

DEC 31

Civil Service LEADER

Vol. 2. No. 16

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Price Five Cents

**Big Series
of
State Tests**

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Expected for Men

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Filing Opens Next Week On Police Sergeant Exam

By BURNETT MURPHEY

Applications for the promotion test to Sergeant, Police Department, will be issued next week, probably on Monday or Tuesday, at the offices of the Municipal Civil Service Commission, 299 Broadway. It is expected that the test will draw some 7,000-odd applications from Patrolmen with three, four, and five years' service. Official requirements will not be made public until next week, but reliable sources indicate that Patrolmen with only three years' service will be allowed to compete in the test. However, they must have served at least five years before actual appointment.

The filing period for Sergeant will be open for about three weeks.

Test in One Session

An official of the Municipal Civil Service Commission told The LEADER last week that attempts will be made to give the written test, now sched-

uled for late in May, in one session. The last Sergeant's exam was held in two sessions, because of the number who filed. It is naturally difficult, this official added, to give an exam in one session when more

than one-third of the entire Police force must be excused from duty at the same time. However, Police Commissioner Valentine will be asked to arrange, if possible, a schedule which will permit all the candidates to compete at the same time.

The next written test for Sergeant will resemble the 1936 one in many respects. A thorough-going knowledge of the rules and regulations and practices of the Police Department will be extremely helpful to candidates.

As an aid to the men who will take the Sergeant's test, The LEADER this issue begins a series of study material gathered and edited by a police expert.

More of this material will appear in future issues of The LEADER and all Patrolmen should study it carefully.

3. Divert traffic.
4. Detain witnesses; obtain names and addresses.
5. Quickly obtain statements from witnesses with a full description of auto involved; also a full description of occupants and direction in which auto left scene.
6. Immediately notify radio dispatcher, giving full description of auto, occupants, direction, etc., for purpose of having alarm broadcast to radio cars.
7. Notify desk officer of all particulars obtained thus far, giving a complete description of the deceased.
8. Safeguard all evidence, skid marks, tire tread marks, broken glass, paint particles or broken parts of auto; turn evidence over to detectives upon their arrival at scene.
9. Permit no one except member of Detective Division, Chief Medical Examiner, District Attorney or their authorized representatives to disturb the body. However, ambulance surgeon may be permitted to examine body after cautioning him not to destroy evidence.
10. Obtain diagnosis as to cause of death, name of ambulance surgeon and name of hospital; transmit to desk officer.
11. Place covering over body and after examination and investigation by all concerned has been completed, body may be moved from public view.
12. Tag body with Form U.F. 95.
13. Search body in presence of superior officer and witnesses.
14. Personal property removed from

(Continued on page 5)

What Every Young Sergeant Should Know

This study series which will consist principally of questions and answers will be based for the most part on police procedure. In addition to being informative, it is designed to test the knowledge, judgment and intelligence of the student. Commencing with this issue, questions will be given and carefully answered, until the time of the examination. The student will profit most by writing an answer and then comparing his answer with the one given here. It must be borne in mind that interpretation of rules and provisions of the Manual of Procedure are sometimes a matter of opinion. However, when the intent or purpose of the rule or provision is understood, the interpretation will be most nearly correct. Occasions arise in police work where it is necessary to apply common sense rather than adhere to hard and fast rules. In these cases the officer must rely on his judgment. The intelligent officer will exercise this judgment in a practical manner, yet bear in mind the rules, laws or orders applicable.

Important Job

The position of Sergeant is one of the most important in the Police Department. No other superior comes in such close contact with the patrolman on post, nor is any other superior in a more advantageous position to help and instruct these men in the performance of their duties. To direct a subordinate to "take the proper police action" is not always sufficient or prudent. There are times when subordinates need definite explanations of "the proper police action."

If the Sergeant is not familiar with certain matters, he should make it his business to learn them. The

Legal Bureau as well as many other Bureaus and superior officers are available to answer questions and give advice. The Sergeant is usually the first superior on the scene of any emergency and must direct and instruct his subordinates intelligently. By acquiring a thorough knowledge of the "job," the Sergeant will not only be able to fulfill the requirements of his rank but gain the confidence and respect of subordinates, men of equal rank and his superiors as well.

Question 1

An unconscious man is found lying in the roadway, apparently the victim of an accident. Witnesses differed in what took place. Two witnesses say they heard shots and saw the man fall or jump from a speeding automobile. A third witness says that the man was crossing the street and was struck by the auto, which did not stop. He admitted hearing loud reports, but states they were from the automobile back-firing. The license number of the auto was not obtained due to a dirty rear license plate. The injured man died without regaining consciousness and bore no apparent means of identification. Briefly outline the duties of each member, bureau or division of the department concerned in this case.

Answer to Question 1

A. First officer on the scene.
Assuming that the first member of the force on the scene is a patrolman, he will be in charge pending the arrival of a superior officer. He will perform or, where suitable, direct others to perform the following duties:

1. Summon an ambulance.
2. Summon assistance.

NYC Civil Service to Revise Rules

By H. ELIOT KAPLAN

The Municipal Civil Service Commission is now completing the first thorough revision of its rules since 1927. Various changes have been made in several provisions almost every year, but these changes have been piecemeal. A general revision was proposed and hearings held on a new draft of rules in the spring of 1939, but it was never adopted by the Commission. The new rules now being considered differ in several particulars from the 1939 proposals.

A comparison of the 1927 and the 1940 rules shows a drastic reduction in the list of exempt, non-competitive and labor positions. This reflects the successful efforts of the present Civil Service Commission to increase the scope of the competitive class at the expense of the three classes on which the political organizations relied for patronage pro- vender.

In various changed provisions this desire to plug up patronage loopholes is demonstrated; for instance, in the tightening of the regulations regarding provisional, exceptional

and contract appointments; and the requirement for publication of the names of such appointees. One of these new provisions states that no contract involving primarily the furnishing of personal service to a city agency shall be valid unless approved by the Commission. This would have made impossible the now famous appointment of Alexander Somach as photographer for the Law Department.

Qualifying Tests

To put into effect a plan which the present Commission has long advocated, it is proposed that whenever a position is placed in the competitive class, the person holding the position at the time shall be subject to a non-competitive or qualifying test. If he fails this test, he must be dropped. The present law holds that the incumbent of such a position must automatically be placed in the competitive class and cannot be required to pass any test as a condition of retaining his job.

Another innovation would change the basis of grading exams. The present method of setting up a rigid passing grade would be abolished. In its place, the new system would require that the total number of those to be on the eligible list be published in advance. The mark made by the last candidate would be the passing grade. This was the method used in the recent Sanitation exam. The objective, of course, is to avoid establishment of a long eligible list

on which hundreds or even thousands would have no real chance of appointment, and instead to limit the length of the list to approximately the number of probable vacancies expected during the life of the list.

One Out of Three

In its 1939 revision of the rules the Commission included the requirement that the appointing officer "shall appoint the first person on such list willing to accept unless the Mayor shall consent in writing to the appointment of either the second or third." In the present revision this is omitted—not because it is intended to abandon the present custom of making appointments in regular order from the eligible list, but because the Commission realizes it has no authority to enforce such a requirement. Constitutional experts have held that without a change in the State Constitution, appointing officers cannot be limited in their rights of choice beyond one out of three, on the theory that if they were to certify only one name for each vacancy, it would be the Civil Service Commission, rather than the appointing officer, who was actually making the appointment.

Declining Appointment

The number of valid reasons for which an eligible may decline appointment is increased from the three set forth in the old rules (employment outside the borough, insufficiency of compensation, and temporary inability to accept) to

New City Tests Open Next Week

A series of two competitive and four promotion exams are tentatively scheduled for opening next week, the Municipal Civil Service Commission has announced.

While the group is smaller than usual, two of the promotion tests will draw large numbers of applicants—those for Sergeant in the Police Department and Gardener in the Department of Parks.

