wash.

RAILWAY POSTAL CLERK, SUBSTITUTE
Post Office Department, Alaska, Puerto Rico, and Hawaii. \$2,500. Examinations are announced and held by the U. S. Civil Service Commission. Vacancies are filled from lists of eligible persons who qualify in these examinations. However, if the Post Office Department desires to make immediate appointments to fill vacancies, and there are no available persons on existing lists, applications may be filed and considered even though an examination has not been announced.

(Continued on Page 12)



As part of the Christmas celebration ceremonies held at the Life Insurance Claims Division, Veterans Administration, 2 Park Avenue, New York, Saturday afternoon, December 23rd, presentation was made of an engraved resolution, by the employees of that office, to their Chief of Division, John E. Goggins, in appreciation of his consistently splendid administration of his important office. Mr. Goggins is in charge of a large legal staff who adjudicate the National Service Life Insurance claims, comprising, with clerks and stenographers, over 200 employees. His popularity among his workers is high. The work of art, which contained colors including gold and silver on parchment paper, was done by L. F. Reid, one of the adjudicators in Mr. Goggins' office. Among the signers was Brig. General Frank T. Hines, Administrator of Veteran Affairs, at Washington, D. C. The presentation was made, in behalf of the employees, by Irving Yorysh, also an adjudicator in the office. Part of the same ceremonies was devoted to the presentation of a hand-painted Christmas booklet, containing the personal signatures of all the employees of the same office, to Nathaniel H. Loden, sent in command under Mr. Goggins.

U. S. Grants Additional Preference to Veterans

WASHINGTON — Veterans have been given additional preference toward obtaining permanent civil service jobs.

The President has issued an executive order "freezing" temporary employees appointed before March 16, 1942, who, under ordinary circumstances could have claimed permanent status when their names came up on Civil Service registers.

The executive order changes that. The employees will be kept in their temporary status until after the war. Then the jobs will be thrown open to competitive examination in which the veterans will be given preference. No

permanent appointments have been made since March 16, 1942.

The order was issued at the request of the Civil Service Commission. It believed that the job of tracing the records of the many thousands of employees eligible for permanent status under the old rules would be too big to handle and that the veterans deserved a crack at these jobs also.

Those Affected

Those affected are persons who passed civil service exams between Pearl Harbor and March 16, 1942, expecting eventual permanent status without further exams.

These persons will be in almost identical competition with out and out war service appointees who seek permanent status after the war.

Other Vet Opportunities

Additional opportunities for veterans in the Federal service are being studied. Each Federal agency is preparing lists of jobs available for veterans which would use special skills learned in Army or Navy at the request of General Hines, director of the Veterans' Administration, and lists of other jobs which would be open to veterans.

General Hines explained that his agency would pay the veterans while they were being trained and they would be given permanent status upon successful completion of the training.

In line with this, the President recently issued an order providing that any disabled veteran who had been trained would be given a Federal job without going through Civil Service procedures.

Customs House Employees Lick 30-Minute Lunch

Employees of the Government who work in the Customs House in the heart of New York's financial district found that their 30-minute lunch period didn't give them much time to eat. During the rush hours, it takes at least half an hour to get a table at a restaurant in that neighborhood.

But they have a little electric cooker in the recreation room. The gals keep hot water bubbling at lunch time. Some make tea, others coffee or cocoa, some even bring bouillon tablets and make soup. That, with sandwiches from home, licks the over-short lunch period problem.

CIVIL SERVICE EMPLOYEES PUBLISH CHATTY PAPER

A chatty news-letter with a message from Acting President Esther Bromley went last week to all employees of the NYC Civil Service Commission in service. The paper is edited by Paul Brennan assisted by Pearl Polansky. Among others, who worked on the job were Mildred Perlman, Joe Zweig and Max Goldsmith.

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CIVIL SERVICE LEADER

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Employee Group Plans to Put Up Budget Battle

A new strategy to gain adoption of employee benefits in the 1945-46 Executive Budget will be utilized by the City Districts Council of the American Federation of State, County and Municipal Employees, according to Henry Feinstein, president of the organization.

At present, says Mr. Feinstein, many municipal department heads have requested from the Budget Bureau changes in budget which have been agreed upon after meeting with employee representatives.

Promotions, filling of empty jobs, salary increases have all been asked by the Commissioners. But the Commissioners report that these benefits are stalled in the Budget Office — meaning that Mayor LaGuardia is withholding approval.

The Districts Council plans to attend every departmental budget hearing (dates were listed in last week's LEADER), then will appear before the Board of Estimate and the City Council with this argument: "These are employee needs which have been requested by the Mayor's own appointed Commissioners. They must be included in the new budget."

Correction Men Like to Have Bigger Job Choice

Men on the New York City list for Correction Officer are peeved. They took a stiff written and physical examination for the \$1,769 a year job, but so far only 90 men have been offered appointments. Women on the list for Correction Officer (Women), have a wide choice of jobs to which they are appointed on an appropriate basis, but the men are restricted to a few jobs paying from \$1,320 to \$1,500 a year.

Recently some of the men on the list wrote to the Civil Service Commission, suggesting a number of jobs which they feel qualified to fill. The answer didn't make them much happier.

They were OK'd, they were told, for: Special Patrolman (Welfare Department); Toll Collector on Bridges and Tunnels; Process Server and Investigator.

What They Can't Be
They weren't approved for: Special Patrolman (Board of Transportation); Court Attendant; Assistant Fire Marshal; Parole or Probation Officer; Inspector of Markets, Weights and Measures; Sanitary Inspector; Tunnel and Bridge Officer.

Ex-Sanitation Man, Now a GI, Waxes Poetic

NYC Sanitation men in service often wax poetic. Here's a versified Christmas greeting received by the department from Storekeeper 2nd Class Johnny V. Benson, ex-payroll clerk.

THIS HERE EUROPEAN THEATRE OF OPERATIONS
I've learned to call radio "wireless."

A victrola to me now's a "gam"; Instead of catching a street-car, Now, "blimey," I'm hopping a "tram."

I drive on the left here in England,

By "lorry," and not in a truck; And when I'm spending my money "Five Shillings" is "limey" for buck.

My auto won't run without "petrol,"

And "cheerio" I use for good-bye;

A "clippie's" a street-car conductor.

I say "bloke" instead of guy, And though my speech has been altered,

And changed since I've been away—

I still have no trouble in wishing "Merry Xmas!" the American way.

Prevailing Wage Hearings in January

Following is the January schedule of hearings on Labor Law complaints before Assistant NYC Deputy Comptroller Morris Paris. City employees in the titles listed below claim they are earning less than the prevailing wage for their work.

Elevator mechanics and helpers, January 5; Electricians, January 11; Painters, January 15; Carpenters, January 16; Stationary En-

Disabled Vets Returning To NYC Jobs Face Pay Cut If They Can't Do Old Tasks

BILL IN CITY COUNCIL WOULD REMEDY THE SITUATION

By JEROME YALE

Disabled veterans who return to their New York City jobs face a cut in salary if they can't perform the duties of the job they held when they entered service.

Take the case of John A. Dick, a former bus operator for the BMT line of the NYC Transit System. The item concerning him in last week's employee calendar of the Board of Transportation read:

"Changes of Rate: Service Disability—John A. Dick, Bus Operator, from 95 cents an hour to 70 cents, to be assigned to the duties of railroad clerk."

Because he couldn't meet the physical requirements of a bus driver's job when he returned, veteran Dick had to take a cut of 25 cents an hour, take a job making change in a subway change booth.

The Remedy

To prevent cases such as this, a

bill has been presented to the City Council by Councilman James A. Phillips, and is now before the Council Committee on Civil Employees and Veterans, awaiting action by the Committee and the Council. The bill would protect the salary rights of NYC employees entering the armed forces.

The bill reads:

Eligibles on civil service list to be certified or re-certified and employed when discharged from the armed forces of the United States of America on application by them.—Any person who immediately prior to becoming a member of the armed forces of the United States of America was on the list, certified or not, whose number was reached prior to or

since becoming a member of the armed forces, for a position in the competitive class, labor or non-competitive class of civil service in the service of the city of New York, who has been discharged from the said armed forces, shall on his or her application, within a period of not more than six months after said discharge, be certified or re-certified and employed in a position calling for the same salary in the same department or any other department of the city, within thirty days after his or her application. Said application shall be filed with the civil service commission. The provisions of this section shall not apply to persons receiving a dishonorable discharge from the armed forces of the United States of America.

U. S. Makes It Possible for NYC Firemen To Get Back Some Cash from Endowments

The Federal Government is making it possible for New York City Firemen and officers who face heavy losses in the pending liquidations of Fire Department Endowment Associations, to get back some of that loss in the form of

A ruling from the Internal Revenue officials in New York City allows part of the loss to be deducted from the firemen's salaries—which will reduce their income tax payments—in some cases, for several years.

Some Face Big Loss

While the State Insurance Department hasn't yet reached a point in the liquidation proceedings where it can give any estimate of the losses, some officers face a loss of several thousand dollars; many firemen are losing over a thousand.

By the Internal Revenue ruling, the deductible loss may be charged against earned income up to \$1,000 in any year; the balance carried over to future years.

What to Do

To take benefit of this Govern-

ment ruling the firemen must first wait until they are notified by the State Insurance Department just how much they will receive after liquidation of the membership organizations. Then they should take a copy of the Endowment Association policy, the State department communication, and a record of their dues payments to any Internal Revenue office, where they will be assisted in computing the amount they may deduct from their earned income.

The Ruling

Here is the text of the ruling: "The Bureau (Internal Revenue) held that the transaction was one entered into for profit and therefore the loss is deductible under the provisions of Sec-

tion 23(e) of the Internal Revenue Code.

"The amount of the loss is the difference between the cash surrender value of the contract at the time the Association was placed in liquidation and the amount received upon final settlement, except that if the amount paid in premiums reduced by the cost of current earned life insurance was less than the cash surrender value at that time, then only the difference between that amount and the amount received is deductible."

Figuring Loss

This point is important: Firemen will not be able to figure out their payments into the fund, subtract the amount they get in liquidation, and call that their loss. In figuring the loss, the Government considers that fact that they did get insurance protection while the Associations were still active; that the cash surrender value of their contract is the important figure.

Welfare Employees Seek Rehabilitation Of Discarded Staff Relations Bureau

For once, all three employee organizations in the New York City Department of Welfare are agreed on one point—that Commissioner Harry W. Marsh is responsible for failure to carry on the staff relations setup which had become a part of Welfare's personnel policy during the past twelve years.

The State, County and Municipal Workers of America, largest employee group in the department; the Civil Service Forum; and the AFL's American Federation of State, County and Municipal Employees, and employees who are not members of any organization, are equally incensed at the department's failure to continue the Staff Relations Bureau.

Last July, Edith Alexander was transferred from her spot as Director of Staff and Community Relations to the Mayor's Committee on Interracial Unity.

Piccirillo Put In

At the time, Commissioner (then acting) Marsh announced that he was temporarily assigning the duties of Staff Relations to First Deputy Commissioner Joseph P. Piccirillo, and that a permanent arrangement would be made "shortly" to allow a method for employees to negotiate with the administration of the Department.

Previously, the Staff Relations Director held an impartial position in the department. She was able to meet with employees, then present their complaints to the top men in the department for consideration.

But, employees complain, under the new setup, they are working under a handicap. The deputy commissioner is well liked by the staff, but he is head of personnel, and employee regulations come out over his name. Then, if the workers object, they are in the posi-

tion of having to ask him to reverse himself. That, they feel, means they start any negotiations with two strikes on them.

At first Commissioner Marsh said he couldn't make any appointments of a new Director of Staff Relations out of respect to "Commissioner Arnstein's wishes." Since the death of the former Commissioner, Marsh has just refrained from taking any action on the matter.

A staff of 3,500, Welfare employees feel, calls for someone to handle grievances and disciplinary matters. In addition to his personnel duties, Deputy Piccirillo has many administrative tasks.

The official listing of his duties when he was appointed, doesn't seem to leave him much time to deal with employees. They are:

1. In charge of Personnel.
2. Chairman of the Personnel Rating Board.
3. Charge of such employee procedure as dismissals, suspensions, other disciplinary actions.
4. Conducts employee hearings.
5. In charge of veteran assistance.
6. In charge of building management.
7. Heads Division of Public Solicitations.
8. Heads departmental war activities.

Speaking of his handling the personnel duties, Mr. Piccirillo said he is handling them on a "temporary" basis. However, he couldn't say when a staff relations unit would again be organized in the department.

The Staff Relations Unit had originally been set up under Edith



Joseph P. Piccirillo—Welfare employees like the genial First Deputy Commissioner of the department, but think that the Staff Relations Unit should be revived to handle personnel problems.

Ranen, who served in the department for 11 years.

NO RAISE FOR LOW-BRACKET CIVIL SERVICE EMPLOYEES

Just before Christmas, employees of the New York City Civil Service Commission in the lower wage brackets got their yuletide greetings. For months they have been asking for general increases. A while back, upper-bracket salaries were boosted, but the clerks ignored.

Then, last week, they were told that the requests for salary adjustments had been turned down by the Budget Bureau. As a result, Christmas spirit was sadly lacking around the Commission's offices.

Low-Bracket Fire Pensioners Organize

The low-bracket pensioners of the New York Fire Department have organized for the purpose of taking direct action so as to obtain an increase in pension that will assure them a degree of social security for the remaining years allotted them.

There are about 355 men in this group—firemen, engineers, and a few retired lieutenants and captains, whose pensions range from \$400 to \$1,080 per year.

The majority of this group are past 70 years of age. A number have been out 30 and 35 years, and what seemed an adequate pension for that period is inadequate today.

Appeal to LaGuardia

Appeals to Mayor LaGuardia have been made for a review of the pensions paid this group, with a request that pensions for firemen and engineers be increased to \$1,200 and the few officers to \$1,500 per year. The Mayor said that he did not have constitutional authority to increase the pensions of the very low bracket pensioners.

So, also, is the City Council without any power to increase the budget, hence cannot up the pensions.

Says Harry Diamant, secretary of the group:

"Only the Home Rule Law provides for us a road that leads us direct to the people.

"We want to gather our forces for this once, last gigantic effort, to secure for the retired low bracket pensioners a measure of relief from dire want.

"All retired firemen and engineers receiving a pension less than \$1,400 a year, and all officers receiving a pension below the minimum prevailing pensions for their respective ranks, are asked to enter the line of action that finds impetus in our organization. All men in these categories are asked to enroll now with the Retired Firemen & Engineers of the New York City Fire Department."

