

Civil Service LEADER

America's Largest Weekly for Public Employees

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Prison Guards Vote Legislative Program 1954

See Page 3

EDITORIAL

Things to Remember About Salary

There have been two formal negotiation meetings between representatives of the State Administration and of the Civil Service Employees Association on salary. So far, the negotiations have involved mainly an exchange of information and an examination of the facts. The employees are seeking two things: a freeze-in of the emergency bonus, so that it becomes part of base pay; and an increase of 12 per cent in the salary levels.

The employees have built their case so carefully that it is virtually unassailable. The Administration must look upon that case with sympathy and understanding, particularly in view of the fact that there has been no over-all pay increase in two years; and even the increase which came two years ago was hardly adequate. Some evidence is at hand that the Administration does look with favor upon a pay increase; in fact, the usual signs, hints and oracles would indicate that an upward salary adjustment is coming. But the effect of it could be vitiated if the Administration tries to make a "tough" deal. The enlightened approach this year is to meet the employees' requirements—and the truth is that the employee representatives have been relatively modest in their requests.

Inequities Exist

It is hard to know at this time what form a pay raise will take. Many inequities have developed over the years, and these require correction. A study being conducted by the State Civil Service Department will presumably show the way for correcting those inequities. But whether or not that study is implemented by the coming fiscal year, the pay needs of the employees should be adequately met.

Bonus Must Be Covered in

As for the cost-of-living bonus, there no longer exists any valid reason for continuing it; it should be covered in. The presence of a salary divided into two parts is an anomaly; it makes for employee insecurity, and helps the Administration not at all. Such a device is not tolerated in private industry. New York City's government has recently covered its emergency bonus as part of base pay. The State should obviously do the same, thus removing a source of worry and an obstacle to good morale.

Deeply-Felt Need

How deeply-felt is the need for pay adjustments was seen when delegates of institutional employees met in Albany in emergency session to consider the proposal of an optional 40-hour week at straight pay for those who would care to have such a work-week. (The present optional work-week is 48 hours in institutions.) The delegates, almost with a single voice, rejected the proposal. They simply could not view with anything but distaste a proposal which might negatively affect the take-home pay of any employee. The only plan which was acceptable provided that the number of hours worked be reduced to 40, but that the pay continue at the 48-hour level. The employees can't afford to work for less, however desperately they desire the 40-hour week.

The intensity of feeling generated at the meeting has but one meaning: it reveals how inadequate institutional wages are; and of course the same is true of other than institutional employees. The demonstration, precisely because it was so emotional, is a circumstance and a fact that the Administration must note.

A Word of Advice

Public employees traditionally—and sadly—bring up the rear when the cost-of-living rises and employees in private industry are having their wage scales improved. The best advice than can be given a conscientious administration is this: work with, not against, the employees, in seeking a wage solution that will be fair, decent, will assure employee satisfaction, work efficiency, and enable recruitment of the highest type of personnel for every post.



Comptroller J. Raymond McGovern (left) and Brigadier Emil Nelson of the Salvation Army inspect dolls dressed by Department of Audit and Control employees in an annual project. Included are 66 dressed by the employees of the Retirement System and 64 by the Division of Employment members.

Mahoney Group Aloof To 'Rule of 3' in State APPOINTMENTS; Battle On

ALBANY, Dec. 28 — The famed "one-in-three" rule, by which one eligible must be chosen out of three names submitted, is challenged in the staff report of the Mahoney Commission. The legislative group wants to see much more leeway given to appointing officers — a view which is likely to meet strong employee resistance.

The Recommendation

The report carries its recommendation in these words: "It is . . . suggested that the Civil Service Commission consider for certain key positions the certification of more than three eligibles when it is satisfied that the needs of the service require it. The 'rule of three' and the merit

system are not synonymous, and for certain key higher scientific, professional and technical positions the merit and fitness principles might better be served by giving appointing officers a broader choice of highly qualified eligibles than the rule of three allows. The discretion vested by law in the Commission should be used when the need is clear."

Objections Noted

Employee representatives state that they fear this would open the floodgates to favoritism and discrimination; that the "rule of three" protects not only the employee but the State as well; and that it is the very essence of the merit system.

When the Hoover Commission studied Federal civil service, a plan was suggested whereby the eligibles would be rated in groupings which would represent ten-point differences. All those earning 90-100 would be in one group; 80-90 in the second group; 79-80 in the third group. The appointment officer could choose among any of the eligibles in the top group, subject only to the limitation that the veterans in that group would get first choice. When the eligibles in the top group had all been canvassed, he would then go the second group; and finally, down to the third group.

Opposition to the Hoover plan (Continued on Page 16)



At the membership drive dinner of the Oneida County chapter, CSEA, are shown, from left, Vernon E. Olin, chapter president; Annabelle Sarnie, "Miss CSEA, Oneida County"; Steve Circh, publicity director, and Joseph E. Felly, 1st vice president, CSEA.

8 More NYC Agencies Put in "Security" Class

Eight more NYC agencies have been included by the State Civil Service Commission as "security" ones. They are the Department of Welfare, the Department of Housing and Buildings, the offices of the Borough Presidents of Manhattan, Brooklyn, Bronx, Queens and Richmond, and the Department of Air Pollution Control.

Previously designed as "security" agencies, under the requirement of State law that the State Commission make the decision, were the following 18 NYC agencies: Health, Civil Service, Investigation, Mayor's Office, Police, Fire, Radio Station WNYC, Board of Water Supply, Depart-

ment of Water Supply, Gas and Electricity, Public Works, Marine and Aviation, Markets, NYC Transit Authority, Transit Authority, City Sheriff, Budget Bureau, Triborough Bridge and Tunnel Authority, and Civil Defense. Thus the total is now 26.

Hearing on a petition by M. Kenneth Boss, Brooklyn taxpayer, to halt the circulation of the questionnaire intended for the 40,000 employees of the 26 departments, was adjourned in New York County Supreme Court by Justice Matthew M. Levy. The City agreed to the adjournment after the court said it would hold the hearing at once unless the City agreed to the issuance of a stay. The City then agreed to the stay,

pending determination on the merits.

Injunction Sought

Mr. Boss seeks a temporary injunction. The City moved to dismiss the complaint.

Opposing the adjournment Jack M. Perlman, counsel for the petitioner, said that the questionnaire created havoc among the city employees and put them in a position of committing possible perjury with questions going back to the day of their birth.

The forms contain twelve questions, and are to be filled out in cases of future appointments, reinstatements, transfers and promotions in the City departments classified as security agencies under the Security Risk Law.

State Aides Get Time Off Afternoon December 31

ALBANY, Dec. 28 — Governor Thomas E. Dewey's office has announced that State departments will be closed on Saturday, January 2, just as they were (with the exception of vital services) on Saturday, December 26.

In addition, department heads have been authorized to reduce operations to a minimum "consistent with public convenience and necessity" on Thursday, December 31. The same directive had been issued covering Thursday, December 24.

Since no reference had been made to institutional employees, John F. Powers, president of the Civil Service Employees Association, sought clarification, because the exacting duties in institutions require that 24-hour service be rendered to patients and inmates. Mr. Powers was assured that directives would be sent to each institution granting one-half day off before Christmas and before New Year's Day, or eight hours' compensatory time off in lieu thereof, where employees could not be relieved.

Evening Training Courses Start in Albany on Jan. 11

ALBANY, Dec. 28 — Eight evening training courses will be offered at Albany High School, beginning the week of January 11, by the State Civil Service Department in cooperation with the Albany Board of Education. The courses, which are open to all interested persons, form the second term of the department's Albany evening training program. Registration will be held in the lobby of the State Office Building, Albany, on Tuesday, January 5, and Wednesday, January 6, from 11 A.M. to 2 P.M.

Classes will meet from 7 P.M. to 9 P.M. The class in fundamentals of supervision, recommended for supervisors who have not taken any course in supervision, will meet Tuesday and Thursday evenings. All other classes will meet one evening a week.

On Monday evenings the fol-

lowing classes will be taught: case studies in supervision, introductory psychology (part 2), and statistics I (part 2).

Other Courses

A class in group leadership and a clerical refresher course will be held Tuesday evenings. A personnel practices class is scheduled for Thursday evenings.

Two classes in reading speed and comprehension will be conducted, one Tuesday and the other Thursday evenings.

The department's Training Division will arrange, if possible, for other courses, if at least 15 persons request a specific course. Further information may be obtained by telephoning the Training Division, Albany 3-5511, extension 1140.

Certificates of achievement will be awarded to State employees who successfully complete any of the courses.



The State Insurance Fund and Metropolitan Armories teams comprise half of the NYC Division, Metropolitan Conference Bowling League. Competitors are, standing, from left, B. Profeta, C. Mallia, captain of the State Fund team, and League secretary; Al Greenberg, League chairman; A. Lefkowitz, B. McClain, H. Clark, captain of the Armory team; J. Giardina, J. Novelli, E. Bratten and J. Cassidy. In foreground, M. Flamholtz.

Stricken Rochester Fireman Aided by NYC Fire Officers

Christmas has been made a bit merrier this year for an upstate fireman, injured in the line of duty, because of the compassion of the NYC Uniformed Fire Officers Association. The UFOA has brought the mother of Walter Hauck, of Rochester, to NYC for

a week's visit with her son, a surgical patient at the University Hospital. Mr. Hauck was injured in 1952. The UFOA urges members to send greetings to their fellow firefighter, care of the hospital, at 303 East 20th Street, New York 3, N. Y.

Key Answers

TENTATIVE JUNIOR BACTERIOLOGIST (Open-Competitive and Promotion)

(Held Saturday, December 12)

1. D; 2. C; 3. B; 4. A; 5. B; 6. C; 7. B; 8. C; 9. C; 10. C; 11. A; 12. B; 13. D; 14. C; 15. B; 16. C; 17. C; 18. A; 19. A; 20. B; 21. A; 22. A; 23. B; 24. D; 25. C.

26. B; 27. C; 28. D; 29. A; 30. C; 31. D; 32. A; 33. C; 34. D; 35. B; 36. C; 37. D; 38. C; 39. D; 40. A; 41. D; 42. A; 43. B; 44. A; 45. C; 46. E; 47. C; 48. B; 49. D; 50. A.

51. D; 52. B; 53. D; 54. C; 55. C; 56. B; 57. A; 58. D; 59. B; 60. C; 61. C; 62. D; 63. A; 64. B; 65. D; 66. A; 67. D; 68. A; 69. A; 70. C; 71. D; 72. E; 73. F; 74. A; 75. C.

76. H; 77. B; 78. K; 79. L; 80. I; 81. A; 82. B; 83. D; 84. A; 85. D; 86. A; 87. B; 88. C; 89. C; 90. A; 91. D; 92. C; 93. E; 94. A; 95. A; 96. F; 97. B; 98. F; 99. E; 100. C.