The complete list of new tests follows:

Competitive—Junior Actuary (\$1,500); and Director of Medical Social Service, Grade 6 (\$4,200).
Promotion—Inspector of Pipe Laying, Grade 2, Department of Water Supply, Gas and Electricity (\$2,000); Gardener, Department of Parks (\$6 a day); Inspector of Fuel, Grade 3 (city-wide), (\$2,400); and Sergeant, Police Department (\$3,500).

Full official requirements and other details about these tests will appear in next Tuesday's issue of The LEADER.

NYC Eligible Lists Due Within Few Days

Six new city eligible lists are due within the next few days, the Municipal Civil Service Commission revealed this week.

A promotion list of 827 names for Lieutenant, Fire Department, which was scheduled for last week, will probably be completed this week and published in next Tuesday's issue of The LEADER.

Three clerical lists are also nearly completed. A revised Clerk, Grade 2 list will be issued; and promotion list for Clerk, Grade 3 and Clerk, Grade 4. Failure notices have already been sent out to candidates for the Grade 3 test, and the Fire Lieutenant exam.

A competitive list for Typewriter Repairman is also ready for release late this week or early next week.

Collecting Agents Become Cashiers

The Municipal Civil Service Commission has decided to use the promotion list for Collecting Agent to fill jobs as Cashier at \$2,280 in the Board of Transportation.

Auto Engineman Exam

2,767 PASS IT; 111 FAIL

A total of 2,767 candidates for Automobile Engineman passed the competitive physical test; 111 failed. So the Municipal Civil Service Commission announced this week.

After the list is established, the Commission will give practical tests to successful candidates in the operation of the following vehicles: (1) passenger, which will be appropriate for ambulances; (2) truck; (3) bus; (4) auto lawnmower; and (5) surface heater.

Instructions Go Out

In connection with the practical tests the Commission will send out a form of instructions to candidates. They will be asked to specify on which type of motor equipment they

want to be tested. They may select one or all of the different types, but if they fail on one they will not be allowed to take a test for that vehicle again. If a man fails a test for passenger vehicles, he will not be allowed to try for trucks or buses.

The candidates will be advised not to call or write the Commission for information regarding the make or model of vehicle to be used or the course over which the practical test will be held, or other details of a similar nature, because full and adequate information will be given prior to the time they are summoned.

At the time of the practical tests a New York State Chauffeur's license must be in the possession of the candidate, or he will not be permitted to take the exam.

Type Copyist List Nearly Ready

A competitive list for Type Copyist, Grade 1, which has been in the making since August 31, 1939, will be ready within the next three weeks, the Municipal Civil Service Commission has announced.

The Commission does not ordinarily take so long to complete the ratings on an examination, but since it had a list for Type Copyist, Grade 2, from which to make appointments to the lower position, there was no immediate urgency of completing the grade 1 list. However, recently many of the grade 2 eligibles have

declined appointment to the grade 1 jobs, which pay \$840 to start.

The pass mark on the Type Copyist exam will be that of the 5,000th candidate. Nearly 30,000 candidates originally filed for this test.

Once the ratings of the written exam has been finished, qualifying practical tests will be given to groups of 30 or more, as the needs of the service require.

Clerks Become Ass't Clerks

The new eligible list for promotion to Court Clerk, Grade 3, will be certified only to the title of Assistant Court Clerk, Grade 3, following a request by Chief Magistrate Henry H. Curran who called the title of Court Clerk, Grade 3, a misnomer. Magistrate Curran originally requested that the exam for this position be cancelled, but the Municipal Civil Service Commission decided to go ahead with it and accordingly it was held recently.

In commenting on the examination, Magistrate Curran wrote the Commission: "The examination should be for fourth grade clerks, \$3,000 and up, open only to assistant court clerks—a genuine promotion examination. Will you please advertise and hold such an examination? We have no court clerk list at present, and there are four vacancies, two of which are filled provisionally. The others are unfilled. We should have a list from which to fill all such positions."

One of the Commission examiners declared that the only solution to the problem was "to hold the examination and then change the title of the list to one for Assistant Court Clerk, Grade 3, as soon as the provisionals have been replaced." He agreed that the original title was not sufficiently "descriptive" of the position.

CIVIL SERVICE LEADER

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Important Decisions Expected This Week

By DONALD MacDOUGAL

Decisions on a number of important cases, now pending in the Court of Appeals, are expected this week. Among the more important Civil Service cases to be decided are:

1. Ehrlich v. Kern, involving the status of temporary title examiners in the Law Department. The Commission had established a list of temporary title examiners and appointments were made on a temporary basis. After two years of service the Commission has refused to grant the temporary examiners permanent status. The lower courts have upheld the Commission.
2. The Beggs and Seaman cases, involving the salary and grade status of social investigators in the Board of Child Welfare. The petitioners claim they are entitled to the assignments by salary grades under the new classification of assistant supervisor, supervisor, etc., depending on the salary they were receiving at the time of the change from the ungraded to the graded service. The lower courts upheld petitioners.
3. The Hilsenrad case, involving the issue of temporary as distinguished from permanent status in the civil service. The petitioner claimed that his employment beyond the probationary period made him a permanent employee even though he had been originally appointed as a "temporary". The Appellate Division held that an appointment beyond the probationary period was a permanent one where the eligible was reachable on the list.
4. Madden v. Reavy, involving the right of employees of a school district of Eastchester to compel the State Commission to extend the civil service rules to the school district, classify the positions and hold competitive examinations, and that the State Commission defense that it was waiting for the report of the Fite legislative commission did not relieve the Commission of the responsibility. The Appellate Division upheld the petitioner and directed the Commission to classify the positions without waiting for the report of the Fite commission.

Mr. Merit vs. Mr. Spoils

Hard upon the heels of its trenchant report *Merit System Advancing* the NYC Civil Service Commission last week released its latest literary opus, *Balance Sheet*. It's a sprightly 16-page, heavily illustrated defense of merit. *Balance Sheet* has a plot involving two characters: Mr. Spoils, a be-derbied, pot-bellied, cigar-curling gentleman whom you recognize at once from all the car-

toons of be-derbied, pot-bellied, cigar-curling gentlemen you've seen. He's the villain. Facing him is honest, hard-working Mr. Merit, a smoothie in homberg and brief-case. It took Mr. Merit seven hard years to overcome the machinations of his arch-enemy, but he's done it, as you can see when, in effortless grace, he kicks Mr. Spoils over the top of a graph into a garbage-barrel which had not yet been emptied by the new competitive Sanitation men. What you can learn if you read *Balance Sheet*:
Item: One hundred and fifty thousand New Yorkers perform 2,000 different tasks from the city.



YES, IT'S CIVIL SERVICE

New York City's Civil Service is the largest in the U. S. (outside the federal commission). Among the 190,000 city jobs are positions for almost every kind of trade, profession and skilled service. One unusual job, that of carriage upholsterer, is being filled in the picture above, which shows two candidates for the post competing in a Civil Service practical test. They are demonstrating their skill in doing the actual work of the position—cutting and making patterns for carriage upholstery.

- Item: Only 0.425 percent of all the city workers don't have Civil Service status. That's 443 people.
- Item: New York City has had a Civil Service for 300 years.
- Item: There's no discrimination.
- Item: The granting of trade licenses used to be a racket.
- Item: Four New York Commis-

sioners came up via the Civil Service route—McElligott, Valentine, McKenzie, Goodman.
Item:—European and Latin-American countries send representatives to study New York's Civil Service methods.
And lot's more.

Bloomington's Uses Civil Service Workers
More than a dozen eligibles on the Assistant Gardener list received temporary work during the Christmas rush season at Bloomington's department store. The store has used a number of men for Christmas work ever since the list was established.