The next meeting will be held on Wednesday evening, January 3, 8 o'clock, at Werdemann's Hall, 160 Third Avenue, near 16th Street, Manhattan.

Water Supply Employees Offer 1945 Budget Plan

Their ideas for preparation of the 1945-46 budget for the NYC Department of Water Supply, Gas and Electricity were handed to Commissioner Patrick Quilty last week by employees.

The employee suggestions, prepared by Local 632, American Federation of Municipal Employees, made up a 14-page report. The proposed set-up remedies many departmental conditions—some found in other City departments—which impair efficiency and employee morale.

What They Want

More promotion opportunities, regrouping of job-titles to fit the actual work done; financial recognition for employees in upper-bracket jobs are all in the employee plan.

The workers point out that they staff a revenue-producing agency, which brings some \$40,000,000 a year into the municipal treasury. But they suffer from unfilled positions, having to work out of title. Especially hard-hit, they say, are the employees who have hit the mandatory increment top of \$2,400 a year. Except for the cost-of-living bonus, many of them have not received a salary increase in 15 years.

Bridge Tenders Happy—Work Only 48 Hours

Beginning with the first of 1945, the 250 bridge tenders and operators in the New York City Department of Public Works may enjoy life. The new schedule of hours puts them on a 48-hour week; gives them one day off in seven instead of the old system which often meant long stretches without a day's break, and uncertain working hours.

The change came after long discussions of the problems between representatives of the AFL local in the department and administrators. Provisionals were hired to build up the staff and allow establishment of normal working conditions.

Latest Standing of NYC Civil Service Eligible Lists

The latest report of the NYC Civil Service Commission on the status of the larger eligible lists follows. This is of special interest to eligibles in military service. If their number has been reached, they are entitled to be placed on a special military list when they return to civilian life.

TYPE OF LIST	Last Number	CERTIFIED	APPOINTED
BOOKKEEPER—for permanent appointment	417	407	
BOOKKEEPER—for temporary appointment	Exhausted	Exhausted	
CLEANER (MEN)—for permanent appointment at \$1,320	Exhausted	Exhausted	
CLEANER (MEN)—for temporary appointment	Exhausted	Exhausted	
CLERK, GRADE 1—for permanent appointment	Exhausted	Exhausted	
CLERK, GRADE 1—for temporary appointment	Exhausted	Exhausted	
CONDUCTOR—as Conductor	4606	4123	
CONDUCTOR—as Street Car Operator	Exhausted	Exhausted	
CONDUCTOR—as Railroad Clerk	Exhausted	Exhausted	
* There are no permanent vacancies for Railroad Clerk at present.			
CORRECTION OFFICER (MEN)—for perm. app. inside city	90	90	
CORRECTION OFFICER (MEN)—for permanent appointment outside city	343	276	
CORRECTION OFFICER (WOMEN)—for permanent appointment	51	54	
CORRECTION OFFICER (WOMEN)—for temporary appointment	127	104	
FIREMAN, F. D.—No appointments are being made from this list at present. Any eligible who is restored to the list for any reason: military discharge, reaching his 21st birthday, passing the medical examination, will be certified only when the Commissioner requests his name.			
PATROLMAN, P. D. and SPECIAL PATROLMAN—Everyone who was available for appointment up to Dec. 27, 1944 was certified to the Police Dept.			
STENOGRAPHER, GRADE 2—for permanent appointment	Exhausted	Exhausted	
TEMPORARY FIREMAN—TEMPORARY PATROLMAN—Information can be obtained about these lists by inquiring at the Payroll Bureau, Room 606-A, 299 Broadway.			
TYPIST, GRADE 1—for permanent appointment	Exhausted	Exhausted	

NYC Promotion Plan—Advancement by Seniority

A new proposal to remedy the present promotional set-up in the New York City Civil Service, which many NYC employees consider unsatisfactory, has been suggested to The LEADER by a group of employees.

The plan proposes to set up a new series of "B" grades in the municipal clerical service to which an employee would advance on the basis of seniority, in addition to moving up through the grades by promotional examinations.

For example, the present Grade 1 clerk earns a salary (exclusive of the war bonus) of \$840 to \$1,200. The suggested plan would add a "Grade 1-B" from \$1,200 to \$1,500, which employees would reach on the basis of seniority and satisfactory service once they had hit the \$1,200 mark by annual increments.

To reach Grade 2 with a salary

range of \$1,201 to \$2,100, the employee would take an examination given by the Municipal Civil Service Commission. However, if the employee going into Grade 2 is earning above the Grade 2 minimum, he would move up at his present salary, be eligible for the next increment.

Explanatory Chart

The following chart explains the elements of the new proposal:

Grade	Salary Range
Grade 1A	\$840 to \$1,200
Grade 1B	\$1,200 to \$1,500
Grade 2A	\$1,201 to \$1,800
Grade 2B	\$1,800 to \$2,100
Grade 3A	\$1,801 to \$2,400
Grade 3B	\$2,400 to \$2,700
Grade 4A	\$2,401 to \$3,000
Grade 4B	\$3,000 to \$3,300

B grades are entered into by established minimum of satisfactory service and seniority.

That the annual increment law be extended to the fourth grade.

- III The \$300 scale can be applied to all competitive titles and grades in the graded service.
- IV Promotions into the A class only with present salary bracket.

What You Should Know While Waiting for a List

To persons waiting for their names to appear on a New York City eligible list, either open-competitive or promotion, the words "published" and "promulgated" are important.

When a list appears as promulgated, that means it may be certified and used for appointments or promotions.

But when a list is "published," that merely means that the Commission has released the names of those who passed the examination. The list cannot be used until the Commission meets and decides to promulgate it.

Why It's Like That There are several reasons why lists are published first and promulgated later.

There may be an old list in the same title for which the new list is to be used. Promulgation of the new list would automatically kill the older list, so the new list is held back from promulgation until the other list is either exhausted, or expires after four years.

The list may be published before the examination is complete. There may still be qualifying oral or practical tests, or the list may be published "subject to medical examination."

Another reason for not promul-

gating the list may be the desire of the Commission to wait until all candidates have been investigated.

This is often the case with lists for high-salaried positions, where the Commission wants to check the candidates records thoroughly before O.K.ing the list.

Exact Time of Promulgation Previously, lists were considered promulgated when released by the Commission, but in several lawsuits the question of the exact time of promulgation came up. A list must expire 4 years from the date of promulgation, but in cases testing the legality of dead-line appointments, the courts were asked to decide whether a list became official when the Commission released it, when it appeared in the City Record, or when the Commissioners met and approved it. The present procedure is designated to eliminate such questions.

However, candidates are not informed, when they receive result cards, whether the list is "published" or "promulgated."

Sanitation Dept. Makes Its Bow On Broadway

The NYC Department of Sanitation made its Broadway debut last week.

Here's how it happened: Harry Langdon, head of the department's fiscal office, went to see the play "A Bell for Adano," with his mother. Frederic March played the role of Major Jappolo, based on Lieutenant Colonel Toscani, a former Sanitation clerk, who became a Major in AMG in Sicily.

But in the play, some one asked Frederic March where he had worked in civilian life, and he didn't say "Sanitation." So, in the Spectator, employee newsletter, Mr. Langdon wrote this:

"To correct an oversight on the part of those responsible for this lovely production, credit should be given to the Department of Sanitation for the spirit and accomplishments of Major Jappolo for he is a member of our Department, of which we all are proud. Lt. Col. Frank Toscani has been with the Department since 1937—so, please, Mr. Frederic March, when asked where did you work in civilian life, state emphatically that "you" worked for the Department of Sanitation. Thank you. Both my mother and myself were keenly disappointed when you did not say "Sanitation" at the performance we attended."

He heard last week, that the script of the play had been changed. Now March answers "Sanitation."

New Fire Officers Group Going Full Blast in 1945

The new Uniformed Officers Association is going ahead full blast in its organization plans—although Commissioner Patrick Walsh refuses it full recognition until a majority of chief officers sign up with the new group. The UFO has long claimed a majority of the Fire Heutenants and captains on its membership rolls. While no membership figure are available, it is said that four quarter-barrels of beer were consumed at the last meeting of the group, and that represents a big majority of the officers.

The next meeting of the group will be held on Friday, January 11, at the Terminal Restaurant, 47 Vesey Street, at 8 p. m. and all Fire officers are invited.

Meanwhile election plans have been completed and nominating petitions are being drawn up.

Executive Board

The executive board will consist of three lieutenants, three captains, and three chiefs. The first officers will be elected, one in each rank, for 1, 2 and 3 year terms so that in the future there will always be a body of experienced men on the board with not more than one-third changing each year.

Nominating petitions call for five signatures to place a chief on the ballot; ten for a lieutenant or captain. Balloting will be conducted by mail under the Honest Ballot Association, which will supervise the election. Final date for the acceptance of nominations is January 8. The election must be held within thirty days after

that, probably about February 1. The members of the Executive Board will choose the officers of the UFO from among board members.

Drive On

One of the first projects of the group is to assure passage of bills in the City Council to replace the present officers' representatives on the Board of Trustees of the Fire Department Pension Fund with new men elected by the various ranks of Fire officers, with each rank represented by one member. At present, heads of the old-line officers' associations sit as members of the Trustees.

Postcards have been mailed to every Fire officer in the City, stating support of the Fire Pension Bills (described in detail in earlier issues of The LEADER) which make this change. UFO members report surprisingly heavy returns of signed cards which will be sent to Councilman James A. Carroll. They view the support

of many officers who have not yet joined the UFO as an indication of dissatisfaction with the present officers' organizations; a sign that they will gain 100 per cent representation as soon as the department comes through with official recognition.

Is Your Head in a Whirl? . . .



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Permanent Status for State Salary Board

THAT OUTFIT with the big name—the Temporary State Salary Standardization Board—dies December 1, 1945. The Board should be made permanent. The Board was set up by the Legislature to do a definite, limited job. That job proved to be bigger, and more important, than expected. And from time to time, the Legislature has extended the life of the Board for limited periods.

The duties of the Board, under the law, are to establish wage schedules for employees in the competitive and non-competitive classes, and to hear appeals after allocation of the position. The determination of the Salary Board has nothing compulsory about it; the Budget Office can accept its findings or not.

The Salary Board has functioned in a singularly democratic manner, listening to all manner of complaints within its province. And this aspect of its work has won it high regard.

But in the past two years the Board has become increasingly subject to criticism. This criticism hinges on the fact that the Board, instead of functioning as an independent body, has in effect become an arm of the Budget Office. There is deep cleavage among the members of the Board themselves: whereas, in previous years, decisions had for the most part been unanimous, 3-to-2 decisions have become increasingly frequent. It has been pointed out that a Salary Board which fails to function independently is actually a hindrance, because it wastes time in listening to employees and thus holds up decisions which are ultimately made from the Budget Director's office anyway.

Nevertheless, the Salary Standardization Board on the whole has justified its existence as an important function in the relationship between employees and administration. And assuming that it would have full freedom to operate as an independent body, it should become a permanent agency, with its own staff. We like the plan advanced by the Association of State Civil Service Employees, under which the Salary Board would be set up like the National War Labor Board—with three members representing the employees, three representing the administration, and three members representing the public. The Board would be empowered to hear salary questions and act on them decisively. It would mark a big advance forward in public administration.

General Bradley's Column

By Brigadier General John J. Bradley (Ret.)

Vets Urged To Preserve Rights To Their Readjustment Allowance



Returning veterans who visit local offices of the United States Employment Service are being urged to preserve their rights to readjustment allowances as long as possible by accepting essential employment whenever available.

As part of the USES special service program for veterans, the Veterans' Employment Representatives stationed in the 1,500 local employment offices have been instructed to explain provisions of Title V of the Servicemen's Readjustment Act of 1944 pertinent to allowance payments and are attempting to correct any misapprehension on the part of service men that the allowance is a gratuity.

Although any determination regarding disqualification of a veteran to receive readjustment allowances remains the responsibility of the unemployment compensation agency concerned,

the USES is charged with the responsibility of providing the agency with information about refusal to accept suitable employment without good cause.

In the veteran's job placement program, according to Paul V. McNutt, chairman of the War Manpower Commission, USES interviewers are following the same procedure with respect to compensation as are used in connection with non-veteran claimants, except that a veteran may file a continued claim for a period in which he is unavailable for employment because of illness or disability occurring after commencement of a period of continuous unemployment.

Rights Up to 52 Weeks

Under Title V of the readjustment act, veterans retain the right to 52 weeks of readjustment allowances until two years after the end of the war, or following discharge, whichever is later.

In offering veterans referral to

employment, USES interviewers are making continued efforts to induce veterans to accept high priority jobs even though they are not subject to any restrictions under WMC regulations.

However, Mr. McNutt pointed out, many veterans are eager to augment, in a civilian capacity, the contributions they have already made as soldiers to the war.

Vets in Training Aren't Under Govt. Dual-Pay Ban

Disabled war veterans who are receiving vocational training under the Veterans Administration in a Government agency, are not performing "voluntary" services for the Government, according to official interpretation of the Federal law which forbids the Gov-

Merit Man



George Ostermann

HE STARTED to work for New York City as a \$300-a-year office boy, but today George Ostermann feels that the City should raise the salaries of new employees to compete with private industry and other government agencies.

As chief clerk of the NYC Health Department, his biggest worry is getting out the work of the department with a depleted staff, while new employees won't take jobs at the salaries that the City offers.

Things were different, he admits, back in January 1910, when he started to work in the Brooklyn Bureau of Records and Vital Statistics, just after graduating from Commercial High School, in Brooklyn. In those days, the junior members of the staff (they had just been glorified from office boy to clerk, grade 1) did everything from filling paste bottles to serving as clerks and issuing death certificates.

Hobby Is Mathematics

He is one of those people who loves figures (the kind in books) and makes a hobby of mathematics. This reporter showed him a mathematical puzzle. In a few seconds he had the thing analyzed and was on the way to solving it.

When it came to taking promotion examinations, Ostermann made his department sit up and take notice. He was number 5 on the Grade 2 clerk examination; number 3 on the grade 3; number 2 on the grade 4; and top man on the grade 5 test. He has, as a result of his high standing, never had the unpleasant experience of "dying" on a promotion list when it expired.

He believes that if a City employee puts in the same effort and study on his City job that he would in a job in private industry, he can get ahead.

Works on the Budget

Exactly one year ago (December 28, 1943), he was promoted to the position of Chief Clerk in the Health Department after serving in an "acting" capacity, and now his work on the coming annual budget gives him plenty of opportunity to exercise his penchant for juggling numbers around and making them balance at the bottom of the sheet.