101. E; 102. F; 103. E; 104. A; 105. F; 106. D; 107. B; 108. A; 109. B; 110. B; 111. B; 112. C; 113. D; 114. D; 115. A; 116. D; 117. C; 118. A; 119. B; 120. D.

Last day to protest to the NYC Civil Service Commission, 299 Broadway, New York 7, N. Y. is Monday, January 4.

INSPECTOR OF WATER CONSUMPTION, GRADE 3 (Prom.) (Held Saturday, December 2)

1. D; 2. D; 3. D; 4. B; 5. C; 6. B; 7. A; 8. B; 9. A; 10. A; 11. B; 12. D; 13. D; 14. C; 15. A; 16. C; 17. C; 18. C; 19. C; 20. B; 21. A; 22. A; 23. D; 24. B; 25. A.

26. A; 27. D; 28. C; 29. C; 30. A; 31. C; 32. D; 33. B; 34. B; 35. B; 36. C; 37. A; 38. D; 39. A; 40. A; 41. D; 42. A; 43. A; 44. A; 45. C; 46. C; 47. B; 48. B; 49. D; 50. A; 51. D; 52. A; 53. B; 54. C; 55. D; 56. B; 57. A; 58. A; 59. D; 60. B; 61. B; 62. C; 63. C; 64. B; 65. C; 66. D; 67. D; 68. B; 69. C; 70. D; 71. B; 72. D; 73. B; 74. C; 75. A.

76. B; 77. D; 78. A; 79. B; 80. D. Last day to file protests with the NYC Civil Service Commission, 299 Broadway, New York 7, N. Y. is Monday, January 4.

ASSISTANT GARDENER

1. C; 2. W; 3. W; 4. W; 5. C; 6. W; 7. C; 8. C; 9. W; 10. C; 11. C; 12. W; 13. W; 14. C; 15. W; 16. C; 17. C; 18. W; 19. C; 20. C; 21. W; 22. W; 23. W; 24. W; 25. W.

26. C; 27. C; 28. W; 29. W; 30. C; 31. W; 32. C; 33. C; 34. C; 35. C; 36. C; 37. W; 38. W; 39. W; 40. W; 41. C; 42. W; 43. W; 44. W; 45. C; 46. W; 47. C; 48. W; 49. C; 50. W.

51. W; 52. C; 53. C; 54. W; 55. C; 56. W; 57. C; 58. C; 59. W; 60. C; 61. C; 62. W; 63. W; 64. W;

UFO GETS GIFT OF BOOKS ON FIRE COMPANIES

Harold V. Smith, president of The Home Insurance Company of NYC, has presented copies of "As You Pass By," by Kenneth H. Dunshee, to the Uniformed Fire Officers Association. The book, about Old New York and its fire companies, will be delivered soon.

65. C; 66. C; 67. W; 68. W; 69. W; 70. W; 71. C; 72. C; 73. C; 74. W; 75. W.

76. W; 77. C; 78. C; 79. C; 80. C; 81. W; 82. W; 83. W; 84. C; 85. C; 86. W; 87. C; 88. C; 89. C; 90. W; 91. C; 92. C; 93. W; 94. W; 95. C; 96. C; 97. C; 98. C; 99. W; 100. W.

There were 555 candidates in the exam, held Saturday, December 19. Last day to file protests with the NYC Civil Service Commission, 299 Broadway, New York 7, N. Y., is Saturday, January 9.

NYC Postal Clerks Put Plea For Raise Before Eisenhower

Ephraim Handman, president of Local 10, New York Federation of Post Office Clerks, has appealed to President Eisenhower for Administration support of measures to alleviate the financial plight of postal clerks. Mr. Handman cited the fact that 75 per cent of the clerks must hold an-

other job, or have their wives work, to meet the rising cost of living. Most clerks find themselves indebted by \$500 more than they were last year, he added.

Support of the bill for an \$800 raise, less than the amount needed to return to the former standard of living, is essential, Mr. Handman said.

JOBS RESTRICTED TO MEN

Men only will be appointed to file clerk jobs in the State Mental Hygiene Department. Permission to certify male eligibles only was granted by the State Civil Service Department.

SUPERVISING SEAMSTRESS

The title of supervising seamstress at Roswell Park Memorial Institute, State Department of Health, has been placed in the non-competitive class by the State Civil Service Commission.



Appraising more than 200 pair of mittens, 150 headbands and tasselled caps, this group of State Health Department gals gaze on the fruit of their labor in the Knitting Bee to make Christmas presents for the underprivileged children of the Brady Maternity Home, Albany Home for Children and St. Margaret's Home in Albany. "Operations Knitting" is the dreamchild of Betty Slick, a senior account clerk in the Health Department. From left, Mrs. Kay Early, Mrs. Barbara Kinch, Mary Heinz, Dr. Hollis Ingraham, Deputy Commissioner of Health; Mrs. Harriet Springer, Peggy Stock and Betty Slick, chairman.

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The Pay Window

By F. HENRY GALPIN
Salary Research Analyst, Civil Service Employees Association

THERE ARE four basic job evaluation methods. A fifth may be any combination of the four others. The list: 1, the ranking system; 2, job classification; 3, the point system; 4, the factor comparison system; 5, the combination.

Let us see what are the difference and the values, too.

But first let's agree on the terminology. What is meant here by job evaluation is not a service record or merit rating. Such factors have to do with the work record of individual employees. What we are considering is the job.

In State service, allocation and classification are synonymous terms.

Systems Described

In actual practice in private industry generally there is a combination of systems and a method is tailor-made to fit the particular problem that confronts management.

The descriptions below are necessarily simplified. Any two technicians may have different concepts and describe them differently.

The Ranking System.—Here jobs are arranged from high to low in pay scales like cards in a playing card deck. Then, the jobs are analyzed by the division or department ranked in order of their importance or value to the organization. Job specifications or descriptions may or may not be used. After the departmental rankings have been made these are combined into overall organizational ranking. From this organizational ranking it is possible to determine the number of groups or grades of jobs that exist in the organization and to more effectively administer the personnel system in effect.

This system is not usually used because it is too crude although it might work satisfactorily in a small organization. Incidentally, the ranking may be done by existing pay levels rather than value of the job.

The Point System.—This method has probably had the widest application of any of the job evaluation systems and in recent years has made rapid headway in industrial usage although in this writer's knowledge there are only a few "pure" point systems used. Under the points system factors such as education, responsibility for product (significance of bad judgment), responsibility for safety of others, working conditions, mental effort required, degree of public contact and others are predetermined as factors that are common in all jobs to be valued which comprise all of the factors that make up the total duties and responsibilities of the job. Schedules of points are then assigned for the various factors. For example, one point might be assigned for required education of grammar school, two points for high school education, three points for high school graduation, etc. The range of points values for the job components may then be weighted for value. If widely divergent occupational groups are to be included more than one set of factors may be used.

After the points have been selected and properly weighted a committee, that usually includes both management and employees sits down and assign points for each of the factors in each of the positions to be evaluated. After this has been done the points are tallied for each of the jobs and converted into a dollar wage, and usually for only certain key jobs in the structure. Often it is found that regardless of the amount of care in the selection of factors and evaluation of them that the total points assigned some jobs "just don't make sense." These jobs that may have included peculiar characteristics that do not lend themselves to point system evaluation are then adjusted to correspond to the "facts of life."

To completely discount the value of the system just described because of these "adjustments" ignores the other valuable features. All methods require "adjustments."

The Factor Comparison System.—This method of job evaluation is known by a variety of designations such as the job comparison system or the key job system. It is a refinement of the point system, in its essence. More emphasis is placed on "bench mark" jobs in the evaluation and there is a difference in the application of the factors since the various factors are usually assigned a dollar value as contrasted to a point value before evaluation.

In actual practice most companies develop a "tailor made"

(Continued on Page 15)

Prison Guard Program for 1954 Is '25-40-\$5200'

The following survey of the situation of New York State Prison Guards was prepared by Jack Solod, of Woodbourne Prison. Mr. Solod is publicity chairman of the Correction Conference.

The N. Y. State Prison Guard has for many years pushed for 25 year retirement at half pay. Many law enforcement agencies and prison guards have retirement plans after 20 years, but in New York State the retirement for guards has lagged behind. The following shows minimum retirement age and minimum years' service in comparable jurisdictions:

- Federal prison guard, 41; 20.
- NYC Police, 41; 20.
- New Jersey Prison Guard, 46; 25.
- N. Y. State Police, 41; 20.
- N. Y. State Prison Guard, 55; 34.

We find that the N. Y. State Prison Guard entering State service at 21 years of age must work a minimum of 34 years before he is eligible for retirement. This points up the glaring weakness of present system. A 25-year retirement plan at half pay is a very conservative and modest objective.

For the past 25 years the 40-hour week has been recognized all over the country as the work week. Many industries have cut the work week to 35 hours per week. New York State Prison Guards work 48 hours per week, must work seven days before getting one day off. This is not in keeping with

Thanks for Greetings

To the thousands of employees and officials — State, Federal and local — who have sent season's greetings to The LEADER staff and to me personally, may I say: "Thanks." Every card is treasured, and to each of you I return my warmest greetings, my deepest wish that your 1953 hopes may become 1954 fulfillments.

MAXWELL LEHMAN, Editor

the so-called advanced liberal labor recognition of the greatest State in the Union.

What the Survey Showed

In 1951 New York State conducted a wage survey of prison guards salary throughout the country. It showed that New York guards salary compared very favorably with the salaries paid Prison Guards all over the country. Of course it did not take into consideration the fact that the New York State qualifications for guard were the highest in the country, that New York has the most efficient and competent prison personnel in America and are entitled to higher pay. In the past two years, we find that pri-

FOREMEN CLASSIFIED

Maintenance foremen in units of the State University have been placed in the non-competitive class by the State Civil Service Commission.

son salaries throughout the country have increased an average of 17½ and in some instances as high as 45%! In New York State it has increased 6% since 1951.

What Other States Do

The State of New Jersey prison pay has for many years been from \$800 to \$1,000 less than paid in N. Y. State because of the difference in the type of personnel and qualifications set for the job. If you want a better man you must expect to pay higher wages. New Jersey guards now get more pay than the New York State guards, and a 25-year retirement plan besides!

The State of California has a higher pay scale for prison guards. In NYC with no educational qualifications or experience are necessary for prison guard, NYC guard receives \$563 more per year. After deduction for pension, taxes, uniforms, automobile expenses which is a necessity with a State Prison Guard the pay is so low that in a recent statewide exam only 459 filed for the job, resulting in a list of 104 names.

The State cannot find the experienced men necessary to maintain the high efficiency in our prison service, at the present salary level. We ask Gov. Thomas E. Dewey in his message to the State Legislature to recommend adoption of our program calling for "25-40-\$5,200" to assure a steady flow of competent men in the prison service of New York State.