Organizing in the Sanitation Department

By MAXWELL LEHMAN

Taboo:
Organizing or attempting to organize any group of employees at or adjacent to departmental premises without the Commissioner's authority in writing.
Distributing or posting or attempting to distribute or post any notice at or adjacent to departmental premises without the Commissioner's authority in writing.
This is the famous rule 25 of the Sanitation Department, a kind of riot act which has been read to the men to prevent them organizing into associations of their own choosing. There is case after case where men have been warned, singly or in groups, that they had better be careful lest Rule 25 be suddenly dropped on their heads.
Rule 25 is part of the Code of Discipline in the department. It has been used as though the words "at or adjacent to departmental premises" were not part of it.

They comprise company unions, social groups, religious societies. Most powerful, and exerting most influence, is the Joint Council of Drivers and Sweepers. The four organizations comprising the Joint Council have held departmental recognition for many years. They are the groups which officials of the department have frankly described as "company unions." President of the Joint Council, Anthony Greco, has denied to the LEADER that his organization, The Brooklyn Sanitation Man's Protective Association, Inc., is a company union. Abe Kasoff, Elias Shapiro, and Michael Morro, who constitute the remainder of the Four Horsemen, have not bothered to deny that they head company unions. In fact, the Joint Council uses Sanitation Headquarters, at 125 Worth St., to transact its own personal business. The LEADER, in this series of articles, isn't plugging for organization by any group. We feel that it's the right of the men in the Department to select any association they wish to, without coercion from officials or from the Four Horsemen. The evidence indicates the men haven't enjoyed that right. At the present time, the C.I.O. has begun quietly to organize the Sanitation men. It remains to be seen how this powerful labor group will fare. An interesting precedent is the case of the Sanitation Benevolent Association. The SBA is now a small organization, but it claims at one time to have had as members an actual majority of the men in the department. Purpose of the SBA is to create an organization similar to that of the patrolmen. Attempts to start such an association have taken place intermittently for many years. It received its first great organizational spurt after a Grand Jury probe of the Department had revealed "evidence of an inter-departmental influence that borders on invisible government; detrimental to efficiency and discipline." The Grand Jury went on to point out that "certain liberties were then granted to the Joint Council of Drivers and Sweepers that placed this group in a favored and privileged class." The Grand Jury suggested the formation of a single organization covering all the men in the department. Six of the Jurymen went to see Commissioner Carey, asking that he grant the right of such a unit to function in the department. Carey answered: "If the men want such an organization, I have no objection." A body of 20 men got together,

quickly acquiring 300 others to act as charter members. This was during (Continued on page 18)

Telephone Foreman List OK for Inspector
The promotion list for Foreman (Telephones), IND Division, New York City Transit System, was declared appropriate this week for certification to all vacancies as Telephone Inspector in the department.

Rating Completed on Maintainer's Helper Written Test Papers

Ratings of the 15,494 written papers in the competitive examinations for Maintainer's Helper, Groups A, B, C, and D, have been completed, the Municipal Civil Service Commission announced last week. The passing mark in the tests has not yet been announced.
A total of 5,200 candidates will pass the four tests, since the Commission set a limit to the number who would gain places on each of the four eligible lists. In Group A, 1,200 will pass; in Group B, 1,600; in Group C, 400, and in Group D, 2,000.
After notifications have been sent out, probably within the next few weeks, to those who passed and failed, the Commission will begin the series of competitive physical tests. The Commission recently added two more parts to the physical test in order to select the men of highest physical calibre.

The complete set of events on the physical exam follows:
Test No. 1: Weight Lift. Two hands; full arm's length above head. 100 pounds for 100%; 87½ for 88%; 75 for 75%; and 60 for 60%.
Test No. 2: Pectoral Squeeze. Conducted on a machine that records percentage in open view.
Test No. 3: Abdominal Muscle Lift. From a recumbent position a candidate must assume a sitting position, carrying up behind his neck a weight. His feet are held down by another candidate. 35 pounds for 100%; 25 pounds for 85%; 15 for 70%.
Test No. 4: Ladder Climb. Ladder about 15 feet. Slightly inclined.

Candidate must climb by foot to top. Excellence in the test consists in being able to drag or draw the body up to a point where the foot will touch the fifth rung first. The fifth rung is about four feet from the floor. That is 100%, assuming agile and free ascent and descent thereafter. Placing foot for the first time on the 4th rung—80%; on the 3rd, 60%; on the 2nd, 40%; and the 1st, 20%.
Test No. 5: Shoulder Pull. Conducted on a machine that records percentages in open view (two chances).
Test No. 6: Thigh Abductors. Conducted on a machine that records percentage in open view (2 chances).

Sanitation Eligibles To Become Conductors

The new eligible list for Sanitation Man, Class A, will be used to fill vacancies as Conductor in the unified transit system of the city, The LEADER learned from reliable sources last week.
A competitive test for Conductor was ordered last August, but afterwards, the Commission decided that the Sanitation list, then being worked on, would be appropriate for these jobs. No official announcement has been made cancelling the Conductor test but it is expected that the Commission will simply not hold it for many months and possibly not at all.
The conductor job pays 75 cents an hour.
Sanitation eligibles will meet the requirements for Conductor, since the age limits on the last previous test were 23 to 44; the height requirement was five feet, five inches.

Between 1,500 and 2,000 appointments as conductor will probably be made in the next four years, during the life of the Sanitation list.
It is expected that eligibles certified will be given training on the job that will equip them to perform the duties of conductor.

210 Sanitation Eligibles Certified
Sanitation eligibles are being appointed to the Sanitation department at the rate of fifty each week. Albert Ganbarg, No. 66, was the last one appointed before Christmas; 210 eligibles on the new Sanitation Man A list have been certified so far.

Last Chance to File For City Tests

A series of city exams closes Monday, December 30. Applications are being received until 5 p.m. for the following competitive tests: Assistant Bacteriologist; Director of Public Assistance; Gasoline Roller Engineer and Asphalt Steam Roller Engineer; Inspector of Blasting, Grade 2; Pathologist (Orange County); Resident Buildings Superintendent (Housing); Senior Administrative Assistant (Health Education); Senior Maintainer (Office Appliance - Typewriter); Superintendent of Camp LaGuardia; and Supervising Tabulating Machine Operator.
The promotion tests which are closing are: Railroad Clerk; Assistant Bacteriologist; Chief Medical Officer (Deputy Chief), Fire Department; and Housekeeper (Women).
Full requirements for these exams were published in last week's LEADER.

SANITATION ELIGIBLES!
So many men on the list have asked us to extend our offer of two weeks ago, that for a limited time—
The Civil Service LEADER is offering all the men on the list a \$1.00 discount on a year's subscription.
Simply send in your name, address, and number on the list, together with \$1.00.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

New U. S. Steno Test Expected

FOR MEN ONLY; WORK WOULD BE IN WASHINGTON

It's still in the "talk" stage, but don't be surprised if the Civil Service Commission orders an "open" examination for male stenographers.

The latest test produced only 838 male eligibles, 305 junior stenographers and 533 senior stenographers. The typist register for males hasn't been established yet, but no great number of male eligibles is anticipated.

The junior steno register is expected to be exhausted in a rush. Departments, for some reason, have been reluctant to take eligibles from senior registers. The main reason, of course, is that seniors must be paid \$1,620 and juniors only \$1,440.

Service people, for the most part, prefer male stenographers. And with both the Army and the Navy expanding rapidly the chances are that more male stenographers will be needed very shortly. The Adjutant General's office in Washington, for example, has hired a large number of male stenographers.

By an "open" examination is meant that there is no filing date deadline. All applications available would be acceptable and one or more tests given until a large register was established.

Requirements

Qualifications for the coming exam have not yet, of course, been formulated. It is probable, however, that they will not vary greatly from the U. S. exam for males given by the New York branch of the Federal Commission last summer. In that exam, the age limits were 18 to 53.

There was no experience requirement, and candidates were rated entirely upon the test itself.

The subjects which formed the basis of rating were these:

Copying from plain copy (typewriting).

Copying from rough draft (typewriting).

General test.

Stenography (required of stenographic competitors only).