Outside of office hours he finds his relaxation in quiet ways. He enjoys good books and good music. He likes to tune in on WQXR's classical programs. "I've passed the jitterbug stage," he says, but he doesn't look anywhere near his 50 years.

He's a Bachelor

The girls in the Health department somehow missed up on him, and he's remained a bachelor. He lives with his 84-year old mother in Brooklyn, says she's still very active for her age. Incidentally, his father lived to 89.

He's one of the most popular men in the department, never gets excited despite the press of work, can always manage to put his papers aside for a moment for a chat (but doesn't mention the fact that he puts in plenty of overtime at the end of the day.)

ernment's acceptance of service without paying for them.

Also, ruled the Government, the training allowance received by these veterans in the form of increased pension or retired pay does not constitute "salary" and may not be computed under the Federal law which prohibits any persons from receiving dual compensation amounting to more than \$2,000 a year.



Don't Repeat This!

BONERS

MANY NYC departments are displaying the large 1945 calendars of the Municipal Credit Union. But many City employees feel the Credit Union has made a "boner." Right across the calendar, in large red letters, is this invitation for business: "The Municipal Credit Union Certifies War Bonds for Redemption." When the Government is asking every citizen to buy more bonds and hold on to those he has, the employees can't figure the Credit Union's angle . . .

LITTLE STRANGERS GONE

POWER of the Press: Recently, *THE LEADER* described the sad state of Room 9, press headquarters in NYC's City Hall, where roaches by far outnumber reporters. Last week, the corners and crevices of that room were liberally sprayed with a bluish powder. The little strangers are now very absent . . .

DEWEY AND THE LEGISLATURE

THERE'VE BEEN predictions that Governor Dewey and the State Legislature aren't going to hit it off this year. Some of those predictions go farther, say that some of the worst political antagonisms in years awaits Mr. Dewey. Our forecast: The Governor's relations with the Legislature will be as smooth, as harmonious, as last year. . . . Incidentally, public employees may confidently look forward to a better deal from the Legislature this year . . .

WAGNER CONFERENCE

U. S. SENATOR ROBERT F. WAGNER is calling a conference of all the major civil service and teachers' organizations, to hear their views on the Murray-Wagner-Dingell social security bill. Place: New York City. This week or next . . .

DEFENSE FOR "BUREAUCRATS"

CHARLES S. ASCHER, of the Federal Housing Administration, is writing the most vigorous defense of bureaucracy yet made. With facts and figures, he'll demolish all the arguments against public employees . . . The Post Office employees are going to get their \$400 pay raise, despite the setback at the hands of the last Congress. Authority for this statement is a man who knows: Senator James M. Mead . . . Gracious thought of the year gone by: Down in Washington, a group of War Manpower Commission employees decided to have a Xmas party. Then they thought again, took all the money they had collected for the party, and put it into presents for wounded servicemen at Walter Reed Hospital . . .

BEHIND THE FIRE PROMOTIONS

NYC CITY HALL cronies hint that Congressman Vito Marcantonio had more than a little to do with those 211 Fire Lieutenant promotions made last week . . . And the reasons behind those promotions were explained to some of the top New York dignitaries, whose opinion was asked by Mayor LaGuardia . . .

POLICE CALLS

The Life of a Patrolman

"In the line of Duty," New York City police face many hazards. On the wall at Police Headquarters, 240 Centre Street, Manhattan is a plaque to the men of the department who have given their lives in the performance of duty. In 1944, one name was added to the list; four in 1943; one in 1942; five in 1941; three in 1940.

But many others face the same risk in the course of their job. Some receive the honor of departmental recognition—extra credit on promotion examination. The records of the department illustrate the service rendered to the City's citizens by the "Finest." Here are the reasons why some of the cops received special awards a few weeks ago.

He Was Off Duty

Patrolman Richard Ryan, Emergency Service Squad No. 11 (was assigned to the Emergency Service Division at time of occurrence). While off duty and in civilian clothes, in the vicinity of Hendrickson Street and Avenue U, Brooklyn, observed three suspicious men pouring gasoline from a can into the gas tank of an automobile. Upon being questioned, two of the men fled and the third man jumped into the automobile and started to drive away. As Patrolman Ryan jumped on the running board, the operator of the car fired a shot at him through the window of the car, but missed. Patrolman Ryan returned the fire, wounding the operator twice in the left arm. After zig-zagging the car and running it against the curb, the operator succeeded in shaking off Patrolman Ryan, who fired two more shots at the speeding automobile. The car and revolver were later recovered and the three men were apprehended by other officers, who have received awards for their performances in this case. These men had stolen the car and used it in the commission of two robberies earlier that same evening. They were identified for numerous other robberies within the Borough of Brooklyn.

Two Against Sixty

Detective John J. Sheehan (was Patrolman attached to the Seventh Division at the time of occur-

rence.) and Patrolman Nicholas J. Cotter, Seventh Division, at about 2 a.m., July 30, 1944, while off duty and in civilian clothes, observed a crowd of approximately sixty people acting in a disorderly manner in the vicinity of Crossbay Boulevard and Nolans Avenue, Howard Beach, Queens. They immediately proceeded to the scene and, upon identifying themselves, were set upon by the mob. In their ensuing efforts to restore order both Patrolmen received injuries and it was necessary to place ten of the participants under arrest.

Recovered \$150,000

Detective William J. Mulligan, John J. Hogan and Francis J. Mulrean (was temporarily assigned to Detective Bureau Manhattan East at time of occurrence). While surveilling a man acting in a suspicious manner, observed him enter a dwelling at 124 East 82nd Street, Manhattan. Upon apprehension, he was found in possession of jewelry valued at \$150,000 which he had stolen from the premises.

Played Lifeguard

Patrolman Michael A. Tiolo, on patrol, was informed that there was a man in the water at the foot of 76th Street and the East River, Manhattan, calling for assistance. Patrolman Tiolo immediately proceeded to the scene and observed a man being carried upstream by the strong tide. Removing his uniform and equipment, Patrolman Tiolo dove into the water and swam to the man, who was about 75 feet offshore. When the man grabbed him around the neck, Patrolman Tiolo had to submerge to break his hold, but succeeded in bringing him in to a bulkhead at 79th Street, where other officers raised him to safety by means of a lifeline. Patrolman Tiolo was treated for shock and abrasions and remained on duty.

Horse Trouble

Patrolman James J. Concannon, on school crossing duty, stopped a runaway horse in the vicinity of 167th Street and Jerome Avenue, Bronx. Patrolman Concannon



The State Employee

By CLIFFORD C. SHORO
President, The Association of
State Civil Service Employees

In writing "The State Employee" as a regular weekly feature of The LEADER, Clifford C. Shoro discusses all and any matters of interest to employees of the State of New York. He is writing this column with complete leeway to express his own views.

Civil Service Status for Legislative Employees?

RECENT DISCUSSION and recommendations relative to employees of the State Legislature brought about by the Grand Jury now investigating Legislative expenditures, revives interest in the State constitutional provision for the merit system of selection of public employees. The constitutional expression is all-inclusive as to requiring selection on the basis of merit and fitness for all appointments to State and local public service. Statutes relating to the selection of civil employees have stretched the constitutional phrase as to the use of open-competitive tests as a part of selection far beyond the breaking point and there are many sagging lines and open places through which political patronage may stalk unchallenged.

On every side one hears the thought expressed that the application of the merit system with classification of each position, the allocation of each position to adequate salary grades, and the clothing of the incumbents with permanent tenure and promotional opportunities dependent upon efficiency, as enjoyed by competitive class employees in State service, might well be extended to legislative workers.

Constitutional Provisions

Legislative employees are not appointed in accordance with the merit and fitness provisions of the State Constitution. They are, therefore, not "civil service" employees as that term is popularly used and understood. Strictly speaking, however, legislative employees are really in the civil service (as distinguished from the military service) of the State. As such, they are mentioned in the "merit and fitness" clause of the State Constitution which provides:

"Appointments and promotions in the civil service of the State . . . shall be made according to merit and fitness to be ascertained, so far as practicable, by examination, which, so far as practicable, shall be competitive."

However, the Legislature has by statute provided that its own employees need not be appointed under the Civil Service Law or Rules.

Divisions of the Civil Service

The Civil Service Law divides all civil employees of the State into two groups, one consisting of the "classified service," which is subject to the Civil Service Law and Civil Service Rules, and the other consisting of the "unclassified service" which is not subject to the rules of any Civil Service Commission.

The unclassified service, in addition to legislative employees, includes all elective officers; all offices filled by election or appointment by the Legislature on joint ballot; all persons appointed by name in any statute; all offices filled by appointment by the Governor, either upon or without confirmation by the Senate, except officers and employees in the executive offices; all persons appointed by the Secretary of State subject to the approval of the Governor; all election officers; and the head or heads of any department of government.

The classified service covers positions which may be classified by civil service commissions as exempt, non-competitive, and competitive. Although the State Civil Service Commission must certify that employees in the classified service are legally appointed to their positions before they can be paid their salaries, such Commission is not required to certify to the legality of appointment of persons in the unclassified service, including legislative employees. Their appointments and the certification of their payrolls are, as noted, outside the Civil Service Law and Rules.

Tenure of Office

Legislative employees are not granted the protection against arbitrary dismissal which Section 22 of the Civil Service Law gives to all competitive class employees and to those subordinate, exempt and non-competitive class employees who are veterans of wars or exempt volunteer firemen.

Furthermore, the provisions of Section 31 of the Civil Service Law, granting preferred eligible list status to competitive class employees who are laid off due to lack of work or funds, do not apply to legislative employees.

Legislative employees are not covered by the provisions of the Feld-Hamilton salary law, inasmuch as they are neither competitive nor non-competitive class employees.

There is tremendous need for arousing public interest in the merit system as incorporated in the State Constitution. In this connection, we think a statement made by the Court of Appeals in *People ex rel McClelland vs. Roberts*, 148 N. Y. 360, some years ago is challenging to many of the exceptions which have been made in laws and rules. Said the Court: "If the Legislature should repeal all the statutes and regulations on the subject of appointments in the civil service, the mandate of the constitution would still remain, and would so far execute itself as to require the courts, in a proper case, to pronounce appointments made without compliance with its requirements illegal."

Let us get back to the original merit and fitness guarantee of the Constitution, adopted in 1894, as rapidly as we can—the clause of which Chief Justice Hughes, as Governor, once said: "There is no clause in the constitution since those great clauses embodying our fundamental rights were written which is of greater importance to the maintenance of high standards of administration than that clause."

State Promotion Examinations

The State Civil Service Commission has announced the following promotional examinations. For complete details and eligibility requirements, write to the Civil Service Commission, State Building, Albany, or 60 Center Street, New York City. Enclose a large, stamped, self-addressed envelope. Refer to the examination number below.

9224. Record Clerk, Surrogate's Court, Kings County, Salary over \$3,240. One vacancy at present at \$4,750. Closes January 4, 1945.

9225. Senior Stationary En-

gineer, Edgewood State Hospital, Department of Mental Hygiene, Salary \$2,100 to \$2,600. Closes Jan. 4, 1945.

9226. Recording Clerk, Surrogate's Court, Kings County, Salary \$1,621 to \$2,100. At present, one vacancy at \$1,740. Closes Jan. 9, 1945.

9227. Stenographer (3-1b), Department of Taxation and Finance, Salary \$1,200 to \$1,700. Several vacancies at present. Closes Jan. 9, 1945.

9228. Clerk (3-1b), Department of Taxation and Finance, Salary \$1,200 to \$1,700. Vacancies at present in the Buffalo and Rochester District Offices. The eligible list will be used for appointments in the Buffalo and Rochester District Offices only. Closes January 9, 1945.

Retired, Re-Hired, What's His Status Upon Decease?

ALBANY—A member of the State Employee Retirement System who is retired on an annuity and who later is re-hired by the State is not entitled to prior service death benefit upon his decease. Attorney-General Goldstein ruled in an interesting opinion this week.

Edwin B. Kennigott, deputy comptroller in charge of the Retirement System, wrote to the Attorney-General asking the status of a deceased member.

The person in question had discontinued State service on February 16, 1924, and was paid a retirement allowance until his re-entry into State service on April 6, 1940. At that time he again became a member of the Retirement System. While still in service, he died on July 29, 1944.

Another question Mr. Kennigott then asked whether the basis of the ordinary death benefit (one month's salary for each year's service up to six months) payable to the beneficiary might include the employee's service prior to retirement or whether it must be limited to the number of years of service subsequent to re-entry into the Retirement System.

To that Mr. Goldstein said:

"Your inquiry refers to my opinion to you of August 24, 1943 (1943 Atty. Gen. 176), concerning a member who had re-entered the System under the same circumstances and who died after less than one year of service as a new entrant. There it was held that this latter circumstance precluded payment of the ordinary death benefit. One year or more of service as a member is necessary for payment of such benefit (Civil Service Law, Sec. 65-b). The statute treats the second period of service as new and wholly distinct from the prior period which has ripened into retirement rights. These latter are suspended during subsequent restoration to service and any new rights must derive from such subsequent service (see 1938 Atty. Gen. 184). The opinion you refer to pointed out that had the member there in question died during his retirement, the ordinary death benefit would not have been payable. The right to a benefit resulting from death while in State service must be recognized as inconsistent with retirement rights which have previously accrued upon discontinuance of State service by the member. Consequently the right to such a benefit after re-entry derives from the second period of service alone.

"These considerations must furnish the answer to the question now presented. The right to ordinary death benefit is to be determined only by the member's years of service as a 'new entrant' subsequent to his restoration to State service and to his new membership in the Retirement System, without reference to prior years of service which had determined his right to a retirement allowance actually paid to him, in this instance for over sixteen years."

Surgery Insurance Being Worked Out For State Help

ALBANY—A new type of surgical indemnity insurance is being prepared for State employees. Preliminary plans provide coverage for surgical operations costing from \$25 to \$150 of whatever nature. The insurance will be available to those State employees who now possess sickness and accident insurance under the plan of the Association of State Civil Service Employees. Cost of the insurance would be 40 cents every payday from males, 60 cents every payday from females. The plan has still to be approved by the Insurance Committee of the State Association before it can be made available to employees. It is sponsored by the same company which now provides the sickness and accident insurance.

STATE CIVIL SERVICE BRIEFS

By THEODORE BECKER

Civil Service Quiz

HOW WELL do you know your civil service rights and privileges? Below are a set of 20 questions concerning these subjects. They are presented in "True-False" form. Check either "True" or "False" for each question, and then compare your answers with the answer key supplied at the end of the quiz.