Members of the N Y C chapter and Psychiatric Institute chapter bowling teams are battling State Fundites and armorers for top honors in the NYC Division of the Metropolitan Conference Bowling League now in its first season of competition. Standing, from left, Al Greenberg, chairman of the bowling league; C. Gulliver, L. Meighan, J. Manger, J. Duffy, captain of the NYC team; H. Schroll, Psychiatric Institute captain, J. Porpora, C. Thomas, E. Fragiaicomo and C. Hagesmier. Seated, J. Luicci.



The State Board of Equalization and Assessment, a unit of the Tax Department chapter, CSEA held its annual Christmas party at the Palm Garden Restaurant in Albany. Fifty guests attended. Dancing and social games were enjoyed after a

turkey dinner. From left, seated, Mary Carney, Naomi Natcharian, Shirley Bress, and Josephine Deitz. Standing, Raymond B. Slack, Director of Special Franchise Valuation; Helen Saunders, Philip McMahon and Dean Harding

KEY ANSWERS

TENTATIVE
MAINTAINER'S HELPER D
(Open-Competitive and Promotion)

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

Last day to file protests with the NYC Civil Service Commission, 299 Broadway, New York 7, N. Y., is Saturday, January 9. There were two promotion and 448 open-competitive candidates in the exam, held December 19.

New State Civil Service Head to Have More Power Than Any Predecessor

ALBANY, Dec. 28 — 63-year old Oscar M. Taylor, named last Friday as head of the reorganized State Civil Service Commission, has had long experience in dealing with personnel problems and with employee organization. He takes office February 1. First reaction to the announced appointment was evident in these questions heard in employee and in civil service circles:

Does he care about the merit system? Will he be sympathetic to the needs of employees? Since his career has been in private industry, will he chafe under civil service laws and rules—and perhaps try to bypass them?

He Is Welcomed
Since little was known of Mr. Taylor's background and attitudes, the general impression was: "Let's welcome him—work with him, and see how things go."

Under the civil service reorganization bill passed in 1953, Mr. Taylor will have much wider powers than any civil service official has had up till now. He will be a member of Governor Dewey's cabinet; and he will be able to make decisions which heretofore required action by the entire Civil Service Commission. Leaves \$60,000 Job

Mr. Taylor comes from a \$60,000-a-year post as executive vice president and a director of the New York Telephone Company. His total pay as a State official, including salary and expenses, will come to about \$20,000. The New York Telephone Company will, apparently, pay him his pension in addition.

Two Vacancies
The Governor has two additional positions to fill on the Civil Service Commission, since the terms of Louise C. Gerry, Buffalo Republican, and Alexander A. Falk, New York Democrat, have both expired. Miss Gerry will not be re-appointed, according to all reports; Mr. Falk is likely to be named for another term.

There is much speculation about what will happen in the event that a new administration takes office after the November 1954 elections. Since the president of the Civil Service Commission serves at the pleasure of the Governor, Mr. Taylor's position could conceivably be of short duration.

Dewey Lauds Him
In announcing the appointment, Governor Dewey said it would prove "a boon to the State government, as an employer, and to the 80,000 employees." He added: "I am confident the merit system will be vastly improved and extended under Mr. Taylor . . ."

The Governor's office also lauded the outgoing president, J. Edward Conway, as a "valued member of the administration." It is assumed in political circles that another post will be found for Judge Conway.

Taylor's Vital Statistics
Mr. Taylor was born in Kansas City, Mo., on Jan. 25, 1890. At the age of sixteen he was employed by the Missouri & Kansas Telephone Co. as a cable-splicer's helper and

continued working for telephone companies thereafter.

By 1922 he had advanced to the post of chief personnel officer for the Northwestern Bell Telephone Co. at Omaha, Neb., and three years later joined the staff of the American Telephone & Telegraph Co. in New York City, where he became assistant vice-president in the personnel department.

In 1941 he went to the New York

Telephone Co. as chief personnel officer and vice president. Three years later he was elected a director and appointed vice president in charge of operations and in October, 1952, became executive vice president. He is also a director of the Companion Life Insurance Co. and a member of the board of trustees of the Jackson Laboratories.

His home is at 12 E. 86th St. His daughter, Mrs. Joseph R. Raymer Jr., lives in St. Paul, Minn.

NYC Votes 11 More Tests

The NYC Civil Service Commission has ordered five open-competitive and six promotion exams. Filing dates and requirements have not yet been determined. The exams:

Open-Competitive
Assistant electrical engineer (railroad signals).

Core drill operator.
Core drill operator's helper.
Engineer-assessor (railroad) (gas) (structural) (utility) (telephone).

Junior geologist.
Promotion
Analyst (city planning), City Planning Commission.
Assistant city planner, City Planning Commission.
Cashier, grade 4, Office of the Sheriff.

Chief parole officer, Parole Commission.
Civil engineer (sanitary), Public Works.
Core drill operator, Public Works.
As soon as filing dates are announced, The LEADER will publish them.

NYC PROMOTION

7091. BUDGET EXAMINER (Prom.), Bureau of the Budget, \$4,021 and over. Requirements: Six months as junior budget examiner, methods analyst, junior methods analyst, clerk, grade 4 or 5; accountant, senior accountant, investigator (basic pay over \$3,421). Fee \$4. (Wednesday, December 30).

New Specifications For State Positions

The following continues the publication of the State's new specifications of job titles and duties.

COOK SERIES
Kitchen Helper, Labor Grade 1.
Assistant Cook, Grade 2.
Cook, Grade 6.
Head Cook, Grade 10.
Food Service Manager, Grade 15.

Food Service Instructor, Grade 15.
Food Service Advisor, Grade 25.
These employees are engaged in the preparation of meals for patients, inmates, and employees of State hospitals, prisons, and other agencies.

Supervisory employees in the Cook Series plan menus, but positions responsible for dietary planning and special diets for the physically ill in an institution or department are classified in the Dietetics and Nutrition Series, 3105. The position of kitchenkeeper, in charge of food preparation at prisons, is described in the Prison Guard Series, 8700. Positions which work full time in bakeries, coffee roasting, canning plants, or meat cutting departments are classified in appropriate special titles (see Baker Series, 3201 and Miscellaneous Food Production and Service Series, 3202) but, particularly in smaller institutions, employees in the Cook Series may do some baking, canning, and meat cutting.

Kitchen helper does manual work in food preparation and service under close direction from a cook or other supervisor; washes pots, pans, and dishes; scrubs floors, cleans stoves and sinks, cleans kitchens and dining rooms; washes, pares, and prepares fruit and vegetables for cooking; loads food trucks and delivers food to dining rooms and wards; may serve individual portions; may supervise working patients or inmates in such tasks; may occasionally substitute for assistant cooks and do simple cooking under close supervision. Kitchen helper is allocated to Labor Grade 1 and no examination is required.

Assistant cook, grade 2 does general cooking, usually under supervision from a cook or head cook; prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food; supervises helpers in routine kitchen and food service tasks and in maintaining sanitary conditions in the kitchen, may do some baking or canning; substitutes for cooks. Assistant cooks may be in charge of small kitchens in cottages, staff residences, or other places serving less than 75 persons per meal. Qualifications: One year of experience in large-scale food preparation.

Cook, grade 6 is in charge of a kitchen serving an average of less than 500 persons per meal or, in a larger kitchen, is a first assistant to the head cook and has charge of an assigned shift or of an important part of the kitchen work such as range cooking, all cooking for employees, or all cooking for patients. When in charge of a kitchen, a cook supervises all cooking; requisitions and keeps records of supplies; is responsible for the quality of meals, the cleanliness of the kitchen, and the conduct and welfare of working patients or inmates; usually supervises helpers and may supervise one or several assistant cooks; may plan menus; may do canning and baking; may be in charge of dining room and food service. Cook is distinguished from assistant cook by a combination of factors including number of meals prepared, supervision over subordinate employees, planning menus and ordering supplies, and variety of food prepared. Qualifications: Three years of experience in large-scale cooking, of which one year included regular supervision of subordinate employees or working patients or inmates.

Head cook, grade 10 has charge of a kitchen serving an average of more than 500 persons per meal, or is in charge of food preparation and service in a small institution; supervises and directs a force of subordinate employees and working inmates in all phases of food preparation and service; determines amount of foods to be prepared to meet menu requirements; checks goods on hand in refrigerator and storeroom against menu requirements, and requisitions additional foodstuffs needed; assigns and reassigns subordinate employees and working inmates to tasks and to shifts; makes inspections at frequent intervals to determine quality of cooking, readiness to meet meal schedules and adherence to established rules of cooking; is responsible for maintaining cleanliness and sanitation of working areas, utensils, and kitchen equipment; trains kitchen personnel; determines use of leftovers and selects substitutes for unavailable items; may personally perform cooking duties. Qualifications: Five years of large scale cooking experience, including two years as a supervisor.

Food service manager, grade 15 is responsible to the business officer for food preparation and service at a large State institution; supervises head cooks and a large number of subordinate kitchen and dining room employees; writes menus and recipes; inspects kitchens and dining rooms to insure proper preparation and utilization of food and to maintain high standards of sanitation; coordinates food use with availability of institution farm produce; plans and organizes canning and other food preservation activities; requisitions kitchen equipment and supplies; assigns subordinates to the various kitchens, shifts, and tasks, and keeps records of employees' time; maintains close coordination between the bakery, storerooms, meat cutting shop, farm, and other divisions of the institution which supply the kitchens but which are not under the food service manager's direct supervision. In planning menus, he works with dietitians who are responsible for maintaining a balanced diet for inmates and employees and with the business officer who has general supervision over the farm and directs distribution of subsistence appropriations throughout the year. Most posi-

tions in this class are in the Department of Mental Hygiene under supervision from the Director of Nutritional Services (see Series 3105), a departmental staff position which has general responsibility for maintaining and improving nutritional standards and food service management throughout the department. Qualifications: Three years of experience in supervising large scale cooking.

Food service instructor, grade 15 teaches at a school for food service employees of State institutions; through lectures and practical demonstrations, instructs in such subjects as efficient utilization of food, methods of preparation and serving of food, prevention of food poisoning and food infection, storage and refrigeration, personal hygiene, kitchen cleanliness and sanitation, operation of mechanical equipment, preparation of menus; prepares and administers examinations; orders foodstuffs and supplies for class use; keeps records of student progress. He is the immediate assistant to an associate nutritionist who supervises the school. In addition to the teaching duties, the instructor collaborates with other personnel in preparing instructions to institution food service personnel on food budgeting, food utilization, and other matters relating to food preparation. Qualifications: Two years of experience as a skilled cook, completion of a course of 30 class hours in teaching methods, and one semester of full time paid experience in teaching food preparation.

