

COPS: See Page 6
11-Squad
Chart Explained

JOBS NOW OPEN

Business Jobs for College Seniors, Grads

Many Opportunities at Panama

Defense Agencies Expanding

New York City and U. S. Tests

Men, Women — Ages up to 62

See Pages 3, 8, 12, 13

'WHY WASN'T I APPOINTED?'

See Page 2

U. S. Bars Race Discrimination On Jobs **Sets Up Bureau to Hear Complaints**

See Page 4

48-Hour Week Looms for Gov't Employees

See Page 4

State Clerk Test Analyzed **By Head Examiner, Civil Service Commission**

See Page 9

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

FDR Said to Favor Salary Increases

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AND WHERE TO BUY IT

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WASHINGTON—The drive for salary increases for Federal employees went ahead during the past week on two fronts.

It becomes increasingly apparent that the Ramspeck-Mead Act (the uniform promotion plan) will be made retroactive to October 1. In that case, employees eligible for in-grade raises under the plan will be given supplemental checks when the money becomes available. The House Appropriations Committee has held up payment of the raises despite the fact that the law says the promotions shall become payable on October 1.

It was learned on good authority in Washington that the cost of the promotion plan will be considerably less than was first anticipated; that is, the amount of new money will be less. Congress, of course, will be more likely to go along on the plan if the cost appears small.

The reason for the seemingly small cost is the fact that many departments and agencies are prepared to pay the cost out of funds available instead of asking Congress for new money. The truth is that the Budget Bureau has been pressuring the agencies not to ask for new money but to pay promotion costs out of lapses.

Suit to Compel Payment

Meantime, the United Federal Workers of America has filed suit in the U. S. District Court in the District of Columbia to compel payment of the promotions. The suit was filed on behalf of Ben Diamond, a UFAW member who is an employee of the Railway Retirement Board and who was eligible for the promotion on October 1.

It appears to observers that the suit will do far more harm than it will do good. In the first place it will be several months before the suit can be heard and disposed of and by that time Congress will have acted. More important is the fact that the suit has infuriated many members of Congress. However, the Congress isn't likely to "sit" on the promotion plan just because of the act of a few employees.

It doesn't take a lawyer to see that the UFWA has a good suit in the legal sense and they'll probably win it, but they'll lose in the long run if Congress is offended.

Talk of Bonus

The LEADER is able to reveal that talks on a "bonus" or adjusted salary for all Federal employees to help them meet the increased cost of living have already taken place in official Washington. It was the general feeling of the conferees, however, that nothing could be done at this session of Congress and that the time to bear down on the issue will be in January when Congress re-convenes.

It was strongly indicated during the discussions that President Roosevelt would be favorably inclined toward a general wage rise for Federal employees. This belief is little more than a hunch but it apparently has substantial basis for belief. It was pointed out that the President had approved the wage raise for WPA project workers that will become effective on November 1 and which will average 8½ per cent. The raise is being made to help WPA workers meet the rising living costs.

If it's good for the WPA workers, isn't it good for all other Federal employees?

'Why Wasn't I Appointed?' A Pet Complaint Gets An Answer

Why, on some occasions, are U. S. exams announced when there are eligibles on existing lists with high ratings who haven't received appointment?

So many people ask this query that The LEADER decided to get an answer—or answers—from the U. S. Civil Service Commission. It turns out that it isn't easy to answer that question. Lots of factors govern employment in the federal service, and most of them aren't readily visible to the eligible who wants to know one thing: "How come I wasn't selected for the job?"

The Answers

"There are a number of reasons for this situation occasionally arising. When a person takes a civil service examination there is no complete assurance, of course, that he will receive an appointment. The regulations provide that an appointing officer has the choice of one person out of three, and it may very easily happen that a number of appointing officers will pass over the name of a given individual and that, even though he may have a high rating, he may not be selected by any agency. This is a problem which arises now and then when it appears that a number of agencies simply decide that other eligibles seem better fitted for the job to be done than the eligible whose name is passed over.

"A second situation which sometimes arises is that an eligible register may not be used very extensively and many months pass. After a long period, although there may be occasional appointments made, agencies dislike to use a very old register. The regulations provide that registers should not be continued after they have been in existence for more than a stated period, usually a year, although the year period is sometimes extended. In this situation, even though there are a considerable number of eligibles who have passed the examination, it sometimes becomes necessary to hold another examination, in which event eligibles on the register are at liberty to compete in the new examination if they wish to do so.

"A third situation which arises quite frequently is that the Commission must necessarily announce an examination considerably prior to the time the register will actually be used. In some exams, 75,000 to 100,000 persons may compete; and the process of receiving the applications, holding the examination, rating the papers, and establishing the list may take a long time. In some such instances, it is necessary to hold the exam far in advance of the time that the current list is entirely used up. Otherwise, there would be a transition period during which almost all eligibles would be used up and there would be no names to certify to the agencies."

The Ballad of Charlie McCoffus

By SWEN YERGENSEN (The Hindu Mystic)
(Federal Housing Administration)

A field engineer named Charlie McCoffus
Worked all day in the field and all night in the office,
Checking contracts and vouchers and estimates, too,
To be picked all to bits by the Washington crew.

For the boys in D. C. in their doubled-lensed specs,
Their sallow complexions and fried collar necks,
Care not for the time nor the money they waste;
If a carbon is missing, a comma misplaced,
They bounce back the paper with ill-concealed jeers,
To harass the hard-working field engineers.

To get back to Charlie, he struggled along
'Til an ache in his head told him something was wrong.
He went to the Doctor, and said "Doc, said he
"There's a buzz in my brain, what's 'he matter with me?"

Well, the medico thumped, as medicos do,
And he tested his pulse and his reflexes, too,



And his head and his heart and his throat and each lung,
And Charlie said "Ah" and he stuck out his tongue,
Then the Doctor said, "God, what a narrow escape,
But a quick operation will put you in shape."
"Your brain's overworked like a motor run down,
And you're flirting with death every time you turn 'round.
I must take out your brain for a complete overhauling,
In the interim, take a respite from your calling."

So Charlie McCoffus went under the knife,
He struggled home brainless, and kissed his own wife,
While old Doctor Loomis and two other men
Were putting his brain in order again.
Well, the weeks rolled along and Charlie McCoffus
Never called for his brain at the medico's office.

The Doctor got worried, gave Charlie a ring,
Said "you had better come over and get the damned thing."
"Thanks, Doc, I don't need it," said Charlie McCoffus,
"I'm being transferred to the Washington Office."

So Charlie now wears a fried collar to work
And he hides in the lairs where the auditors lurk,
And his letters bring tremors of anger and fear
To the heart of each hard-working field engineer,
And the pride and the joy of the Washington office
Is the brainless, predacious, young Charlie McCoffus.

New Job-Openings Show Big Variety

Inspectors, Nurses, Toolmakers, Child Specialists, Scientists

The job-needs of the United States government have led the Civil Service Commission to announce examinations of unusual variety within the past three weeks. For many of these examinations, no written test is required; the prospect is rated simply on the basis of his experience, background, and ability as shown by past accomplishments.

The latest group of tests include:

Air Carrier Inspector (Operations), \$3,800 a year, and **Associate Inspector**, \$3,500 a year. Applicants must possess a valid airline transport pilot's certificate, must have had extensive solo flying, and experience as first or second pilot on a certificate airline or on multimotored aircraft as used by the U. S. armed forces. A written test will not be given. Applications accepted until further notice.

Trainee, Traffic Controller (Airway and Airport), \$1,800 a year. Applicants must possess a current pilot's certificate of not less than private grade, or have held a rating as a pilot with the armed forces. For the general experience in air-traffic control high school and college education may be substituted. A general written test will be given applicants. No deadline has been set for applications.

Graduate Nurse

A Graduate Nurse examination for employment in the Panama Canal Service only, has also been announced. The optional branches are general staff duty and psychiatry. The entrance salary is \$168.75 a month with a deduction of \$40 for subsistence and quarters, which are available for single women only. Promotions may be made at scheduled intervals. A 5 per cent deduction is also made for retirement annuity. Applicants must have completed a three-year course in a school of nursing and be registered as a graduate nurse. For psychiatric duty, applicants must have taken their nursing course in a psychiatric hospital, although applicants who have completed a three-year general nursing course and have had one year of experience on the nursing staff of a psychiatric hospital may also qualify for psychiatric duty. Provision is made for acceptance of applications from persons in their final year of training. Applications may be filed until further notice.

Child Care

The Civil Service Commission has announced an examination for positions as **Specialist in Maternal and Child Health**. The salaries range from \$3,200 to \$5,000 a year. Positions in the Children's Bureau, Department of Labor, will be filled from these examinations, and vacancies in State agencies cooperating with the Children's Bureau may also be filled at the request of the states. There are three options—pediatrics, obstetrics, and orthopedics—for each of which employment lists will be established for administrative, research, and clinical positions. Applicants must have been graduated from a medical school of recognized standing, with the degree of M.D., and must have served one year of internship. In addition they must have had full-time post-

May Survey Reasons For Declining Jobs

WASHINGTON.—There is talk here that a survey is necessary to find out just why so many persons who take exams decline the jobs when they are offered. A number of Congressmen are particularly perturbed because the great number of declinations are coming at a time when civil service requirements are lower than ever before.

See editorial, page 10.



These gals are employed by Uncle Sam in Washington. Forgetting, for the moment, that they're very pretty, we are running this picture to illustrate the fact that during lunch time it's hard to get into a Washington restaurant, and many civil service employees bring their lunch and eat where they can. Why not move some of those offices to New York?

internship clinical training as well as other appropriate experience in one of the options. Applications must be filed at the Commission's Washington office not later than November 15.

Revised announcements of examinations have been issued for the following three positions. For each of these, applications may be filed at the Commission's Washington office until further notice, qualified persons being urged to apply at once:

Inspector, Engineering Materials (Aeronautical) for employment in the Navy Department. The salaries range from \$1,620 to \$2,600 a year. Applicants must have had mechanical or inspectional experience, or appropriate study, in one of the following optional branches: Aircraft, engines, mechanical parts, aircraft propellers, instruments, tools and gauges, materials, and parachutes. Of particular interest is the liberalizing of the provisions for using national defense training courses. The completion of any appropriate Engineering Defense Training Course approved by the U. S. Office of Education will be accepted in lieu of one year's experience. For Junior positions (\$1,620 a year), the completion of such a training course is fully qualifying.

Toolmaker, the pay scales now ranging from \$7.20 a day to \$1.08 an hour. Employment is in various ordnance and naval establishments.

Machinist, the pay scales now ranging from \$1,800 a year to \$1.06 an hour. Employment is in various ordnance and naval establishments and in the Sacramento, California Air Depot, Wright Field and Fairfield Air Depot, Dayton, Ohio.

Junior Physicist, \$2,000 a year. Completion of a 4-year college course with special study in physics is required.

There is special need for physicists in the fields of radio and sound. Applications may be filed until further notice.

Assistant Observer in Meteorology, \$1,620 a year, for employment in the Weather Bureau, Department of Commerce. Completion of two years of college study including mathematics or physics, or two years of full-time, paid experience as a meteorological observer is required. Applications must be filed not later than October 23.

Assistant and Junior Agricultural Statistician, \$2,600 and \$2,000 a year, respectively, for employment in the Agricultural Marketing Service, Department of Agriculture. For the junior grade, completion of an appropriate four-year college course is necessary; for the assistant, college study plus experience in statistical work relating to agriculture. Experience on a farm is also desirable. Applications must be filed not later than October 23.

Actuarial Mathematicians are needed to fill positions in the Railroad Retirement Board and the Social Security Board. The United States Civil Service Commission has just announced an examination to fill these positions, the salaries ranging from \$2,600 to \$5,600 a year. Applicants must have had experience in professional actuarial work, and must have completed a four-year college course unless they can substitute additional experience for this education. In addition they must have passed certain parts of the actuarial examinations of the Actuarial Society of America or of the American Institute of Actuaries. Persons who have not passed these examinations will be required to take a written test in actuarial science. Applications must be filed with the Commission's Washington office not later than November 13.

See page 14 for other U. S. exams.

Full information as to the requirements for these examinations, and application forms, may be obtained from the Secretary of

the Board of U. S. Civil Service Examiners at the post office or customhouse in any city which has a post office of the first- or second-class, or from the United States Civil Service Commission, Washington, D. C. Residents of New York City should obtain their application blanks from the Second District Office, U. S. Civil Service Commission, 641 Washington street, Manhattan.

VETS CRY DISCRIMINATION

Although a state emergency exists, and the increase in government personnel has been tremendous, World War veterans, whose average age is 47, continue to bear the brunt of unemployment. This is the substance of a survey made by the Veterans Civil Service League, of 11 Park place, New York City.

The survey, according to the League, was based on reports of key veteran members in 12 states which had gained in employment as a result of defense orders. The report also states that though 185,000 one-time service men have filed applications with the U. S. Civil Service Commission, and been rated as qualified, most of these are nevertheless still without jobs.

Shouts the report: "Those who are charged with speeding the defense preparations of the nation cannot, should not ignore the ex-service men who are qualified to take their part in national defense. The U. S. Civil Service Commission as a personnel recruiting agency is responsible to a large extent for this vast number of unemployed men and women who have at one time served in the armed forces of the United States, who have qualified to take their part in national defense, but are nevertheless without jobs. Numerous examinations have been held throughout the country during the past three years in which thousands of vets qualified for guards, typists, clerks, examiners and for technical positions."

The League accuses the Commission of ignoring its own eligibility lists, or sometimes abolishing them altogether, and announcing new exams with added requirements "to disqualify former service men chiefly because of age."

Commission Defends Itself

The Civil Service Commission points out, in answer to these charges, that requirements on most examinations have been reduced rather than stiffened, because of the shortage of men; that age limits have been raised, up to 62 on a great many defense jobs; that veterans are not discriminated against, but in fact, get certain preferences by law; that the Commission is not able to guarantee a job to all those who take tests, whether they be vets or not; that appointing officers of the various departments may lawfully select one out of each three names submitted; and that, with the exception of their preference credits, vets are treated precisely like all others on civil service registers, and the Commission could not legally do otherwise.

with poor efficiency ratings. The best of the employees, naturally enough, were retained.

The practical effect of this policy meant that the poor employees were dismissed, got their names on the replacement list, got in defense agencies and were assured of full Civil Service status. On the other hand, the efficient employees were retained at Census and were prevented from getting full status.

Such a policy encouraged an employee to loaf on the job and pray for dismissal. For that reason it hasn't been hard to convince officials that all Census employees should be brought under the merit system. After all, all the 10,500 were taken from Civil Service rolls in the first place and just because their jobs were labeled "temporary" and because it has been the policy not to bring temporary employees under Civil Service the Census employees have suffered.

Moreover, if the Census employees had been certified elsewhere by the Civil Service Commission they would have had full merit protection by this time and probably a raise to boot.

Temporary Census Employees To Come Under Civil Service

WASHINGTON.—The temporary Census Bureau employees will be brought under the Civil Service system on January 1 along with 180,000 others who are affected by the Ramspeck Act. The LEADER is so informed upon the highest authority.

The LEADER weeks ago advocated full Civil Service status for the Census employees.

It's a fact that a proposed executive order has been drawn up which would bring the Census employees under the merit system. When this was written the order was at the Justice Department, where it was being checked as to its legality. Once approved

by Justice, it will be sent to the Budget Bureau and the Civil Service Commission for approval and then to President Roosevelt for his signature. No hitches are expected, but the governmental process of an executive order takes weeks and sometimes months.

The LEADER also is able to reveal that it's planned to bring present and former temporary Census employees under Civil Service by the order. That will mean that the vast majority of the 10,500 employees (the peak employment reported in January, 1941) will be benefited. Census now has only 6,000 temporaries and by January 1, the number will be reduced to around 3,000. To give just those 3,000 em-

ployees full merit status would be unfair.