Rate of Dictation

For senior stenographers, dictation was at the rate of 120 words a minute; for junior stenographers, at the rate of 96 words per minute.

Any system of making notes, including the use of stenotype ma-



THE DEFENSE PROGRAM

has created opportunities for thousands of skilled workers. In fact, the government has experienced acute difficulty in finding sufficient men to fill the available openings. Above is a craftsman working with a mold.

chines, was acceptable. Typewriters could not, however, be used for making notes because the noise would interfere with others taking dictation.

In the general test, junior typist competitors had to attain a grade of at least 70. In copying from plain copy, candidates had to attain 60 in speed and 60 in accuracy, and a weighted average of 70 in both together. In copying from rough draft, candidates had to attain a rating of at least 70.

Senior typists had to meet the minimum standards set for junior typists in the separate subjects of the exam, and in addition attain in the entire typist exam, on the higher rating for seniors, a mark of 70.

Only those who had qualified first as typists could be rated as stenographers.

The LEADER will keep all prospec-

tive candidates fully informed on progress in this test. We repeat the advice we've given heretofore to men casting about for a trade: Learn stenography! See sample test on page 12.

That Telephone Operator Test

Through an error the U. S. Civil Service Commission sent out an announcement of an exam for Telephone Operator last week. The impression given by the announcement was that the test was open to New York City and State residents. A check showed this to be wrong. The only people eligible for the test are residents of Metuchen, N. J., where the jobs will be filled.

How 125,000 Jobs Will Come Under Civil Service

U. S. Civil Service Commission has announced the procedure it will follow in bringing an estimated 125,000 jobs under Civil Service through the Ramspeck Act. It decided that:

Twenty-five per cent will be added for experience to the non-competitive mental tests. Clerical and other lower-grade employees will be given mental tests. Higher bracket jobholders will be graded on their job records. Veterans' preference will be applied to the non-competitive tests, 5 points for veterans and 10 points for disabled vets.

No employee will be given a non-competitive test who has passed an exam for the position he holds. Physical standards, the commission revealed, would be "liberal." Physical standards can be waived for employees with 12 or more years of service.

Nurses in Defense Program

ARMY MAY HIRE 100,000 CIVILIANS

No one in an official position in Washington seems to have the faintest idea of the number of new employees Uncle Sam will need in 1941, but they all agree that the number will be "tremendous."

Both the Army and the Navy will take on the bulk of the new employees, it is predicted.

There is vague talk that the Army will hire up to 100,000 civilians in 1941. War Department officials promise to make a statement on their personnel needs shortly.

It is known, however, that the War Department is preparing to decentralize its activities from Washington. Field offices will be established in the nine corps areas from which new employees will be hired.

Red Cross Aids Recruiting

The War Department is hiring hundreds of additional nurses to care for the sick in Army camps. It is estimated that up to 4,000 will be hired. The nurses are being recruited by the Civil Service Commission and the American Red Cross.

Navy Department also is hiring

nurses, but it isn't expected to take on more than 1,000 additional.

Meantime, the Defense Commission is prepared to expand its activities. The creation of the Priorities Board and the super Defense Council, both headed by William Knudsen, are expected to result in the addition of hundreds of new employees. All defense workers must be selected from Civil Service rolls.

Personnel experts estimate that there'll be 175,000 Federal employees in Washington on July 1, 1941. The latest count revealed 150,000 in the nation's capital, a record number.

Washington is in a spot where large expansion is impossible. Federal employees already are crowded into almost every inch of office space available. Until new buildings now under construction are completed it is doubtful whether the number of employees here will grow appreciably.

Lawyers, Attention!

INSIDE STORY OF REED COMMITTEE

The report of the Reed Committee on Civil Service Reform has been delayed again. Committee members have ordered the section dealing with Federal attorneys re-written in order to give departments more leeway in dealing with lawyers.

The inside story is that the committee was ready to release its report when certain members heard complaints that the British defense program was hampered somewhat by career lawyers. The members desired to do everything possible to prevent a similar situation here, so the re-writing was ordered.

It had been originally planned to place lawyers under the present Civil Service system. Under the new plan lawyers would be placed under a form of Civil Service. The Commission would hold annual exams for young legal talent. Ungraded registers would be established and a general counsel would be able to select any lawyer he wants from the list.

The committee is believed to agree to recommend to the President that G-Men, administrators, scientists and other professional and technical employees be placed under the Civil Service system.

Civil Service Opportunities for Women

"BLONDES are too frivolous, brunettes too chatty!" Sounds like the proclamation of a roue partial to red-heads, doesn't it? Yet it's the considered statement of a member of the United States Civil Service Commission back in 1911, when asked if he thought that women should get the same chances as men in government service.

Up to recent days, women have been the stepchildren of Civil Service. Doors were let open for them only in times of emergency, such as during World War I, when a shortage of male employees occurred. The emergency over, the doors were just as speedily shut tight.

Discriminations against women started to fall off at about the same time that the women received the vote. During 1932-37, a new discrimination was raised against married women, in the form of an Economy Act that provided prefer-

ence in employment for unmarried girls, and that married women were first to be laid off.

Miss or Mrs. American

Today, the opportunities for Miss or Mrs. American in government service are equal to those of her husband, brother, sweetheart. Already the percentage of women in all the services—city, state, federal—is something between 15 and 20 per cent, and it's steadily rising.

Significantly, a woman, Lucille Foster McMillan, is today a member of the same federal commission that once enjoyed the presence of the anti-blonde, anti-brunette gentleman. Grace A. Reavy presides over New York State's Department of Civil Service. And each time a vacancy occurs on the New York City Commission, a cry that a woman be appointed is raised.

It is still not true, of course, that all jobs are fitted for women in the government service any more than

in private industry. Occasionally an announcement will contain this provision: for men only. And we haven't heard of many women anx-



ious to become steamfitters or blacksmiths or plumbers. Let's confine ourselves, then, to the jobs ordinarily attractive to women.

30% Are Women

First government career which opens itself to women is teaching. Eighty per cent of the million teachers in elementary and secondary schools throughout the country are women, although men make up 75 per cent of the faculties of American colleges.

Requirements for teaching jobs vary greatly, according to the jurisdiction. New York City probably has the highest standards in the country—every applicant must be a college graduate—but at the same time pays the best salaries. The average in the urban sections of New York State is \$2,780 a year.

In brief, the procedure for getting a teaching job is similar to that for getting most Civil Service positions: through competitive examination.

This exam usually consists of questions on both educational techniques and the special subject which the candidate feels she can teach.

Teaching these days is an overcrowded profession, with lists frequently extended because of the small number of vacancies and appointments. The competition has become quite severe. For this reason, the wise woman seeking a government career would do well to prepare herself for other positions as well.

Worked in Long-Hand

Since early days, clerical work has been considered the province of the women. Before offices were mechanized, women were recruited for the clean, pleasant work of copying reports and other items in



long-hand. With the introduction of the typewriter and other office machines, some predicted that the days of the woman clerk were numbered. But it soon became apparent that women were more dextrous and efficient with these machines than the men. Today, 90 per cent of all stenographers and typists in government service are women, and the

proportion of telephone operators, file clerks, etc., is nearly as high.

Candidates for stenographic and typing jobs are expected to be well-grounded in grammar and spelling as well as capable in the specific duties. Junior Stenos are required to take dictation at the rate of 96 words a minute, while Senior Stenos must be able to do 120 words a minute. Clerks and telephone operators must have previous experience in their job.

The greater use of business machines is opening a new field for clerks. The recent federal test for Card Punch Operator asked for several weeks of intensive training. Calculating machines, tabulating machines, and a variety of others, require little experience and yet offer excellent opportunities for a government job. Moral: select the job, then conscientiously prepare for it.

Social Work

On a somewhat higher plane both in salary and requirements is a field that has come up during the past decade—social work. For example, 4,500 Social Investigators handle New York City's extensive relief rolls. These jobs start in at \$1,500, offer excellent promotion opportunities, and certainly afford the employee a feeling that she is playing an important role in the task of alleviating human misery.