Food service advisor, grade 25 is a staff position in the Department of Mental Hygiene. The food service advisor visits the institutions, confers with dietitians,

and other food service managers, and other supervisory personnel, observe food preparation and service and recommends improvements in operation, procedures, kitchen and dining room layout, and acquisition of equipment, with emphasis upon preventing food spoilage and other waste and establishing standards for food costs, purchasing, inspector, and storage. He works under supervision from the Director of Nutritional Services (see Series 3105) who is responsible in addition for the nutritional content and proper balance of meals, the teaching and training of food personnel, and the general preparation and service of food throughout the department. Qualifications: Bachelor's degree in hotel or institution management, dietetics, or nutrition and five years of experience in the management of a food service department serving at least 1000 persons per meal including ordering food and equipment and developing and maintaining a cost control system.

NYC Approves Rules For Five Exams

Requirements in two open-competitive and three promotion exams have been approved by the NYC Civil Service Commission. Next step is the receipt of applications.

Open-competitive — Housing caretaker; stenographer (reporting), grade 3.

Promotion — Deputy superintendent of women prisoners, Correction; inspector of construction, grade 4, Hospitals; superintendent of women prisoners, Correction.

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Activities of Employees in New York State

Manhattan State Hospital

MANHATTAN State Hospital is proud of its many employees on State promotion lists. In the laundry supervisor exam, Richard Hernandez is No. 1, Hylan Henderson 2, and James Grub 9. E. Johnston, Ruby Challenger and Francis McNally head the 32-name staff attendant list. Nora Tracey's name shows prominently on the head dining room attendant roster.

Two delegates from MSH attended the special CSEA meeting on the 40-hour week proposal. They voiced strong objections.

The chapter and all hospital employees were happy to note the rapid recovery from surgery made by Dr. John H. Travis, senior director.

The newly completed bus stop shelter at the Main Building is an attractive addition to the hospital. The first steel work has been fitted into position in the construction program. The Catholic and Protestant churches are nearing exterior completion.

All chapter members are invited to submit, in writing, nominations for president, 1st, 2nd, 3rd and 4th vice presidents, corresponding and recording secretary, and treasurer, to John Ryan of the Mabon Building, chairman of the nominating committee.

At the next chapter meeting, in January, preparation and distribution of ballots will be discussed.

Walter Hicks, former MSH employee now at Rochester State Hospital, sends holiday greetings. The hospital folk say thanks, and happy holiday, Walter.

The chapter sends holiday greetings to officers and members of the CSEA, and to all State employees.

Rochester

NEWS of Rochester chapter, CSEA:

The Department of Taxation and Finance held a farewell surprise party for Mrs. Della Barth, head cashier, at Brooklea Country Club. Seventy past and present co-workers paid tribute to Mrs. Barth, who is retiring January 1 after 25 years of service in the office.

Among the former workers present were Ada Writz, Rose Gagliano, Mary Magnus, Bertha B. Schur, Florence Morreale, Dorothy Buckert, Lillian Geers, Ada Neff, Violet Stirewalt, Abe Stone, Jack Reardon and Newell Hawley.

Letters received from Arthur Wasserman, Willard Hardies, Frank Afeltra, Francis Darling, Jessica Weissager, Ella Watson and Melvina Hevenor were read expressing their regret at not being able to attend. A letter was also received from Raymond L. Munroe, assistant district tax supervisor and past 2nd vice president of the Civil Service Employees Association, Inc. He was unable to attend because of illness. A telegram was received from Robert L. McGrath, Charles V. Bryan Jr. and Henry Osinski, who were in Albany on a training program.

Entertainment was provided by Mary Jane Young and Sara D'Amico. Group singing was led by Joe Levy, and song parodies, by Abraham Van Tuyl, were enjoyed.

F. Earl Struke was toastmaster. The speaker of the evening was John W. Dennin, district tax supervisor. A gift was presented by Lydia E. Mailander, principal clerk of the Motor Vehicle Section, who has enjoyed many years of close association with Mrs. Barth. Mildred Coyle was chairman, and Sylvia S. Smith was co-chairman, assisted by Raymond K. Margolius.

Mrs. Barth was surprised and pleased to see her friends and co-workers. How the plans for the party were kept secret will always be a mystery to her, she said.

Middletown State Hospital

DELEGATES from Rockland State Hospital, Wassaic State School and Letchworth Village met at Middletown State Hospital on December 12 to plan action on the 40-hour week plan for institutional employees. Robert L. Soper, 3rd vice president of the CSEA, lead the Wassaic group as did Emil Bollman from Rockland. Hiram Phillips represented Letchworth. Members of the host chapter participated in the meeting. Discussion revealed that in many cases 80 per cent of the institutional employees are working 48 hours a week. Statistics show that institutions in the metropolitan area have the greatest number of vacancies in the Department of Mental Hygiene. Employee recruitment would be aided, it was felt, if the 40-hour week was attained at a good salary.

Reports offered by Robert Soper, Fred Walters and Laura Stout revealed that the State had already set a precedent of cutting hours without affecting salaries. Plans are being made for an effective publicity campaign on the measure.

Beardean Burke and Dorothy McCoach, co-chairmen of the Christmas Fair held in the Amusement Hall, announced that it was a success. The O.T. Department and the School, assisted by other hospital employees and students, decorated the hall. Chairmen of the booths were: Food, William Youngman and Mrs. Beatrice Murray; games, Howard Shumake, Richard Murray, Mr. and Mrs. Crossman, Ed Gray and Harlan Walston; Penny-wise Shop, Mrs. Louise Foster; greenhouse, Mrs. Martha Flynn; table decorations and gifts, Virginia Wilkins; sundaes, Mrs. Adelaide Freer; needle work, Mrs. Ann Shumake; turkey dinner, Mrs. Dorothy McCouch. Mrs. Freer was in charge of publicity. Proceeds will be used to purchase books for the School of Nursing Library.

Commerce, Albany

TWO UNITS of Commerce chapter, CSEA, have qualified for special certificates for membership ratings of 80 per cent, 90 per cent and 100 per cent under the new system inaugurated by John F. Powers, Association president. They are the Division of Economic Development, 90 per cent, and Administration, 89 per cent, according to Stanley LeNoir, chapter president. Rapidly approaching the honor class is the Division of Commerce and Industry, 73 per cent. The Division of Publicity is reported at 68 per cent.

The current membership campaign is fast approaching its close. George Cooper, chairman of the campaign committee, reports. Last year Commerce attained a final standing of 92 per cent. Indications point to a final rating considerably higher this year.

Commerce is the first to complete the statewide heart exam program. President LeNoir reports.

Women of the Division of Publicity tendered a triple birthday luncheon for Jenny McClusky, Helen Lynch and Ronnie Dacey. Edwin Roeder, also of Publicity, had his birthday cake two days later.

Joseph J. Crowe, the only race horse owner in Commerce and possibly in the Association, reports his "hope" is wintering at Arden House stables — down the Hudson.

New York City

NEW YORK CITY chapter, CSEA, is proud of its bowling team, composed of Johnny Luceel, Jimmy Manger, Cliff Gulliver, Tony Tabick, Larry Meighan and Captain Joe Duffy. The boys have won 10 points out of a possible 12 points during the past three weeks. Games are played on Monday evenings at 8 P.M., at the Bowl-Mor alleys, University Place between 12th and 13th Street, NYC.

Congratulations to the new officers of Academy Lodge, Knights of Pythias: Irving Gold, Workmen's Compensation Board, chancellor commander; Roy Stubbs, Review Section, treasurer; Arnold Wolf, Finance Unit, financial secretary; George Charney, Division of Employment, master of arms; Lou Sklav, Motor Vehicle Bureau, secretary.

Suffolk

NEWS of Brookhaven Unit: Best wishes for a speedy recovery go to John Adams of the Coram Shop, who underwent an emergency appendectomy at the Mather Hospital. He is former president of the unit. Ernest Holden, of the Port Jefferson District, broke his arm. He'll be on sick leave for six weeks. While operating a sand spreader recently, Thomas Geehrer of Mt. Sinai hurt his back.

Sympathy to shop repair foreman Edward Bennett, who lost his mother recently.

Richard Swezey of Brookhaven Highway Department has returned to work after surgery.

Welfare Unit news: The Welfare Department Christmas party was held at the Foster House, Sayville, on December 18. A buffet supper, dancing and entertainment were enjoyed. In addition to individual contributions, \$50 from the treasury was used to finance the party.

Newark State School

NEWS of Newark State School chapter, CSEA:

Eva Welch is spending Christmas with relatives in Tampa, Fla. Miss A. Brisk has transferred to Rochester State Hospital. Margaret Collins has resigned. Ruth Peck, of Himrod, is a new employee at the School.

Charles Apfin, Frank Walters and Irene Hollenbeck are in sick bay.

Mr. and Mrs. Floyd Fitchpatrick and Mr. and Mrs. Henry VanDeVelde attended Rochester chapter's Christmas party at the Wishing Well, Troy. They were warmly received and had a wonderful time.

Mrs. Leona Manley returned to duty after an illness.

The chapter's Christmas party at the Kane Home drew a good crowd. The grab bag provided many fine gifts. Refreshments and games were enjoyed. Mrs. Verdow and Mrs. VanDeVelde were hostesses.

Pilgrim State Hospital

A MEETING of the employees of Pilgrim State Hospital will be held Tuesday, January 6 in the

Hogan Honored as Best in Rochester Area National Guard

ROCHESTER, Dec. 28 — Master Sergeant Michael Hogan, sergeant major of the 105th AAA Brigade, New York National Guard, has been named Best National Guardsman of the Rochester area. Presentation of a plaque and of a check has been made by Brigadier General Alfred H. Doud at a ceremony at the Main Street East Armory.

Mr. Hogan, an armorer in the Culver Road Armory, and secretary of the Genesee Valley Armory Employees chapter, Civil Service Employees Association, competed in oral and written exams with the best soldiers of Rochester's eleven Guard units.

Staff to Be Hired For Alcoholism Clinic

ALBANY, Dec. 28 — Two additional grants from the Mental Health Commission, totaling over \$27,000 annually to be used for another alcoholism clinic and research project in NYC, were announced by Dr. Newton Bigelow, State Commissioner of Mental Hygiene and chairman of the commission.

The clinic will be at Kings County hospital, Brooklyn, where research also will be conducted. All will be under the Department of Psychiatry of the College of Medicine. Dr. Howard W. Potter, professor of psychiatry at the college, will be in charge. Raymond G. McCarthy, director of alcoholism research, and Dr. Donald Gerard, research psychiatrist, both of the Mental Health Commission staff, will serve as liaison between the project and the Commission.

Staff of the clinic will include a psychiatrist, a fellow in internal medicine, a psychiatric case-worker and a clinical psychologist in addition to necessary secretarial and clerical personnel. Services of the regular staff of the medical school will be additional. The contract was signed with the State University of New York College of Medicine.