Several hundred of the original 10,500 employees already are protected by Civil Service. These employees were dismissed prior to July 1 and their names went on the replacement list and they were certified to defense agencies for jobs. Persons who were appointed before July 1 from the replacement list will be brought under Civil Service on January 1.

However, The LEADER also is in possession of information which shows that a plan is under consideration which would bring all persons under Civil Service who were appointed from the replacement list.

Poor Employees Went First
The early dismissals from Census were largely the employees

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Government Battles Discrimination

Letter to Fair Employment Committee Is Enough to Start Inquiry

Any person who has reason to believe that his race, creed, color or national origin has prevented his obtaining a position or promotion in the federal civil service may submit his complaint to the President's Committee on Fair Employment Practice.

In fact, a letter from any job-seeker who has been denied a position in a defense industry because of his race, creed, color or national origin is enough to initiate an investigation by the committee, it was explained by Lawrence W. Cramer, executive secretary.

This simple method of filing complaints was decided upon by the committee, Mr. Cramer ex-

plained, in order that the least job seeker, or the unemployed, might find no difficulty in having grievances redressed in keeping with the President's Executive order of June 25, which set up the committee as one step in reaffirming the policy of the United States "that there shall be no discrimination in the employment of workers in defense industries or government because of race, creed, color, or national origin."

Lawyer Not Necessary

It is not necessary for an aggrieved worker to have a lawyer draw up any formal papers, it is explained, but it is necessary that the complaint furnish adequate information to permit the committee to act, and as the investigation proceeds it may be necessary to have the complainant submit a

notarized copy of his charges. But to get an investigation started by the committee, only a clear, fact-giving letter is required.

Here Is What Is Needed

The fact-giving letter, according to Mr. Cramer, should tell the following:

1. The name of the firm, agency, school, or union against which the complaint is made, and its location (street, city, and State);
2. Whether the discrimination alleged is because of (a) race, (b) creed, (c) color, or (d) national origin;
3. The race, religion, or national origin of the person making the complaint;
4. The qualifications of the complainant for the job he seeks (including his education and work

history, and his civil service status, if he has passed a civil service examination);

6. Date when complainant applied for the job which he was denied;

7. Date when he was refused employment or admittance to a training course;

8. Name of person refusing position (if available);

9. Reason given for refusal;

10. Statement of additional facts and circumstances indicating discrimination was on account of race, religion, or national origin;

11. Names and addresses of any witnesses to facts and circumstances indicating discrimination;

12. Name and address of person alleging discrimination.

The complaint should be mailed to the President's Committee on Fair Employment Practice, Social

Security Building, Washington, D. C.

The Procedure

After a complaint has been received, the President's Committee on Fair Employment Practice utilizes the staffs of the Negro Employment and Training Branch and of the Minority Groups Branch of the OPM for making primary investigations, but maintains its own field and office staff in the Social Security Building, Washington, D. C., for special investigations and office work.

If primary investigations and contacts show that a firm, government agency, defense training school, or union, has actually practiced the discrimination charged, and if the primary contacts fail to remedy the situation, then the committee moves to other steps, which may include a public hearing, notification of other government agencies or the making of representations to the President.

48-Hour Week Looms

Employees Don't Want It Written Into Law

Like it or not, it begins to look more and more as if large numbers of U. S. employees are going to work a 6-day week, each working day consisting of 8 hours. Some departments already are requiring 48 hours of work from their employees, and it looks quite likely that many others—possibly all—will follow suit.

These are the straws in the wind pointing to a longer work-week:

First, Congress.

During recent hearings on the lease-lend bill, Rear Admiral Henry Williams, Navy Department Administrative Officer, told the House Appropriations Committee that the number of civilians in his department had zoomed from 3,184 to 10,200 in two years. The maximum which the Navy Department may hire by law is 10,500. Williams wants the limit raised to 13,000. If he can't get that, the only alternative will be to raise the hours now being worked.

During the testimony, Representa-

tative Ditter of Pennsylvania, said: "If you put 8 hours additional load per week all over the civilian personnel it would mean that you would have one-fifth more time per week and, therefore, you would need one-fifth less personnel to do the work."

Working Overtime Now

Williams replied that a great deal of overtime is being worked now, and that many employees don't leave until 6 and 7 o'clock.

Skeptically, Ditter sneered that these employees who left late worked on different shifts.

In the course of the testimony, Ditter stated that it was "reasonable to suppose" that nine hours added to the work-week of Justice Department employees would mean less employees would have to be hired. The Congressman then quoted Federal Reserve Chairman Eccles as saying: "We are facing a 48-hour week for the government." S. A. Andretta, assistant administrative officer of the Justice Department, opposed longer hours for employees engaged in tedious work "where you have to be very careful and accurate." He argued that the margin of error increases rapidly in those jobs and that efficiency diminishes rapidly after 7 hours.

Don't Want Law

If the work-week of federal employees is going to be generally lengthened, employee opinion in Washington is that it shouldn't be written into the law. Reason: for many of the employees, a law making a 48-hour work week mandatory would merely confirm the existing condition. However, it would mean that years would pass by before the 39-hour week would return.

The LEADER will keep employees fully informed of all matters concerning the work-week.

U. S. PUBLISHES GOV'T MANUAL

A document of unusual interest to all persons who have dealings with Uncle Sam—whether as government employees, contractors, or private citizens—is the latest issue of the "United States Government Manual." Published by the United States Information Service, the 705-page book contains an enormity of facts, names, figures, and documents such as appears nowhere else.

The "United States Government Manual" appears thrice annually. Here you can find the name, address, and top personnel of every government agency, together with

a short history of each and its functions. Here are listed the names of all Senators and Representatives. If you'd like to know who's who in the Office of Production Management, you'll find everything neatly laid out on page 85, and it will probably save you lots of running around if you'll have a look here first. If you're interested in the national defense program, you can find solid data covering 75 pages. If you'd like to reach a U. S. marshal, quickly, page 245 tells you where.

One interesting fact that stands out when you go over this book is the enormous array of services which the government makes available to its citizens.

The book is thoroughly indexed, and it's easy to find any fact in it quickly. It's certainly worth the 75 cents the government asks for it.

DEFENCE AGENCIES TO DOUBLE THEIR PERSONNEL

WASHINGTON.—Defense agencies plan to soon start a recruiting drive that will more than double their present number of employees.

The spearhead of the drive will be Floyd Odlum's Division of Contract Distribution, which plans to hire more than 4,000 additional employees. The division plans to set up several new field offices in New York.

OPM's priorities and civilian supply divisions are each planning to add about 500 new employees. Other defense agencies that are out to build up their staffs include:

Office of Price Administration which is headed by Leon Henderson.

The Defense Economic Board, Vice-President Wallace is chairman.

Lend-Lease Administration. Edward Stettinius is chief.

Stacey May's statistical division of the OPM.

No breakdown is available of what kinds of jobs will be available but it's obvious that all types will be. That means from admin-

istrators to messengers and from lawyers to clerks.

The jobs will be under Civil Service. Money isn't available now for hiring the estimated 8,000 new employees and it won't be until the estimates have gone through the congressional mill.

NO "TRICK" QUIZ IN U. S. TESTS

The U. S. Civil Service Commission has set up a special "test construction" division, whose sole function is to devise questions to be asked on civil service tests. Dr. Marion W. Richardson, who is in charge of the division, knocked a couple of commonly-held beliefs into a cocked hat when he said that:

1. There has never been a "trick" question in a U. S. Civil Service exam since he's in charge (that's 18 months).
2. The amount of time allowed on a U. S. Civil Service test-question is twice or three times the amount of time allowed on high school tests.

Dr. Richardson says that, before a test sees the light of day, each question is probed to determine (a) whether its intent is absolutely clear; (b) whether it's related to the duties of the position; (c) whether it's practical; (d) whether it's free from technical faults, such as answering itself.

Rockefeller Sets Up New Agricultural Division

Plans for an Inter-American Institute of Tropical Agriculture were advanced when Nelson A. Rockefeller, Coordinator of Inter-American Affairs, announced the establishment of a Division of Agriculture in the Coordinator's Office and the appointment of Dr. Earl N. Bressman as director of the new division.

The new division will have as its primary objective the setting up and operation of the proposed Institute of Tropical Agriculture, long advocated by Vice-President Wallace.

"Promotion of a better-balanced agricultural economy in the Western Hemisphere; preparation of comprehensive data on the agricultural problems of the

American Republic; development of a broad knowledge of tropical agricultural pests and diseases; solution of serious problems in crop and animal production; and creation of understanding among future agricultural leaders of the Americas."

"Other activities of the division will be concerned with maintaining liaison and close cooperation with the Departments of State and Agriculture in carrying out agricultural surveys in the other Americas and in carrying out the resulting recommendations."

How many employees would be needed, and in what categories, could not be adequately determined as The LEADER went to press. When some definite word is available, it will be published.

Deadline for Newspaper, Radio Jobs This Week

Newspaper and radio men who wish to be in the running for the \$2,600-\$4,600 job-openings as information specialists, had better hustle and get their applications quick! Filing deadline is October 23. After that, no more applications will be accepted. Application forms are available at the second district of the U. S. Civil Service Commission, 641 Washington street, Manhattan.

Details about the exam appear on page 15.

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CIVIL SERVICE IN NEW YORK CITY

Cops' 11-Squad Chart Comes Up for Vote

Would Give Cops a Real Day Off Each Week; Kinsley Praises Leader's Efforts to Have Bill Passed

By MIKE SULLIVAN

Chances of New York City's 19,000 Patrolmen to get adequate time off between working days moves one step closer to reality tomorrow when the Cohen-Kinsley 11-Squad Chart Bill comes up for a vote before the City Council.

The bill was unanimously approved by the Council's committee on civil employees after a public hearing a week ago today. Should it get full Council approval today, only the signature of Mayor LaGuardia will then remain in its way.

Under the terms of the bill, long fostered by The Civil Service LEADER, a patrolman will get 48 hours off after each six-day tour of duty of eight hours. Today the cops have only a 32-hour swing between tours.

Anxiously awaiting the outcome of the vote are eligibles on the current Patrolman list as well as

those who plan to take the new test coming next spring. For according to estimates, introduction of the new tour system will mean the addition of 1,200 men to the police force.

Blue Coats at Hearing

The public hearing was a galaxy of blue coats last week when more than 300 patrolmen swarmed into the Council Chambers. Patrick Harnedy, president of the Patrolmen's Benevolent Association, was chief spokesman for the patrolmen, supported by his predecessor, Joseph J. Burkard, first vice-president John Carton, and others.

The bill, pushed by the PBA for many years, finally entered the hopper at City Hall through the efforts of Councilman Louis Cohen. Co-sponsor is Councilman Joseph E. Kinsley. Both are Bronx Democrats.

The civil employees committee also approved a bill granting time off for overtime to the patrolmen. They have long been complaining about the fact that they frequently work overtime

without compensation of any kind.

Councilman Kinsley, co-sponsor of the 11-squad bill for cops, paid the following tribute this week to the efforts of The LEADER in urging this legislation: "I am very grateful for the in-

terest The Civil Service LEADER showed in furthering the cause of the men on the force, and hope that you will continue to show such interest until the Mayor signs the bill."

His statement clearly showed confidence that the City Council

would pass the bill at tomorrow's meeting.

In a letter published in last week's LEADER, PBA head Patrick Harnedy expressed the "deep appreciation" of the city's patrolmen for The LEADER's efforts.

PHYSICAL REQUIREMENTS FOR COURT TEST

New physical requirements for the Court Attendant (promotion) examination include an agility test, abdominal muscle lift, bar-chinning test, dumbbell lift, pectoral squeeze and strength-of-back and legs test for men and an agility test, abdominal muscle lift, dumbbell lift, strength of forearms, and squatting test for women.

Biggest change in the new requirements is that male candidates, in order to obtain 100 per cent on the dumbbell lift, must lift 60 pounds with each hand. Thirty-five pounds with each hand will get the ladies 100 per cent. On the agility test, male candidates must jump over a rope three feet eight inches in height, but women candidates will only have to clear three feet for the same rating.

Forty pounds will get the male candidates 100 per cent in the abdominal muscle lift. The weaker sex is required to lift only half of that or 20 pounds for 100 per cent.

Bar-Chinning For Men

The bar-chinning test, limited to men only, requires that candidates chin five times for a perfect score. The two other tests exclusive with male candidates, the pectoral squeeze and the strength of back and legs tests, are conducted on machines which record percentages in open view.

Under the new requirements, the minimum height for men is five feet six inches, women five feet two. At this height men must weigh at least 130 pounds, women 105 pounds; 20/30 vision, glasses permitted is required of all candidates. Hearing and heart must be normal and teeth must be in good condition. The medical examiner has the right to reject any candidates for any injury or abnormality which, in his opinion, would impair the candidate's health or his usefulness to the city.

Investigator Eligibles

They Still Can't Have Vets' Jobs

The social investigator eligibles, long a political football, will have to wait for another election to come and ago before the matter of 104 jobs in the Welfare Department's veteran relief bureau is settled. The Court of Appeals decision in the case of McCann vs. Kern, testing the constitutionality of the Hampton law that would freeze provisionals into their jobs, is expected on November 6, two days after election.

Arguments were heard last week in Albany, with H. Elliot Kaplan, executive secretary of the National Civil Service Reform League, alone in his plea that the law is unconstitutional. Upholding the law were Assistant Corporation Counsel David DuVivier, Menahem Stim, attorney for the veterans, and briefs from various veteran organizations, including the American Legion and the Veterans of Foreign Wars.

rumor has it that the city is determined to retain the veterans, and may place supervision of veteran relief in the hands of the veterans' own organizations should the Hampton Act be declared unconstitutional.

Supreme Court Justice



Philip M. Kleinfeld, appointed last year by Governor Lehman, is now running for election in Brooklyn. Judge Kleinfeld sponsored much legislation benefiting Civil Service employees during many years in the State Legislature.

Background

Eligibles on the social investigator list have been fighting the retention of the veterans ever since their list appeared a year and a half ago. At one time in the summer of 1940 they were about to get the jobs when an eleventh-hour switch of title by Mayor LaGuardia and the Board of Estimate snatched them away. But even with the Court of Appeals ruling in their favor, another fly may still make its way into the eligibles' ointment. For

PATROLMAN PREPARATION

An examination for Patrolman has been officially ordered and is expected to be held in 1942. Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us.

Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and observe a physical class in session. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

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Successful candidates must be willing to accept appointment in the counties adjacent to and outside the City of New York.

The examination will consist of a qualifying literacy and oral test, but the rating will be based upon a physical which has a weight of 100%.

Anyone interested in this examination is invited to call, be examined by our physician, after which he may enroll for mental and physical training.

Physical Classes meet Monday, Wednesday, and Friday at convenient hours.

Mental classes Monday and Wednesday, at 8:30 P.M.

SUBWAY PROMOTION EXAMINATIONS

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THE RAMSPECK ACT

Thousands of non-civil service employees in the Federal Government will be required to take non-competitive examinations after January 1.

In order to prepare persons who are temporarily holding these positions, we are forming classes Tuesday, October 21, at 1:15 and 8:30 P.M., Tuesday and Thursday thereafter at same hours. The fee is reasonable and payable in installments.

INSPECTOR OF HOUSING, GR. 2

Classes meet WEDNESDAY and FRIDAY at 8:30 p.m.

HEALTH INSPECTOR, GR. 2

Classes meet WEDNESDAY and FRIDAY at 8:30 p.m.

Special visitors classes WEDNESDAY and FRIDAY at 10:30 a.m. and 8:30 p.m.

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Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course not only prepares you for Federal examinations, but also qualifies you for employment in the commercial field. A good typist may efficiently operate a card punch machine after 60 hours of instruction.