Just as the Social Investigator job seems especially made for women, so has the care of the human race generally been left in the hands of the fair sex. The nursing profession, preeminently, belongs to women. In all of the government services, op-

(Continued on Page 16)

Arco Border Patrolman

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Sold at R. H. Maey, Municipal Bldg., A. & S. (B'klyn), Barnes and Noble, Leader Bookshop, and

ARCO, 480 Lexington Ave. New York City

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

State Lists 25 Exams in New Series

Includes Inspectors, Social Workers, Pharmacists, Nurses

Filing for the new series of open competitive State exams, tentatively set for Saturday, March 1, will probably open within the next two weeks, with

the deadline for applications coming during the week of February 3. Complete details will probably be available next week.

Seventeen State-wide tests are listed in the series, the first to be opened by the State Civil Service Commission in several months because of restricted finances. The others are for individual counties.

Residents of the entire State are eligible for the State-wide tests, while county exams are open, unless otherwise stated, to county residents of four months standing.

The list of exams follows:

State-Wide

Blindness Prevention Consultant Nurse, Division of the Blind, Department of Social Welfare.

Farm Products Promotion Agent, Department of Agriculture and Markets.

Farm Products Promotion Assistant, Department of Agriculture and Markets.

Farm Products Promotion Supervisor, Department of Agriculture and Markets.

Highway General Maintenance

Foreman, Division of Highways, Department of Public Works. This examination is open to legal residents of all counties with the exception of Bronx, Kings, New York, Queens and Richmond, but certification will be made by counties. For filling a vacancy in a county, certification will be limited to those who are and have been legal residents of the county for four months immediately preceding the date of the examination.

Industrial Homework Investigator, Division of Women in Industry and Minimum Wage, Department of Labor.

Junior Aquatic Biologist, Division of Fish and Game, Conservation Department.

Milk Promotion Agent, Department of Agriculture and Markets.

Milk Promotion Assistant, Department of Agriculture and Markets.

Milk Promotion Supervisor, Department of Agriculture and Markets.

Pharmacist, State and County Departments and Institutions. Immediate appointments expected at Newark State School and Rockland State

Hospital. Appointments will also be made to the position of Assistant Pharmacist at Mount Morris Tuberculosis Hospital.

Physiotherapist, Division of Orthopedics, Department of Health.

Railroad Equipment Inspector, Department of Public Service.

Senior Aquatic Biologist, Division of Fish and Game, Conservation Department.

Senior Engineering Aid, Transit Commission.

Senior Inspector of Standards and Purchase, Division of Standards and Purchase, Executive Department.

Social Worker in training schools for juvenile delinquents under the supervision of the Department of Social Welfare.

County

Niagara County

Settlement Accounts Clerk, Department of Public Welfare.

Stenographer, Department of Public Welfare.

Oneida County

Account Clerk, Oneida County Veteran's Relief Committee.

X-Ray Technician, Oneida County Hospital.

Orange County
Assistant Photo Recording Clerk, County Clerk's Office.

Westchester County

Guard-Farmer, Westchester County Penitentiary. This examination is open to legal residents of any county in New York State, but preference in certification will be given to legal residents of Westchester County.

Head Janitor, Division of Buildings, Department of Public Works, Westchester County.

Senior Court Clerk, Surrogate's Court, Westchester County.

Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

January 1—New York State Training School for Girls, Hudson, N. Y.—Assistant Superintendent.

January 3—Broome County Children's Court—Probation Officer.

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Promotion For Those On Hospital Attendant List

Promotion opportunities will soon be forthcoming for Hospital Attendants appointed beginning January 1, from the 14,839-name list just established by the State Civil Service Commission. The LEADER learns that a promotion test to Supervisor will probably be held within six months, and new Attendants as well as those already on the job will be eligible to compete. An Attendant must work at least six months in the lower title, however, before being eligible to accept appointment. The maximum monthly salary of the Supervisor job is listed at \$106 a month, quite a step above the \$54-\$66 salary range of the Hospital Attendant.

Superintendents retain control over appointments to Charge Attendants. Officials feel that since the Charge Attendant salary (\$66-\$74) is but a small increase over that for Hospital Attendant, it would not be worth while to call a special promotion test. Canvasses have already gone out to the top eligibles on the list, in an attempt to learn where they will accept employment. The four disabled veterans who head the list are eligible for appointment in any institu-

tion of the state; others on the list will get jobs only in institutions located within the zone in which they live. The state has been split up into four zones. The top men are:

Vets on Top

1, Raymond Osterhoudt, Ausable Forks, 91.00; 2, Maurice A. O'Neill, 2343 Hampden Place, Bronx, 90.00; 3, David B. Beall, 10 Dickinson Ave., Binghamton, 88.00; 4, Luther C. Harrison, Giller Ave., Holbrook, 88.00.

These are followed by 11 eligibles who submitted perfect papers in the June 29 test. They are:

5, Kenneth Werlau, Callicoon, zone 3; 6, Rubena M. Hyde, 213 W. Bloomfield St., Rome, zone 2; 7, Purl R. Howard, Box 55, Freehold, zone 3; 8, Zella R. Clark, 8 Madison Ave., Endicott, zone 2; 9, Stuart F. French, RFD 4, Auburn, zone 2; 10, Jacquelyn Norris, 512 Howland Ave., Rochester, zone 1; 11, Philip C. Horgan, 225 W. 232d St., New York City, zone 4; 12, Georgia Crumb, 8 South Dayton, RFD 2, zone 1; 13, Alice Kelly, 432 Bainbridge St.,

Attention! Hospital Attendant Eligibles

During the month of January eligibles on the new Hospital Attendant list may subscribe to The LEADER at a special rate of \$1 for one year. The regular subscription price is \$2. This offer, open only to those who made the 14,839-name list, expires January 31, 1941.

Also, The LEADER has at its offices, 97 Duane Street, copies of the list which may be examined by eligibles. One of The LEADER lists is in alphabetical order according to zones, the other lists the eligibles in order of ranking.

Brooklyn, zone 4; 14, Stanley Corngold, 755 McDonald Ave., Brooklyn, zone 4; 15, Mildred E. Rothdiener, 23 West Park Row, Clinton, zone 2.

Many Ties

Seventy-five percent was the passing grade on the test, which was taken by 16,250 candidates. One hundred true-and-false questions made up the entire test. Ties, of which there were dozens at each rating, were split by inverting the declaration number.

Announcement of the official switch of the Hospital Attendant job from non-competitive to competitive status is expected momentarily from Governor Lehman's office. Last week he signed a rule change establishing a three-month probationary period for Attendants. If a probationary Attendant is found unsatisfactory after one month, he may be fired at any time during the next two months.

Next week THE LEADER will describe the conditions of the Hospital Attendant job. Each week latest data on the Attendant job will appear on the State page of THE LEADER and in "Mental Hygiene Notes" (see page 7). If you have any inquiries, address Question, Please?, CIVIL SERVICE LEADER, 97 Duane Street, New York City.

Where Do I Stand?