Lounge Room, Recreation Hall at 8 P.M. All employees off duty are urged to attend, as important legislative matters will be discussed. Guest speakers include officers of the CSEA chapter who will answer questions.

Congratulations to Chief Supervisor Lawrence C. McDonald and Mrs. McDonald on the birth of a baby girl, their first. Both the Missus and baby are doing fine.

Vacationing are Fred C. Woelber, John Higney and J. Fuller.

A reminder to all employees. Join your Association now, if you have not already done so, as we need a strong Association membership to reach our goal. The future of institution workers depends on their interest today. Collective ideas will bring results. Employees at Pilgrim favor a 40-hour work week with no pay reduction.

The chapter wishes all a Merry Christmas and a prosperous New Year.

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TUESDAY, DECEMBER 29, 1953

This Breakdown of Recruitment Must Stop!

The Civil Service Commissions should take immediate initiative in improving recruitment, by themselves conducting studies of why results are so poor.

The Federal Government's failure to get enough candidates in some exams, far too few in others, and the steady decline in appeal to the cream of the college crop for the junior jobs the U. S. can offer them, makes such a study necessary now.

New York State has been suffering similar experiences, not only in exams for scientific, professional and technical jobs, but for others, including State Police. The application period for some of the State's college series exams was extended, for an obvious reason.

In NYC the efforts to get enough police eligibles have been constantly disappointing. In the latest appeal, 12,000 applied, which may be heartening to one trembling with frustration, but the past average was 26,000, and the future average should be no less. In other job categories in NYC the situation is worse.

While it is true that one solution is obvious — offer higher pay — the problem has important ramifications. Age limits, minimum requirements in general, residence, and level of exam given require close study, for additional light on the need of improving the scope of recruitment. The broader the recruitment base, the higher the expected calibre of candidates.

Also, such studies should weigh with sharp but impartial eye the growing practice of making minimum requirements so high that fewer and fewer persons apply. This is a tendency by Commissions to substitute, in part at least, stiff minimum requirements, for the exam itself. Many excluded would undoubtedly fare well in the test.

A usual objective of such rigid rules for the privilege of competing is to reduce the workload of the Commission.

Commission Must Assert Needs

This gets back to the money question. The Commissions may not have large enough staffs to rate so many thousands of additional papers. That would not be the candidates' fault nor the public's, rather secondarily that of the executive branch of government, in the exercise of its budgetary functions, and of the legislative branches that vote the funds. Primarily, unless Commissions convince the executive arm of their needs, and that arm convinces the legislative arm — a duty that Commissions tend to avoid under an unnecessary feeling of temerity — the Commissions will continue to be plagued by recruitment let-down in a highly competitive market.

Not only is government competing with private industry, though not with best success, but one government jurisdiction is competing with another. When both shortcomings, of too low salaries and too small staffs, exist concurrently, one government is competing with itself.

The required studies should be comprehensive in scope and detail. They should deal with the important public relations in recruitment. They should include examining techniques. The U.S. blazes the way in this fruitful field, but still should find out if its very splendid efforts can not even be made utterly notable. Other jurisdictions do too little in this area; or in a pinch, turn to the U. S. for guidance, even sending their own examiners to take courses in Washington D. C. If some Commissions were examined on how well they know the most modern, approved examining techniques, they would flunk the exam.

Year after year the serious and growing shortage of candidates, despite increasing population, increasing government functions, and a general increase in the number of jobs, can not be tolerated. The situation already is alarming. Service to the public is threatened. The complex and interlocking causes must be brought to light and corrected. The future of the merit system demands it.

Question, Please

AS I AM a disabled veteran, I took a U. S. exam open only to disabled veterans, and received a passing mark in the written test. However, when in the oral interview I was held disqualified. I appealed to the Regional Office of the U. S. Civil Service Commission, but the finding of the oral examiner was upheld. Now I am wondering what to do next, and whether I am not entitled to appointment, as the exam as for disabled veterans, I passed the written test, and the oral interview, being subjective, shouldn't count against me. L.P.E.

Answer — The oral interview is as much a part of the exam as is the written test. The official notice no doubt stated that candidates must pass the oral interview test, also. The only additional course you'd have would be an appeal to Washington, D. C., but on the showing to date the indication of success doesn't appear too good. Opening an exam to disabled veterans only is no assurance that, on passing only the written part, where there are other parts, that a candidate will be declared eligible.

I APPLIED in a NYC exam and paid the application fee. However, the Civil Service Commission ruled that I did not meet the minimum requirements. Am I not entitled to a refund of the fee? J. K. B.

Answer — Yes. The Commission makes such refunds, as a matter of course, in about a month but there is no reason why you should not write the Commission, requesting refund, and stating the particulars, including your application number, the title of the exam, and date when you applied.

HAVING NOTIFIED the State Civil Service Commission of my declination of a tentative job offer, from an eligible list, because of too low salary, I am now ready to accept the salary offered. What shall I do? M.K.

Answer — Notify the Commission in writing of your withdrawal of your declination for reasons of insufficient salary, and ask that your name be fully restored to the active list. As it stands, your name is an active one on the list only in the absence of eligibles willing to accept appointment at the offered salary.

Comment

NOT WORRIED OVER QUESTIONNAIRE

Editor, The LEADER:
I am one who might be affected by the NYC loyalty questionnaire. I'm not worried about the questions. My own record is clear. I don't think that the questions themselves are as important as is the policy that will be pursued in dealing with the answers. I've seen no evidence of any harsh or persecutive policy in NYC, which along with New York State, of all jurisdictions, has resisted the security hysteria best.

I don't mind if the questions are modified, but I'm ready to answer the questionnaire as it is, if I have to, and would do so without fear.

CHARLES E. RISSENDEN
Bronx, NYC.

LOYALTY QUESTIONNAIRE CALLED TOO TOUGH

Editor, The Leader:
The NYC loyalty questionnaire is too tough on those seeking jobs, promotions and transfers in security agencies. The fact that there will be a record of having even palled around at one time with some people who were linked with doubtful organizations creates a possibility to harm the innocent.

It is not enough that the policy of the present membership of the NYC Civil Service Commission is one of fairness. One doesn't know what the policy of future Commissions may be. Also, one doesn't know into whose hands the record will fall, and whether some innocent association on an employee's or candidate's part may not injure him in seeking even a Federal or State job. The questions should be toned down accordingly.
Brooklyn, N. Y.

A. B. ARMAND

CIVIL SERVICE

NEWS Letter

THE YEAR 1953 saw little effort to swell the number of exempt jobs at the expense of the competitive service, except in the Federal Government, where 27 per cent of the positions put in Schedule C were formerly in the competitive class.

There has been no showing of strong political motivation as yet, in the Federal operation, though competitive employees who marched in Democratic parades or attended Jackson Day dinners are drawing no dividends on that account in the Eisenhower Administration.

The patronage question is growing hot in the Federal Government. Complaints from members of the Republican National Committee, including Chairman Leonard Hall of Nassau County, New York, that patronage wasn't being handled "effectively," have resulted in the creation of duties as official patronage "experts" in each department, some of them already filled. These are assignments, usually, rather than new positions, and the purpose is to see that more jobs go to deserving Republicans. If new jobs are created solely for this purpose the situation will become fantastic.

Since President Eisenhower, by court decision, has the power to classify new jobs, to shift existing ones from one classification to another, and to fire at will incumbents in Schedules C and A jobs, the road to patronage is wide open. Whether the President will go along with the political element, composed of Republican Senators and Representatives, and Republican National Committee members, or with the reform element, that the U.S. Civil Service Commission is supposed to represent, is one of the top civil service questions before the country.

Chairman Phillip Young of the U.S. Civil Service Commission is also the President's personnel liaison officer, so is right in the executive swing of things departmental. He has never been known to be politically motivated. How long he can stand up against political pressure strong enough to win over the President himself is no mystery. With the nationwide political picture not being too bright at the moment for the Republicans, the President might yield to the politicians.

As a skirmish in the battle, doubtful cases that were not put into Schedule C are now going to be reviewed by the Commission. Some departments were generous in asking that jobs be put in that wide-latitude Schedule. If the result of the new survey is the granting of a large number of previously denied requests, it would be a tipoff that the politicians are making headway.

Schedule C jobs are of a confidential or policy-determining nature, by definition, but definitions as elastic as for exempt jobs in other jurisdictions. Schedule A jobs are of the "specialist" type, closer to non-competitive ones in other jurisdictions, lacking the job protection that non-competitive ones have in other jurisdictions. Civil service security not longer attaches to either, and it is even a question whether the Veteran Preference Law applies. The Civil Service Commission says Yes, the U.S. Department of Justice says No. On the other question, of general job security, they took the same opposite positions, and the court sustained the Department of Justice.

The law case just decided didn't involve the veteran preference question, but, if one comes up that does, the danger signal will be out, unless Congress passes an amendment expressly providing that veteran preference does apply to Schedule C and A jobs. It may even try to take away from the President, by legislation, the power to fire at will from A and C. But would the President sign such a bill? Well, he could forestall Congress entirely, if he desires. The power the court held he possesses was based on his own executive order. All he'd have to do would be to issue a superseding order, saying to what extent civil service protection does apply, when a competitive employee's job is reclassified into Schedule C or A, and specifically state that the Veteran Preference Law protection remains.

The job classification in NYC, under the direction of Sidney M. Stern, goes steadily along. Something definite should take shape regarding the first field undertaken for study—the engineering and technical service. Proposals are being exchanged and amended and agreement between employee groups and the City appears near.

Consultation of public employee organizations is growing, an excellent sign. Conference makes for wholesome results and emphasizes the mutual nature of responsibility.

The present U.S. Civil Service Commission is going in for the morale-building method more than its predecessors did. In New York, the State Administration is conferring with Civil Service Employee Association leaders on the expected pay increase. In NYC, Mayor-elect Robert F. Wagner Jr. has promised employee groups that his legislative "package" will not be put in final form until employee organizations have been consulted. They are well satisfied with the tentative "package," have suggested only minor changes and one major addition, and like Mr. Wagner's purpose and approach.

The addition desired is the 25-75 pension plan—employee to pay 25 per cent, City 75—which is temporarily off the list as too costly for the present, though not dead, at least in Mr. Wagner's camp, by any means. The real rub would be in the State Legislature, which voted a restriction against any such pension liberalization last year, unless the Legislature's approval were obtained.

U.S. Attorney General Herbert Brownell Jr. is going to raid the dean's list of law graduates, if he can, to fill 30 jobs every year in the Department of Justice. Before February 1 of each year candidates must apply. A committee will do the selecting, on the basis of college transcripts (scholastic record), extra-mural activities, and oral interviews. The chosen will go from graduation exercises to job.