If you wish to rate yourself, apply the following scale: Up to 6 right—Poor; 7 to 11 right—Fair; 12 to 16 right—Good; 17 to 20 right—Excellent.

Remember that all questions relate to State service.

Appointment.

1. A disabled veteran of the present war is not granted preference in appointment on an eligible list established prior to his entrance into military service.

True False

2. A person on an eligible list who is in military service may be appointed although unable to report for duty.

True False

Probationary Service.

3. A disabled war veteran appointed from an open competitive eligible list is not required to serve a probationary term.

True False

4. A non-institutional employee may be dropped without charges at any time during his three months' probationary term.

True False

5. An employee whose probationary service is found to be unsatisfactory may have his name restored to the eligible list.

True False

Substitute Appointment.

6. A person appointed as a substitute to fill a vacancy left by an employee in military service may be removed by his appointing officer at any time without charges.

True False

7. A permanent employee who receives a substitute appointment in another department is entitled to a mandatory leave of absence for the duration of such substitute appointment.

True False

Feld-Hamilton Law.

8. The Feld-Hamilton Law applies to competitive and exempt class positions.

True False

9. A person earning \$1600 who is promoted from a position in Service 3, Grade 1b (\$1200-\$1700) to a position in Service 3, Grade 2 (\$1600-\$2100) is entitled to receive \$1700 on such promotion.

True False

Promotion.

10. Under a recent amendment to the Civil Service Law, examinations may be given for promotion from a position in one department to a higher position in another department.

True False

11. A person appointed from a promotion eligible list is required to serve a probationary term.

True False

Transfer, Resignation, Reinstatement.

12. An employee cannot be transferred to a position in another department for which an appropriate promotion list is in existence.

True False

13. An employee who resigns from his position should have his name placed on a list for rein-

statement maintained by the State Civil Service Department.

True False

14. The seniority of an employee who is reinstated within a year after resignation is computed from the date of reinstatement, not from the date of first appointment.

True False

Leave of Absence.

15. No discretionary leave of absence can be granted for a period beyond one year.

True False

16. An employee who enters military service should resign if he cannot get a leave of absence from his appointing officer.

True False

Lay-Off and Removal.

17. An employee is entitled to a hearing on charges before he can be removed, if he is in the competitive class.

True False

18. The position of a competitive class employee in military service cannot be abolished.

True False

19. Veterans of prior wars have greater rights than exempt volunteer firemen in the event of a lay-off or of removal on charges.

True False

20. Veterans of the present war cannot be removed from exempt positions except after a hearing on charges.

True False

Answer Key.

1. False. The preference is granted to a veteran disabled in any war, provided he is disabled at the time he applies for the preference. 2. True. He is deemed on military leave after appointment. 3. False. Every person who receives a "permanent" appointment from an open competitive eligible list must serve a probationary term. 4. False. He may be dropped without charges only at the end of such probationary term. 5. True, but not for certification to the same department. 6. True. There is no tenure of office in a substitute position. 7. True, according to Section 246 (3) of the Military Law. 8. False. It applies to competitive and non-competitive positions, but not to exempt positions. 9. False. The promotion is made at the same salary, under a 1944 amendment to the Feld-Hamilton Law. 10. True. Inter-departmental promotion examinations are now legal. 11. False. No probationary term for promoted employees is required by the State rules. 12. True. Such transfer is prohibited by the State rules. 13. False. No such list is maintained, but the employee is nevertheless eligible for reinstatement for one year at the discretion of the appointing authorities. 14. True, according to the Court of Appeals case of *Doering v. Hinrichs*. 15. False. An appointing officer may grant a leave of absence to an employee to take a Rule VIII-A appointment. Such leave is for the duration of the appointment, which may continue for six months after the war—a period which may exceed one year. 16. False. An employee who enters military service is entitled to a military leave of absence by law. It is not something the appointing officer has any power to withhold. 17. False. He is entitled to written charges.

(Continued on Page 15)



Employees of the Danamora State Hospital at the testimonial buffet-supper in honor of Dr. Blakely R. Webster, retiring Director. Seated at the honor-table (left to right) Mrs. Joseph Fulop; Dr. Joseph Fulop; Mrs. Blakely R. Webster; Dr. Blakely R. Webster; Dr. Harold E. Connelly, Assistant Director; Mrs. Arthur S. Lefavo; Arthur S. Lefavo, Senior Business Assistant; Mrs. Grace Manogoo, Senior Stenographer; Frank Manogoo, Storekeeper, and Gloria Tobell. Also seated at the honor-table but not shown in the above picture are—Mrs. May Devlin, Chief Clerk; Mr. Thomas Devlin, Chief Attendant and Charles Connelly. Four \$100 War Bonds were presented to Dr. Webster by the employees.

NEWS ABOUT STATE EMPLOYEES

St. Laurence Hospital

Mildred Gokey, Secretary of the local chapter of the State Association, has resigned from the hospital and is spending the winter with her mother. . . Mrs. Katherine T. Sullivan, Senior Stenographer, has retired after thirty-two years, nine months and eleven days of service. All of her time was spent in connection with the business office of the hospital and she was an efficient worker. She was given a farewell dinner at the Hotel McConville and presented with a gift. . . John O'Hara, Stationary Engineer, has retired. . . A dance and entertainment sponsored by the faculty of the Training School was held in Curtis Hall. . .

Syracuse State School

THE ANNUAL election of officers of the Syracuse State School Chapter was held. The following officers were elected: President, Frederick Krumman; Vice-President, Charles Ecker; Secretary, Phyllis Jenner; Treasurer, Henry Swackhamer; Directors—Feliz Munn, Eugene Smith, E. F. Palmeter, R. Forward, Mr. Jenner, Mrs. Pierson.

Central Islip

Word has been received from Lieut. Lawrence O'Neill, U.S.N., formerly physicist at Central Islip, and now somewhere in the South Pacific. . . In that area, too, Ensign Joseph McLamb has been heard from. He's now serving on an L.C.T. . . Sorry to report the death of Owen McGovern in "J". . . Home on a 15-day furlough recently, occasioned by the death of his father on December 14, was W.T. 1/c Michael Murdock. . . Greatly missed on the switchboard for the next few weeks will be the ever pleasant voice of Dorothy Dickson who is vacationing in New York City. . . On vacation also, is Chief of Police Michael Crowley, who hopes to entertain his sons, Cadets Robert of West Point and John of the U.S.C.G. Academy, over the Xmas holidays. . . An enjoyable yule party was participated in by the clerical staff of the main office on December 22, gifts were exchanged and refreshments served. . . The Xmas O.T. sale, held in Robbins Hall proved a huge success. . . Recent discharges from sick bay included P. Gould, Mr. Murphy and F. Kasper, while D. Burke and J. Divine remained for further treatment—don't be in any hurry out, boys, the weather is very cold! . . . Joe Batvins is well on the road to recovery after a severe operation in "J". . . A baby girl was born to Dr. and Mrs. Gershan on December 9, in St. Francis Hospital. . . The engagement of Tony Piscatelli to Miss Russell of St. Vincent's Hospital has been announced. . . Corp. Ambrose Lowe on furlough from the South Pacific, spent a few days in Washington visiting "a friend." He also visited his sister, Mirriam Eileen at Dallas, Pa., prior to his return, December 29, to Camp Dix for reassignment. . . Captain and Mrs. T. Guzowski are the parents of a baby girl born in the Southside Hospital. Capt. Guzowski is at present serving with a tank division of the 3rd Army. . . The ASCSE is sponsoring a raffle for

three cash prizes of \$25, \$15 and \$10, drawings for which will take place February 14 in Robbins Hall at 8 P.M. . . Before you can hope to win one of those prizes you must take a chance. . .

Thomas Indian School

THE NEW officers of the Thomas Indian School Chapter of the State Civil Service Employees are: President, Mrs. Joella Clark; Vice-President, Michael F. Brennan; Secretary, Celta M. C. Latosi; Treasurer, Andy Samuelson; Delegate, Norman A. Pullen; New Member to the Executive Council, Bert C. Vance. . . Other members of the Executive Council include: Mrs. Gladys Murrman, Elizabeth Ensign, Mrs. Mae Hawthorne, Sherman Warner. . . At a meeting of the Executive Council the following were appointed chairmen of the respective committees: Entertainment, Sarah Manning; Refreshments, Margaret Hoose; Membership, Sherman Warner; Flower, Gladys Murrman; Hospitalization, Ernest Falk; Publicity, Rhoda Lay; Election, Paul D. Harrington; Gift, Violet Cornell; Auditing, Michael Brennan; Legislative, Mrs. Dutcher; Grievance, Elizabeth Ensign, Chairman; Burnell Marble, Kenneth Hoose, Verna Warner; Constitution, Frances McHenry, Chairman; Dr. Louis Sklarow, Besse Schitzer.

Dannemora

A RECEPTION dinner in honor of Dr. and Mrs. Francis C. Shaw was held in Plattsburg, N. Y., at the American Legion Home on December 19th, by the Dannemora State Hospital Chapter of the Association of State Civil Service Employees. A capacity crowd of hospital employees accompanied by their wives attended. . . Wesley LaPorte introduced Dr. Shaw and expressed the good wishes of all the employees. Dr. Shaw spoke briefly on his past record as a State employee and expressed his appreciation for all the kindnesses shown him since he arrived in Dannemora to succeed Dr. Blakely R. Webster, recently retired. Other speakers of the evening included the Rev. Asa Edie, Protestant Chaplain; Arthur S. Leleve, Senior Business Assistant, and Ralph E. Walker, President of the Chapter. All welcomed Dr. Shaw as the new Director and expressed the opinion that Dr. Shaw's record was indicative of his ability to cope with the various problems confronting the Director of Dannemora State Hospital. At the request of the Rev. Ambrose Hyland, Catholic Chaplain, a letter was read expressing his deep regret in being unable to attend and extending both to Dr. and Mrs. Shaw his official welcome. . . Dr. Shaw entered State service as Clinical Director at St. Lawrence State Hospital in 1921. He was appointed to the staff at Matteawan State Hospital on October 1, 1929. He was appointed first assistant physician at that institution in 1935, and five years later was appointed assistant superintendent. Dr. Shaw was appointed Director of Dannemora State Hospital on December 1st, 1944.

Full Text of Sliding Scale Salary Bill Now Coming Before State Legislature

The "sliding scale" salary bill developed by the Association of State Civil Service Employees (described in The Leader for December 26) has aroused wide interest among employees. The measure will be introduced in the State Legislature when it convenes this week. The text of the bill follows in full:

AN ACT TO PROVIDE FOR TEMPORARY SALARY ADJUSTMENTS FOR EMPLOYEES OF THE STATE BASED UPON CHANGES IN THE COST OF LIVING AND MAKING AN APPROPRIATION THEREFOR
The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Definition. As used in this act:

(a) "Employee" shall mean an officer or employee of the State of New York in the classified or unclassified civil service or in the service of any public authority, public benefit corporation, board or commission of the State of New York.

(b) "Cost of Living" shall mean the cost of living shown by the index established and maintained by the commissioner of commerce pursuant to this act.

(c) "Pre-war cost-of-living" shall mean the average cost of living in the State of New York for the years nineteen hundred thirty-five to nineteen hundred thirty-nine, inclusive, which cost shall be referred to and designated as one hundred per centum in the cost of living index established pursuant to this act.

(d) "Normal compensation" shall mean the annual, monthly, weekly, daily or hourly salary or wages, including additional compensation in lieu of maintenance, received from time to time by an employee, excluding maintenance or the value of such maintenance and the amount of any cost of living salary adjustment made pursuant to the provisions of this act.

(e) "Commissioner" shall mean the commissioner of the department of Commerce.

§ 2. Powers and duties. The commissioner of commerce shall establish and maintain for public inspection an index which shall show the monthly increases and decreases in the cost of living in the State of New York from and after the first

day of January, nineteen hundred forty, expressed in terms of percentage changes in the pre-war cost of living. The commissioner shall be accorded the assistance and the use of the facilities of the division of the budget and other State departments, including the services of the employees thereof, and it shall be the duty of all such employees to render such assistance and to make available such facilities as may be required. Such index shall be based upon and be similar in form to the cost of living indices currently prepared by the bureau of labor statistics of the United States department of labor and the National Industrial Conference Board, incorporated, and any other cost of living indices deemed by the commissioner to be reliable and appropriate. In establishing and maintaining such index, the Commissioner shall give due consideration to the emergency factors recognized by the War Labor Board as increasing the cost of living above the amounts shown by the aforesaid indices.

§ 3. Salary adjustments. The rate of compensation of employees shall be periodically adjusted to conform with changes in the cost of living as follows:

(a) Commencing on April first, nineteen hundred forty-five, the compensation of each employee shall be increased by twenty-five per centum of that portion of his normal compensation which does not exceed the rate of two thousand dollars per annum.

(b) Whenever the cost of living shall rise thirty per centum above the pre-war cost of living, the commissioner shall forthwith certify that fact to the Governor and, three months after such certification, the rate of compensation of employees shall be increased by five per centum in addition to the amount of the increase provided in paragraph (a) of this section, making a total increase of thirty per centum. Like certifications and like salary adjustments shall be made whenever there is a further rise of five per centum above the pre-war cost of living.

(c) Whenever, after one or more salary adjustments have been made pursuant to paragraph (b) of this section, the cost of living declines to a point below the Governor pursuant to such paragraph, the commissioner shall forthwith certify

that fact to the Governor and, three months after such certification, the rate of compensation of employees shall be reduced by the amount of the last previous salary increase made pursuant to paragraph (b) of this section. Like certifications and like reductions in the rate of compensation shall be made whenever the cost of living declines one or more points below a point previously certified to the Governor pursuant to paragraph (b) of this section.

(d) An increase or reduction in compensation made pursuant to this act shall be known as a cost of living salary adjustment and shall become due and payable or effective three months after the date of the certification made by the commissioner pursuant to paragraph (b) or (c) of this section provided. Copies of such certificate shall forthwith be filed by the commissioner with the chairman of the senate finance committee, the chairman of the assembly ways and means committee, the director of the budget, the State comptroller and with each department, public authority, public benefit corporation, board and commission of the State.

(e) No such salary adjustment shall be construed to constitute a promotion, demotion or increment and the civil service status of an employee shall be determined without regard to any such salary adjustment. Such salary adjustments shall be included in computing retirement contributions, however. No such salary adjustment shall serve to increase any compensation which a public employee may receive pursuant to section two hundred forty-five of the military law.