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INSPECTOR OF ELEVATORS (Gr. 2) — Class Forms Friday, Oct. 24, at 8 P.M.

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JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
1-23	14	8-30	21	13	4-26	18	9-31	22	14	5-27	19
2-24	15	9-31	22	14	5-27	19	10	1-23	15	6-28	20
3-25	16	10	1-23	15	6-28	20	11	2-24	16	7-28	21
4-26	17	11-	2-24	16	7-29	21	12	3-25	17	8-30	22
5-27	18	12-	3-25	17	8-30	22	13	4-26	18	9-	1-23
6-28	19	13-	4-26	18	9	1-23	14	5-27	19	10	2-24
7-29	20	14-	5-27	19	10	2-24	15	6-28	20	11	3-25
8-30	21	15-	6-28	20	11	3-25	16	7-29	21	12	4-26
9-31	22	16-	7-29	21	12	4-26	17	8-30	22	13	5-27
10	1-23	17-	8-30	22	13	5-27	18	9-	1-23	14	6-28
11	2-24	18-	9-	1-23	14	6-28	19	10-	2-24	15	7-29
12	3-25	19-	10-	2-24	15	7-29	20	11-	3-25	16	8-30
13	4-26	20-	11-	3-25	16	8-30	21	12-	4-26	17	9-31
14	5-27	21-	12-	4-26	17	9-31	22	13-	5-27	18	10-
15	6-28	22-	13-	5-27	18	10-	1-23	14-	6-28	19	11-
16	7-	1-23	14-	6-28	19	11-	2-24	15-	7-29	20	12-
17	8-	2-24	15-	7-29	20	12-	3-25	16-	8-30	21	13-
18	9-	3-25	16-	8-30	21	13-	4-26	17-	9-31	22	14-
19	10-	4-26	17-	9-31	22	14-	5-27	18-	10-	1-23	15-
20	11-	5-27	18-	10-	1-23	15-	6-28	19-	11-	2-24	16-
21	12-	6-28	19-	11-	2-24	16-	7-29	20-	12-	3-25	17-
22	13-	7-29	20-	12-	3-25	17-	8-30	21-	13-	4-26	18-

TOURS OF DUTY			
12 M to	8 A.M. to	4 P.M. to	DAY OFF
8 A.M.	4 P.M.	12 P.M.	

SQUAD	SQUAD	SQUAD	CHART	48-HOUR SWING
(5)-6-7	2-3-4	9-10-11	1	
6-7-8	(2)-3-4	10-11-1	2	
(6)-7-8	3-4-5	(10)-11-1	3	
7-8-9	(3)-4-5	11-1-2	4	
(7)-8-9	4-5-6	(11)-1-2	5	
8-9-10	(4)-5-6	1-2-3	6	
(8)-9-10	5-6-7	(1)-2-3	7	
9-10-11	(5)-6-7	2-3-4	8	
(9)-10-11	6-7-8	(2)-3-4	9	
10-11-1	(6)-7-8	3-4-5	10	
(10)-11-1	7-8-9	(3)-4-5	11	
11-1-2	(7)-8-9	4-5-6	12	
(11)-1-2	8-9-10	(4)-5-6	13	
1-2-3	(8)-9-10	5-6-7	14	
(1)-2-3	9-10-11	(5)-6-7	15	
2-3-4	(9)-10-11	6-7-8	16	
(2)-3-4	10-11-12	(6)-7-8	17	
3-4-5	(10)-11-1	7-8-9	18	
(3)-4-5	11-1-2	(7)-8-9	19	
4-5-6	(11)-1-2	8-9-10	20	
(4)-5-6	1-2-3	(8)-9-10	21	
5-6-7	(1)-2-3	9-10-11	22	

is what the 11-squad chart gives to cops after each set of six tours. It could be put into operation by taking one man from each of the 10 squads now in existence to make up the eleventh squad, according to some estimates; other estimates say 1,200 more men would be needed. This chart shows how the project would operate throughout the year.

Prevailing Wage Talks Here Are Dates for the Hearings

Dates for hearings on the prevailing wage rates for 25 different titles were announced this week by Assistant Deputy Comptroller Morris Paris. All hearings are held before Mr. Paris in room 603, Municipal Building, beginning at 2 p.m., with the exception of today's hearing for motor graders, scheduled to start at 11 a.m. Two of last week's hearings were adjourned to later dates, that for firemen to November 25, and that for oilers to December 4. The number of workers involved in the hearings varies greatly, from one keystone shovel engineer to 400 asphalt workers. The schedule: October 21, motor graders; October 22, pile driving engineers; October 24, keystone shovel en-

gineers; October 27, dock builders; October 29, bridgemen and riveters; October 31, glaziers. November 5, bridge painters; November 7, painters; November 10, carpenters; November 12, electricians; November 14, asphalt workers; November 17, pavers and rammers; November 18, crane engineers; November 19, steam roller engineers; November 21, stationery engineers; November 24, steam fitters; November 25, firemen; November 26, machinists; November 28, machinists' helpers. December 1, blacksmiths; December 3, blacksmiths' helpers; December 4, oilers; December 5, electricians' helpers; December 8, plumbers; December 10, maintenance men-handy men.

RATNOFF URGES STUDY OF HEALTH DEPT. WORK SETUP

A comprehensive study of working conditions in the Health, Sanitation, and Hospitals departments "where salaries and working hours are out of line with the general governmental structure" was advocated yesterday by Dr. Nathan Ratnoff, Democratic candidate for Manhattan Borough President. Dr. Ratnoff is medical director of Beth Israel Hospital, the only unionized hospital in the city. Its employees total 502. Further discussing Civil Service, Dr. Ratnoff pleaded that every effort should be made by government officials to extend the Civil Service laws affecting lower-paid employees in the matter of promotion and higher wages. On the recent investigation of the Municipal Civil Service Commission, Dr. Ratnoff said: "I am not at all concerned with the short-comings of the present Municipal Civil Service Commission. That matter is now in the hands of the City Council. It is up to them and the present Mayor to correct the abuses allegedly existing in the Commission."

36 SUPERMEN GET WATER JOBS

Now that the one-year ruling is understood by everyone, the Sanitation eligibles are again getting the \$1,620 per year laborer jobs in the Department of Water Supply, Gas and Electricity. Thirty-six names on the list were certified during the week for 15 vacancies. The highest eligible reached for certification was number 486. Anticipating many declinations of porter jobs because of this ruling, the Civil Service Commission certified 1,000 supermen to the Board of Transportation for 100 railroad porter jobs at 57 cents per hour. The highest eligible reached on this particular certification was the lad who finished number 2,849.

Physical Test for Ass't Gardeners

The severity of the physical test for Assistant Gardener, on which the entire mark of candidates will be based is to depend on the number who file for the test, according to Paul M. Brennan, director of the Municipal Civil Service Commission's medical and physical bureau. Brennan told The LEADER that if more than 3,000 file, the test will be toughened so as to make the list highly selective. Deadline for Assistant Gardener applications is next Monday, October 27. Candidates will face qualifying oral and literacy tests at the same time that they undergo the physical test. Twenty-five vacancies exist at present, and the passing grade will be set in accordance with the needs of the service.

Civil Service employees should follow The LEADER regularly. Every week The LEADER contains special articles dealing with forthcoming and current tests.

Supers Become Architects

On the recommendation of S. W. Mosher, chief engineering examiner, the eligible list for assistant superintendent of school buildings, design and construction, was declared appropriate to fill the one vacancy in the title of senior architect, Department of Education.

Promotions in 32 Depts Bring Clerk Advances

Two hundred and forty-nine clerks employed in 32 departments were certified for promotions by the Civil Service Commission this week. The majority of the promotions are being made to give employees pay increases by advancing them to the next highest grade. Only a few of the promotions call for an increase of employees in the departments. As announced in last week's LEADER, a total of 316 clerks will be promoted to the second, third, and fourth grades. Most of the promotions will go to eligibles on the list for Clerk grade 3. One hundred and thirty-five of these eligibles, presently employed in the title of Clerk grade 2, will be promoted in 16 different city departments. Seventy-eight grade 1 clerks will be promoted to grade 2 in nine departments and 36 clerks from grade 3 to grade 4 in seven departments. Promotion to clerks, grade 2, are being made in the Department of Water Supply, Gas and Electricity, the Department of Purchase, Markets, Board of Water Supply, New York City Employees' Retirement System, Borough President of Brooklyn, Sanitation, Police, and Civil Service Commission. Grade three promotions will be made in the

Civil Service Commission, Fire Department, Police, Sanitation, Department of Housing and Buildings, Department of Water Supply, Gas and Electricity, Department of Markets, Domestic Relations Court, Board of Water Supply, Department of Hospitals, Finance Department, the Bureau of the Budget, New York City Employees Retirement System, Purchase Department, and the office of the Borough President of Manhattan. Grade 4 promotions, which call for a salary of \$2,400 per year, will be made in the Purchase Department, the Department of Water Supply, Gas and Electricity, Hospitals, Finance, the Department of Housing and Buildings, the Commissioner of Borough Works in Queens, and the office of the Borough President of Brooklyn.

Fire Alarm Inspector

The Civil Service Commission approved the recommendation that the eligible list for electrical inspector, grade 2, be certified to the Fire Department under the process of selective certification, to replace a provisional holding an \$1,800 per year job as inspector of fire alarm boxes. At present, there is no list in existence for inspector of fire alarm boxes.

Final Fireman Grades Won't Be Completed for 2 Weeks

Final computations of the extra credit awarded fireman candidates will not be completed by the examining division of the Civil Service Commission for another two weeks. Actual work on the investigation of the credits claimed has been postponed for a short time due to an emergency requiring the services of the employees assigned to this task. The extra credit which will be added on to the final averages, up to a total of four percent, will be awarded for specialized study, at the college level, in physics, chemistry, engineering, and methods of fire-fighting and fire administration and for disciplined formal athletic training.

It's Important

As revealed in last week's Leader, only 54 candidates re-

ceived grades of 90 percent or better on the examination itself. Thus, the granting of extra credits looms as an important factor affecting final standings on the eligible list. The eligible list will contain a total of 2,505 names. One hundred and sixty candidates who successfully passed the rigid physical tests will not survive the final weeding out. Only those who received averages of 76 percent or better on both the mental and physical tests will make the list. Only those making the list are entitled to receive the extra credits. As soon as the extra credits are determined, the 160 unlucky lads who do not make the list will be notified of their failure. The eligible list will be released for publication in the middle of next month but it will not be promulgated until December 15, the day after the present list expires.

Fire Boys and Subway Tests Can't Get Together Easily

Fire eligibles who have been employed in the Board of Transportation less than one year will not be permitted to take subway promotion tests, the Civil Service Commission ruled this week. The Commission denied the request of Joseph J. Nicols, secretary of the Fire Eligibles Association on the ground that very few of the fire eligibles have been employed in the Board of Transportation for any substantial period of time. Most of the fire eligibles originally appointed to jobs as conductors and platform men have since been appointed to the Fire Department, the Commission pointed out. The Commission also said that fire eligibles who have been employed in the subways for more

than six months have already received promotions from platform men to trainmen. These promotions were made because of the urgent need for trainmen in the subway system. This ruling of the Commission is expected to set a precedent for the Sanitation eligibles. The supermen have indicated that they, too, would like to have porters appointed from their list be declared eligible for promotion tests. Civil Service Employees: Watch forthcoming issues of The LEADER for special articles on your seniority rights, promotions, retirement, and other subjects of vital interest to you.

CONTINUE

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

NEW PRISON MAKES SERIOUS HOUSING PROBLEM

ALBANY.—Opening of New York State's new \$8,000,000 prison at Greenhaven, Dutchess County, is tentatively set for December 15, but there is every likelihood that the date will have to be postponed.

Cell blocks, hospital, kitchen, mess halls, bakery, and other units have been virtually completed so far as construction goes but there is much equipment still lacking. The hospital, for instance, was practically bare of furnishings and supplies when inspected last week. War priorities are holding up delivery of some items.

Construction of inter-connecting corridors between buildings is now underway. While the whole layout looks good, few believe that the prison will be ready this year.

One of the biggest problems now is the prospect of inadequate housing for the 250 to 300 employees who will be required to man the institution. The hamlet of Stormville offers no solution to this and Beacon and Fishkill are filled with employees of Mattewan. Poughkeepsie is 18 miles distant.

Private Contractor

A private contractor is dicker-ing now with federal authorities for financing of a housing development about one mile from the Greenhaven institution. He proposes to sell the homes with FHA financing. But this project is still in the blue-print stage.

So far as personnel is concerned, there are only half a dozen state employees now at Greenhaven. These include Thomas W. P. Thomson, chief engineer; Fred M. Healy, principal stores clerk, and some watchmen. Warden William Hunt, now at Attica, will be the new warden of Greenhaven but he will not be transferred until the buildings are nearly ready for occupancy.

Indeed this situation, the indefiniteness of occupancy, is delaying selection of personnel. It is probable that a great many of the employees will be transferred from other institutions. Some guards may be appointed from the list established in August, from which occasional appointments, to fill vacancies due largely to the selective service draft, are now being made in other prisons.

Eligibles Elect

Permanent officers of the Prison Guard Eligibles Association were chosen last Thursday night: Robert Slavin, president; Joseph Lehmann, vice-president; Charles O'Garra, recording secretary; Jack Kaufman, financial secretary; John Geraghty, treasurer; Edward Duerholz, sergeant-at-arms.

Hereafter meetings will be held on the first Monday of each month. The first under the new schedule is to take place Monday night, November 3, at 8 o'clock, at Alhambra Hall, 15 Second avenue, New York City. Further plans for a dance, the first social get-together of the group, will be discussed at that time.

Watch The LEADER exam pages every week for tests now open. The exam page contains details of city, state and federal tests open for application.

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State Surplus May Mean More Money for Employees

ALBANY.—Closed hearings on the Executive Budget for the fiscal year beginning next July 1 will begin October 21 with Governor Lehman or Lieutenant Governor Poletti, and Budget Director Weber's successor presiding. The first department to be heard will be Civil Service, to be followed the same day by Agriculture and Markets and State Liquor Authority.

Expectations now are that the State will end this fiscal year, June 30, 1942, with a genuine surplus of from \$15,000,000 to \$25,000,000, depending upon the excess of revenues over estimates upon which this year's budget was based. This prospective surplus already constitutes a glittering object of acquisition. Whether it will go for additional highways, more hospitals, for defense purposes, for more pay for State employees, for expansion of some departments, for capital improvements, or for some form of tax reduction remains yet to be seen.

Feld-Hamilton Increases

While department heads are making mandatory provision in their budget requests for Feld-Hamilton increases, there is also being made a request for increases where the Feld-Hamilton law does not reach. The State Police for instance believe that the \$900 minimum for troopers

should be raised and there is an undercurrent of opinion through all departments that the State ought to raise the minimums all along the line, particularly where they are less than \$1,000.

Increasing living costs and the prospect of a big surplus unquestionably will tend to increase pressure upon the Governor and the Legislature for readjustment of the lower salaries. As the budget hearings get under way this will become more evident, it is believed. The hearings, closed to the press and public, bring together the Governor and his budget representatives, the spokesmen for the departments, and chairmen and their aides from the legislative fiscal committees.

Chairman Grace A. Reavy and Commissioners Jones and Smith will appear at the October 21 hearing for the Civil Service Department. They will be flanked by bureau heads, each equipped to justify and explain in detail every line in the budget request.

It was indicated that Civil Service will be most modest in its request for additional help, despite the growing volume of work. New jobs probably will not exceed \$50,000 in the aggregate. Last year, of course, the department got around \$200,000 to meet, partially at least, the terrific strain on personnel. Jobs created under this allotment will be continued plus a few more.

Three Reasons

Three big reasons are cited to justify what little additional personnel is being asked. First, the expansion of operations of all the departments of the State government; second, the extension of the competitive class to employees in the unclassified service in Mental Hygiene and a few other departments; and third, the administration of the Fite Act, which brings all local employees under Civil Service.