(Continued on Page 7)

Kogel Deplores Hospital Pay

Dr. Marcus D. Kogel, retiring on a pension as NYC Hospitals Commissioner, in a recapitulation of five years in that office, said low pay had hampered the departments work. His "greatest failure," he said was inability to obtain adequate salaries for employees. Were it not for the prospective pension, key employees would leave the department in droves, he added.

"The time is almost here," he continued, "when the retirement of pathologists, roentgenologists, medical, nursing and dietary administrators and others in professional and scientific fields will weaken the hospitals of the department, so that it will be hardly possible to maintain decent standards of care."

Standards Forced Lower

"Desperate shortages in critical personnel categories have already forced us to lower standards. We have had to remove physicians from the emergency ambulance service of the city and we have had to substitute subprofessional

for professional personnel in many areas of hospital operation.

"We are prompted by necessity to employ large numbers of unskilled workers in patient care, and this multiplies many times the need for supervisory and training people. It would be tragic indeed if this situation goes unrecognized until a calamitous occurrence spotlights too late a serious deficiency in supervisory staff."

Dr. Kogel recalled his frequent complaints at the "strangling effect of the budget and civil service system" as depriving a commissioner of authority needed to carry out his responsibilities. He is pleased, he added, that he has been part of an administration "that is initiating steps to correct these difficulties and that a performance budget and a career and salary plan are in the making."

Becomes College Dean

He was a department career employee, with 26 years' service. On January 1 he becomes dean of the Albert Einstein College of Medicine, a division of the new Yeshiva University.

Jack Installs Negro Group In Sanitation

Hulan E. Jack, Borough President-elect of Manhattan, installed the new officers of the Negro Benevolent Society, Department of Sanitation, on Saturday, January 19. The roster of officers are:

William J. Hart, president; John B. Skeet, vice-president; Raymond A. Francis, Jr., recording secretary; George Morse, corresponding secretary; Samuel De-Vonish, financial secretary; James Barnes, treasurer; Rev. W. E. Blake, chaplain; James Pennington, sgt-at-arms; Seth V. Hill, file clerk.

The Board of Directors consists of: Malcolm E. Manning; Ernest Morris; Emanuel McQualters; Chester Lewis.

The Welfare Board: Raymond Avery, chairman; Adolph Harewood; Robert Henderson.

READ the Newsletter column every week in The LEADER. Inside information on what's going on and what's coming up. Please see Page 6.

STATE REPORTER ACTION

The State Civil Service Commission has calendared to a future meeting a decision on placing an additional deputy State reporter in the exempt class. Action on the Office of the State Reporter title was deferred so that more information might be obtained.

Skilled Men Needed at Bklyn Air Base

Applications are being received for the following positions at Floyd Bennett Naval Air Station, Brooklyn. Applications must be on file by January 1 with the executive secretary, Board of U.S. Civil Service Examiners, Mitchel Air Force Base, Hempstead, L.I.

- A/C Engine installer, \$2.05 an hour.
- A/C Hydraulic repairer, \$2.05 an hour.
- A/C Propeller repairer, \$2.05 an hour.
- A/C Servicing electrician, \$2.05 an hour.
- A/C Radio & electronics repairer & installer, \$2.09 an hour.
- A/C Sheet metal manufacturer & repairer, \$1.98 an hour.
- A/C Fabric, paint & dope worker, \$1.94 an hour.
- A/C Instrument servicer, \$1.98 an hour.
- A/C mechanic, \$2.05 an hour.

EMPLOYEE DISTINGUISHED FROM A PUBLIC OFFICER

The position of senior engineering aide in the competitive civil service is a public employment and not a public office within the meaning of Sections 16 and 40, Alcoholic Beverage Control Law, Attorney General Nathaniel L. Goldstein has ruled in a formal opinion.

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LEGAL NOTICE

CITATION — The People of the State of New York, By the Grace of God Free and Independent, To The Public Administrator of the County of New York, The Attorney General of the State of New York, The Merchant Marine Library, The Field Army of the New York City Cancer Committee, The heirs at law, next of kin and distributees of Beatrice Tribel, deceased, whose names and places of residences are unknown to the petitioner herein, and cannot after diligent inquiry, be ascertained, send greeting:

Whereas, ALBERT STERN, who resides at 200 Riverside Drive, in the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date July 31, 1950 relating to both real and personal property, duly proved as the last will and testament of BEATRICE TRIBEL, deceased, who was at the time of her death a resident of 39 East 27th Street, in the County of New York,

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 22nd day of January, one thousand nine hundred and fifty-four, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property, and why the unattested, undated and signed memorandum of said decedent should not be denied probate.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

Witness, Honorable GEORGE FRANK-ENTHALER, Surrogate of our said county, the 18th day of December in the year of our Lord one thousand nine hundred and fifty-three.

PHILIP A. DONAHUE
Clerk of the Surrogate's Court



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**ACCOUNTANCY REVIEW
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A gorgeous detached stucco home, consisting of 8 large rooms, on a 40 x 100 plot nicely landscaped. 1 1/2 baths with stall shower, finished basement, also a large finished attic with loads of closet space. This home is in excellent condition. Lots of other features. Call for appointment. Small cash.

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1 family detached, 6 1/2 rooms, stucco and frame, modern tile bath, semi-finished basement, oil heat, glowing parquet floors, garage and all improvements. Small cash.

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2 story brick, 1 family dwelling, corner plot, 4 large rooms, modern kitchen, tiled bath, steam heat, oil burner, semi-finished basement, 1 car garage, Venetian blinds, storm windows and screens. Cash for veterans \$1,000.

Price \$8,500

UNIONDALE

1 1/2 story detached brick veneer and frame, 4 year old, 1 family bungalow, 4 1/2 sunfilled rooms, modern Hollywood tiled bath, modern kitchen, formica cabinets, table-top gas range, ample closets, expansion attic for 2 additional rooms, oak floors throughout, steam heat, oil burner, 50 x 100 landscaped plot. \$990 down payment for veterans, G. I. mortgage \$10,000.

Price \$10,990

SOUTH OZONE PARK

New detached bungalows, brick and frame, 5 large sun-filled rooms, full poured concrete basement, Hollywood colored tile bath, steam heat, oil burner, oak floors throughout. Ample closets, knotty pine kitchen cabinet, formica top, venetian blinds, landscaping and shrubbery. Cash for veterans \$750. Civilian reasonable down payment.

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Two story 1 family brick dwelling, 6 1/2 large rooms, parquet floors throughout, modern Hollywood tiled bath and shower, automatic steam heat, Venetian blinds, storm windows and screens, dinette with furniture, full basement, garage under house. Home in excellent condition. Mortgage \$8,000. Cash \$4,600.

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DETACHED TWO-FAMILY, 50 x 100 plot, possession one apartment on title, modern kitchens and baths, steam heat (oil), garage. **\$10,500**

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Strong Drive Being Organized To Push Pension Tax-Exemption As Soon as Congress Reconvenes

WASHINGTON, Dec. 28 — The National Education Association, powerful organization of teachers, is preparing an intensive drive, to start as soon as Congress reconvenes, for full tax-exemption of pensions.

The association believes that, with tax reduction in the air for the first time in a couple of decades, the project stands a good likelihood of succeeding.

The effort has been defeated in previous sessions of Congress on grounds regarded by the proponents as specious, but understood to have been occasioned by the adamant word from above that the country couldn't stand tax reduction. Now, it is believed, that argument has been shattered, especially in view of the income tax reduction, slight though that is.

Seeking Group Support

The NEA will try to rally the support of as many organizations as possible, preferably behind one bill, and will of course prefer its own bill. Not only public employee pensions would be affected, this time.

Various employee organizations throughout the country have signified approval of the principle of a tax-exemption measure, including the Civil Service Employees Association of New York State. Now that Eastern seaboard State organizations are also aligned in a co-operative general undertaking, it is expected that this coalition will get behind a pension tax exemption bill.

One of the chief arguments in favor of making pensions tax-free is that Social Security and Railroad Retirement pensions are tax-free, and 100 per cent so. The proposed bill wouldn't go that far but would set a minimum amount for tax freedom for pensions generally. Formerly \$1,800 was a favorite figure. This time it may be around that, too. The maximum primary pension benefit under Social Security is \$1,020 a year — \$85 a month — and if it is necessary to get the bill through that figure probably would be considered. What is considered of utmost importance is to get the pension tax freedom going.

What Present Law Is

As the situation now stands, pensions are subject to a limited tax exemption, if the employee contributed part, or financed all, the cost.

It works like this:

Take the total amount of money that the employee himself actually put up. Strike 3 per cent of that figure. That is the amount to be treated in the beginning as income from retirement allowance for tax purposes, while the actual amount of the retirement checks received during the year

is not to be reported as income. Strike the difference between the two amounts, retirement receipts, and 3 per cent of investment. That represents the amount "forgiven," or, as another saying has it, is the amount that the employee receives back. Year after year the amounts forgiven are added, until they equal the employee's cost, when the limited exemption ceases, and the full retirement allowance must be reported thereafter as income. This usually happens a few years after the retirement becomes effective.

Fancy Theory

The U. S. has been hard pressed to defend the theory behind such limitation of the exemption, in view of the discrimination practiced, as if income from public employees retirement systems, or private pension funds, buys any less, dollar for dollar, than income from Social Security or the Railroad Retirement System.

The U. S. says that the retirement money received includes interest on the amount the employee put up and the 3 per cent is supposed to represent that interest, in other words, income in the form of interest. Social Security and Railroad Retirement are system joint contributory systems,

too, and the theory of interest on investment isn't used there. Moreover, the U. S. and local governments have taxed the salary before any of it went into the employee's own annuity fund, and to tax the pension income is to heap injustice on imposition, the tax-free pension advocates say.

Van Name's Strong Argument
In a booklet prepared by Ralph L. Van Name, for NYC Transport Workers Union members, a strong plea is made for tax exemption. Mr. Van Name says, under the headway "Abolish Unfair Taxation!":

"The Social Security pensions of nearly 50,000,000 employed persons, so far as they live to receive them, are totally exempt from Federal Income Taxation.

"When pensions begin for 10 per cent of that number in governmental service, their pensions are fully taxed as soon as their own contributions with no interest allowance have been received back.

"For example:
"The \$1,500 Social Security Pension of the operator of a privately-operated Third Avenue Bus is given \$1,500 more tax exemption than the \$1,500 city-paid

pension of the operator of a publicly-operated Third Avenue Elevated Train operating along the same Avenue high over his head in the same City.

"Your TWU representatives will press on this matter until exemption is equalized. We work on close Congressional districts for eradication of this un-American discrimination against publicly-employed workingmen! Don't let newspapers or politicians mislead you."

Mr. Van Name is retired secretary of the NYC Employees' Retirement System.