§ 4. The sum of fifteen million dollars (\$15,000,000) or so much thereof as may be necessary, is hereby appropriated from any moneys in the State treasury not otherwise appropriated, for the support of employees of the State of the cost of living salary adjustments provided by this act. Such moneys hereby appropriated shall be paid on the order and warrant of the comptroller upon the certification of the officer authorized by law to certify the regular payrolls of the employees affected by this act. To the extent that appropriations heretofore and hereafter made for personal service are sufficient for the purpose, they shall be available and used for the payment of the increased compensation authorized by this act, subject to the audit and warrant of the comptroller and the certification prescribed by law for the payment of the normal compensation of such employees.

§ 5. This act shall take effect immediately and shall continue in force and effect until April first, nineteen hundred forty-eight, on which date it shall terminate.

Progress Report On State Exams

Open Competitive

SENIOR CIVIL SERVICE INVESTIGATOR, Department of Civil Service: 339 candidates, held May 6, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

ASSISTANT LABORATORY WORKER, Division of Laboratory and Research, Department of Health: 33 candidates, held September 23, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

ASSISTANT TO SUPERVISOR OF INSURANCE CONTRACTS: 13 candidates, held September 23, 1944. Rating of the written examination is completed. Clerical work is in progress. Rating of training and experience is in progress.

CHIEF ACCOUNT CLERK: 48 candidates, held September 23, 1944. Rating of the written examination is completed. Clerical work is in progress. Rating of training and experience is in progress.

EMBALMING AND UNDERTAKING INVESTIGATOR, Health Department: 59 candidates, held September 23, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

JUNIOR RESEARCH AIDE (MUNICIPAL AFFAIRS): 61 candidates, held September 23, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

MUNICIPAL RESEARCH ASSISTANT: 22 candidates, held September 23, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

JUNIOR STENOGRAPHER, First and Second Judicial Districts: 354 candidates, held October 7, 1944. Rating of the written examination is completed. Clerical work is in progress.

JUNIOR TYPIST, First and Second Judicial District: 254 candidates, held Sept. 30 and October 7, 1944. Rating of the written examination is completed. Clerical work is in progress.

STENOGRAPHER, First and Second Judicial Districts: 314 candidates, held Oct. 7, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

ASSISTANT STATE REPORTER, State-wide: 13 candidates, held November 18, 1944. Not yet started.

DIRECTOR OF PUBLICATIONS AND PUBLIC RELATIONS, Division of Housing, Executive Department: 18 candidates, held November 18, 1944. Rating of the written examination is in progress. Interviews may be held.

HEAD JANITOR, Health Department: 70 candidates, held November 18, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

JUNIOR ADMINISTRATIVE ASSISTANT, Labor Department: 91 candidates, held November 18, 1944. Preparation of the rating schedule is in progress.

JUNIOR LIBRARIAN (CATALOG), Education Department: 7 candidates, held November 18, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

REHABILITATION INTERVIEWER, Education Department: 188 candidates, held November 18, 1944. Rating of the written examination is in progress.

JUNIOR LIBRARIAN (EXTENSION), Education Department: 7 candidates, held December 9, 1944. Rating of the written examination is in progress.

Promotion

WAX ADMINISTRATIVE SUPERVISOR (GOBP), Taxation and Finance: 10 candidates, held June 6, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.

SENIOR ACCOUNT CLERK, Department of Labor (New York Office): 14 candidates, held October 28, 1944. This examination has been sent to the Administration Division for printing.

SENIOR ESTATE TAX EXAMINER, Department of Taxation and Finance: 8 candidates, held October 28, 1944. Rating of the written examination is in progress.

STENOGRAPHER, Insurance Department, (Albany Office): 8 candidates, held Oct. 26, 1944. Rating of the written examination is completed. Awaiting Service Record Ratings.

TYPIST, Executive Department, ABC Board, New York Office: 7 candidates, held October 23, 1944. Rating of the written examination is completed. Awaiting Service Record Ratings.

CLERK, State Insurance Fund, New York Office: 238 candidates, held November 18, 1944. Rating of the written examination is completed. Awaiting Service Record Ratings.

SENIOR FILE CLERK, Correction Dept.: 11 candidates, held November 18, 1944. The rating schedule has been prepared. Rating of the written examination to be started soon.

HEAD AUDIT CLERK, Dept. of Audit and Control: 8 candidates, held December 9, 1944. Rating of the written examination is in progress.

PRINCIPAL, SCHOOL OF NURSING, Mental Hygiene (Institutional): 9 candidates, held December 9, 1944. Rating of the written examination is in progress.

SENIOR ACCOUNTANT, Department of Social Welfare: 10 candidates, held Dec. 9, 1944. Rating of the written examination is in progress.

SENIOR STENOGRAPHER, Education Department (New York Office): 10 candidates, held December 9, 1944. Rating of the written examination is in progress.

SENIOR STENOGRAPHER, Division of Parole, New York District, Executive Department: 6 candidates, held December 9, 1944. Rating of the written examination is in progress.

SENIOR STENOGRAPHER, Department of Social Welfare (New York Office): 13 candidates, held Dec. 9, 1944. Rating of the written examination is in progress.

SENIOR STENOGRAPHER, State Insurance Fund (New York Office): 19 candidates, held December 9, 1944. Rating of the written examination is in progress.

Albany Shopping Guide

Schools

STENOTYPE SECRETARIAL STUDIO—A rapidly growing machine method of stenography. Evening classes every Monday and Wednesday, 7 P.M. Albany Steno-type Secretarial Studio, Palace Theater Bldg., Albany 3-0357.

Flowers

ALBERT'S FLOWER SHOP—Bridal bouquets, funeral designs, beautiful corsages, fresh cut flowers; high quality, low prices. 58 Columbia St. (off N. Pearl), Albany 5-0930.

For The Ladies

HELEN'S BEAUTY SALON, 123 North Pearl St. (1 flight up), features permanent waving of the best at reasonable prices. Special courtesy to civil service personnel. Evenings, Dial 5-9433 for appointment.

TRIX FOUNDATIONS and Health Supports. Free figure analysis at your convenience. CAROLYN H. VAN ALLEN, 45 Maiden Lane, Albany, N. Y. ALBANY 3-3929.

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CUSTOM AND READY MADE FUR COATS. Good work OUR HOBBY. Remodeling. Repairing. Cleaning. Insured cold storage. A complete fur service on premises. BECK FURS, 111 Clinton Ave., Albany 5-1734.

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, 196 Main St., Gloversville, N. Y.

Bicycles Repaired

BICYCLES, TRI-CYCLES repaired, baby carriage wheels repaired and re-tired; toys, games, skis, sleds, skates, toboggans, snow shoes. Charles Klarsfeld, 67 Hudson Ave. ALBANY 3-7392.

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LARGE SELECTION—Silk and house dresses. Sizes 12½ to 60 \$4.98 up. Specializing in hosiery, flannel gowns and pajamas; snuggly. At low prices. K's Specialty Shop, 178 South Pearl St., Albany.

Where to Dine

TRY OUR FAMOUS spaghetti luncheon with meat balls, 50c. Italian home cooking our specialty. Delicious coffee. East Lochonette, 38 Eagle St. (diagonally opposite De Witt Clinton). Open 8 A.M. to 5 P.M.

Vet Preference To be Debated Over Radio

ALBANY.—The question of veterans preference will be debated via radio on Sunday, January 7, between 1:30 and 2 P.M.

"Should Returning Veterans Be Given Civil Service Preference" is the subject of a debate to be broadcast over WGY, powerful Schenectady station, from Union College.

Upholding the affirmative will be Jacob Ark, who will speak in favor of the Hampton-Devany bill now before the State Legislature. Mr. Ark is former New York State chairman of the American Legion. An opposing point of view will be presented by John T. DeGraff, Counsel for the Association of State Civil Service Employees. Mr. DeGraff will not oppose preference outright, but will present a plan of preference under which, he feels, the merit system has a better chance of standing up than under the Hampton-Devany measure.

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ALBANY GARAGE
Used Car Lot
Mennans 3-4233
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Government Openings

This is general information which you should know about Federal States Government employment. (1) Applicants must be citizens or owe allegiance to the United States; (2) Applicants must be capable of performing the duties of the position and must be free of defects which would constitute employment hazards. (3) Veterans preference is granted to honorably discharged members of the armed services. Wives and widows of honorably discharged veterans are also entitled to consideration for preference; (4) Appointments are made under war service regulations, which means they will generally be for the duration of the war and cases will extend more than six months after the war's end; (5) Persons now employed in essential occupations must receive approval of availability in order to be eligible for Federal jobs. (6) Offer of a position will be accompanied by instructions advising steps to take in order to secure the necessary clearance; (7) As otherwise noted, application forms are available at the Sec-Regional Office, Federal Building, Christopher & Washington Streets, New York 14, New York.

Deputy Regional Director

Production Board, \$8,628 a year, includes the amount paid for over-time (shown below).
 Office of the Deputy Regional Director, Second U. S. Civil Service Region, Federal Bldg., Christopher Street, New York 14, N. Y., or at any first-or-second-class post office in which this notice is posted.
 Ask for announcement No. 3-26.

appointment can be approved of persons who have not successfully passed this part of the examination.

How to apply: 1. Applicants must file the forms and material listed below, all properly executed, with the Director, Second U. S. Civil Service Region, Federal Bldg., Christopher Street, New York 14, N. Y. A) Application Form 57; B) Card Form 4007-ABC; C) Form 4008; D) Form 14 with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

2. The necessary forms may be obtained from the Director, Second U. S. Civil Service Region, Federal Bldg., Christopher Street, New York 14, N. Y., or at any first-or-second-class post office in which this notice is posted.

Salary and hours of work: The standard Federal workweek of 48 hours includes 8 hours of required overtime. The increase in compensation for overtime amounts on an annual basis to approximately 21 per cent of that part of the basic salary not in excess of \$2,900 a year.

Annual salary for this position is as follows: Basic Salary, \$8,628; Overtime Pay, \$628; Total Salary, \$9,256.

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

Duties: Under the general administrative direction of the Regional Director and subject to the functional, policy and program direction of the national office of the War Production Board, serves as the principal general assistant and alternate to the Regional Director and shares with him the responsibility for representing the War Production Board and carrying out its functions in the region; shares with the Regional Director the responsibility for the initial organization for and adaptation to the specific needs and potentialities of the region, installation and establishment of new major functions and programs prescribed and outlined by the national office, and for acting as the general coordinator, evaluator and administrative director of all War Production Board functions, programs, offices and employees in the region; assumes full charge and acts for the Regional Director in his absence.

Minimum Qualification: Applicants must have had extensive, significant and progressively responsible administrative experience which has involved such administrative functions as the direction of employees and the planning, organization and coordination of their activities. Such experience must have provided a thorough knowledge of the principles of organizational structure and of the methods of supervision and administration and must have been of a scope and extent of responsibility sufficient to demonstrate conclusively the ability to perform the duties of this position. Applicants must have demonstrated ability to meet and deal satisfactorily with the public, with management and with labor.

Citizenship, age and physical requirements: 1. Applicants must be citizens of or owe allegiance to the United States. Foreign-born applicants must furnish proof of citizenship.

2. There are no age limits for this position.

3. Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazard to themselves or endanger their fellow employees or others. Persons with physical handicaps which they believe will not prevent their satisfactory performance of the duties stated above are invited to apply.

General information: No written test is required. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100, based on a review of sworn statements as to their experience, and on corroborative evidence by the Commission.

Competitors attaining an initial eligible rating in the examination will be investigated by the Commission with the object of securing additional evidence as to their qualifications, integrity, and general character. This investigation will be made of competitors in the order of their tentative standing on the register and only of such number as the needs of the service may require. The investigation is an essential part of the examination and no

material listed below, all properly executed, with the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, N. Y. A) Application Form 57; B) Card Form 4007-ABC; C) Form 4008; D) Form 14 with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

2. The necessary forms may be obtained from the Director, Second U. S. Civil Service Region, Federal Bldg., Christopher Street, New York 14, N. Y., or at any first-or-second-class post office in which this notice is posted.

Salary and hours of work: The standard Federal workweek of 48 hours includes 8 hours of required overtime. The increase in compensation for overtime amounts on an annual basis to approximately 21 per cent of that part of the basic salary not in excess of \$2,900 a year.

Annual salary for this position is as follows: Basic Salary, \$5,600; Overtime Pay, \$563; Total Salary, \$6,163.

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

Duties: With scope and degree of responsibility appropriate to the grade of the position to administer the educational and training program for veterans under existing legislation, by performing the following duties: determining eligibility for benefits and certifying as to the length of education or training to which each applicant is entitled; certifying as to the dates of entrance into education or training and to changes of status which occur during the training period; interviewing and consulting with applicants for education or training and making necessary referrals to the Advisee and Guidance Subdivisions; assembling regional data respecting the need for general education and for trained personnel in the various crafts, trades, and professions; maintaining individual status records for each veteran applying for vocational rehabilitation, and for each veteran receiving education or training under this act; recommending advancements not to exceed \$100 in any case, to veterans commencing or undertaking courses of vocational rehabilitation.

Minimum Qualifications: Experience — Applicants must have had at least three years of the experience in any one or in any combination of the types of experience listed immediately below:

Types of qualifying experience: 1—Responsible experience in a vocational rehabilitation program, preferably for veterans, conducted by Federal, State, or Municipal governments, or by private health, welfare, or employment service organizations which has included experience in interviewing, personal or vocational counseling, placement, or training.

2—Responsible experience in a veterans' disability compensation or insurance program provided that such experience demonstrated a knowledge of policies and rules and regulations governing the program.

3—Responsible experience in a vocational guidance or placement service in a secondary school, college, or university provided that it was a regular designated responsibility and not merely incidental to other assigned activities.

4—Service in the armed forces, provided that the duties consisted primarily of selecting personnel for training and assignment to various types of work or rendering aid to members of the armed forces in solving their personal problems.

5—Responsible experience in the personnel or administration office of a public or private organization which involved responsibility for the interviewing, guidance, and placement of employees.

6—Teaching college or university courses, covering instruction in vocational counseling, vocational guidance, occupational analysis and/or related courses.

7—Responsible experience in government, business, industry, or the armed forces which demonstrated a knowledge of problems relating to education or training of individuals.

Note: Applicant's experience must have been of a scope and responsibility sufficient to demonstrate conclusively the ability to perform the duties of the position.

Substitution of education for experience. Undergraduate study in a college or university of recognized standing with major work in law, education, vocational, personnel administration, or related fields pertinent to the duties of the position, may be substituted for not more than two years of the experience on the basis of two years of education for one year of experience.

In addition, one year of graduate training in the above fields may be substituted for not more than one year of the experience.