The following are the latest certifications, in New York and Albany, from popular State lists:

	Assistant Clerk	Ranking.	Percentage.
Permanent—Albany—\$1,200	502	88.02	
Temporary—New York—\$1,200	243	89.25	
Temporary—New York—\$1,100	344	88.74	
Temporary—New York—\$960	502	88.02	
Temporary—New York—\$900	437	88.37	
Temporary—Albany—\$1,200	292	88.94	
Temporary—Albany—\$1,160	598	87.76	
Assistant Stenographer			
Temporary—New York—\$1,200	1,048	84.59	
Temporary—New York—\$960	1,919	79.60	
Temporary—New York—\$900	1,683	81.60	
Temporary—Albany—\$1,200	1,957	79.00	
Temporary—Albany—\$960	725	87.30	
Temporary—Albany—\$900 (from Junior Stenographer list)	2,034	81.90	
Latest appointments:			
New York—\$960	405	87.49	
Albany—\$1,200	195	88.80	

(CLOSED ALL DAY WEDNESDAY, JAN. 1 (NEW YEAR'S DAY))
CIVIL SERVICE PREPARATION
FIREMAN
The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than April, or four months from now.
The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.
Our mental classes are meeting three days weekly—physical classes twice weekly at hours to suit the convenience of the student.
PATROLMAN
The present list for Patrolman should be exhausted by January 1, 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.
Draftees: According to the press a large number of men have enrolled, which will reduce the number to be conscripted for military training. Therefore, any person who is registered for military training may enroll with the understanding that if he has paid the full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.
The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

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Class forms Mon., Dec. 30 at 6:15 and 8:30 p.m.; Monday and Thursday thereafter at the same hour.
JR. PHARMACIST: Wednesday and Friday at 7:30 p.m.
MAINTAINER'S HELPER PHYSICAL: Classes Day and Eve.
CARD-PUNCH OPERATORS: Prepare for Next Exams and Openings in Commercial Field.
STATIONARY ENGINEER'S LICENSE: Class forms Wed. Jan. 15 at 8 p.m.
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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, December 31, 1940

Budget Cutting

THIS is a happy time of the year, and it isn't too pleasant to write an editorial on a sour subject. The subject: budget-cutting.

The old year is hardly done before the economy-mongers come out of their lairs, in full cry. They're on the hunt for victims. And the first juicy meat they espy are the Civil Service employees.

Expect, once the year has turned its corner, to hear—"Civil Service salaries are too high!"

"No increments this year—we have our taxes to think of!"

"Cut the budget for education!"

"Don't fill vacancies—you can save money by leaving them unfilled."

"Too many frills!"

You'll hear these cries in the State Legislature particularly. You'll hear them shouted of various "citizens" budget-group demands. You'll see them written, in snide and subtle sugar-coating, in various newspapers. You'll find local politicians soft-soaping economy by calling it a hundred other names.

All this means that Civil Service workers, in the merriment of the season, should not forget that they face a tough, and possibly ugly, struggle in the coming months. It will not be easy to retain the gains you've made, let alone advance further.

Gird now, hold your strength, prepare to fight hard. For if once the economy-mongers get the upper hand, who knows where they'll stop?

We Suggest—

THAT MEN AND WOMEN who have hesitated in taking Civil Service exams because of the competition go ahead and file. Today the chances are better than ever of getting a job because the number of applicants is smaller, appointments are bigger, and many of those on eligible lists are unavailable for appointments.

THAT POLICE SERGEANT candidates bone up on the rules and regulations of the Police Department. Questions on them will form an important part in the next exam.

THAT ALL COPS get behind the 11-squad chart bill, which will be introduced in the City Council in the next few weeks.

THAT CITY EMPLOYEES watch next week's issue for the first news about a big training program for city employees, which is now in the works.

A Petition to the Mayor

On the 11-Squad Chart for Cops

Dear Mr. Mayor: As a member of New York City's Police Force, I feel that the 11-squad chart, which would give us a 48-hour swing each week, will improve the morale and efficiency of the men. I urge that you, as Chief Executive of the city, get behind the 11-squad plan and help us to gain the decent working hours which it provides.

Name.....

Precinct.....

Home Address.....

[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.]

Merit Men



SLIGHT, demure, cultured Dorothy King is probably the only person alive who could write a divergent variety of subjects as asphalt worker, accountant, management and housing assistant, pharmacist, fireman, social investigator, office appliance operator or inspector of powder and explosives. She's reference assistant in charge of the Civil Service desk of the Municipal Reference Library. When a civil service examination is scheduled, city, state, or federal, Miss King compiles a bibliography of study material. She has the only complete file of material used in municipal in-service training seminars. She has, at her fingertips, announcements and requirements of examinations held by the three civil service commissions. She has questions and answers to past open competitive city examinations since 1934, to promotional examinations since 1937. Born in Erie, Pennsylvania, Miss King majored in History and Political Science in Allegheny College, obtained her degree in Library Service from Columbia. Before coming to the New York Public Library, to organize a civil service desk in the Municipal Reference Library three years ago, Miss King was a librarian in Connecticut. She prefers her present situation. "College students," she said, "were only interested in assigned reading. Their mental curiosity stopped there." Civil Service readers, she finds, are eager for information. "They represent every variety of person, applicants for every examination." She receives most queries at present from those filing for the federal Accounting and Auditing Assistant test. Paradoxically, Miss King, a veritable encyclopedia of civil service information, is not a civil service employee, has never taken a civil service examination.

HE TOOK AN EXAM "just for the discipline," and came out No. 1 on the list for Housing Management Assistant, Grade 4. Heinz Norden, housing authority, prides himself on his

amateur standing in the field... First became interested in housing when he moved into Knickerbocker Village five years ago... Organized City-Wide Tenants Council... Acted as spokesman before various governmental groups on housing problems... Absorbed his knowledge of the subject effortlessly... by profession, Norden is an editor... Started with Haldeman-Julius and those little blue books that talked about everything from philosophy to cooking (remember?)... Joined the staff of the *Book of Knowledge*, an encyclo-



paedia for young people... Became business manager of the *Saturday Review of Literature*... Now he's translating books by top-flight European authors... Norden gives an impression of Viking-like strength... Talks in clipped, cultured English... Can converse on anything... For relaxation, he plays the ukelele, entertains his friends with a vast store of songs in many languages... And, girls, he's unmarried...

IN 20 YEARS Samuel H. Galston, Assistant Director of Examinations for the Municipal Civil Service Commission, has played a part in important developments in the processes by which the city selects its 150,000-odd employees. Galston has just finished the biggest exam ever given by the Commission—that for Sanitation Man. He had charge of all its various steps. "I'm very proud of this exam" he says. "It went off without a hitch." In the 20 years he's worked for the Commission, Galston has seen the growing use of objective tests... the sharp improvement of the kind of people who apply for city jobs... and the widespread use of city schools for holding exams. Once the Commission had to use the Metropolitan Opera House which seated only 1,200... "On one big exam I had to write 12 sets of questions for 12 different tests." Galston is married, has a daughter Gladys, who's a geologist, and is married to one... Galston calls her "his hobby." Among his other interests are bridge and books.

Don't Repeat This!



DISMISSED Sanitation men now want to get back "the same way Abe Kasoff did," ever since they read in the LEADER how easily Abe was reinstated after having been thrown out... Note to Kasoff: One of the big claims you made at the December 6th meeting of the Sanitation eligibles isn't so. It will come back to haunt you... The New Yorker is readying for publication a piece on Delehanty Institute... Petain's government is angling for the good will of French government employees by decreasing a "living wage," whatever that means in today's France... Note to Matthew Mar-mor, SCMWA splinter: Don't you know yet that employee organizations usually charge initiation fees?... The State Employment Service has placed six stutters as "guinea pigs" in a speech experiment, at \$1 an hour...

Social Work

A story appeared in a metropolitan paper recently, describing the drab lot of homeless men. One of the homeless men wrote to the author, telling him that the story had convinced him how terrible was his lot, and therefore he was going to commit suicide. The author immediately gave the letter to his city editor, who in turn phoned the police. They arrived to find their homeless quarry in a little room, taping up the windows and with the gas jets already on... That's just one of the choice stories stemming from the Welfare Department's Division of Homeless Men.