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The State Civil Service Commission has approved placing a director of public relations and information, NYC Department of Welfare, in the non-competitive class. The job pays \$5,400 a year.

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UFOA Poster Contest Winners Receive Prizes

Fire Commissioner Jacob Grumet and Fire Chief Peter Loftus presented \$350 in U. S. savings bonds to the grand prize winner and five borough winners in the Uniformed Fire Officers Association fire prevention poster contest.

A \$100 bond went to Mary Calire, of Maxwell Vocational High School, Brooklyn, and a \$50 bond to each of the borough winners: Joan Ketonen, Washington Irving High School, Manhattan; John L. Gianfagna, Curtis High School, Richmond; Tamara Sakowitzsch, Theodore Roosevelt High School, the Bronx; Carmine Napolitano, Woodrow Wilson High School, Queens; and Gloria Della Boyl, Abraham Lincoln High School, Brooklyn.

The competition was open to high school students throughout the City.

MEMORIAL MASS FOR PRIEST

The Ozanam Guild of Catholic employees of the NYC Department of Welfare will sponsor a special Memorial Mass for the late Rev. Timothy J. Shanley on Saturday, January 9, at 9:00 A.M. in St. Matthew's Church, 216 West 67th Street.

ASSISTANT D. A. IN BRONX

Exempt classification for an additional assistant District Attorney of Bronx County has been approved by the State Civil Service Commission.

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NYC EXAMS ON WAY

Among the NYC exams to open on January 6 are the following:

PROMOTION

Candidates in NYC promotion exams must be present employees of the department mentioned, qualified for admission to the test. Last day to apply is given at the end of each notice. Applications will not be received until January 6.

7026. ARCHITECT (Prom.), Manhattan Borough President's Office, \$5,161 to \$6,350. Requirements: six months as assistant architect. Fee \$5. (Thursday, January 21).

7069. ASSISTANT BACTERIOLOGIST (Prom.), Departments of Health and Hospitals, \$3,181 to \$3,720. Requirements: six months as junior bacteriologist. Fee \$3. (Thursday, January 21).

6995. ASSISTANT ELECTRICAL ENGINEER (RAILROAD

SIGNALS) (Prom.), NYC Transit Authority, \$4,141 to \$5,160. Requirements: six months as assistant electrical engineer (including all specialties except railroad signals), assistant mechanical engineer (including all specialties), electrical engineering draftsman, junior electrical engineer (including all specialties or mechanical engineering draftsman. Fee \$4. (Thursday, January 21).

7025. INSPECTOR OF CARPENTRY AND MASONRY, GRADE 4 (Prom.), Departments of Education and Hospitals, \$4,646; four vacancies. Requirements: six months as inspector of carpentry and masonry, grade 3. Fee \$4. (Thursday, January 21).

7068. INSPECTOR OF PLUMBING, GRADE 4 (Prom.), Department of Hospitals, \$4,021 and over. Requirements: six months as inspector of plumbing, grade 3. Fee \$4. (Thursday, January 21).

The NYC Civil Service Commission received 835 applications in 20 open competitive and eight promotion exams during December. Where an exam was also open for receipt of applications prior to December, the number of December applicants and total number of applications are given.

Open-Competitive

- Assistant electrical engineer (automotive), 3.
- Assistant mechanical engineer (automotive), 6.
- Assistant mechanical engineer (sanitary), 21.
- Boroughs 7200 operator, grade 2 (6th filing period), 12.
- Boroughs 7800 operator, grade 2 (6th filing period), 6.
- Captain (sludge boat), 6.
- Chief mate, 20.
- Civil engineering draftsman (6th filing period), 28.
- Historian (medical records), 31.
- Housekeeper, grade 1 (1st filing period), 43.
- Junior assessor, 190.
- Junior civil engineer (6th filing period), 68.
- Medical social worker, grade 1 (1st filing period), 80.
- Menagerie keeper, 5.
- NCR 3000 operator (2nd filing period), 20.
- Office appliance operator, grade 2 (2nd filing period), 53.
- Physical therapist, 18.
- Scowman, 193.
- Second mate, 28.
- Veterinarian, 4.

Promotion

- Junior bacteriologist, Health, Hospitals and Public Works, 10; total, 106.
- Bacteriologist, Health, Hospitals and Chief Medical Examiner, 2; 57.
- Captain (sludge boat), Public Works, 4.
- Chief mate, Public Works, 6.
- Claim examiner (torts), grade 4, Comptroller's Office, 10.
- Gardener, Parks and Hospitals, 458.
- Medical social worker, grade 2, Hospitals, 89.
- Second mate, Public Works, 6.

GEORGIANA GUILD HOLDS CHRISTMAS PARTY

The Georgiana Guild, Chapter 28 of the St. George Association, has held its annual Christmas Party at St. John's Lutheran Church, NYC. New officers were elected. Jessie Larsen, the 1953 president, conducted the meeting. The singing was led by Mrs. Anita Timmins. The Georgiana is an auxiliary of the Fire Department, St. George Association.

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State Turns Down Coverage Of NYC Veteran Center Aides Into Competitive Class

ALBANY, Dec. 28 — The State Civil Service Commission has disapproved in its present form the resolution of the NYC Civil Service Commission designed to cover into the competitive class a number of positions in the City's Veterans Service Center.

The State Commission indicated that it could not now approve the resolution because, among other reasons, one or more of the positions mentioned in the resolution to be classified in the competitive class, properly belong in a classification other than competitive.

The Commission also indicated that so far as the lower grade positions are concerned, they properly belong in the competitive class; and accordingly it would be desirable that such positions be filled by competition. The Commission suggested a method by which present incumbents might compete for permanent competitive appointments in the jobs they now hold.

The Commission pointed out that if the plan suggested by it does not prove practicable, the door was still open for the consideration of a new resolution designed to cover into the competitive class, such positions as properly belong there.

U. S. EXAMS

2-55-4 (53). **ACCOUNTANT**, \$4,205, to fill jobs as Internal Revenue agent and special agent (tax fraud), in Manhattan and Brooklyn. Apply to Board of U. S. Civil Service Examiners, Internal Revenue Service, Room 1103, 90 Church Street, New York 7, N. Y. (Monday, January 4).

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Oneida Diners Spurred To Top Membership Goal

UTICA, Dec. 28 — The annual Oneida County membership drive dinner was held at the Club Monarch, Yorkville. More than 200 members of the Oneida County chapter of the Civil Service Employees Association attended. Among the guests were many Oneida County officials.

The guest speakers were Joseph F. Felly, 1st vice president of the Association, and Charles D. Methe, co-chairman of the Association's membership committee. They told of the CSEA membership increases in County and State Divisions. Vernon E. Olin, chapter president, the other speaker, stressed the chapter's membership potential of more than 2,000, and asked members to set the 100 per cent mark as the goal.

Pay Goals

Mr. Olin said the "chief basis" on which the chapter is striving for salary increases in the county, and in particular cities such as Sherrill, Utica and Rome, in towns, villages and schools, is that "every man living in this or that community is entitled to be married and raise a normal family on the pay he is receiving from his public service, according to his qualifications and ability, without being forced to accept outside employment to meet the ordinary necessities of life."

Annabelle Sarmie Wins

The contest for the honor of being "Miss CSEA, Oneida County" was won by Annabelle Sarmie, an employee of the county hospital at Utica. Steve Circh, the chapter's publicity director, made the presentation. Close contestants were Arlene Fluty, County Welfare Department; Annabelle Nado, Utica Water Department, and Virginia Moskal, Utica City

Hall. They comprised Miss Sarmie's "court."

The dinner committee included Mrs. Rosalie Sarmie, Mrs. Josephine Paladino, Mrs. Ruth Mann and Mr. Circh.

The event proved highly successful, and the chapter received compliments all around.

Repeat Performance

The contest generated so much enthusiasm that the chapter is considering making it an annual event. Other counties may adopt the plan, the chapter feels, and one day even a contest to determine "Miss CSEA, New York State," may develop. The chapter found that the contest provided a excellent basis for publicity.

Bills to Curb President's Power Being Prepared

WASHINGTON, Dec. 28—Representative Emmanuel Celler (D., N.Y.) intends to introduce a bill that will remove the provision of the law under which the Federal District Court held that the President power to put jobs in to any class, and fire Schedule C employees at will, even if they have competitive status.

Employee organizations, incensed over the effect of the court's decision, instructed counsel to draw bills of similar effect.

Such amendment wouldn't however, benefit Leo A. Roth, the unsuccessful litigant in the court case.

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Education Has Test for \$7,000 Job

The NYC Board of Education will receive applications until Monday, February 8 in a license exam for assistant director of the Bureau for Children with Retarded Mental Development. Both men and women are eligible for the \$7,000 to \$7,500 a year job.

Maximum age limit is 40 years. Six years of teaching experience is needed. Experience as a school psychologist may be substituted for up to three years of the teaching requirement.

Apply Until February 8
Candidates must have a bachelor's degree or its equivalent and 30 semester hours of graduate study. Training in supervision, administration or organization, in the education of the mentally handicapped, and in appropriate professional courses, are additional requirements.

The written exam is tentatively scheduled for Monday, February 22.

Apply to the NYC Board of Examiners, 110 Livingston Street, Brooklyn 1, N. Y. by February 8.

463 NYC Promotions As of Jan. 1

A total of 463 employees will be promoted in the NYC service. The promotions, which have already been approved by the Budget Director, will take in 25 titles. Largest number of promotions will be in the clerk grade 3 title—with 284 going forward; and 78 in the clerk grade 4 title.

The breakdown for Clerk grade 3 by departments shows: Welfare, 100; Hospitals, 34; Comptroller, 20; Health, 19; Education, 18.

For Clerk grade 4, the breakdown shows: Hospital, 11; Finance, 7; Health, 6; Welfare, 4.

The grade 3 job pays \$3,386; the grade 4 job pays \$4,016.

The promotions, requiring Board of Estimate approval, go into effect January 1.

LEGAL NOTICE

ASCHER & CO. — Notice is hereby given that the persons herein named have filed a Certificate of Limited Partnership in the Office of the Clerk of New York County, the substance of which is as follows:

The name of the limited partnership is ASCHER & CO., and its principal office is located at 89 Wall Street, New York, New York.

The character of the business is a general brokerage and commission business in coffee, sugar and other commodities and chartering of vessels.

The name and place of residence of each partner of said partnership is as follows:

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Name Place of Residence

GERARD ASCHER 25 Alta Vista Drive, Crestwood, New York

RALP CARRUTHERS, 189-04 64th Avenue, Flushing, New York

Limited Partners

ANGEL MACHADO, 4 No. 257 ENTRE 11 y 13 Vedado, Havana, Cuba.

CARLOTA STEEGERS, Calle 22 No. 302 Vedado, Havana, Cuba

The term for which the partnership is to exist is from December 1, 1953 to and including December 31, 1958, and thereafter from year to year unless sooner terminated by notice from any one of the partners to the others prior to October 1st in any calendar year, in which event the partnership shall be terminated on December 31st of said year.