The Legislature gave the Commission \$50,000 to administer the Fite Act, or \$30,000 less than was asked. But the Commission has managed to struggle along and feels that it is doing a fairly decent job. There are some 200,000 positions, including elective offices and exempt jobs, that are blanketed into the classified system by virtue of the Fite Law. The counties may invoke the new plan on July 1 this year and must have one of three elective plans for local Civil Service by July 1, 1943.

Budget hearings scheduled for the first week, besides those enumerated, include: October 22, Public Service, Banking, and State; October 23, State Police, Standards and Purchase, Insurance, Housing and Power Authority; October 24, Military and Naval, Commerce, and Parole. Hearings for other departments will be scheduled later.

The Disciplined Employee; Here's a Sample Procedure

The LEADER is publishing latest available data on the procedures to be used in putting the new Halpern Discipline Act into action. This act, which went into effect October 1, extends possible punishment to include demotion in title and grade, suspension without pay up to two months, fine up to \$50, or removal, but permits appeal to the State Civil Service Commission or the courts.

We have already outlined the manner in which charges are to be prepared. This week we describe the form in which they are to be transmitted to the employee. The following typical case is not an illustration of the quantity of facts necessary to remove, demote, or suspend an employee, but merely of the form to be followed:

STATE OF NEW YORK
DEPARTMENT OF _____
NEW YORK CITY
May 15, 1941.

Mr. John Smith,
Dept. of _____,
New York City.
Dear Sir:

In accordance with the provisions of subdivision 2 of section 22 of the Civil Service Law of the State of New York, you are hereby notified that the Department of _____ proposes to remove you from your position as Senior Clerk

for the reasons set forth in the accompanying charges.

You are given until the _____ day of _____, 1941, within which to make and file your answer, in writing, to these charges. This answer or reply should reach the office of the Department of _____ in the State Office Building in New York City on or before the _____ day of _____, 1941, at 10 a. m.

Pending the determination of these charges, your suspension without pay becomes effective immediately upon service upon you of a copy of these charges and this notification:

Charges

Charge I—After repeated warnings, this employee has reported to work in an inebriated condition to the extent that it was impossible for him to perform the duties of his job.

Specification I— On December 26th, 1941, John Smith reported to work in an intoxicated condition.

Specification II— On March 3rd, 1941, the employee reported to work in an intoxicated condition. As he was unable to perform the duties of his job, he was sent home. On March 4th, 1941, the employee was called to Mr. Kelly's office and warned that if he reported to work once more under the influence of liquor it would be necessary to prefer

charges against him. Later that day, a memorandum was sent to the employee restating the warning made during the conversation earlier in the day. A copy of the memorandum is attached.

Specification III— On April 17th, 1941, the employee reported to work in an intoxicated condition. Being unable to perform the duties of the job, he was sent home.

Very truly yours,
Commissioner.

This shows the introductory remarks which should precede the charges. It is noted that the document is signed by the agency head. (It has been assumed that the supervisor or the personnel officer has cleared through the agency head if such is necessary). At this point, the positive action by the supervisor ceases. Of course, information may be requested by the agency head when the employee gives his written reply to him, or information may be requested by the Civil Service Commission if the employee elects to appeal to that body.

(More next week)

SPLAIN HEADS NEW MOTOR VEHICLE UNIT

John Splain, district Deputy Motor Vehicle Commissioner in charge of the Queens office of the Bureau of Motor Vehicles, has just been appointed metropolitan director of safety-responsibility, in charge of administration of the new auto responsibility law in the New York City area. Joseph Mafera replaces Splain in the Queens office.

The new law, effective January 1, provides that an owner or operator of a motor vehicle involved in an accident with more than \$25 damage must post security to cover any judgment and prove financial responsibility for the future. To administer the law, a staff of some 500 employees under the supervision of Deputy Motor Vehicles Commissioner Bernard A. Culloton will be recruited.

Creation of the new unit in the Bureau of Motor Vehicles will force the entire Bureau in Albany to move from the State Office Building to 504 Central Avenue about December 1. In New York City, the financial responsibility unit is to be located in the State Office Building, 80 Centre Street, in space to be vacated next month by the State Insurance Department. The Insurance Department's offices will be located at 61 Broadway, in the heart of the city's insurance district.

Splain has headed the Queens office in Jamaica since it was opened on September 1, 1939. Before that he served a year and a half as Queens County deputy clerk in charge of the motor vehicle bureau in the Queens county clerk's office. Mafera was formerly a deputy city tax commissioner, secretary to the commissioner of parks, Queens superintendent of parks, and alderman.

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DPUI Lists Cancelled Commission Won't Reconsider

ALBANY.—Unless some unforeseen development occurs, the State Civil Service Commission will not reconsider its action in cancelling lists for principal counselor, senior employment counselor, employment counselor, and senior employment interviewer in the DPUI. The lists were cancelled 1) because they are nearly exhausted; 2) because they have nearly run out; 3) because the DPUI asked it.

A protest filed by a "Committee of Sixteen," purporting to be the voice of 16 temporary employees—interviewers and counselors—was received by the Commission but no written reply was

possible since no address was appended.

At the Commission offices it was explained that since the lists are nearly exhausted, it will be more practical and feasible to establish new lists rather than make permanent appointments now. This will give a fresh selection, it was said, and will provide the DPUI with opportunity to pick better qualified persons, since the present lists were established nearly four years ago—when the division was in the formative stages. The lists in question would expire anyway in December at the latest. The alternative to cancellation would be to let the lists die—without a move on the part of appointing officers.

DEFENSE news

Discharged Soldiers to Get State Help in Finding Jobs

ALBANY.—The New York State Employment Service will make every effort to find jobs for men when they return to civilian life after a period of active military service, Milton O. Loysen, executive director of the Division of Placement and Unemployment Insurance, announced this week.

"Every local office of the employment service will cooperate with the Selective Service Board of its community in returning discharged draftees to jobs in their former fields or jobs for which new occupational training has qualified them," said Mr. Loysen.

Mr. Loysen also pointed out that unemployment insurance benefits would be available for draftees and reserve officers, when honorably discharged, provided they were otherwise eligible for unemployment insurance benefits at the time they were called into service.

"When the first selectees were called into military service, con-

cern was registered on all sides over the effect of a year in the army on selectees' eligibility for unemployment insurance," declared Mr. Loysen. "Since such benefits would be based partly on their earnings in the year immediately preceding their unemployment, many workers covered by the unemployment insurance law would have lost all eligibility for insurance benefits by serving a year in the army.

"The solution of the problem lay in 'freezing' the wage credits of those called to the colors by excluding from consideration the entire period of their military service. This was provided for by an amendment to the law passed at the last legislative session. Under this amendment, the benefit claimant, if he is unable to get a job, may file a claim for unemployment insurance benefits based upon wages earned in his insured employment immediately preceding his military service."

All men released from military service who are uncertain about their unemployment insurance benefit rights are urged to visit the nearest local office of the New York State Employment Service and ask for full details concerning their status.

Watch The LEADER exam pages every week for tests now open. The exam page contains details of city, state and federal tests open for application.

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Private Defense Work

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the New York State Employment Service. Applications from those employed in essential defense industries will not be considered.

Technical

(Apply to Mr. Moore, LExington 2-0160)

Construction Inspector—Must have minimum of four years' experience in construction inspection; at least 2 years on docks, wharves and piling. Must be citizen. Job in Metropolitan Area.

Junior Electrical Engineers—Recent graduates with E.E. degrees. Must be citizens.

Marine Draftsman—Minimum of five years' experience on hull, structure or mechanical equipment of cargo or passenger ships. Experience on small pleasure craft not acceptable. To work on mosquito boats for Navy.

Heating & Ventilating Designer and Draftsman—Must be thoroughly experienced in layout and design of large scale industrial or commercial installations. Experience on small residential work not acceptable.

Industrial

(Apply to Mr. Hawes, LExington 2-8910)

Boilermakers (Shipbuilding)—Able to perform all machine and hand operations, read blueprints and do own layout. Must be able to roll tubes. Must be citizen.

Coppersmiths (Marine)—Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen.

Lathe Hands (Marine)—Experienced setting-up and operating 24-in. to 48-in. swing lathes on all types of heavy marine work. Must be citizen.

Shufflers—On new and repair work. Able to make templates, lay-out special forms not predetermined in mold loft and able to lift templates. Must be citizen.

(Apply to Mr. Burnham, LExington 2-8910)

Coil Winders, Female—Experienced on single and multiple wire-winding machines.

Exhaust Operators—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc.

Flare and Fire Setters—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems.

Radio Laboratory Technicians—Must have heavy manufacturing experience on UHF transmitters.

Radio Testers—Must have recent manufacturing experience on multi-band sets.

Radio Wiremen—To do cable lacing, bus bar wiring, etc. Must have transmitter or set manufacturing experience.

Writers and Electric Hand Iron Solderers, Female—Must be experienced in radio set manufacture.

(Apply to Mr. Brosseau, LExington 2-8910)

Metal Spinners—Must have experience on stainless steel (hollow ware). Experience on other materials will not qualify.

Polishers—Any previous experience, including grease buffers, emery men, scratch brushes or pumice. Beginners considered.

(Apply to Mrs. Rafter, LExington 2-8910)

Machine Shop Foreman—To control production and set rates. Able to supervise and instruct 100 or more employees in all phases of machine shop work: lathes, milling machines, planer, shaper, grinders, all drill press operations. Age 40 to 50. Must be citizen.

VARIETY OF HELP NEEDED ON WORK AT PANAMA CANAL

"Sausage maker to blacksmith." Panama Canal can use them both, and a good many more occupations are awaiting men who can fill them. If you can take any of the jobs listed below, and would like the adventure and relatively good pay for work in the Canal Zone, then communicate with the Chief of Office, Panama Canal, 1616 Avenue K, N.W., Washington, D. C. Here's the list:

- Architect (naval)
- Blacksmith (drill barge)
- Blacksmith (general)
- Boat builder
- Boilermaker (locomotive)
- Computer
- Coppersmith (marine)
- Designer (electrical)
- Designer (mechanical)
- Designer (structural)
- Drill runner
- Engineer (civil)
- Engineer (construction)
- Engineer (reports and records)
- Engineer (student)
- Engineering Aide
- Foreman, baker
- Foreman, (bridges and bldgs.)
- Foreman, carpenter
- Foreman, ice cream maker
- Foreman, laundry
- Foreman, municipal
- Foreman, rigger
- Inspector, dry excavating
- Inspector, lumber

- Machinist, auto repair
- Machinist, marine
- Master Mechanic (heavy construction)
- Molder
- Operator-leverman (telegrapher)
- Pharmacist
- Pilot
- Pipefitter, ammonia refrigeration.
- Roofer (metal)
- Sausage maker
- Sheet Metal worker
- Shipfitter
- Ship Joiner
- Shipwright
- Steward
- Supervisor Civil Engineer
- Towboat Master
- Wireman, marine or station and switchboard.
- X-ray Technician

Petroleum Office To Set Up 5 Sub-Offices

The concern of the government with petroleum problems is reflected in the coming expansion of the division that deals with these problems: the Office of Coordinator of Petroleum Administration.

The OCPA will open five regional offices in New York, Chicago, Houston, Denver and Los Angeles.

Hiring for the new offices will be done from civil service lists. OCPA officials can't say just how many people they'll require until the offices are actually set up, which should be early in November. The regional offices will require mainly two categories of employees: (1) clerical; (2) enforcement agents.

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State Clerk Test Analyzed

By Mrs. Eugenia G. McLaughlin
Chief, Division of Examinations,
State Department of
Civil Service

In planning an examination to select from among thousands of candidates those persons best adapted to types of work which are fairly well defined, it is desirable to utilize the most recent and most widely accepted analyses by authorities in the field of testing, namely (1) analyses of mental ability and (2) analyses of clerical ability.

Aptitudes for clerical occupations are shown by several abilities: ability to observe words and numbers, to see instantly and correctly what is on paper;

Ability to grasp the meanings of words and other symbols and to make correct decisions regarding the questions they raise;

Ability to add and multiply, to spell correctly, to punctuate, and to use a wide variety of English words and expressions correctly.

A review of studies of clerical ability shows that the measurements of clerical aptitude is closely related to the measurement of general intelligence. A large proportion of the most widely used standardized clerical examinations contain sections often included in intelligence tests such as following directions, analogy, proverb matching, noting verbal relations, and thinking through short problems. Other types of tests which are commonly included in clerical examinations are those on comparing names and numbers, arithmetical computations, filing,

coding, classification of data, spelling, and grammar.

Two Objectives

In selecting the type of examination to be given for the Clerk-Typist-Stenographer series on October 4, it was recognized that there are two objectives in Civil Service testing, namely: the securing of persons who will be immediately efficient on a particular job, and the selecting of persons who possess the capacity for growth and development. The importance of obtaining persons already efficient on the job depends largely on the length of training required for affective performance.

For Typist and Stenographer positions, actual performance on a typewriter and in transcription requires prior training and so, after securing persons who have ability and mental alertness, a performance test will be given.

Following is an over-all picture of the written examination on October 4:

1. A test of 100 items for each position with some overlapping of sub-tests for certain positions requiring similar abilities of the same level of difficulty.

2. For Junior positions—a test aimed to test clerical aptitude, mental ability, English and arithmetic.

3. For Assistant positions—a test, four-fifths of which aimed to test clerical aptitude and mental ability, English and arithmetic, and one-fifth of which was intended to test knowledge of office procedures and judgment in office situations.

Breakdown of the Test

An analysis of the October 4 examination will show that an attempt was made to test the abilities and aptitudes described earlier. Following is a breakdown of the test and sub-tests of the examination with a statement concerning the type of ability or aptitude or procedure which was to have been tested.

Test One—Section A Junior Clerk, Junior Stenographer Junior Typist Questions 1 Through 10

The ability to check pairs of letter series for similarity is a part

of a clerk's and stenographer's work, and is a form of testing generally included in clerical tests.

Questions 11 Through 20

The ability to see relationships between numbers and ideas is a verbal ability which is required in the specific work for the positions tested and is usually included, in some form, in most tests of clerical ability.

Test One—Section B

All Candidates

Questions 21 Through 30

Questions 31 Through 40

This type of question tests a form of deductive reasoning, the ability to generalize an idea and see its counterpart expressed in another form. It has been used by civil service jurisdictions, and is frequently used in tests of mental ability.

Questions 41 Through 50

Reading ability has been found increasingly to underly other intelligence measurements. The ability to read a paragraph and know the context is also directly related to the work in the clerical field where there is so much in the way of written directions.

Questions 51 Through 60

Number ability and seeing rela-

tionships are both tested in this section and are abilities required for clerical positions.

Test Two

Assistant Clerk, Assistant Stenographer, Assistant Typist Questions 61 Through 80

Since prior experience was required for this position, these twenty questions were devised to test knowledge of office procedure and situations, and elementary supervisory techniques.

Test Three

Sections A, B, C, and D Questions 81 Through 120

These four sections consist of items designed to test correct English usage, word knowledge, grammar and spelling and capitalization, all of which are types of information important to the work of the positions being tested. More items in this test were required for Typist and Stenographer positions because more knowledge on these topics is essential to these positions.

Test Four

Sections A, B, C, and D Questions 121 Through 145

These four sections consist of items designed to test arithmetical computation and the ability to think through problems. More items were required in this test for the Clerk positions because more knowledge on these topics is essential for clerical work.

The analysis of the examination held on October 4 shows that it differs from some of the previous clerical series. The effectiveness of the examination will be measured by the caliber of the persons it selects.

Tentative key answers to the October 4 exams are expected within the next week or so. Candidates will have five days in which to file objections. The LEADER will keep candidates fully informed on the progress of these tests. Two weeks ago The LEADER published unofficial answers by two business school executives. The LEADER'S own board of experts presented their unofficial answers last week.