Note: Persons entitled to veterans preference should include in their experience statement the duties performed while serving in the armed forces.

Credit will be given for all valuable experience of the type required, regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation.

There are no age limits for this position. No written test is required. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100, based on a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

How to apply: 1—Applicants must file the forms and

material listed below, all properly executed, with the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, N. Y. A) Application Form 57; B) Card Form 4007-ABC; C) Form 4008; D) Form 14 with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

2. The necessary forms may be obtained from the Director, Second U. S. Civil Service Region, Federal Bldg., Christopher Street, New York 14, N. Y., or at any first-or-second-class post office in which this notice is posted.

Ask for Recruitment Circular 2R-118.

Regional Agricultural Relations Officer

Office of Price Administration, \$6,328 a year. (Salary includes the amount paid for overtime as shown below).

For duty in the Second Region, comprising the States of Delaware, Maryland, New Jersey, New York, and Pennsylvania, and the District of Columbia. Regional Headquarters: New York City.

Closing date: Applications will be received until the needs of the Service have been met.

Salary and hours of work: The standard Federal workweek of 48 hours includes 8 hours of required overtime. The increase in compensation for overtime amounts on an annual basis to approximately 21 per cent of that part of the basic salary not in excess of \$2,900 a year.

Annual salary for this position is as follows: Basic Salary, \$5,600; Overtime Pay, \$628; Total Salary, \$6,228.

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

Duties: Develops region-wide plans for agricultural programs in coordination with the price and rationing program; plans, develops, coordinates and executes all agricultural programs in the region; maintains liaison with major agricultural

organizations, university groups, Federal and State government groups and individual farmers; brings to these groups information regarding various measures of the O.P.A. program; explains the method of operation of these policies and the reasons behind them; prepares material for use by these groups on agricultural programs in the light of O.P.A. regulations; elicits from such groups information helpful in carrying out O.P.A. policies; represents the position of O.P.A. to Federal Agencies and other groups on agricultural problems affecting O.P.A. policy; where conflicts are found recommends modifications to be made so that the price and rationing programs will not interfere with the orderly flow of agricultural products to market.

Minimum qualifications: Experience — Applicants must have had at least eight years of successful and responsible experience in executive or management positions in broad farm programs which has demonstrated the following qualifications:

1. An extensive knowledge of farm programs in the area to be served.

2. Ability to meet and deal successfully with major farm groups, individual farmers, and officials of government agencies.

Substitution of education for experience. Education above the high school level in agriculture or agricultural economics may be substituted for not more than three years of the required experience at the rate of one year of education for nine months of experience.

NOTE: Persons entitled to veterans preference should include in their experience statement the duties performed while serving in the armed forces.

Credit will be given for all valuable experience of the type required, regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation.

Types of experience in which qualifying experience may have been obtained: Experience

(Continued on page 11)

When Low in Spirits
Go to THE
TOWNE LIQUOR STORE
Your Favorite Brands of Whiskey
Fifths
Reg. Pr. Now Case

Imp. Austin Nichols			
Pedro Rum	\$4.36	\$3.33	\$39.00
Imp. Ron Zorro Rum	4.00	3.15	37.00
Imp. Carioca Rum	4.32	3.27	38.40
Imp. Boca Chica			
Rum	4.31	3.36	39.00
Imp. Duff Gordon			
Nina Sherry	2.51	2.03	21.00

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THE NEW YORK GUARD NEEDS MEN

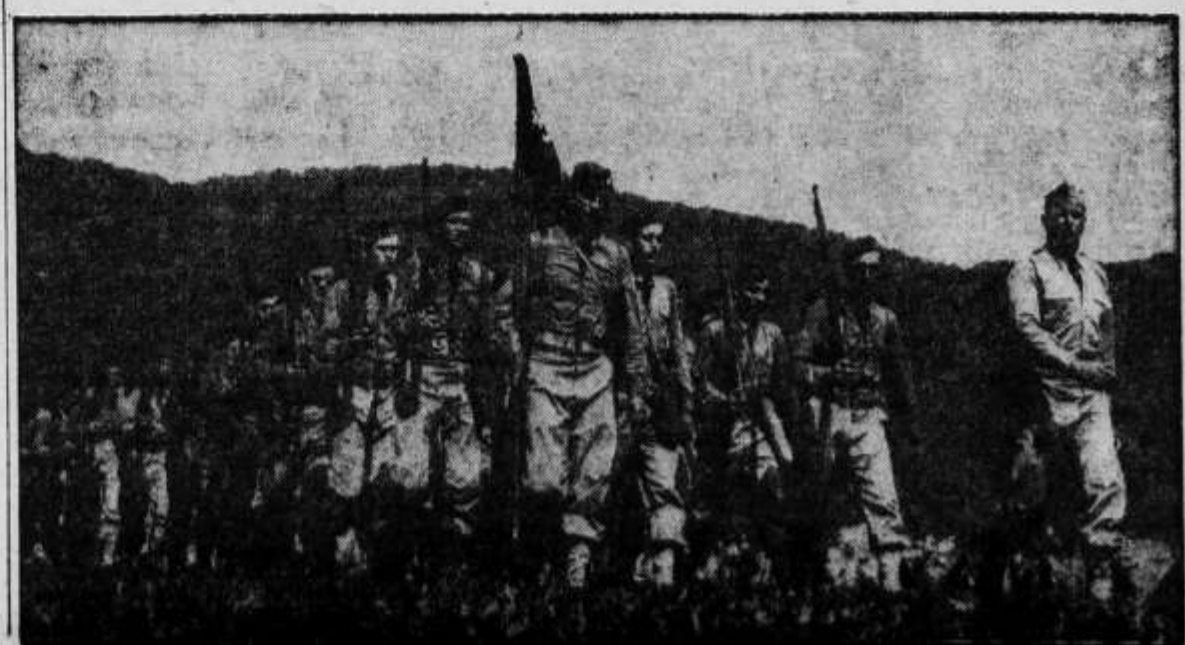
AS MORE and more Federal troops are sent out of the United States and those remaining are being trained for overseas service, the State Guards of the various States become of greater and greater importance. They are the first line of internal defence against any disaster, be it man-made or an act of nature.

THE New York Guard has already supplied the Federal armed services with innumerable officers and large numbers of men who have been trained to speak and understand the military language. It is a proven fact that members of the Guard on entering the Federal service reach non-commissioned and commissioned grade much faster than any others.

GOV. THOMAS E. DEWEY, by recent legislation, has decreed that members of the New York Guard employed by State agencies or municipalities will lose no pay or vacation time because of time spent in the service of the State through the Guard up to thirty days a year. It is the earnest desire that all employers within the State voluntarily adopt such a ruling.

IT IS understood that there are some 300,000 civil service employees in the New York State area. It is earnestly hoped that that great force will supply the Guard with a substantial number of members.

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PUBLIC ADMINISTRATION

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER AMERICA'S LARGEST WEEKLY FOR PUBLIC EMPLOYEES

DEVOTED TO THE ACTIVITIES OF ALL COMMUNITIES, AND TO PLANS, PROGRAMS AND TECHNIQUES OF OFFICIALS, EXECUTIVES, ADMINISTRATORS AND PERSONNEL IN ALL PUBLIC AGENCIES

Discounts and Tax Exemptions

Practical Ways In Which a Community Can Save on Its Purchases

By **JOSEPH W. NICHOLSON**

City Purchasing Agent, Milwaukee, Wis.

MUNICIPALITIES can obtain special trade discounts if they order the right amount of merchandise. For instance, many commodities, such as electric lamp bulbs and steel products, have a sliding scale of trade discounts depending upon the quantity contracted for, so that by purchasing a small additional amount such as 400 pounds of steel instead of 390, your price will be \$1.00 per hundredweight lower than you would pay on the slightly smaller quantity. Again, it is not necessary to purchase all of your electric lamp bulb requirements at one time, but merely to sign an agreement for your total estimated annual quantity so that deliveries may be made as you require them during the year. Your discount however, is based on the total amount purchased during the year.

It is therefore important to standardize the materials required by your various departments, grouping them so that contracts and agreements can be made for quantities to be delivered at once or over a stipulated time such as three months, six months or a year. Vendors frequently extend to municipalities an additional trade or "customer classification"

discount of from five to ten per cent, also a cash discount of 1/2% to as much as 5% for the prompt payment of invoices. The granting of cash discount quoted will be considered in determining the lowest bidder.

While cash discounts may seem insignificant, the City of Milwaukee saves from \$26,000 to \$54,000 per annum.

Federal Sales and Transportation Tax Exemptions

Municipalities are exempt from paying Federal excise tax provided exemption certificates are signed with vendors at the time of purchase. These taxes were recently revised upward so that they now represent a large additional expense to those who do not take advantage of exemptions. Every person who spends municipal funds for materials, equipment and services should be given a list of taxable items so that none of these charges are paid through oversight. For example, municipalities use cameras and other photographic equipment on which there is a sales tax of 25%. On sensitized paper, films and plates the tax is 15%. There is a 15% tax on telegraph and telephone toll services and a 20% tax on electric light bulbs as well as

on safe deposit boxes where municipalities may keep their excess cash. The tax on pure grain alcohol used in your hospitals is \$9.00 per gallon. If you purchase electric energy, there is a sales tax of 3 1/2%. In all, there are 40 classes of materials, equipment and services on which sales apply. There is also a 3% transportation tax which you do not have to pay if goods are consigned direct to you. No exemption certificate is required in these cases.

Federal Sales Tax Exemptions

The schedule of Federal sales taxes from which exemptions may be claimed is as follows: (Exemption certificates must be filled out except where noted/).

Manufacturer's excise taxes:	
Business and Store machines	10%
Electrical Energy	3-1/3%
Electric, gas and oil appliances	10%
Electric Light Bulbs and Tubes	20%
Firearms, Shells, Cartridges	11%
Gasoline	per gal. 1 1/2c
Inner Tubes (see also Tires)	per lb. 9c
Lubricating Oils	per gal. 8c
Luggage, handbags, wallets, etc.	20%
Matches, paper or plain wooden	per M 2c
Matches, wood with fancy or colored stem or stick	per M 5 1/2c
Mechanical refrigerators, air conditioners and parts	10%
Motor Vehicles:	
Passenger automobiles—chassis and/or body	7%
Buses, trucks & semi-trailers—chassis and/or body	5%
Automobile parts and accessories (except radios, tires and inner tubes)	5%
Tractors (kind chiefly used for highway transportation)	5%
Motorcycles	7%
Musical Instruments	10%
Phonographs & Phonograph records	10%

Photo Equipment, cameras	25%
Sensitized paper, Films, Plates	15%
Pistols and revolvers	11%
Radio receiving sets, tubes, parts (including automobile radios)	10%
Sporting goods (except uniforms and sport clothes)	10%
Tires (see also inner tubes)	per lb. 5c.
Distilled spirits	per gal. \$9.00
(Drawback on nonbeverage alcohol)	per gal. \$6.00
Retailer's excise taxes:	
Furs and Fur Trimmed Articles	30%
Jewelry of retail prices	30%
except watches retailing for not more than \$65.00 and alarm clocks retailing for not more than \$5	10%
Silver plates flatware exempted.	
Toilet preparations	30%
Excise Taxes on Facilities:	
Telephone and telegraph service:	
Local telephone service, including calls for which the charge is less than 25 cents each	of charge 15%
Toll service	of charge 35%
Leased wire and teletypewriter service	of charge 35%
Telegraph, cable and radio messages:	
Domestic	of charge 35%
Foreign	of charge 10%
Wire and equipment service (burglar alarm, etc.)	
	of charge 8%
Transportation:	
Automobile Stamp Tax	\$5.00
Boat Stamp Tax	\$6.00 to \$200.00
Transportation of Persons	15%
Transportation of Property (no exemption certificate required)	3%*
Transportation of Coal (no exemption certificate required)	per ton 4c
Safe Deposit Boxes	20%

There seems to be no specific provision in the law granting exemptions to municipalities from the 20% tax on rental of safe deposit boxes, although in the past some cities have obtained an exemption through ruling from the Bureau of Internal Revenue.

* Provided consigned to City.

Snow Removal Made Easy Via Use of Rock Salt

Many road officials have economy through the use of salt for cutting the cost of and snow removal from ways. Crews have found the use of the chemical easier task.

Rock salt, applied early, prevents snow from clinging and bonding to the pavement, and makes complete removal with scraper or plow fast and easy.

Used straight, without abrasives, it effectively treats five times as much road surface as other ice-control materials, saving time-consuming hauls from supply points. One crew with one piece of spreading equipment, does the work of five with old fashioned, back-breaking methods.

How It Works

When ice has once formed, rock salt pellets act first as an abrasive on the surface of the ice or compacted snow, roughing and channelling it. Then they bore clear through to the road beneath—honeycombing the ice or packed snow. The brine produced by the rock salt's fast melting action spreads out on the pavement surface, undercutting the bond between the pavement and the snow or ice sheet.

Then, loosened and further broken up by passing traffic, complete removal is easy with a scraper or plow, leaving a bare, safe-driving surface.

Field engineers are available for free consultation on every ice or snow removal problem. A bulletin on the use of "Auger-Action" rock salt is available from the International Salt Company, Scranton 5, Pennsylvania.

How One Community Tapped New Revenue

Columbus, Ohio, has developed a six-point program to obtain needed money to help finance city government operations, the International City Managers Association reports. The ideas are of interest to officials and employees of other communities.

The city entered 1944 with a holdover deficit of about \$1,100,000, which brought about a substantial reduction of the city budget to \$2,953,332 for this year. With the city property tax producing hardly 50 per cent of the budget money, the city began a search elsewhere. As a result:

1. The city council levied a 5 per cent consumers' utility tax, under which 5 per cent is added to all utility bills—gas, electric, telephone and water—to obtain about \$850,000 annually.
2. The city council adopted a low-cost garbage and rubbish collection service program, which is offered to those desiring it. Cards were printed and sold for \$5, \$6 and \$7 depending upon the size of the container used. This provided about \$325,000 during 1944.
3. Money was needed to increase city recreational facilities, so the city raised the price of taxi licenses from \$25 to \$125 annually and the revenues earmarked for recreational purposes.
4. A plan was worked out between the city council and the local public utility company under which the company, which has been operating its transportation system for years without paying the city a license fee, agreed to pay the city \$1,500,000 for a five-year license. The first payment amounted to \$500,000, which was applied against the million dollar deficit.
5. Agencies not definitely aligned with the city government but occupying office space in the city hall rent-free were told to pay up or move; suburban cities depending upon Columbus for fire protection, use of city sewers and other services were required to pay a more equitable price for

the services; factories outside the city limits which for years received fire protection without cost were required to sign contracts with the city for such protection and pay for the service.