In and Out

Four hundred clerks in the Census Bureau, most of them college grads, will get their walking papers momentarily. Yet the need for Card Punchers, particularly for night work, continues unabated... City employees in Miami are banding together... A study of the kind of cops preferred by most communities shows 180 pounds to be the best-liked weight... Industrial concerns are using the Humm-Wadsworth Temperament Scale to weed out emotionally unstable workers and to prevent sabotage by troublemakers. Seems to us that most saboteurs are pretty cool lads... Eleven cities adopted or extended the merit system last Election day...

letters

A Career in Civil Service

Sirs: Doubtlessly, most of our ambitious young readers regard the Municipal Civil Service as the safest and the surest way to a real career. That was my impression when I entered the service as a Grade 1 Typist. Since I had a college degree and a good general background, I regarded my Grade 1 position in the Board of Child Welfare as a mere stepping stone. Having passed a most difficult promotion examination, and knowing that there was an urgent departmental need for Grade 2 Clerks, I felt certain of being promoted within the shortest possible time. Instead of that, although the head of my department, the Board of Child Welfare, has made numerous requests for additional clerical staff of a Grade 2 nature, the Clerical Director has failed to make the necessary appointments. Surely there can be no legitimate reason for keeping us at a low Grade 1 salary indefinitely after we have qualified ourselves for promotion.

Can it be that the career factor has been eliminated from the Civil Service?

DESPAIRING CIVIL SERVANT,

Asks New Postal Test

Sirs: Knowing the impartiality of the CIVIL SERVICE LEADER, I wish to express my views that since the Post Office Eligible Association in a recent letter to your paper makes a one-sided picture, the side of the aspirants for future P.O. examinations should also be presented. My opinion is that the arguments of the P.O. eligibles for renewal of the lost on the grounds of economy and the draft are only a screen because the lists have already been in existence for four years, and there have been about 3,000 appointments. Therefore, I protest the selfish motive of the eligibles, who are set on preventing the holding of an examination, and urge those who wish to take a

P.O. exam to petition the U. S. Civil Service Commission and our Congressmen to hold a new exam. I. R.

Wants P.O. List Used

For Defense Jobs
Sirs: There's been talk of the U. S. Civil Service Commission using various lists for jobs in national defense. The Post Office list is an appropriate one, and there are hundreds of unemployed on its register. How about using that?

Independent Gals

Sirs: I'll admit there are a few pretty girls in Civil Service, but what makes them so gosh darn independent? Come on, girls, take the starch out of your faces and give us handsome Civil Service boys a smile!

DANTE E. P. M.

POLICE CALLS

By BURNETT MURPHEY

Mayor Praises Cops

Commissioner Lewis J. Valentine last week released a letter from Mayor LaGuardia, in which the latter paid high tribute to the men of the Police Department for their efficient work in policing the World's Fair.

Said the Mayor: "I have just examined the final tabulation of arrests in the World's Fair precinct. The record is truly excellent.

"The Fair grounds were brilliantly policed, both by our own force and by the special World's Fair police, but that alone does not account for the extraordinary absence of crime. Behind that is the fact the big-time crooks, mobsters and confidence men did not come to the Fair. They were afraid to. They received plenty of warning beforehand, and they had before them plenty of examples of what happens to one of their number when he comes to our city.

"For this the entire Department deserves credit. Its work in recent years in making New York too uncomfortable for the professional criminal has made it feared and respected in the underworld of every city in the nation. The World's Fair, with its 45,000,000 visitors and the richness of its displays, was a golden opportunity to the professional criminals throughout the country. Yet they were afraid to take advantage of it. I can think of no greater tribute to the men of the Department.

"Please accept my congratulations, and please convey my congratulations, by circular order, to every member of the force.

F. H. LA GUARDIA."

New Year's Eve Party

Police Post 460, American Legion, will conduct its annual New Year's Eve Party at the Club House, 440 West 33rd St. James Linden, chairman of this event, will provide a beefsteak dinner for the guests.

New Prexy for Police Square Club

On Thursday, January 9, at 8 p. m., Inspector Charles Dorschel will be installed as president of the Police Square Club. The ceremony will take place in the Riverside Plaza Hotel. Many notables are expected to attend.

Waiting for Butch

The special committee of the PBA, which is trying to work out a plan for additional pension benefits for the older men in the department, is now awaiting an interview with the Mayor. The committee has a raft of facts and figures that should be convincing to hizzoner.

That 11-Squad Matter

So far no definite word has been received from the councilman who has been asked to handle the 11-squad chart bill. The measure is a popular one throughout the department and will have the full support of organized labor.

In brief, the measure provides that there shall be a six-day work week and that members of the force shall not work more than eight hours in any 24 hours and that at the termination of each cycle of six working days there shall be a rest period of 48 hours.

Officials of the PBA who are sponsoring the bill believe that the system could be worked with the present numerical strength of the force. But they also contend that there should be an immediate filling of all vacancies and will shortly begin a drive to accomplish that purpose.

Fledgings to Ask More Cash

The 298 fledging cops who were recently given permanent appointments at \$2,000 a year will soon ask the city to pay them the difference between that salary and the \$1,200 they received during their probationary period. A suit to compel the payment of the difference will be started by the group.

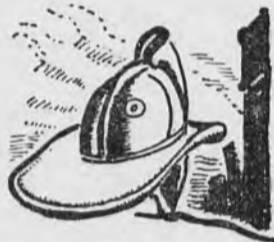
During their probationary period the men received only \$25 a week despite the fact that the first six months call for many out-of-the-pocket expenditures.

A group of Firemen recently lost a similar suit when the city contended that they had accepted their salaries without signing them in protest. However, the new cops didn't make that mistake and all their checks were signed under protest.

If the rookies win, they will each receive \$400 for the six months' period.

FIRE BELLS

By JAMES DENNIS



More Delay

Still another delay occurred last week in the Fire Lieutenant list, and the latest word is that it won't be ready until late this week. The Xmas holiday and the shorter working week of the Civil Service Commission's staff caused this delay. The Commission had tried to mail out the passing notices by Christmas Eve, but they couldn't make it.

The complete list of 825 eligibles will be published in the LEADER next week; that is, if no more delays turn up.

We are getting nearly as impatient to see the list as the men who took the test.

Public Hearing

A public hearing, at a date not yet announced, will be held on a proposed amendment to Part 19 of the

competitive class of the Municipal Civil Service Commission, it was announced this week. The Fire Telegraph - Dispatch Service, if the amendment is adopted, will be as follows:

Fire Telegraph Dispatcher, \$2,000 to, but not including, \$3,000 per annum.

Supervising Fire Telegraph Dispatcher, \$3,000 to, but not including, \$3,500 per annum.

Chief Fire Telegraph Dispatcher, \$3,500 per annum and over.

The purpose of this amendment to the classification is to put a "cellar" on the salary ranges of these positions. Hitherto, the salary maximum was fixed but not the minimum. Thus, the budget director could, and frequently did, authorize appointments at much less than the present minimum fixed by the amended classification.

Fire Lieut. Officers

New officers of the Fire Lieutenants' Association are: Joseph A. Lally, president; Jerry Hopkins, vice-president; William Bauer, financial secretary; Charles Devney, recording secretary; Ray Millner, treasurer; David J. Horgan, warden; Jake Ulrich, trustee for Manhattan; Michael Gribbon for Brooklyn; Thomas Munro for Queens; Joseph Fay for Bronx and Ralph Buchner for Richmond.

All the news... all the exams... accurate... unbiased... in THE LEADER.

Welfare Department News

By HENRY TRAVERS

CCC Enrollments Should Increase

Investigators probably will find the number of boys willing to go to CCC camps greatly increased when the next CCC enrollment gets under way next month.

The liberalization of the regulations governing the allotment of CCC earnings should provide this impetus. Under the present program, \$22 of the CCC boy's \$30 monthly earnings is allocated to his family, and this \$22 is treated as income by public welfare agencies and deducted in arriving at the budget deficit. Under the new allotment program which becomes effective on January 1, 1941, however, \$15 of the \$30 is allocated to the boy's family, \$7 will be placed on deposit with the CCC Finance Officer for the boy to receive at the time of his discharge, and the balance of the \$30 monthly earnings will be paid to the boy while he is in camp.

The Department of Welfare, beginning February 1, 1941, will budget the \$15 allocation, instead of the former \$22 allocation, as income and the budget and relief grant for such a family will be revised accordingly.