U. S. TO AID PRIORITIES VICTIMS

Washington.—The United States Civil Service Commissions called attention today to the recent ruling by the Supply Priorities and Allocations Board that no new public or private construction projects can be started unless they are essential for defense or the health and safety of the people. If this ruling should result in the transfer of employment of many construction workers, engineers, and architects from non-defense activities to strictly national defense work, the Commission pointed out that opportunities for employment of such personnel exist in the Federal civil service. The Commission urged all qualified workers interested in Federal employment to contact the nearest civil service representative at any first or second class post office for complete employment information.

The Commission further stated that defense construction demanded the immediate additional employment of engineers, particularly in the fields of construction, sanitation, and heating and ventilating. There is also a critical need for architectural engineers experienced in specifications and estimating.

New Employment Offices Opened

The central employment offices for industrial workers in Manhattan, Bronx, Brooklyn, and Queens, have been established by the New York State Employment Service. The new offices are located at 87 Madison Avenue for Manhattan and Bronx registrants, at 205 Schermerhorn Street for Brooklyn residents, at 29-28 41st Avenue, Long Island City, for Queens residents.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

At Brooklyn

Here's the new slate of officials of the Association recently elected at Brooklyn State Hospital: William V. Kondrat, president; Edward Garvas, vice president; Kathryn Collins, secretary; Richard Kraus, treasurer. At a meeting last week, a program of action to push for extension of the Feld-Hamilton career law to institution employees was adopted: circulating petition blanks for the employees; circulating petitions for residents of Brooklyn; sending committees to large business houses and taxpayer groups to get their endorsement; writing to the chairmen of the legislative committees involved. The petitions will be presented to members of the legislature.

Three Points

Sirs: Your recent letter to our worthy and trusted hard-fighting Senator James M. Mead in reference to common causes of we civil servants is really more truth than poetry. We employees of Rockland State Hospital certainly do appreciate your backing our struggle.

From what we are experiencing here, we do not think that there is any other job in the world that pays so little for the responsibility and danger that we face here every day. There are other faults too that need as much correcting as the salaries:

1. Less meat and potatoes and more vegetables.
2. At least one Sunday off a month, and a change in shifts so as to give employees working from 12 midnight to 8 a. m. and from 3 p. m. to 12 midnight a day shift so that they can enjoy a good night's rest and a chance at the pursuit of happiness.
3. Identification cards so that we can go any place in or around the grounds without being stopped and questioned, or made to return to the grounds and check our story with the office as to whether we are patients or employees. This is an everyday occurrence and it is quite embarrassing as well as annoying. We don't believe there is another branch of government that does not give its employees credentials of some sort.

EMPLOYEES OF
ROCKLAND STATE HOSPITAL.

Type-Copyist List Is Extremely Active

The type-copyist list, promulgated May 7 of this year, is rapidly becoming one of the most active eligible lists certified by the Civil Service Commissions. During the past week 100 names on this list were sent to the Department of Welfare for permanent vacancies at \$960 per year. The highest eligible certified was number 1,525.

Progress of the Lists

Here is the latest on the progress of the two Hospital Attendant lists:

From the old list, for zone 4 jobs outside New York City certifications have gone down to 14,830 for men and to 14,829 for women. Appointments have reached to 14,816 and 14,829. Inside the five boroughs, latest certifications have gone to 14,763 for men and to 7,918 for women, while appointments are down to 13,712 and 6,870.

For zone 4 jobs outside New York City from the new list, latest certifications are 4,061 for men and 1,665 for women, while latest appointments are 4,061 and 615. Inside zone 4, latest male certification is 4,001 with 3,313 the latest appointment. The female list has not yet been canvassed.

A total of 397 permanent appointments have been made from the old list in zone 1, down to 14,824 for men and 14,434 for women. Fifty-three appointments have been made from the new list, with 3,987 the latest male and 576 the latest female. Women have been canvassed down to 1,365. Forty provisionals are now at work.

In zone 2, 387 permanent appointments have been made from the old list, down to 14,682 for men and 11,213 for women. Forty-seven appointments were already made from the new list, 3,947 the latest. Fifteen provisional jobs have been filled.

Family Care

Family care has greatly increased during the past year, according to figures recently submitted by the Committee on Home and Community Care to the Quarterly Conference of the Mental Hygiene Department. On September 1, 1941, a total of 1,574 patients—1,039 mentally ill and 535 mental defectives—were in family care. This represents an increase of 808 patients placed in family care by the State hospitals and of 248 in those placed by State schools.

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Civil Service LEADER

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Tuesday, October 21, 1941

Cops Need This Break

THE 11-squad bill comes up for vote in the New York City Council this week. All indications are that it will pass. It should.

The bill, introduced last week by Councilmen Cohen and Kinsley, gives to policemen certain working conditions which are considered elementary by most other workers. It gives them a real day off each week, which they don't have at present.

To THE LEADER, the 11-squad chart has been a pet baby. We nourished it editorially for more than a year, plugged for it when the going was tough, employed the influence of this newspaper to see that it got a decent hearing. And we're mighty pleased to see it at this stage. We hope, once the bill is passed, that the Mayor won't hesitate to place his signature to it.

Discrimination Must End

ON PAGE 4, you'll find a story which we consider one of the most important we have run in this paper.

It's important because it shows the United States government is awake to the chafing problem of discrimination in Civil Service and in the defense industries—and is doing something about it.

Recently, the President issued an Executive Order forbidding discrimination in federal employment on the grounds of race, creed, or political belief. Now he has formed a committee which will inquire into every case of discrimination brought to its attention. Employment should be on the basis of merit alone, not on the basis of someone's ugly prejudices.

It's a real step forward.

It shows that in many directions, American democracy is extending.

Why They Decline

DOWN in Washington, there is wonder and worry on Capitol Hill about the great number of people who take exams and then don't accept jobs when offered. Congressmen just can't understand why that's so.

Well, we can give a few reasons. Here they are:

1. High living costs, bad housing conditions in Washington.
2. Uncertainty about the future (many jobs are offered on some kind of "indefinite" basis).
3. Local opportunities made available by the defense effort.

And, of course, the remedies are suggested by the conditions. Here they are:

1. Better salaries.
2. Move as many agencies as possible to New York, where housing is no problem.
3. Make appointments on a more substantial basis, and study ways in which governmental employees may be absorbed after the defense emergency is over.

Watch Forthcoming Issues of

THE LEADER

for articles by governmental authorities and Civil Service experts to help you understand your job with the City, State, or Federal Government. Subjects: Seniority, Discipline, Retirement, Leave, and many others.

Don't

Repeat This!



THE PAPER shortage is curtailing written Civil Service examinations . . . The State Commission has raided the City Commission for its Junior Administrative Aide and Junior Personnel Technician lists . . . Paragraph 2a of section 588 of the Postal Laws and Regulations prohibits mailing any article giving off a bad odor . . . Politicians are starting to pester the Mental Hygiene Department about officials to be appointed to the new State school at Willow Brook, Staten Island . . .

'Don't Spit'

Some years ago, a literacy test for Street Cleaner asked this question: "What is the chief duty of an American citizen?" Several hundred candidates answered "Don't Spit." Puzzled examiners of the Civil Service Commission finally solved the mystery when it turned out that an issue of The Subway Sun that week featured the slogan, "It is the duty of every citizen not to spit!"

Geography

Candidates on Civil Service tests are complaining that they don't get adequate directions to reach out-of-the-way high schools such as Christopher Columbus . . . Stores Clerk eligibles are planning legal action to end certification of their lists by judicial districts . . . Jerry Kaplan, former head of the City Commission, is running the campaign of Charles Ornstein, Manhattan candidate for City

Merit Men



ager of the same office in which he entered the Federal service as a \$90-a-month clerk. He is still Manager of the Ninth District, but because of his wide experience and knowledge of field administrative problems and civil service procedures, he is on temporary assignment as a contact representative with the War Department.

One-Room School

Mr. Rempe obtained his early education in a one-room school, walking back and forth each day, and filling in his spare time doing the chores on an Ozark farm. It was not all work, and he remembers the "red ear" at the "husking bees" and can still make an appealing boyish "smoke" from corn-silk. He even sang tenor in the church choir. Later on he met and married a girl from his own section of the country, and they have two boys, one four and the other 11 years of age, whom they are now raising with much the same routine through which Mr. Rempe passed, because, as he says, "It will give them the stamina and hardihood necessary to cope with the present-day problems."

Mr. Rempe has collaborated with another of the Commission's liaison officers, Clarence L. Edwards, in the presentation of a course in civil service personnel administration, given to a large group of new War Department personnel employees who have been assigned to key positions in army establishments throughout the country.

When the Commission established a Central Placement Section for the express purpose of arranging with as little delay as possible for the employment of persons who could not accept transfer when their agencies were moved from Washington, Mr. Rempe was selected to head this new project. This placement section is now operating to take care of the necessary separations and transfers in the decentralization brought about by the defense program.

He's Big

Six feet tall, weighing 175 pounds, Mr. Rempe brings rare energy and good humor to his many tasks. He always has time to enjoy a good story, but puts in long hours of hard work. He maintains his residence in St. Louis, but lives in Washington at the Miramar Apartments at 15th and Rhode Island Avenue, N. W.

Council . . . Mental Hygiene employees, working under the poorest conditions in the State, repre-

sent nearly 50 per cent of the State's total number of employees . . .

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

Patrolmen Appreciate LEADER'S Work

Sirs: We appreciate your efforts on behalf of the patrolmen of New York City, to obtain better working conditions—for example, your publishing of the 11-squad chart. The adoption of this chart would give the patrolman a real day off. Now, we would like to present for your consideration the following:

In the past, when the City of New York was faced with a financial crisis, the patrolmen were given a "voluntary" pay cut which amounted to about \$4 a week. We believe the City of New York should consider the higher cost of living at this time and give the patrolmen a \$4 weekly raise throughout this period of higher prices.

We wish to thank you for your cooperation in the past and for any consideration you may give this matter.

FRED NEUMANN
CLARENCE I. DAVIS.

46th Precinct.

The LEADER is heartily in favor of pay increases at this time. Read the articles and editorials we've been carrying on the subject regularly. We support Pat Harnedy's endeavor to do a job in getting decent wages for patrolmen.—EDITOR.

Cost a Lot to Live Out of Washington

Sirs: It is with much appreciation and great interest that we note the letter of The LEADER's publisher to Senator Mead.

May I wish you luck. It would

appear that Washington employees MIGHT get an increase. How about government employees in the field? Expenses in the field are just as great as they are in Washington. I know for a fact that the cities of Boston and Buffalo are ahead of Washington in living costs.

I transferred to the field a year ago and was much surprised to find conditions here more expensive than in Washington. Having lived in New York City for eight years, I know that living costs there are higher than in Washington.

Talking in terms of lend-lease figures, and increase for employees is only a drop in the bucket. I hope The LEADER will follow through on the pay increase program.

FREDERIC H. PERAN.
U. S. Veterans Administration,
Batavia, N. Y.

Hospital Worker Suggests

Sirs: The way the cost of living is rising daily, the city hospital attendants and other low-paid employees should receive the following wages, and also better working conditions:

1. \$1,500 a year for married men. \$900 a year for single persons.
2. Competitive civil service, and also an exam for those who have been employed two years or more prior to January 1, 1940.
3. One full day for all legal holidays, instead of half days; also five days a week, and one month's vacation.
4. Better food, same as doctors and nurses receive.
5. Employees who want to remain

as attendants should be allowed to do so.

6. Pensions should be paid by the city for those who receive \$1,500 a year or less.

7. Hospital employees should be paid full time for injuries received while on duty.

8. The help in hospitals is insufficient.

CITY HOSPITAL ATTENDANT
What do YOU think?—Editor.

Watchman Attendants Plead for Jobs

Sirs: The Watchman Attendant list has only six months' to run. It expires next May 10. According to stories which I read in The LEADER, it seems to be the practice of the Civil Service Commission to give a "dying" list a break, to appoint as many eligibles as possible before the list expires.

May I suggest that the Civil Service Commission give the Watchman Attendant list serious consideration in the next six months. The eligibles on this list are not as young as the eligibles on more recently established lists, such as the Sanitation list and the Fireman list. With the constant lowering of age limits, they may never have the chance to take another Civil Service test again. It would indeed be a noble gesture on the part of the Commission to give this list as many jobs as possible in the next six months, jobs for which the eligibles have been tested and are perfectly competent to handle.

WATCHMAN-ATTENDANT
ELIGIBLE

Postal News

By DONALD MacDOUGAL

Pay Increase

Postal men are going after pay increases with more vigor than ever before. The Joint Conference of Postal Employees last week adopted a resolution calling for a \$900 pay increase in all categories. And it doesn't take the place of longevity either. It's in addition.

Feds Hear of Mail Propaganda

Local 10 of the Feds last week listened to Col. Richard Rollins of the Non-Sectarian Anti-Nazi League, tell how fascist organizations are using the mails to spread their propaganda. The men were sufficiently impressed to pledge their support of the League's work. The Feds plan a mass rally in support of the Roosevelt foreign policy and the national defense program.

Gal

It's a girl at the Henry Bermans. He's at the Canal Street P. O.

RMS

Candy, cigars, cigarettes, chickens and turkeys are the prizes in the annual Thanksgiving raffle run for the benefit of the Penn Terminal Flower Fund Committee. . . . Baseball: the RMS ball team finished in fourth place in the Brooklyn Industrial Twilight League. The one-two punch of Di Maggio and Keller boosted the Yanks into the positions of World champions, but the .485 of Joe Russo and the .425 of Norm Lindemuth couldn't quite duplicate the stunt. The entire team's average was only .277. . . . Time was when railway postal clerks were bad insurance risks. That was in the days of "iron men in wooden cars." The use of all-steel postal cars has changed that

situation. Every member of the RMA, whether injured on or off duty, is entitled to \$23.50 a week. . . . If you've sworn out a warrant for the arrest of the railway postal clerk who lives next door because he spilled ashes on your front lawn, don't try to serve him while he's on duty. He's exempt from arrest on a civil process while he's on duty. The mail comes first. . . . So important is the postmark on your mail, that incorrectly showing or erasing the same may subject the offending postal clerk to dismissal. . . .

Santo Saves a Life

Ralph Santo, carrier at Williamsbridge Station, saved a life. While on his route, he smelled gas at 2800 Bronx Park East. Fast work kept a prospective suicide, Hortense Silverstein, among the living. . . . Brother John T. McGrogan retires this month's end after serving 42 years. . . .

Military Duty

The postmaster general this week called to the attention of postmasters throughout the country certain pertinent facts with regard to military duty of postal employees. Said he:

"It will be noted that any person who, subsequent to May 1, 1940, and during the period of the emergency, enters the military or naval service of the United States regardless of the method of induction, whether by voluntary enlistment or by being ordered to duty under the laws of the United States, is entitled to all the re-employment benefits of the Selective Training and Service Act of 1940.

"In view of the provisions of the Service Extension Act of 1941, it will no longer be necessary to separate employees who volunteer for induction under the Selective Training and Service Act or who voluntarily enlist for service. However, no action will be taken at this time to restore to the rolls those persons who have been separated incident to enlistment or induction as a volunteer under the Selective Training and Service Act. In such cases, reassignment to duty will be made after completion of their military service and their names restored to the rolls at that time."

Dance

Saturday night, October 25, is the night. It's the night of the annual entertainment and dance held by the National Alliance of Postal Employees. We hear there'll be many a pleasant surprise in store for those who go to the event. It's at the Renaissance Casino, 138th Street, and 7th Avenue. Highly recommended by us.

P. O. Wants Economies

The Post Office thinks there has been too great an increase in the cost of supplies and equipment. Clamp down, is the order.