Following these financial innovations and readjustments, the administration received a vote of confidence in a popular subscription of \$40,000—\$25,000 to launch a smoke abatement program, \$10,000 to establish a scientific crime laboratory and \$5,000 to organize a junior police movement.

NYC Fire Dept. "Sold" on Use Of Radio Aids

New York City's Fire Department, which answers over 60,000 fire alarms each year, finds radio communication an invaluable aid. Other fire departments can find equal results from the use of radio apparatus.

After five years of successful use, the big City Fire Department is "sold" on the advantages of aerial communication. Outlying central offices keep in constant touch with the central office through two-way radio installations.

Two-Way Equipment

Chief officers have two-way equipment in their cars which keeps them in touch with headquarters, enables them to know what's happening at all times, to receive reports and issue orders. Rescue squads have sets mounted in the cabs of their trucks which assure communication while responding to calls at high speed, and at the scene of the emergency. The radio sets are particularly useful to the department's fire boats. Pack sets carried on the boats allow voice communication with shore fighters while combating waterfront blazes. Very frequently the boats operate at such a distance from the shore that other means of communication are impossible.

Pipe-Line Supplies Available to Communities

Many community purchasers will be interested in the recent announcement that the Dresser Industries, Inc. of Cleveland, Ohio, have just added three new companies to their group. Announcing the amalgamation, the Dresser Industries said that the addition of the new organizations would enable the group to offer more products and greater experience.

Pipe-Line Repairs

The following products are now offered through the Dresser Industries:

- Dresser Pipe Couplings and repair devices for pipe-line systems. Rings and Forgings.
- Bryant Gas-fired Boilers, winter air conditioners, furnaces, unit heaters and conversion burners.
- Pacific Hot Oil charging pumps; boiler feed pumps, general service pumps; oilwell plunger pumps; deep-well turbine pumps.
- Clark Engines and compressors. Stationary and Marine Diesel Engines.
- International Derrick pumping units, airport communications and electric-powerline equipment, prefabricated steel buildings.
- Roots-Connersville positive displacement and centrifugal blowers, exhausters, boosters and compressors; air and liquid pumps and meters.
- Stacey Brothers storage holders, tanks and pressure vessels for gas, oil, chemicals and foods.
- Bovaird & Seyfang Pumping Engines, jacks, "powers," storage tanks and allied supplies.
- Van Der Horst Porus Krome—a patented process of applying chromium lining on cylinder walls, piston rings and crank shafts for longer wear.
- Newest additions are the International Derrick and Equipment Co.; Roots-Connersville Blower Corp.; and Stacey Brothers Gas Construction Company. Information on products distributed by the Dresser Industries may be obtained from their main office, Terminal Building, Cleveland, Ohio.

Information

The Civil Service LEADER will be happy to provide, without charge, any of the information-items listed below which may be requested by readers. Simply send in the coupon at the bottom of this column, to the Public Administration Editor, Civil Service Leader, 97 Duane Street, New York City.

- 202. DRAFTING SUPPLIES**
The drafting room is becoming more important with all agencies planning for post-war. A new 56-page catalog of the Warren-Knight Company, 130 North 13th Street, Philadelphia, Pa., lists a complete assortment of drafting room equipment.
- 203. STREET MAINTENANCE**
For 42 years Littleford Brothers of 452 E. Pearl Street, Cincinnati, Ohio, have been manufacturing road construction and maintenance equipment. Modern, up-to-date equipment for asphalt and tar work is described in their catalog.
- 204. FOR CLEAN SEWERS**
A full line of sewer cleaning equipment, rods, root cutters, buckets, nozzles and flushers is described in a 20-page booklet prepared by W. H. Stewart, Jacksonville, Fla. The equipment is designed to be used by the communities' sanitation workers.
- 205. QUIET VALVES**
The "slam" is eliminated in their Clear-Way, Quiet-Closing type valves, says the Hensselaar Valve Company, Troy, New York. They are made in the expanding outlet type as well as the straight through type for bolting direct to pump discharge.
- 206. LABORATORY EQUIPMENT**
A discussion of pH control and description of comparators, chlorimeters and similar devices is found in an 80-page booklet prepared by the W. A. Taylor Company, 7301 York Road, Baltimore, Maryland.
- 207. SLUDGE PUMPS**
Non clogging, vertical or horizontal, dry pit or submerged; storm water and drainage pumps are described in bulletins of the Dayton-Dowd Company, Quincy, Illinois. The company also manufactures a complete line of sump and bilge pumps.
- 208. REFUSE DISPOSAL**
An interesting 34-page booklet "Disposal of Community Refuse by Incineration," will be of interest to sanitation workers and officials. It discusses the question of incineration from a common-sense point of view and is illustrated with numerous photographs and diagrammatic charts. It is prepared by the Moursie Boulgouet Destructor Company, 207 East 42nd Street, New York City.
- 209. WATER SOFTENING**
Zeolite water softening is explained, and the uses of their equipment illustrated in literature of the Graver Tank and Manufacturing Company, 322 South Michigan Avenue, Chicago, Illinois. Information includes flow charts, tables, other valuable data.
- 210. STAND-BY MOTORS**
Emergency motors for generators or pumping units are manufactured by the Buffalo Gasoline Motor Company, Buffalo 3, New York. Illustrated specification sheets describe the performance and applications of their equipment.
- 211. FILTER GAUGES**
A full line of gauges for filtration plants is described in the catalog of the Simplex Valve and Meter Company, 6750 Upland Street, Philadelphia, Pa. The illustrated booklet will be a valuable guide to the gauge purchaser.
- 212. PROPERTY PROTECTION**
Adequate fencing is necessary to protect municipal property. A new 32-page booklet of the Cyclone Fence Division, American Steel and Wire Company, Waukegan, Ill., gives full facts and specifications on their fences and illustrates the different types now available.

Public Administration Editor
Civil Service Leader, 97 Duane Street, New York City

Please send me information pertaining to the items whose numbers I have listed below. There is no charge for this service.

Name _____

Title _____

Organization or Agency _____

Address _____

Numbers of Items _____

Huge Program Of Employee Benefits Mapped by State Assn. For Coming Year

Continued from Page 1)

Gurry Speaks for Mental Hygiene
Leo Gurry, vice-president, of Marcy State Hospital, spoke on behalf of mental hygiene institution workers and of additional recognition for older employees receiving less than their maximum; for a true liberalization of the retirement system; for attention to classification and salary adjustments in State hospitals and schools where efficiency of service is maintained only by great sacrifices on the part of many workers who are bearing and have been bearing since the beginning of the war a burden of work beyond employees in any service within or without the State.

Powers for Pay Adjustment
John F. Powers, vice-president, New York City, urged the need for salary adjustments, retirement liberalization, medical and surgical benefits, and spoke on behalf of the armory employees.

Civil Service Criticized
Sharp criticism was directed at the State Civil Service Commission for failure to bring forth uniform sick leave, holiday and vacation leave rules provided for by an act of the 1944 Legislature, and the president was directed to again communicate with President Conway of the State Civil Service Commission urging prompt action. The committee also questioned the delay of the Civil Service Commission in failing to fill the vacancy on the State Classification Board concerning which a resolution was adopted at a previous meeting.

"Freezing" of Lists
There was long discussion of the attitude of the Civil Service Commission in "freezing" certain promotion lists, and in making temporary appointments from open eligible lists. Provisions of Section 226 of the Military Law protecting those now in service were cited, as well as the demoralization which threatens from alleged

long disregard of the merit system law and rules as to permanent appointments. The factors involved are troublesome. It is believed that the Commission and department heads wish to be entirely fair with the many citizens now in the armed forces who are on present lists. The committee asked, however, that the whole situation be reanalyzed and steps taken to guard against any breakdown of efficiency due to temporary appointments extending over a number of years.

To Study Election
A special committee was created to study and make recommendations covering nominations and elections for officers of the Association.

A resolution was adopted granting honorary memberships to persons retiring from State service under State Retirement System rules.

President Clifford C. Shore indicated tremendous interest in the activities of the Association throughout the State service, and in membership in the Association. The attempts of other organizations to build up organizations within New York State service was condemned inasmuch as employees are already successfully organized in the Association of State Civil Service employees and are fully and ably represented by State workers in all employee relationships. One delegate said: "Employees of California, Ohio and other progressive States had repudiated membership raiding attempts by other groups and maintained strong independent associations like the Association in New York State." The committee was unanimous in recommending to State employees that they "be not deceived into wasting their time or money in many organizations which would only result in division of employee strength and influence built up throughout the years."

U. S. Overseas Posts

(Continued from Page 2)

RADIO OPERATOR
For the position of radio operator in Hawaii, address applications to: Manager, Branch Office, 12th U. S. Civil Service Region, Honolulu 2, T. H. Federal Communications Commission, Alaska, Puerto Rico, and Hawaii. \$1,800.

RADIO TECHNICIAN
For the position of radio technician in Hawaii, applications should be addressed to the U. S. Civil Service Commission, Washington 25, D. C.

STENOGRAPHER (MALE)
To qualify for these positions, men must be experienced stenographers, must be good typists, and must have a good background of general office experience.

War Shipping Administration, Western Mediterranean and South Pacific areas, \$2,300.

Foreign Economic Administration, Africa, China, \$1,800 to \$2,000.

STENOGRAPHER (MALE)
Age requirements: minimum, 23; maximum, 45. Knowledge of machine system of shorthand not qualifying.

Office of War Information, Eastern War theater, \$2,000.

STOREKEEPER
Transportation paid to post of duty. Persons (male only) filing applications for these positions should address them to: The Commandant, 17th Naval District, Fleet Post Office, Seattle, Wash.

Navy Department, Alaska, \$1,440 to \$2,000.

STOREKEEPER
Applications should be filed with the nearest area Air Service Command; with the Office of the Division Engineer, War Dept., Whitehorse, Yukon, Canada.

War Dept., Hawaii, Panama Canal Zone, Alaska, Hawaii and Canada, \$1,440 to \$2,000.

SUPPLY CLERK
Applications should be filed with the nearest area Air Service Command.

War Dept., Panama Canal Zone, Alaska, and Hawaii, \$1,440 to \$2,000.

SURVEYOR
Persons interested in these positions should address applications to: Chief, Base Echelon, Alaska Dept., War Dept., 1331 Third Ave., Seattle 1, Wash.

War Dept., Alaska, \$2,160 to \$2,600.

TRANSLATOR
Applicants are required to take a written test; they must show that they are able to make close idiomatic or literal translations from or into one or more of the following languages: Spanish, Portuguese, German and Italian. For the position of translator in Hawaii, address applications to the U. S. Civil Service Commission, Washington 25, D. C.

TRANSPORTATION SPECIALIST
Rail, Motor, Marine, Inland, Waterways, Port facilities, Shipping documents, Foreign Economic Administration, Europe, Africa, and China, \$1,620 to \$2,000.

WAREHOUSE AND PROPERTY SUPPLY CLERK
Address applications to: Manager, Branch Office, 12th U. S. Civil Service Region, Honolulu 2, T. H. or with the Office of the Division Engineer, War Department, Whitehorse, Yukon, Canada.

War Dept., Hawaii or Canada, \$1,440 to \$2,000.

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STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of **EIGHT FIFTY NINE CORPORATION** has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 106 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 11th day of December, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of **ALLEN TRADING CORPORATION** has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 106 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 11th day of December, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of **MID-PARK HOTEL, INC.** has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105

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Amusement

By J. RICHARD BURSTIN

... Fitzgerald, Sydney ... and Petter Lorre ... assigned to head the ... the Warner Bros. film, ... "strangers" which is cur- ... in production.

... another of the famous Holly- ... wood "searches" is now on. This ... one is to find an unknown to play ... the role of Salome in the RKO ... version of "The Robe." This cov- ... eted part will be given to anyone ... who can meet the qualifications. ... Photographs and descriptions ... should be sent to Frank Ross, 780 ... Bower Street, Los Angeles.

... Walt Disney's latest full length ... feature had its premier in Mexico ... City. This picture is something ... really different. For the first ... time, real personalities appear ... along with Disney's animated crea- ... tions.

... Deanna Durbin is twice as ... lovely as she ever was in her new ... "Don't Help Singing," now ... at the Criterion Theater. ... Miss Durbin's first techni- ... color film and it looks as if ... it might be more of them. ... "Don't Help Singing" is co- ... starred.

... "Me In St. Louis" is do- ... ing continuous wham-bang ... at the Astor Theater. ... Judy Garland and Margaret ... O'Brien are one of those perfect ... teams that Hollywood hits upon ... every so often and it appears as ... if the music is on the Hit Parade ... indefinitely.

... The more people who see ... "Winged Victory" at the Roxy,



ROBERT PAIGE
Co-starring with Deanna Durbin in the new Universal technicolor film currently being shown at the Criterion, "Can't Help Singing."

... the better it is for Army relief ... charities. All proceeds go to these ... organizations. And, of course, the ... film itself is one of the finest war ... pictures out of film land yet.



JOAN CRAWFORD
One of Hollywood's best loved stars joins the cast of 62 in "Hollywood Canteen" now playing at the Strand Theater.

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A festive melody filled circus... produced by Leonidoff. Symphony orchestra under direction of Erno Rapee.
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'Foxhole Students' Study Public Administration

Recent enrollments of former public officials now in the armed forces in correspondence courses in municipal administration conducted by the International City Managers Association indicate a growing interest of former public workers in keeping up with developments in their peacetime fields of activity.

Since May, 116 men in the services—all former public officials—have enrolled.

Many of the enrollees said their desire to "brush up" and keep up on local government affairs is to prepare them for resumption of their work after the war unhandicapped by lack of knowledge of developments in administration taking place during their absence.

The trend started in June, when five servicemen enrolled in the institute. Figures for enrollments since then show one for July, eight enrollments for August; 33 for September, 34 for October and 31 for November.

A look at the type of courses

the servicemen have signed up for indicates interest in all the various phases of public administration; 36 of the "foxhole students," for example, are taking courses in municipal police administration; 22 in municipal fire administration; 13 in municipal recreation administration; 11 in finance administration; 10 in personnel administration; 13 in techniques of municipal administration; nine in local planning administration; and three in public works administration.

Clerk Promotions

(Continued from Page 5)

The Law Department reports that it has asked for "a considerable portion" of the lists, but didn't have the figures available for publication.