Each of the limited partners has contributed \$70,000.00 in cash, and neither has agreed to make any additional contributions.

The contributions of the limited partners shall be returned to them within ninety (90) days after the close of the calendar year in which the partnership shall terminate.

Each of the limited partners shall be entitled to receive 25% of the net profits of the partnership by reason of his contribution.

No right is given to any limited partner (a) to substitute an assignee as contributor in his place; or

(b) to admit additional limited partners; or

(c) to priority over the other limited partner as to the return of his contribution; or

(d) to demand and receive property other than cash in return for his contribution.

Upon the death or retirement of a general partner, the remaining general partner may continue the business, provided the limited partners consent thereto.

The certificate referred to above has been signed and acknowledged by all of the general and limited partners as of the 1st day of December, 1953.

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How Veteran Preference Is Applied in N. Y. State As the Year 1953 Ends

One of the most important questions concerning veteran preference, in exams for filling jobs with the State or any of its communities, is what periods and of what kind of service are covered. A fact often lost to sight is that preference applies only to war veterans, not to veterans generally. Hence it is necessary to know what is defined as a period of "war." Such a period may include one short of war, but how far short is anybody's guess, so the word "hostilities" may be used. But for purposes of preference it is just as well to regard "hostilities" as "war," for instance, the recent combat in Korea.

Six Basic Requirements

To obtain veteran preference, therefore, a candidate in an exam for appointment or promotion must qualify on all the following grounds, as the situation stands as the year 1953 ends:

1. Claimant must receive a passing grade in the examination and must possess all other requirements necessary under the law and rules for appointment or promotion.
2. Claimant must prove active service in the armed forces of the United States during time of war. Time of war means April 6, 1917 to November 11, 1918 — World War I, or December 7, 1941 to September 2, 1945 — World War II, or from June 25, 1950 to the end of hostilities in Korea. (The armed forces do not include such organizations as the Merchant Marine, the Red Cross, temporary reserves or auxiliary forces.)
3. Claimant must have been a bona fide resident of the State of New York at the time of entrance into the armed forces.
4. Claimant must be a citizen and resident of New York State at the time of the establishment of the eligible list.
5. Claimant must have been

honorably discharged or released under honorable circumstances from such armed forces.

6. Claimant must not have received such additional credit in connection with any permanent appointment or promotion after January 1, 1951, in the Civil Service of New York State or any of the civil divisions thereof.

Absolute Time Limit

Those who thus qualify as non-disabled veterans get five additional points in an exam for original appointment, known as open-competitive, while disabled veterans get twice as many points added. In promotion tests these respective values are halved. In any case, point preference may be used only once. It is considered used, in general, when it has resulted in an appointment or promotion made even though extra points weren't needed. This point is elucidated later.

All preference claims must be made prior to the establishment of the eligible list. No such credit will be granted, under any circumstances, after the list is established.

Disability Preference

The six requirements have been given for non-disabled veteran preference. For a disability claim to hold, four additional qualifications must be shown, as follows:

1. Claimant must be certified by the Veterans Administration as receiving disability payment from such Veterans Administration for a war incurred disability which is in existence at the time of the establishment of the eligible list.
2. Claimant's disability must be of such a character as not to render claimant incompetent to perform the duties of the position applied for.
3. The extent of the claimant's disability rating must be at least 10%.

4. Claimant's disability rating must be based upon an examination given by the Veterans Administration within one year of either the date of filing his application for examination or the date of the establishment of the eligible list, unless the Veterans Administration certifies that the claimant has a permanent stabilized war-incurred disability.

Adding the two — the basic and the disability requirements — for disability preference, 10 conditions must be met.

Fine Points of Disability Claim

On the subject of veteran preference generally, the NYC Civil Service Commission issued the following explanation on disability preference, and method of operation of preference generally:

In order to qualify as a disabled veteran, it should be stressed, besides the necessary proof of veteran status, the candidate must be certified by the Veterans Administration as receiving disability payments from such Veterans Administration for a disability incurred by him in time of war; or, if he continued to serve after the cessation of hostilities, on or before the date on which the war is declared terminated by presidential proclamation or Act of Congress, and in existence at the time of the establishment of the eligible list. Such disability shall be deemed to be in existence at the time of the establishment of the eligible list (1) if the Veterans Administration certifies that the candidate has been examined by a medical officer of such Veterans Administration within one year of either the date of filing application for the examination in connection with which he claims such credit or the date of establishment of the eligible list, and that such medical examination discloses the existence of a war-incurred disability rated at 10% or more; or (2) if the Veterans Administration certifies that the candidate has a permanent stabilized war-incurred disability rated at 10% or more, notwithstanding the fact that the candidate has not been so examined within one year.

Operational Plan

Under the amendment to the State Constitution appointing officers will not be required to appoint all disabled veterans and then all non-disabled veterans before non-veterans can be appointed. When a vacancy is to be filled, he may under the law appoint one out of three highest ranking eligibles willing to accept appointment, regardless of the veteran status of the three eligibles. However, in NYC in departments subject to the Mayor, the consent of the Mayor must be obtained in order to pass over the highest ranking eligible on a list certified to it.

Claiming Credit: There is no limit to the number of times a veteran or disabled veteran may claim additional credits up to the time he is permanently appointed from an eligible list on which he was allowed additional credit. However, once a candidate has received a permanent original appointment or promotion as a result of additional credit, to a position in the civil service of New York State, New York City or any other civil division of the State, either as a veteran or as a disabled veteran, he shall not thereafter be entitled to any additional credit in any examination in any jurisdiction within the State either as a veteran or as a disabled veteran. If the candidate's name appears on other eligible lists at the time of such permanent appointment or promotion, his rank on such other list shall be reduced by deducting the additional credits he may have received on such other lists. Moreover, if after his appointment as a result of additional credits, it is discovered that he has on a previous occasion received an appointment or promotion as a result of additional credits, his appointment will be void and his services terminated. Furthermore, he may incur further penalties by reason of any fraudulent statement in his application that he had not previously used his additional credits. No matter how many times a person has been appointed or promoted as a result of veteran preference under the old law, this has no effect on his right to claim

The Pay Window

(Continued from Page 3)

system that utilizes some of the features of all of these "systems." For example, under the "point" system the jobs are ranked as in the ranking system to see how things "stack up."

The Job Classification System—This is a system that is commonly used in public employment. It is the system sponsored by Griffenhagen Associates and two of the chief proponents amongst the bulk of public employers are the Classified Service of the Federal Service and the State of New York. Under this system a number of classification or pre-determined grades are established in advance and jobs are assigned to these classifications based on the job descriptions. To apply this system in an organization it is necessary to set up job levels or grades and to define these job level in terms of the elements of the jobs in which the duties and responsibilities are clearly defined for each level. Of necessity, this method of job evaluation must be based on a thorough knowledge of the jobs in the organization so that all work elements will be included so that the technicians can clearly distinguish this difficulty and responsibility. After the levels have been established it is then necessary for the analyst to define and classify each job into the proper grade.

Must Be Easily Understood.

From the viewpoint of the employee, any system that does not readily reveal to employees the method wherein their jobs are "pay rated" leaves much to be desired. The fact of the high degree of vagueness in the system and its difficulty of description makes some of the weaknesses of the system self-evident. How many State employees can explain just why their job is in a particular grade?

In a recent publication by the 20th Century Fund, "Employment and Wages in the United States," the following statement is made:

"Job evaluation started as a simple program for classifying salaries and wages. Jobs were classified according to wage levels by analyzing duties and responsibilities but without naming or using specified job factors or characteristics. Frequently, general criteria were worked out to define the level of skill and responsibility to be recognized at each pay level. Civil service both federal and state, uses this approach predominantly. Some companies strongly prefer it, particularly, but not exclusively, for salaried workers. For the most part, however, the trend is away from this informal kind of classification to 'ranking' and 'point' plans."

More recently there has been several major public jurisdictions that have moved over to the point system of job evaluation or a modification thereof. Early in the summer Rhode Island announced that it planned to overhaul its wage system. A study was ordered by Howard Kenyon, State Administration Director, whose announced purpose was adoption for Rhode Island of a "Point System of Evaluation of Wage Levels." He stated he wished to use a system now used by most of the giants of industry, the U. S. Navy and the State of Connecticut.

Buffalo and Westchester.

Connecticut in March, 1952 received a report entitled "Reclassification and Salary Plan, State of Connecticut," undertaken by Barrington Associates of New York. This was, in its essence, an application of the point system of job evaluation for the State of Connecticut.

Westchester County for years has used a similar system of point evaluation that was set up by Barrington Associates.

Buffalo adopted the point system about two years ago. The system in Buffalo was patterned after the one used by the U. S. Navy and General Mills Corporation.

No competent observer has ever taken the position that any system is a panacea. No one has ever said that any is perfect.

What is claimed for such systems is that they provide a logical, uniform way of arriving at wage levels. They are very widely used in private employment.

Wouldn't it pay the State of New York to investigate such a system?

The standard answer given by public personnel technicians when asked their opinion of, say, a point system of job evaluation is that "while other evaluation systems may work all right in private employment, they won't work in public service." But this hardly holds much water now as the number of major public employments using such systems expands. One comment which was, "Can you imagine trying to explain the point system to an employee?" This comment shows clearly the basic lack of comprehension of such systems, because this is precisely one of the big advantages of such a system—it can be understood.

additional credit in examinations under the new law.

Saving Credit: A candidate is not required to apply for additional credits in an examination and, if he has applied, he may withdraw his application at any time prior to the establishment of the resulting eligible list. Even after the establishment of an eligible list, the candidate may elect, at any time before his permanent appointment or promotion from such list, to relinquish his additional points and accept the lower position on the list to which he would otherwise be entitled, but such election, once made, is irrevocable.

When Credits Are Deemed Used: A candidate is deemed to have been appointed or promoted as a result of additional credits and thus, to have exhausted his additional credits when he receives a permanent appointment or promotion from an eligible list on which his rank is higher because of additional credits than it would have been otherwise, even though

he could have been certified and appointed from the lower position on the list to which he would have been entitled if he had relinquished his additional credits. Likewise, if a person is dropped at the end of his probationary term or resigns at or before the end of his probationary term, he is not deemed to have used the additional credits in his appointment. However, if a person is appointed to a permanent position as a result of additional credit from a list for a different title which is deemed an appropriate list for that position, he will be deemed to have exhausted his credits and may not thereafter use such credits to obtain an appointment or promotion from any other list or from the same list to the position for which the list was originally intended.

Where To Find The Law
The Amendment is contained in Article V, Section 6 of the State Constitution. Enabling legislation is found in Section 21 of the Civil Service Law.

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