TSP Employees 25th Anniversary Dinner

A Dinner and Dance, sponsored by the Times Square Postal Employees, is planned to celebrate the 25th anniversary of the founding of the Times Square Postal Employees Benevolent Association, at the Grand Street Boys' Ballroom, 106 West 55th street, on November 8.

A gala evening of fun and entertainment is planned by the committee. . . . so. . . . make your reservations early for the best seating arrangement, as a seven-course dinner will be served.

PHOTOGRAPHIC GUILD

The next regular meeting of the State Photographic Guild will be held this afternoon, October 21, at 5 o'clock, in room 500 of the State Office Building, 80 Centre Street, New York City. Resolutions to amend the constitution and by-laws are to be offered. This club is sponsoring a course in photography for beginners, to which all State employees are invited. "The Essentials of Picture Making" is the title of the first lecture.

Question, Please?

by H. Eliot Kaplan
Contributing Editor

Do Nurses Get Vet Preference?—How Many on Public Payroll? What Is an Unassembled Exam?—Who Conducts Your Test? Do Married Women Have Full Privileges? Two Opposite Orders

Nurses Get Vet Preference

S.S.B.: The same preferences accorded to war veterans are also accorded to war nurses and other women who were in active "military" or "naval" service in time of war. A war nurse, for example, who was injured in time of war and is still disabled, is entitled to veteran preference to the same extent as a disabled soldier. This is true of the State and City service as well as the Federal service. In the Federal service war nurses who are disabled are entitled to five-point preference credit which may be added to their earned examination rating. No credit, however, is granted for war service (other than to disabled veterans) in the New York State and City services.

5,300,000 on Public Payroll

T.McG.: The total number of employees on the public payrolls, national, state and local, is approximately 5,300,000. In the Federal service the number is about 1,300,000 at the present time; New York City over 150,000 (exclusive of teachers, which amounts to about 35,000); New York State

about 50,000. The total payrolls of all public employees is about seven billion dollars annually.

"Unassembled" Exam

I. V.: "Non-assembled" or "unassembled" examinations have been long in use, particularly in the Federal service. These examinations are competitive in the same sense as written or assembled examinations. They, as the name implies, do not require the candidates to appear for any written oral test. The examination is based entirely on the verified statements of the candidates as to their educational and business or professional experience. These are rated competitively and the eligible list made up according to such relative rating. In the case of non-assembled or unassembled examinations it is well for the candidate in filing his application to set forth in detail all the essential facts relating to his record and experience so that the examiners may be able to give the candidate all the credit he is entitled to get.

Who Conducts Test?

S.T.: Not all of the examinations are conducted by the regular examiners of the Civil Service Commissions. Most of the routine examinations are devised

by and rated by the technical staff of the Commission. In the case of examinations for the more responsible positions, the Commissions generally seek the services of outside experts in the particular field. In these cases the whole examination is often left to the experts to prepare and rate, both oral and written. Likewise the experience ratings may be left to them, although often these are compiled by the Commissions' own examining staff and based on fixed schedule of credits. Many of the experts in the professional and technical fields give their services without compensation. Ratings for educational qualifications are generally left to the technical staff of the Commissions and are based on a fixed schedule. Ratings for "education" are the same for the same degrees, courses, etc., regardless of where taken or what college or university is involved. The Michigan grad gets no more than the Harvard or City College grad for the same degree or educational course.

Married Women

L.C.: Married women have the same rights and privileges in the civil service as is accorded to any other persons. The Federal Government did for a time prior to 1937, discriminate against married women (as a measure of economy, it was claimed), but that unfortunate provision has since been repealed. The constitutionality of discriminatory laws excluding women from civil service positions has not arisen in our state courts, so far as I am aware. The Supreme Court of one of the larger western states last year upheld as valid a regulation of a library board which required the dismissal of any female employee who marries. (I doubt whether most state courts will follow that precedent).

No Law Prohibits Joining Union

R.J.: There is no law that prohibits any Civil Service employee from joining a union or paying dues to a union or association of employees, nor from affiliating with any outside labor union.

Study Corner

Treasury Cop Study

Persons preparing for the popular federal examination for Treasury Enforcement Agent will find helpful suggestions on principles of investigation and interrogation books compiled by the Municipal Reference Library. Here's the list:

Kidd, W. R. Police interrogation. New York: Police Journal, 1123 Broadway, 1940.

Millspaugh, Arthur C. Crime control by the national government. Washington, D. C.: Brookings Institution, 1937.

Morrish, Reginald. The police and crime-detection today. London: Oxford University Press, 1940.

Skehan, James J. Modern police work including detective duty. Brooklyn, N. Y.: R. V. Basuino, 1939.

Soderman, Harry, and John J. O'Connell. Modern criminal investigation. New York: Funk and Wagnalls Co., 1935.

Defense Training Institute

Because of continued shortages of sub-professional engineers in vital defense industries, the United States Office of Education has authorized the Defense Training Institute, 375 Pearl street, Brooklyn to begin a new program of tuition-free training in this field, according to an announcement by Dr. Harry W. Reddick, director.

Applications for the fall program are being received now, and it is expected that selection and registration of students will be completed within the next two weeks. The institute is supported by the United States Office of Education, and is operated by the eight engineering colleges of greater New York. The course, which is given in the daytime for

Defense Book

"Handbook for Civilian Defense"

By H. Mayer-Daxlanden, D. Sc., \$1.00
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a period of thirty weeks, is open to high school graduates. Placement reports for the first two courses, already completed, show that industry required four times the number of men that the institute has available.

The faculty of the institute is derived from the engineering staffs of the cooperating engineering schools. These are Brooklyn Polytechnic Institute, Columbia University, Cooper Union, College of the City of New York, Manhattan College, New York University, Pratt Institute, and the Webb Institute of Naval Architecture.

Welding School

Haller Welding School reports placing more graduates than in any time during the past four years. According to the director of the school this is due to the tremendous demand for trained welders. Many of these men never had any previous technical training and came to the school with only a desire to learn a good steady trade.

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Examination Requirements

City Tests

Air Traffic Control Recorder

Salary: \$1,800 up to but not including \$2,340 per annum. The eligible list may be used for appropriate positions in a lower grade. Age limits: None. Fee: \$1. Deadline: October 27. Vacancies: 3 in the Department of Docks (LaGuardia Field).

Assistant Gardener

(For employment on city projects located outside New York City limits.) For work requiring specialized training and experience, special lists will be established by means of selective certification. Salary: \$5.50 per day. Vacancies: 25. Ages: At least 21 and not more than 35 on the date of appointment. Fee: \$1. Deadline: October 27.

Dental Hygienist

Salary: Usual salary \$1,200 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. One in the Department of Hospitals at \$900. Fee: \$1. Deadline: October 27.

Director of Air Traffic Control and Airport

(Open to all citizens of the United States, regardless of residence.) Salary: \$7,500 per annum, subject to budget. The eligible list may be used for appropriate positions in a lower grade. Vacancies: One in the Department of Docks. Fee: \$5. Deadline: October 27.

Health Inspector, Grade 2

Candidates who filed under the advertisement of September 2 to September 22, 1941 need not file again. Salary: \$1,800 up to but not including \$2,400 per annum. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 14.

Office Appliance Operator, Grade 2

(I.B.M. Alphabetic Accounting Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27.

Office Appliance Operator, Grade 2

(I.B.M. Numeric Accounting Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27.

Office Appliance Operator, Grade 2

(I.B.M. Numeric Punch)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27.

Office Appliance Operator, Grade 2

(Remington Rand Powers Key Punch Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27.

Principal Chemist (Biochemistry)

Candidates who filed under the advertisement of September 2 to September 22, 1941 need not file again. Salary: \$5,000 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: 1 in Health Department. Fee: \$4. Deadline: October 27.

Printing Specifications Writer

Salary: \$3,000. The eligible list may be used for appropriate positions in a lower grade. Vacancies: 1. Fee: \$3. Deadline: October 27.

PROMOTION EXAMINATIONS

Court Attendant

This examination is open only to employees of the City Court, Magistrates' Court, Domestic Relations Court, Court of Special Sessions, and Municipal Court. (There will be a separate list for each Court.) Salary: \$1,800 ungraded. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27. Date of test: The written examination will be held December 20.

Court Clerk, Grade 3

Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 2. Fees: \$2. Deadline: October 27. Date of test: The written examination will be held December 13, 1941.

Examiner, Grade 4

This examination is open only to employees of the Board of Estimate, Bureau of Franchises. Salary: The salary range for Examiner, Grade 4, is \$2,400 up to but not including \$3,000. Vacancies: None at present, but one expected shortly. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held November 19, 1941.

Inspector of Housing, Grade 3

This examination is open only to employees of the Department of Housing and Buildings. Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 4. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 13, 1941.

Motorman

BMT Division, New York City Transit System

Simultaneously with the holding of this examination, promotion examinations will be held for Motorman in the IND and IRT Divisions. The eligible list resulting from this examination will be used first to fill vacancies in the BMT Division. If the number of these eligibles is insufficient to fill vacancies in the BMT Division, the eligible lists for the IND and IRT Divisions may be combined and used as appropriate for the BMT Division. Salary: \$0.83 to \$1.06 an hour at present. Vacancies: 150 at present. Others occur from time to time. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 14, 1941.

Motorman

IND Division, New York City Transit System

Salary: \$0.83 to \$1.06 an hour at present. Vacancies: 22 at present; all appointed from last list. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 14, 1941.

Motorman

IRT Division, New York City Transit System

Salary: \$0.83 to \$1.06 an hour at present. Vacancies: 60 at present. Others occur from time to time. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 14, 1941.

Railroad Clerk

BMT Division, New York City Transit System

Salary: 58 cents to 65 cents an hour at present. Vacancies: 100 vacancies expected. Fee: \$1. Deadline: October 27. Date of test: The written examination will be held December 4, 1941.

Railroad Clerk

IND Division, New York City Transit System

Salary: 58 cents to 68 1/2 cents an hour at present. Vacancies: 30 at present; all appointed from last list. Fee: \$1. Deadline: October 22.

Railroad Clerk

IRT Division, New York City Transit System

Salary: 58 cents to 68 1/2 cents an hour at present. Vacancies: 70 vacancies expected. Fee: \$1. Deadline: October 27. Date of test: The written examination will be held December 4, 1941.

Towerman

BMT Division, New York City Transit System

Salary: 80 cents to 88 cents an hour at present. Vacancies: 20 at present. Others occur from time to time. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held January 7, 1942.

Towerman

IND Division, New York City Transit System

Salary: 80 cents to 88 cents an hour at present. Vacancies: 19 at present; all appointed from last list. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held January 7, 1942.

Towerman

IRT Division, New York City Transit System

Salary: 80 cents to 88 cents an hour at present. Date of test: The written examination will be held January 7, 1942. Vacancies: 10 at present.

U. S. Tests

Junior Professional Assistant \$2,000 a Year

- 1—Junior Administrative Technician
- 2—Junior Business Analyst
- 3—Junior Economist

Optional Subjects

Requirements

Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than November 3, 1941.

The registers established in the above-named optional subjects from the Junior Professional Assistant examination (Announcement No. 13) of this year have been used extensively. In anticipation of continuing heavy demands, this examination is announced to augment those three registers.

It is expected that the annual Junior Professional Assistant examination will be announced in January, 1942. It is not expected however, that the above-named optional subjects will be included in it. Therefore, all interested persons, including seniors and graduate students, who are otherwise qualified and who will complete the prescribed course work prior to July 1, 1942, should make application for this examination.

Employment Lists.—Separate lists of eligibles will be established for each of the optional subjects listed above. These eligibles will be placed on the existing registers with eligibles who qualified under Announcement No. 13 of 1941, in the regular order of rating. Persons who attained eligibility in these three optional subjects under Announcement No. 13 of 1941, need not apply, since their present eligibility will be continued during the life of the register resulting from the new examinations.

Subprofessional or other positions at \$2,000 a year, \$1,800 a year, and \$1,620 a year, will be filled from the registers resulting from these examinations, by certification of the names of appropriate eligibles who are willing to accept these salaries. Applicants should indicate in their applications the lowest salary they are willing to accept.

Duties—Under immediate supervi-

present. Others occur from time to time. Fee: \$2. Deadline: October 27.

Licensing Examinations License for Master Plumber

Applications issued and received at the office of the Department of Health, Division of Permits, main floor, 125 Worth Street, Manhattan, Up to 4 p. m. on Friday, October 31, 1941. Applications delivered after 4 p. m. on Friday, October 31, 1941, by mail or otherwise, will not be accepted. Application blanks will be mailed upon request provided a self-addressed, stamped envelope is enclosed to fully cover the mailing. Applications must be filled out in duplicate and be accompanied by three photographs of the applicant 2 1/4 inches by 2 1/4 inches in size.

sion, to perform scientific or professional work in one of the optional branches listed at the head of this announcement.

Basis of Ratings
Competitors will be rated on the subjects listed below, which will have the relative weights indicated.

Subjects	Weight
1—General test	30
2—Professional questions.....	70
Total	100

Subject 1, general test, will consist of written questions designed to measure the applicant's aptitude for learning, and adjusting to professional duties in the service.

Subject 2, professional questions, will consist of a separate test for each of the optional subjects listed above, covering the fundamentals of that particular science, profession, or subject.

Ratings Required
In each of the two subjects, non-preference competitors must attain a rating of at least 70; competitors granted 5-point preference, a rating of at least 65, excluding preference credit; and competitors granted 10-point preference, a rating of at least 60, excluding preference credit.

Time Required—About 2 hours in the morning, and about 3 1/2 hours in the afternoon will be required for this examination.

Applications may be examined in only one of the optional subjects listed at the head of this announcement. Applicants should indicate in their applications the optional subject for which they wish to be considered.

Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.

Requirements
Education—Must have successfully completed a full four-year course leading to a bachelor's degree in a college or university of recognized standing with undergraduate or graduate study as prescribed under one of the optional subjects listed below.

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(Continued on Following Page)

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How to Apply for a Test

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

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

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

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

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

Fees are charged for city and State exams, not for federal. Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

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Brooklyn	1305 Fulton Street	NE. 8-4342
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POLICE CALLS

By MIKE SULLIVAN

Picket Lines

Bill O'Dwyer would have received a tremendous ovation at the Police Honor Legion meeting in the Park Central Hotel last Wednesday night if he had only looked the other way when the lone picket of the Theatrical Protective Union, A. F. of L., walked by. Only a few weeks ago Mayor LaGuardia crossed the same picket line when he entered the hotel to accept the Fusion nomination. Lloyd Church, candidate for president of the City Council, brought down the house when he mentioned "Judge O'Dwyer, head of the next administration!"

Comptroller Candidate M. Maldwin Fertig also paid a flying visit to the meeting. Prominent guests who enjoyed corned beef and cabbage, and who spoke briefly after the meeting, included Commissioner of Motor Vehicles Carroll E. Mealey, Magistrates Thomas A. Aurelio and Edgar Bromberger, State Senator Francis J. McCaffrey, Jr., and former State Senator John J. McNaboe.

Dave Salter, genial Legion president, and Charley Perkins, financial secretary-treasurer, told the boys in no uncertain terms that only box holders would be permitted to enter the box sections. The two officers gave pep-talks to spur last-minute ticket selling. This shouldn't be a difficult job for honor Legion members. As usual, the show will be strictly first-class. Howard Lally, who gets \$1,250 for playing at the Plaza Hotel, will supply the music for the dancing. We won't tell you how much the Honor Legion is paying him, though.