Promotion to Clerk, Grade 3

- | | |
|----------------------|------------------|
| Department of Health | |
| 1 Anna B. Wales | 7 F. R. Enright |
| 2 Leo Suckenk | 8 C. L. Erhardt |
| 3 Paul Stern | 9 Anna T. Cahill |
| 4 Leo Sternberg | 10 Mary E. Walsh |
| 5 Leona Fain | 11 D. K. Hynes |
| 6 Reva Kapit | 12 G. W. Weir |

Promotion to Clerk, Grade 4

- | | |
|----------------------|----------------|
| Department of Health | |
| 1 Hazel Connell | 5 J. J. Morris |
| 2 W. J. Mills | 6 S. Bernstein |
| 3 L. L. Hager | 7 A. Sinovsky |
| 4 Jacob Kerner | 8 Edna Handel |

Civil Service Staff Doesn't Like Bookkeeper Exam

Employees of the NYC Civil Service Commission, many of whom spend their time listening to the complaints of other City workers, now have a kick of their own.

Many of them had been looking forward to an announced test for promotion to Senior Bookkeeper in the Commission. But when the test was announced, it didn't make them any happier. The requirements were so worded that less than half-a-dozen Commission employees will be eligible to take the examination. They read:

"Open to employees who have served continuously in the grade of bookkeeper or in grades 2 or 3 of the clerical service for a

period of not less than two years and who have served continuously in the Municipal Civil Service Commission for a period of not less than six months preceding the date of the written test."
The test will be held on Jan. 19.

State Briefs

(Continued from page 7)

of incompetency or misconduct and a reasonable opportunity to answer them in writing. 18. False. It can be abolished. The employee's name is placed forthwith on a preferred eligible list for reinstatement. 19. False. Their rights are identical in these cases. 20. False. Only veterans of prior wars are protected, and these only if the exempt position is a subordinate one and is not that of private secretary, cashier or deputy.

Restaurants Restaurants

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"STIRRING! MOST MOVING! ROLICKING COMEDY!"
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Produced by DARRYL F. ZANUCK
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— in —
Ernest Hemingway's
"TO HAVE AND HAVE NOT"
... WARNER BROS. HIT ...
with
Walter Brennan - Lauren Bacall
Dolores Moran - Hoagy Carmichael
BROADWAY at 51st ST. **HOLLYWOOD**

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BOBBY CLARK
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SONGS by COLE PORTER
MAJESTIC THEATRE 44 St. W. of B'way. Phone Circle 6-0730
EVENINGS at 8:30, MATINEES WEDNESDAY and SATURDAY at 2:30

Seen and Heard In Vet Agency

Woo, wool . . . that was quite a Xmas celebration at Vets . . . many of the Big Chiefs of the various Divisions and Sections are still wiping the "mistletoe off their lips" . . . Chief Granger really celebrated (he received his Caf 8, they say) and the gals were kept very happy . . . Joe (Baby) Harley did his best, too, wow! . . . A certain lass on the Fifth Floor celebrated her's by showing how she got that ring that's still on her fourth finger, left hand . . . Of course, there was no liquor on the premises, that is, if some of the washrooms are not considered "premises" . . . A mock wedding between Leonard Weill and Sadie Hoefler took place on the Third Floor West, and Leonard was really and truly married on the following Monday, according to reports reaching this reporter . . . Rolling around Vets on Xmas this reporter notices those Coke machine on the Third and Seventh Floors were doing a rushing business . . . (Rum coke?) . . . That widdler on the lower floor showed the boys how to kiss, and it wasn't achieved (the technique) by "clucking at horses" . . . We hear tell of Chief Bishop being placed with Navy on the Twelfth Floor of 350 Broadway. Promotions . . . The Employees' Relation Unit is doing a land office business interviewing resigning employees, those with grievances, and tending to the various drives for the Blood Bank, as well as handling programs dedicated to the raising of the morale . . . Vet employees are hoping that the entire thing isn't a farce and that justice will be accorded them with their gripes . . . What certain lass, initials L. H., first name Lenore, is going in for a rather weighty topic in a religious manner, 230 pounds, 6 feet 2 of it? . . . Danton Walker the other day carried another item about a purge being imminent at Vets because of the sad manner veterans' insurance and general matters were being handled . . . Vets should look for more on this very shortly! This reporter has on numerous occasions brought this to the attention of the proper officials through the medium of this column; to no avail . . . However, others have heard and an official probe is still under way! Civil Service Officials situated at Vets, 346 Broadway, are hiring "square pags for round holes" and Vets is not doing anything about it . . . How about checking all of the qualifications of the various employees and putting them where they are most qualified to belong? Why place persons in charge of Sections or Subdivisions who have no more idea of supervision than the man in the moon, or the work that they are to be doing, for that matter?

WPB Seeks Businessman for \$8,628 Job; Public Asked to Suggest Topflight Names

In one of the hardest-hitting statements to come out of the United States Civil Service Commission, James E. Rossell this week said he would not "accept any excuses or I-told-you-so's" if the public failed to provide a top-flight administrator for an \$8,628 Federal job.

Mr. Rossell, Director of the Second Regional Office, United States Civil Service Commission, made the statement in announcing an open-competitive examination for the position of Chief Deputy Regional Officer, for the War Production Board (New York Area). The person selected for this job, said Rossell, "will be in a position to make decisions affecting the business, the livelihoods, even the lives of more people than in any other comparable geographical territory on earth."

The person selected will share with the regional director of the WPB the responsibility for all WPB activities. As "the highest paid official (the director, Lewis Greenleaf, is a \$1-a-year man) the Chief Deputy will make final decisions in the most momentous matters involving war and civilian production. He presides over the Production Urgency Committee, which helps him determine who gets what essential material and manpower; who works on war contracts now, and who can go over to the manufacture of essential civilian goods.

The position of Chief Deputy Regional Director is new, and has

been established at the authorization of J. A. Krug, national War Production Board head.

Calls for Suggestions

In calling for top qualified persons to apply, Mr. Rossell said: "The leaders in this community—those who are responsible for our gigantic war production—those others who are producers of war goods and services on a large scale—are invited to notify me if they are interested in seeing this position filled by a top quality person. In fact, we invite groups of interested businessmen and public-spirited citizens in general to suggest names of outstanding individuals for this position.

"But I must warn all concerned that in the event those who feel they have a stake in this Government default by taking no interest in the filling of this position under the merit system, we do not feel we want to be in a position to accept any excuses or I-told-you-so's regarding the position of Chief Deputy Regional Director for the War Production Board. Any statement that this job has been filled by a person with less qualifications than the public has a right to expect will be the direct

responsibility of the public itself. "This position is one of the most important we have had to fill in years."

Persons now in the Government service who feel they may have the qualifications should not hesitate to apply. And if one should come out on top, the Civil Service Commission will arrange his transfer.

In selecting the man for the post, the Commission's Review Board will go over the qualifications of all applicants, and winnow out the 10 or 12 outstanding candidates. Then, a corps of investigators will make what is known as an "achievement investigation," which means a most thorough probe of every accomplishment and activity in the candidate's career. With the results of these investigations at hand, the Commission will re-rate the semi-finalists. Then, the three top names will be submitted to Lewis Greenleaf, and of these three he, with Mr. Krug's assistance, will make the final choice.

Work on the rating will begin January 9. The Review Board will remain in session day and night until the rating is completed. It is anticipated that final results will be arrived at speedily.

Full details concerning the requirements of the job appear on page 9.

Governor Smith Memorial Fund Gets Under Way

Civil Service employees are being asked to join in contributing to a fund for a memorial to Governor Smith.

The memorial, a tribute of character and great accomplishments, will include a bronze bust of the Governor by Charles Keene as sculptor and Eggers and Higgins as architects, and a large cast bronze relief representing scenes on the sidewalks of New York. There will be steps on the pedestal on which children can play. The memorial will be approached by a landscaped mall. It will be located in a small park at the site of the Governor Smith Houses, a new state public housing project on the lower east side of Manhattan in the shadow of the Brooklyn Bridge, where Al Smith was born and lived for many years.

The committee is trying to raise \$100,000 for this purpose. Contributions should be sent to Governor Smith Memorial, William J. Pedrick, Treasurer, Fifth Avenue, New York.

Any contribution to the fund can be deducted on your tax return.

Appointments To New York City Positions

Board of Education

Office Appliance Operators, Bureau of Supplies: Edith Ross, at \$1,454; Elizabeth P. Kraus, at \$1,602; Sarah Gaudin, Bureau of Superintendent of Schools, Stenographer at \$1,820; Elsie Geraborn, Bureau of Secretary, Stenographer at \$1,440; Matthew J. Athey, Bureau of Plant Operation and Maintenance, Assistant Engineer at \$3,120; Ada L. Donaghy, Bureau of School Lunch Service, Senior Luncheon Assistant at \$1,110 an hour; Herman G. Vonk, Bureau of Supplies, Buyer at \$3,500; Felix Doyle, Bureau of Supplies, Stock Assistant (Military Substitute) at \$1,200; Bureau of School Lunch Service; Tillie R. Blancke, Manhattan Luncheon Helper, at 60 cents an hour; Tillie R. Biagolka, Cook at 75 cents an hour; and Florence Felson, Luncheon Helper at 60 cents an hour; Bureau of School Lunch Service; Jennie Schan, Natalina Aluffi, Dorothy Motta, Ruth Hertzog and Helen Sorel, Temporary Clerks at \$1,200; Dorothy Kurshick, and Anna Salvaris, Bureau of Supplies; Peter Vilella and George Mormon, Office of the Superintendent of Schools, Temporary Stenographers at \$1,201; Annette Goldstein, Bureau of Finance, Shirley Bagon and Veronica A. Schwartz, Office of the Secretary, Margaret M. Tangro, Clerk at \$1,200, as a Military Substitute.

State Public Works Dept. Explains Promotion Setup Under Reorganization

ALBANY—In order to clarify procedures affecting promotions under the reorganization of the Public Works Department, a special bulletin titled "Promotion Units" has been sent to all executives and units in the department by Henry A. Cohen, director of contracts and accounts.

The text of the bulletin, which is self-explanatory, follows:

Under date of August 19, 1944, an inter-office memorandum on the subject of "Promotion Units" was issued by direction of Superintendent Sells. It was pointed out in that writing that the revision of the promotion set-up is, pursuant to the action of the Department of Civil Service, definitely related to the reorganization of the Department of Public Works by the provisions of Chapter 404 of the Laws of 1944.

Your attention is invited to the inter-office memorandum of August 19, 1944, for a declaration of the opportunities afforded by the change in promotion units.

Experience with that declaration and a review of the implica-

tions it contains, have resulted in the establishment of the following rules by Superintendent Sells which are transmitted herewith for your guidance, viz:

Rule 1

Beginning on this date, any offer for promotion to an existing vacancy shall first be made to the employee whose name is at the top of the appropriate list, as such list is certified by the Department of Civil Service.

Rule 2

No exception shall be made to the observance of Rule 1, unless the reason for such exception is first made known in writing to the Superintendent of Public Works, who may authorize an exception, within the limitations of

the Civil Service Law, Rules and Regulations, if he deems such reason to be good and sufficient. The Superintendent of Public Works may, if he deems it advisable, transmit to any employee affected by the exception, the reason for authorizing the exception.

Rule 3

In case of contemporary vacancies in two or more units which may be filled by promotion procedure, the heads of the affected units shall confer to ascertain the sequence of the offers of appointment in compliance with Rule 1.

Rule 4

The Director of the Bureau of Contracts and Accounts shall have the responsibility of implementing these rulings, and he shall notify the Executive Assistant to the Superintendent of Public Works of the response to each offer and of the results hereunder.

Is a Certificate Required for Your Job? Here's Why

A well-established fact, although oftentimes not so well appreciated, is that government service has become a highly technical undertaking. The need for trained employees such as engineers, nurses, inspectors, plant operators, or certain skilled mechanics is a self-evident fact. One of the principal reasons for the existence of a merit system is to insure that only qualified individuals are appointed to the public service. Many of these technical positions are subject to certain provisions of state law or the rules and regulations of state departments. Among such positions are library, sewage and water plant, public health, nursing, probation, dairy and milk inspection, veterinary medicine, medicine, and law.

Sewage, Water Plant
The employment of sewage and water plant operators is regulated by the Public Health Council of the State Health Department. In

this type of work a certificate must be granted to the person operating the plant before he can be employed. However, where a qualified person cannot be obtained, a waiver may be granted until the qualifications can be met.

Certificates are divided into three grades, from grade 1, the highest, to grade 3, the lowest. The assignment of a grade to any one plant is dependent on the size of the plant, the type of treatment, the volume of sewage or water handled, the population to be served, etc. Requirements run from one year of experience or three months of experience and completion of a training course for grade 3 to graduation from a university with work in public health or engineering and one year of experience for grade one.

Health Officer

The qualifications for local health officer are also regulated by the State Health Department. Two grades are established. Grade 1 for localities over 50,000 population and grade 2 for those under 50,000.

Public Health Nurses

Public health nursing positions

are also divided into two grades by the State Health Department. Grade 1 involves positions where no adequate nursing supervision is provided. Grade 2 is for positions where adequate nursing supervision is present. A public health nurse must be a graduate nurse and at least 21 years of age. In addition, grade 1 nurses must have three years of experience.

Grade 2 requires one year of experience or a four-months' course in public health nursing.

The State Health Department requires that public health laboratory directors and pathologists in charge of pathological examinations must be licensed to practice medicine.

Dairy, Milk Inspectors

Dairy and milk inspectors are divided into three grades. Grade 1 is for localities having a population over 50,000. Grade 2 is for localities with populations between 10,000 and 50,000. Grade 3 is for populations under 10,000. Requirements for grade 1 are graduation from college with a degree in public health or sanitary engineering, veterinary medicine or agriculture, completion of acceptable courses in milk sanitation, and one year of experience; or completion of a course of instruction in milk sanitation and three years of experience. Grade 2 requirements consist of high school graduation, completion of a course of instruction in milk sanitation and one year of experience; or three years of experience and completion of the milk sanitation course; or any equivalent combination. The grade 3 requirements are one year of experience; or three months of experience and completion of a course of instruction in milk sanitation.

Probation

In the field of probation, the

law requires every probation officer to be a graduate of a high school and between 21 and 55 years of age at the time of appointment. In addition, the Division of Probation of the State Correction Department has set down certain educational and experience requirements. These are usually based on the population of the county and the anticipated work load because of that population. The requirements run from high school graduation to graduation from college and three years of experience in social case work.

Others

Lawyers, physicians and veterinarians must hold a license to practice their profession before they can assume their professional duties in the public service. The operator of a motor driven vehicle such as an automobile or a truck must have a license from the state to drive.

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