Chitchat

The City Council will pass the eleven-squad bill this week. . . . Traffic experts in the New York Police Department will go down to Washington to solve the traffic problems for the Capitol's police force. . . . The written examination for Assistant Superintendent of Telegraph job takes place two weeks from today, (Tuesday). Eighteen cops have filed for the

\$4,260 job. . . . The Civil Service Commission reserved decision on a recommendation that cops and firemen who took the recent \$3,000 Junior Administrative Assistant test be declared ineligible. Joker is that, of the handful of cops who took the test, none passed anyway. . . . The Commission is still trying to get eligibles on the Special list to accept the \$1,320 per year ticket agent jobs in the Bureau of Ferries. . . . Nothing new on the Sergeant's test. Date for the special exam hasn't been set yet, either. . . . Thanks to President David Flanagan of the Aqueduct Patrolmen's Benevolent Association for his note. President Flanagan points out that all of the aqueduct patrolmen, who are city-bred, do not fear the wintry blasts on their lonely patrols.

Pension Forum For Rookies

Seven hundred patrolmen appointed from the present eligible list have been invited to participate in a discussion of their pension problems at Stuyvesant High School, 345 East 15th street, at 8 p.m., on Thursday, October 30. Pat Harnedy, president of the PBA, will be the guest speaker at the meeting. The discussion group, to be known as the Pension Forum, is being organized by a group of representative young patrolmen for the purpose of obtaining opinions of rookies on proposed changes to be made in the pension set-up. At the last PBA meeting, delegates decided to put off action on a pension bill, which would primarily affect new men, until they had heard opinions from the new men. Notices to attend the meeting are being sent out to the originally assigned precincts of the rookies. Patrolmen who are interested may obtain further details by writing to Peter Schneider, 67 Park Terrace East, New York.

12 Rejected

Twelve patrolmen candidates who were rejected by medical examiners of the Police Department, will be called down to the office of the Civil Service Commission for medical re-examinations in the near future. The 12 are Mandel Fischer, John N. McGuinness, Philip Goldberg, Murray Minkoff, Morris Wapner, Harry W. Grobe, Edwin L. O'Brien, Charles F. Calby, Herman G. H. Fittig, John B. Hill, George Graepel, and George Brody.

Ornstein Urges OK on 11-Squad Bill

Charles L. Ornstein, Democratic candidate for City Council from Manhattan, has urged Mayor LaGuardia to approve the 11-squad bill after tomorrow's action by the Council. As you know, the bill was unanimously approved last week by the Council's committee on civil employees, and there seems little doubt about the entire Council also voting it. That would leave only Mayor LaGuardia's signature in the way.

Ornstein has this to say about the bill: "It is high time that the members of the Police Department, guardians of law and order in New York City, get the same decent day off that other workers, both public and private, have been enjoying for years. Even from an economy standpoint this is desirable legislation. While additional members will be added to the police force as a result, the added efficiency and morale that will be created through a rested and healthy force will pay big dividends to New York City."

Park Topics

By B. R. MEEHAN

What the Ass't Gardener Literacy Test May Be Like

The following set of sample literacy questions are designed especially as an aid for those candidates contemplating competing in the scheduled Assistant Gardener examination for which applications will close on October 27. Eligibility requirements for this exam will be found elsewhere in this edition of The LEADER.

TRIAL TEST NO. 1

Directions: Read the following paragraphs and then write the answer to the questions, on the line provided on the answer sheet. Candidates may refer to the printed matter when answering the questions.

Poison Ivy

Because of the resemblance of the leaflets to young oak leaves, poison ivy (*Rhus toxicodendron*), is frequently called poison oak. It is a plant menace that is widely distributed across the continent from Canada to the Gulf. An unusual feature of poison ivy is that it is variable in form. It may appear in some instances in a form of an erect shrub attaining an average height of four feet. In other cases it makes its appearance as a woody vine covering fence posts and hedges, clinging tenaciously to its support by the aid of aerial rootlets which are borne out of the stem of the plant.

Leaf identification is probably the easiest method of recognizing the plant, because they are the most showy portion of the plant. The leaves are compound, composed of three oval leaflets, glossy dark green in color above, somewhat hairy beneath. Foliage take on an orange and red hue in the fall. From about May to July, small, greenish white flowers are produced in clusters, later developing into clusters of greenish white berries, resembling currants, which persist until winter. The berries are frequently eaten by birds, and are ac-

cused of being active agents in spreading the seed.

In eradicating the weed avoid contact with the plant. The toxic principle causing so much distress among affected individuals is an oil called toxicodendrol, presented in all parts of the leaves, roots, bark and fruit. It is a powerful irritant causing itching and burning of the skin. Within a few hours of contact with poison ivy plants, there appears on the skin vesicles or eruptions which exude a watery fluid aiding the poison to spread.

Ivy poison, in its early stages can be effectively treated without consulting a physician. A cheap, effective treatment is the use of yellow laundry soap with a high lye content. Wash thoroughly all parts exposed, then rinse with water. This process should be repeated three or four successive times. Another reliable remedy is to bathe exposed areas of the body with a 5% solution of permanganate of potash in water.

In severe cases consult a competent physician. Remember at all times that individuals susceptible to ivy poison are liable to contact it in winter when the weed is devoid of its foliage, as well as in the summer.

Questions

1. Describe the poison ivy leaf.
2. How can an individual become affected by ivy poison in winter?
3. What is toxicodendrol? Where is it found?
4. What color berries are borne by poison ivy?
5. Name an agency for the spreading of poison ivy seed.
6. What are the fall colors of poison ivy leaves?
7. Of what value is soap in preventing ivy poisoning?
8. How is a permanganate of potash solution prepared for ivy poisoning?

TRIAL TEST NO. 2

Directions: Read the following paragraph and then write the an-

swers to the questions, on the line provided on the answer sheet. Candidates may refer to the printed matter when answering the questions.

Luther Burbank

Luther Burbank, America's greatest twentieth century horticulturist, was born in Lancaster, Massachusetts, in the year 1849. After completing his education at Lancaster Academy he moved to Santa Rosa, California, where he devoted all his energies to the origination of varieties of flowers, fruits and plants. Besides the Burbank potato, one of his greatest introductions, he originated new varieties of roses, trees, grasses, nuts, prunes, berries, apples, etc. By crossing the plum and apricot he introduced a new type fruit called the plum-cot. The peach almond was achieved by crossing the peach with the almond. Other notable Burbank achievements are the pineapple quince, white blackberries, shasta daisy, seedless grape, etc.

It has been said by many horticultural authorities that his greatest contribution is the thornless cactus, which is utilized by both beast and man as a source of food.

Burbank's achievements showed that variations in plant breeding to be practically in an unlimited field. He died in 1926 and since has been called the world's greatest plant breeder.

Questions

1. Where was Burbank born?
2. What are some of Burbank's achievements?
3. What did Burbank's achievements prove?
4. What value has the thornless cactus?
5. When did Burbank die?
6. How was the plum-cot produced?
7. What is Burbank referred to as?
8. What did Burbank do after attending Lancaster Academy?

Park Employees To Sponsor Dance

The Greater New York Park Employees' Association, Inc., Bronx Council, will hold their fifth annual dance on Friday evening, October 31, at the Bronx Winter Garden, 1874 Washington avenue, Bronx.

The committee members consist of Selma Bernstein, Edward Johnson and Otto Marschner.

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Welfare Dept. News

By HENRY TRAVERS

of D.O. 5 is returning to work this week. The staff has missed her smile. . . . Vivacious Helen Baum, transcribing typist in D.O. 5, is both candidate and manager for her reducing campaign. Her wardrobe, she voices, will include only size 14 dresses come post-election time. . . . We miss them, but it's all for the best. David Jacoby of D.O. 5 is now working for the DPUI, and Martin D'Essen is applying his technical skill as a naval architect. . . . The transcribing typists in D. O. 5 have an all-girl bowling team and they're not so bad. The average score is between 75 and 80.

Chitterchatter

Pat Rowen of Resource has returned after a long absence caused by a serious injury suffered in the line of duty. . . . Anna Podell of Legal has knitted another pair of socks. We hope that she has sewed in her name and address. . . . Moe Weissberg of Legal has been approved for transfer to the Corporation Counsel's office. . . . John Fredell is now in the father class. He's displaying pictures of his handsome 3 months old hopeful. . . . Gertrude Major, the tall, striking brunette in Medical, may be planning an autumn marriage. . . . Ruth Sokoloff, the auburn-haired member of Medical and Nursing, has been wearing a brilliant solitaire for the past two months.

Change of Address

The Division of Shelter Care is now located at 97 Mercer Street; the telephone number is CANal 6-5650.

The offices of the Commodities

Distribution Division are located at 245 East 23rd Street; telephone, GRamercy 7-5076.

WANTED: ONE CLERK

Wanted: A grade one clerk to work for New York City, outside the city limits at a salary of \$840 per year. So requested the Board of Water Supply of the Civil Service Commission this week.

The Commission certified 67 names on the open-competitive list for clerk, grade 2, for the single out-of-town job. The highest eligible reached on this certification was number 10,215. This is the highest eligible reached so far on this list which was established February 15, 1939.

Civil Service Employees: Watch for the coming issues of The LEADER for special articles on your seniority rights, promotions, retirement, and other subjects of vital interest to you.

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OFFERS PROGRAM TO ADVANCE CIVIL SERVICE

A five-point program to improve the lot of Civil Service employees was advanced this week by Nathaniel Kaplan, Democratic candidate for Councilman from the Borough of Brooklyn. This is what he seeks:

- 1. An adjusted wage in line with the rising costs in living.
2. Review of all dismissals by a city Board of Appeals.
3. An end to interference by the Mayor in the activities of the Board of Education.
4. Removal of any racketeering found in city departments, and guarantee of the right of all employees to join organizations of their own choosing.
5. Per annum pay for all city employees.

Daniel Allen

In opening his campaign for the same post - Councilman from Brooklyn - Daniel Allen, SCMWA official and ALP candidate, had this to say:

"I am in complete accord with the right of each and every Civil Service employee to pick the organization of his or her choosing, and for employees in the Sanitation and Transit Departments to obtain collective bargaining agreements with their respective Commissioners."

Sydney Baron

A third Brooklyn candidate for City Council, Sydney S. Baron, stated this week that he favored pay increases for all Civil Service employees, to be put into effect immediately. Mr. Baron also stated that employees should have greater protection against unjust or discriminatory actions by officials. He cited the Sanitation Department as one agency where such protection "is especially necessary."

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Your Chances for Appointment

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification, does not necessarily mean appointment as more names are always certified than there are vacancies.

Table with columns: Title, Department, Salary, P.T.I., Latest No., Expires. Lists various job titles like Able-Bodied Seaman, Accountant, Auditor, etc., with their respective departments and salaries.

Real Estate Notes

By FRED ASHLEY Real Estate Editor

RALPH VARICCHIO, approved HOLC sales broken at 111-40 Lefferts boulevard, in Richmond Hill, N. Y., is offering to the thousands of Civil Service home-seekers, homes by the thousands in Forest Hills, Kew Gardens, Corona, and all over Queens, Kings, Manhattan and Bronx counties. You can be sure of careful attention to your realty requirements, be they management, mortgage loans, rental, sales or appraisal at Mr. Varicchio's office without obligation. Call Virginia 3-5445 and a representative will be glad to confer with you.

BROWN, WHEELLOCK, HARRIS, STEVENS, Inc., have leased an apartment at 1148 Fifth avenue, to Frederick Beers, vice-president of National Biscuit Co.; at 405 Park avenue, to Alexander Russell; at 277 Park avenue, to Miss Josephine M. Bennett; at 9 Park avenue, to Kenneth Chambers; at 28 East 73rd street, to Hugo Futherford; at Lexington House, 141 East 56th street, to Mrs. Julia Lazzari; at 66 East 56th street, to Mrs. Ruth A. Miz; at 212 East 48th street, to Mrs. John C. Sacco; at the same address, to Miss Gertrude Clarke; at 57 East 88th street, to Mrs. Minnie Kenrich; at 155 East 72nd street, to Mrs. Lindsay Wellington; at 128 East 35th street, to

Mrs. Evelyn R. Balliett, and at 6 East 37th street, to Samuel J. Welsh.

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CHOICE APARTMENTS FOR RENT

Table with columns: Address, Rooms & Rent, Description of Property. Lists various apartment listings in Manhattan, Bronx, and Brooklyn with details on room counts, rents, and amenities.

FOLLOW THE LEADER.

Bargain Buys For Leader Readers

By BILL BENNETT

Dancing Is Good

Dance lessons, for the child, mean more than just learning a few dance steps. Seldom, if ever, does the "awkward stage" occur in the life of the youngster who has been given the advantage of sound dance training. Instruction which is careful, gradual, and suited to the age of the pupil aids materially in overcoming the shyness which so often plagues the adolescent period.

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Girls Clubs

Here's a few good points on the New York League of Girls' Clubs, Inc. Membership in the league is open to any girl sixteen years of age and over. The league is non-sectarian and self-governing. There are three types of membership depending on the individual's interest - Athletic Association,

Club and General Membership. Besides classes, the league augments the activities of these groups in many ways. There are Saturday dances, Sunday teas with programs, sightseeing trips, week-end trips, bridge parties, theatre parties, lectures, welfare work, and special yearly events. The league maintains a vacation house - Holiday Houses, Miller place, Long Island. A complete Health Service, at a very low fee, under the direction of Dr. Jessie Marshall is open to all members. They are located at the City Club building, 55 West 44th street, New York City.

Leg Ailments

Dr. L. A. Berla, 320 West 86th street, New York City, is one of the few physicians in this city whose entire practice is solely confined to the modern treatment of leg ailments. According to Dr. Behla's statement, people afflicted with varicose veins can avoid much unnecessary suffering, if treatment is started in the early state of the ailment.

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Clothes

For all you Brooklyn men readers, Edelman Clothiers at 817 Myrtle avenue, Brooklyn, is now prepared to serve Civil Service employees with the latest styles, highest quality and the most reasonable prices. A visit will be more than gratifying.

Carpet Cleaning

The Corona Carpet Cleaning Co., at 6 West 28th street, has recently finished work for some of the city's larger department stores and theatres under the able supervision of Mr. Meyers.

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NYU PUBLIC ADMINISTRATION ALUMNI
Frank Reiss was elected president of the Public Administration Alumni Association of New York University.

City Civil Service News Briefs

Samuel E. Washington, 52 West 111th street, an IRT porter, and Frank G. Baier, 361 Sterling place, Brooklyn, a BMT motorman can keep their jobs in the city transit system.

Gerald P. Marski, 455 Decatur street, Brooklyn, will not be removed from the maintainer's helper, group C list.

The Comptroller's Office would like to have the title of Walter J. Connelly, Grade 5 Clerk, changed to Auditor of Accounts.

Decision was also reserved on the request of Patrick J. Murphy, that his fee for license as refrigerating machine operator (unlimited capacity) be refunded to him.

Matthew J. Lennon, IRT conductor; Joseph F. Hurley, BMT laborer, and George Johnson, IRT porter, were marked not qualified for non-competitive employment because they do not meet the citizenship requirements of the Wicks Act.

John Logan, BMT general repairman, and James Meehan, IRT motorman, were marked qualified for non-competitive employment in the subways.

John F. Kenny, an eligible on the promotion list for assistant station supervisor, Independent division, was granted his veteran's preference claim.

The request of James J. Wilson that he be placed on a special military preferred list was denied by the Civil Service Commission.

The Commission approved the temporary appointments of Marjorie O'Connell and Mary L. Garity as telephone operators in the Department of Docks; and of Josephine Merolese as a stenographer, grade 2, in the Board of Education.

Also approved by the Commission was the designation of Isaac Brimberg as chairman of the Personnel Board of the Municipal Civil Service Commission.

Amusements

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Compare these predictions with your own, and then, after the games are played, see what percentage of The Prof's guesses are correct. Following is a list of games to be played on Saturday, October 25.

- Pennsylvania to beat Maryland.
- Boston College to beat Georgetown.
- Fordham to beat Texas Christian.
- Navy to beat Harvard.
- Columbia to beat Army.
- Dartmouth to beat Yale.
- Vanderbilt to beat Princeton.
- Duke to beat Pitt.
- Notre Dame to beat Illinois.
- Syracuse to beat Rutgers.

"The Andrews Sisters" At N. Y. Paramount

The Andrews Sisters, return to the New York Paramount to head the in person show tomorrow, in conjunction with the screen feature, "Nothing But the Truth," starring Bob Hope. Also in person will be Johnny Long and his orchestra with Helen Young.

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Amusement Parade

By Joseph Burstin



Edward Arnold, who plays "Daniel Webster" in "All That Money Can Buy," at the Radio City Music Hall.

yond his ability to resist the wiles of the devil and sells him his soul. Seven years of prosperity are then his, but not of happiness. As the expiration of his contract with Mr. Scratch draws near, he sees the folly of his ways and wishes to break the agreement. Daniel Webster, the farmer's friend, comes to Farmer Stone's assistance and pleads his case before a jury of dead men who were notorious renegades and had sold their souls to Scratch. Of course, after hearing his stirring plea for Jabez Stone, the jury decides in his favor, and Mr. Scratch is forced to look for future victims, but not in New Hampshire.

Despite the expert direction of Mr. Dieterle, the action has its heavy moments. The characterizations of all the cast are finely acted and exceedingly well played. Anne Shirley as Mrs. Stone, James Craig as Jabez Stone, Jane Darwell, and Simone Simone. The entire supporting cast give good performances.

To provide gaiety to the scene the Music Hall Stage offers a charming revue entitled, "Silk, Satin, Calico and Rags."

have the feminine starring role in Warner Bros. forthcoming production of "Arsenic and Old Lace." Cary Grant and Raymond Massey are the other stars of the picture, which Frank Capra is directing. Miss Lane will soon be seen in "Blues in the Night," which is slated to follow "Sergeant York," at the Strand Theatre. . . . Mark Plant, Broadway singing star, has been signed by Warner Bros. for "You're in the Army Now." . . . Fanny Hurst's "Humoresque" originally filmed in 1920 and one of motion picture industry's outstanding successes, has been purchased by Warner Bros. from Cosmopolitan Productions. . . . Alexander Korda an-

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Nite Life

Jerry Cooper, radio singing star opens at the **NEW BEACH-COMBER** tonight. . . . Charlo and Dupree, musical comedy dance team, are the newest additions to the **VILLAGE BARN** show. . . . Velva Nalley has replaced Muriel Byrd as pianist in the Terrace Room and Manhattan Room at the **HOTEL NEW YORKER**. . . . Lois Kirk, mid-West songster, has joined the "Village Revels" floor show at **BILL BERTOLOTTI'S**, in the Village. . . . Don Richards, M. C., at **LA CONGA**, and a stunt flier, is organizing a Home Defense Unit. . . . Herman Shubert is celebrating his 25th year in the cafe business at his **PELHAM HEATH INN**. . . . Benito Collado continues his series of Pan-American Unity Nights at **EL CHICO** on Sundays, with the national dances and wines of Latin-American countries features on the menu. . . . Maria Kramer, owner of the **LINCOLN** and **EDISON** hotels in New York, has purchased the **ROOSEVELT HOTEL** in Washington, D. C., and will begin a band policy there with Blue Barron as the first orchestra. . . . Nola Day is the new songstress at **BARNEY GALLANT'S**. . . . "Typically American" dance team Miriam Winslow and Foster Fitz-Simmons, make their debut in the **RAINBOW ROOM** at Rockefeller Center. Both their families have had roots in the U. S. since the earliest Colonial times. Their program of dances have been as American in quality as themselves. . . . **ZIMMERMAN'S HUNGARIA** is celebrating its third anniversary this week under the personal supervision of "Count" Zimmerman. The club offers a popular-priced dinner and a fifty-five minute revue.

Legit Shows:

Alfred de Liagre, Jr., producer of "The Mulberry Bush," has engaged Nicholas Joy, who will be featured with Pauline Lord in the new play by Noel Langley. . . . John Cecil Holm, author of the book, "Best Foot Forward," the musical comedy at the Ethel Barrymore Theatre, has been appointed a member of the Nominating Committee of the Dramatist Guild. . . . "Papa Is All," new Theatre Guild production, begins



Phil Spitalny, who eight years ago this month formed his "All Girl Orchestra," starts a personal appearance engagement at the N. Y. Strand, with the popular price run of "Sergeant York," starring Gary Cooper. Kleinfeld Caption . .

rehearsals, but not in the conventional way. Frank Carrington and Agnes Morgan, directors of the play, will take the cast to Hamilton Hall, Columbia University, where they will listen to records of Pennsylvania Dutch dialect and a lecture by Mr. Oswald. . . . Margo and Sam Jaffo share the acting honors in Ferenc Molnar's play, "The King's Maid," which will come to Broadway around Thanksgiving. . . . "Banjo Eyes," Eddie Cantor's show, will open on December 5, at the Hollywood Theatre. . . .

Movie Shorts

Richard Barthelmess, for years a star and one of America's film favorites, will return to the screen to play a big role in RKO Radio's "The Mayor of 44th Street." . . . Orson Welles has signed Dolores Costello for the leading role in this forthcoming Mercury Production for RKO Radio of Booth Tarkington's "The Magnificent Ambersons." . . . The first authorized film account of an actual air raid by the Bomber Command of the R.A.F. over Germany, "Target For Tonight," opened at the Globe Theatre. Filmed by the Crown Film Unit, the picture traces a bombing raid from its inception in the headquarters of the Bomber Command to the actual flight over Freihausen, Germany. . . . Priscilla Lane will

nounced the signing of Carole Lombard to play the starring feminine role opposite Jack Benny in his forthcoming Ernst Lubitsch Production, "To Be, Or Not To Be."

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A Columbia Picture
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"NOTHING BUT THE TRUTH"
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THIS WEEK'S OPENINGS

Stage Plays
TONIGHT: "Good Neighbor," by Jack Levin, and directed by Sinclair Lewis at the Windsor Theatre.
TOMORROW: "Candle in the Wind," a modern play in prose by Maxwell Anderson. Cast includes Helen Hayes, John Winograd, Leona Roberts and Nell Harrison. A Theatre Guild and Playwrights' Company production, at the Shubert Theatre.

Patrolman Test, N. Y. C.



The material that follows is the seventh part of a complete study course to prepare candidates for the forthcoming New York City patrolman examination. It has been prepared exclusively for The LEADER by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as serious attention to this material as if he were going to school. Every portion of these lectures should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 16, 17 and 18, with complete explanations, appear below. Questions 19, 20, 21, 22, and 23 will be answered in next Tuesday's LEADER. In the meantime, work out the answers for yourself.

Answer to Question 16
D is correct. Seniority prevails where light duty is concerned, but not to the extent of exempting senior men from all active duty. A, B, C, and E are wrong. Even if patrolmen were disabled, they would not be assigned to particular details, if they were not competent to handle these details.

Answer to Question 17
B is correct. Art. 2, par. 103 of the M. P. states that no summons shall be returnable more than five days after issuance.

Answer to Question 18
B is correct. In police parlance

"King Kong" means a bootleg liquor sold mostly in Harlem.

Question 19
If a genuine \$1 was "raised" to a counterfeit \$10 bill, the portrait would be that of (a) Washington; (b) Jefferson; (c) Lincoln; (d) Hamilton; (e) Jackson.

Question 20
A genuine \$10 bill bears the portrait of (a) Washington; (b) Hamilton; (c) Lincoln; (d) Franklin; (e) Jefferson.

Question 21
Conscientious religious scruples do not relieve the individual from obedience to a general law, provided that the law is not aimed

at the promotion or restriction of religious beliefs. The above statement means mostly that (a) all laws must be obeyed; (b) a law may be constitutional and enforced if it does not interfere with religious freedom; (c) no law may be passed which interferes with freedom of speech; (d) a conscientious objector may cause his children to disobey an ordinance or law requiring them to salute the American flag for the purpose of promoting patriotism; (e) the U. S. Constitution provides for the freedom of civil liberties.

Question 22
In safeguarding steamship piers, the Police Department restricts unauthorized persons from a certain area by erecting a barrier. This area is generally known as (a) a safety zone, (b) stop lines, (c) fire-drill zone, (d) a traffic zone, (e) a frozen zone.

Question 23
If a voter in a New York City proportional representation election marks his ballot by placing three crosses before the name of De Nisco, two crosses before the name of McMahon, the number two before the name of Russo, and the number 3 before the name of Lind, it should, on the first sorting, be credited to (a) Russo, (b) De Nisco, (c) McMahon, (d) Lind, (e) none of the foregoing.

Superman Ratings

Compiling Them for Future

Sanitation eligibles who received high marks on the fireman physical test are requested to send in their ratings to the Sanitation Eligibles Association. Officers of the association are compiling a list of these marks to prove that the old adage "Once a superman, always a superman," still holds true. Offices of the association are located at 38 Park Row.

Big Meeting

The next mass meeting of the organization will be held on Hallowe'en night at 8 p. m. in P. S. 27, 42nd street, near Third avenue. The eligibles will be entertained by Marvin Margulis, the star performer who had the boys rolling in the aisles at last

Monday's afternoon meeting in the Livingston Manor Hotel. Incidentally, the poetry-spouting comedian will be one of the entertainers at the first annual dance, Friday, November 14.

Eligibles who still haven't made returns on their tickets and boosters are urged to bring the tickets or the dough to the meeting with them. If they wish, they may also make returns in the eligibles office, 38 Park Row.

Sanitation eligibles who have received appropriate jobs as porters in the Board of Transportation and wish to file petitions with the Civil Service Commission to enable them to take the promotion examinations are urged to send in their names immediately to the eligibles office.

Sanitation Foreman Key

Won't Be Ready for 3 Weeks

Sanitation men who took the Assistant Foreman test last July 19 and have been waiting patiently for key answers to their examination will be able to see official key and sample answers in about three weeks. The LEADER learned exclusively. The answers will be available to all candidates in the Record Room of the Commission, 96 Duane street.

At first the Commission planned to have these key answers available before the rating of the test papers was completed. However, it was decided to follow the usual practice and hold the key until the rating is completed and the notices of failure mailed out.

Exact Answers on 80 Queries
Exact key answers will be ready for the 80 questions on the first part of the test. Sample answers

which, in the opinion of the Commission's examiners, would enable the candidates to get full credit for the questions on the second part of the test will also be on file in the Record Room. There were three essay type questions each containing two parts in the second half of the examination.

As soon as a candidate receives a notice of failure, he can go down to the Record Room and compare his answers with the official correct answers. If he thinks that the Commission made a mistake in marking his paper, he can ask to see his test paper. If, after looking over his examination paper, he finds that the Commission did make an error in rating his paper, he will be able to file a claim of manifest error for the additional credits.

Auto License Examiner

The LEADER is publishing the 1936 exam for Motor Vehicle License Examiner as an aid to candidates planning to take the coming test. Here are the answers to the true-false questions which appeared in the past two issues:

- | | |
|------------|------------|
| 125. False | 130. False |
| 126. False | 131. True |
| 127. True | 132. False |
| 128. True | 133. False |
| 129. False | 134. True |

Test II-5 Situations 40 Items (Weight 25)

Below are five situations or statements of facts, each one followed by numbered statements referring to it. Read over carefully the description of each situation and then examine each statement and decide whether it is true or false for the particular situation to which it refers.

Situation No. 5

Three license examiners, Thomas, Smith, and Jones, were competing with each other in a contest to see which could efficiently examine the largest number of applicants during a one week period. Each examiner served under a different supervisor. These superior officers

were Lewis, Brady, and Snow although not necessarily in that order.

Thomas unfortunately was taken ill on the second day of the week and withdrew from the contest. The examiner under Mr. Snow's supervision had served in the department for ten years. The examiner who won was a comparative newcomer, having served in the department for only a few months.

Mr. Brady was much disappointed although his subordinate almost won the contest. Smith had won a similar contest the year before. The contest was the first one that the examiner under Mr. Lewis' supervision has entered.

- 135. The license examiner who won the contest was Smith.
- 136. The license examiner who won the contest was Jones.
- 137. The license examiner who won the contest was Thomas.
- 138. The winner's superior officer was Brady.
- 139. The winner's superior officer was Snow.
- 140. The winner's superior officer was Lewis.

Answers and further questions next week.

Tax Clerk List Due Next Week

The promotion list for senior clerk, Tax Department, will be established within the next week or so by the State Civil Service Commission.

This is the first list to be set up in weeks by the Commission, which has been completely overworked by the huge filing for the October 4 clerk tests.

The LEADER will resume publication of the progress of State lists as soon as the Commission's examining division gets back into high gear.

BRONX COUNCIL, GREATER NEW YORK PARK EMPLOYEES

The fifth annual dance of the Bronx Council, Greater New York Park Employees Association, Inc., will be held in the Bronx Winter Garden, 1874 Washington avenue, Bronx, Friday evening, October 31. The committee in charge of arrangements consists of Selma Bernstein, Edward Johnson and Otto Marschner.

STATE EMPLOYEES COMMUNION BREAKFAST

Rev. Francis P. LeBuffe, S.J., lecturer and author, will be the guest speaker at the Communion Breakfast of State Employees, Sunday, October 26, at the Hotel Commodore. Hon. John J. Bennett, Jr., has been selected toastmaster and honorary chairman for the breakfast which will follow the Corporate Communion Mass at 9 o'clock in St. Patrick's Cathedral.

Other speakers will include Rev. Bernard J. Fleming, spiritual director of the State Guild; Mrs. Anthony Quinlan Gonzales, Commissioner of State Probation; Godfrey Schmidt, Deputy Commissioner of the Department of Labor. A large number of State employees from Westchester, Nassau and Suffolk counties, as well as from New York City are expected to attend.

Meany Announces Support of Crews

Former Supreme Court Justice Stephen Callaghan, chairman of the Independent Citizens' Committee for the election of Robert J. Crews as Sheriff of Kings County, announced last Tuesday night that George Meany, secretary of the American Federation of Labor, and former president of the State Federation of Labor, had endorsed the candidacy of Mr. Crews, and that the Meany endorsement would be one of a number of labor endorsements of Assemblyman Crews, to be made public within the next week.

ATHLETIC DANCE, ST. JOSEPH'S COUNCIL, K. of C.

The basketball team of St. Joseph's Council, No. 443, K. of C., league champions, held its sixth annual dance at the Council Clubrooms, 529 West 207th street, Saturday, October 18. Joseph A. Garty, athletic chairman, was in charge of arrangements. Assisting him were Eugene Toolan, James Irving, Edward and Ray Kelly, George Palmer, Frank McQuillan, Arthur Kahn, Harry and Max Di Cillia, Jerry Sexton, Grand Knight Daniel F. Kenny, Louis Vista, Herman Finn, James Murphy and James McCue.

NEW YORK CITY CHAPTER, ASSOCIATED STENOTYPISTS OF AMERICA

The New York City Chapter, Associated Stenotypists of America, will hold its next regular meeting, Thursday, October 31, at 8.30 p. m. in Studio A of the

Crown Hotel, 136 West 44th street. Members and stenotypists are invited. Information concerning the meeting can be obtained by writing to Sidney Shofron, corresponding secretary, 204 Sherman avenue, New York. He may be reached by telephone any evening after 7 at LO 7-6749.

PATRICK WALSH NIGHT AT ST. GEORGE ASSOCIATION

Patrick Walsh, New York City Fire Chief and Commissioner, will be the guest of honor at the next regular meeting of the St. George Association at 8 p. m., Tuesday, October 21, in the Tough Club, 243 West 14th street. All members of the association are urged to attend. Memorial services will be held in Calvary Episcopal Church, 966 Bushwick avenue, Brooklyn, at 8 p. m., Sunday, October 26. Dr. Saunders of Christ Church will be the guest speaker. Members are invited to bring their families with them.

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