Thus the CCC boy will not only have the opportunities of learning a trade, building up his health and of helping to support his family through allocation of part of his earnings, but he will have the discharge fund savings with which to help himself get a start.

Yuletide Production

One of the most successful Yuletide productions ever presented in a district office was given last Tuesday by workers of D.O. 73.

The revue was produced for some 200 officials, workers and friends of the district office. The book and lyrics were written by Jacob M. Levine and the director was Henry A. Levine.

The case included the following: Irving Stabinsky, Jacob M. Levine, Mildred Licht, Ada Plavnick, Clara Zilbach, Bess Ellis, Betty McDougald, Estelle Avritov, Milton Nirinblatt, and Dominick Ricciardi.

Lookin' Around

The WPA and the Department are operating a plan to refer for pre-qualification all relief recipients who may be suitable for WPA employment in such occupational classifications as Teacher, Counsellor, Recreation and Senior Recreation Leader, Social Scientist, and Research Editor.

We should have done this before: Announcing the arrival of Pamela Jean Jackson, at Lenox Hill Hospital, on Wednesday, December 11. Pamela is the daughter of a well-known young couple, Mr. and Mrs. Hugh R.

Jackson. Congratulations to the three of them.

Raymond Caell of the Resource Division was the best looking member of his class at St. John's. He still holds the title. It must be his boyish smile and snow-white teeth that attract the undivided attention of the fair sex.

P.S.—He's single.

Harriet Kleuter, head typist in D.O. 53, has been having fun on one of those romantically advertised West Indies cruises. The wardrobe Harriet took along was large and varied. It should cause some of the

other feminine passengers to erupt with green spots.

Margaret Carney, investigator in D.O. 53, returned from a leave of absence with a brand new husband, Sydney Greenstein. Her leave of absence approval may be changed to "Personal Business."

Charles Doonan, clerk in the Payroll Section, who was all set to report to the Induction Center in the Bronx, isn't going to be the Department's first draftee after all. His place was filled at the last moment by a single man. The farewell luncheon planned for Charles was called off.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Hospital Attendants Become Competitive

All Hospital Attendants working in that title on December 31 automatically go into the competitive class the following day. This is the essence of official rules to be announced by Governor Lehman, who considers the switch of the 10,000 Hospital Attendant jobs one of the major accomplishments of his administration.

Officials of the Mental Hygiene Department see no change at all in what is expected of the Attendants nor any change, at least today, in conditions.

Two important provisions are:

(1). Employees now out on leaves of absence come into the competitive class if they come back within a year.

(2). Requests for reinstatement made by Attendants who resigned during the past year will be judged individually by the State Civil Service Commission after the appointing officer has approved the request. Such requests must be made within a year of the resignation.

Census

Here are the latest figures on the patient population of the Mental Hygiene Department's institutions, as of October 1, 1940, according to Dr. Horatio M. Pollock, Director of Mental Hygiene Statistics:

	Resident patients.	In-family care.	On parole.	Total
Civil State hospitals	71,747	477	7,319	79,543
State schools for mental defectives.	15,457	347	1,829	17,633
Craig Colony for epileptics	2,380	...	188	2,576
Totals	89,584	824	9,334	99,742

Xmas Party

Employees at Hudson River State frolicked at the annual Christmas show, tendered Tuesday by Superintendent Ralph P. Folsom for the

benefit of the patients and employees. The staff was under the direction of Arthur H. Sullivan.

Election News

Recent days have seen election among employees in various institutions. Here are some returns:

Wassaic State School—John D. O'Brien, president; Mary O. Blessing, vice-president; Edward Oves, treasurer; Grace Odell, secretary; Byron B. Evans and George J. Penfield, delegates.

Rockland State Hospital—Frank Cadigan, president; Irving Scott, Emil Bollman, Royal Bonville, Myrtle Mannheim, Raymond Murray, Nannette Berkowitz, Dr. William Walker, Elizabeth O'Brien, Marion Phillips, Charles Davidson, Florence Goodfield, Ann Gottlieb and Charles Simpson, chapter council.

Middletown State Hospital—Edward Carpenter, president; Howard Shumake, first vice-president; Dewey Vankeuran, second vice-president; Frederick J. Walters, secretary-treasurer.

"Santa's Auction"

Out at Wassaic School, they're still talking about "Santa's Auction," operetta given two evenings of last week in the auditorium... Additions to the staffs: Mr. and Mrs. John Donahue, Floyd Kroll, Ethel Shelley, Catherine Dominick, Mildred Hack.

Brain Wave Machine

At Rockland State they're mighty proud these days of their superintendent, Dr. Russell E. Blaisdell, for his development of the electro-encephalogram ("brain wave machine" to you). This machine allows direct observation of the brain and nervous activities. Experiments with the machine are being carried on by Dr. Frank F. Tallman, Director of Clinical Psychiatry, assisted by Drs. Ed Rucker Clardy and Leon D. Goldensohn, with Robert Ortleib, R. N., serving as technician.

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis by a well-known Civil Service authority.

Working After Office Hours

S. E.—It is not our province to give advice as to the legal rights of individual employees in the Civil Service, but we have had hundreds of requests as to the following matter, and the Leader has asked this column to answer the following only in a general way. The question has arisen as to the right of a city employee to engage in any outside activity after usual office hours.

There is nothing in the law that prohibits employees generally from earning additional moneys on their own time so long as it does not interfere with or is in any way inconsistent with their work for the city. There are some positions such as policemen, firemen, court employees, inspectors and investigators in some city departments and others where the incumbents are specifically prohibited by state or departmental rule from engaging in any outside work even after office hours. Except in such cases provided by statute or rule, the test is whether the work performed by an employee for the city is in any way impaired by the work of the employee on the outside. The question is: Does it affect his efficiency in performing his city duties? If the outside job, even though for only an hour a day or a week, is incompatible with the city's interests, the employee may not engage in such activity.

Employees are reminded, however, that the Mayor has requested his department heads not to permit any of their employees to engage in business outside their regular city jobs. My understanding is that he has indicated a willingness to permit employees earning less than \$1,200 a year to be excepted from this rule where the department sees fit to grant such permission. Just what legal effect the mayor's request that employees not be permitted to work after office hours has is a matter that readers must judge for themselves. There are, of course, a considerable number of city departments over which the mayor cannot exercise direct control, such as the Comptroller's office, the borough presidents' offices, the board of education and the board of transportation.

TB and Civil Service

D. J. N.—A person who has been

suffering from pulmonary tuberculosis and has been cured, and who is otherwise in good physical condition, will not be excluded from employment in the civil service for most positions. For positions such as policemen, firemen, etc. where unusual physical exertion is required, it will be considered quite carefully.

When May Commission Amend Its Rules?

Y. L.—Municipal Civil Service commissions may amend their rules at any time with the approval of the mayor and the State Civil Service Commission. The change in rules does not become effective until after the State Commission has approved the amended rule. The rules must come within the purview of the Civil Service law. The commission has no authority to make a rule which is not necessary to carry out some provision of the law. Nor can the commission grant any right or privilege, or withhold any right or privilege which the Civil Service law grants. The municipal commission may also make regulations for the conduct of its own work and fix the practices and procedures of the commission, its staff, and its relations with the departments and employees. Regulations do not require approval of the state commission nor of the mayor. Regulations may be changed at will by the commission, but changes in the rules may be made only after public hearings. The rules are binding on the commission as well as all others.

Post Office Inspector

S. R.—Post office inspectorships are filled by promotion from among employees serving in the postal service. The appointments are made by the Postmaster General with the approval of the Civil Service Commission. No competitive promotion examinations are held except upon request of the Post Office Department. This procedure has been rarely invoked by the P. O. Department. Post office inspectorships are, however, in the classified (competitive) service.

Some Complications!

W. A. L.—The State Civil Service Commission was informed by the attorney general in a formal opinion last week that the changes in salary grade (minima and maxima for each grade fixing the lines of promotion from one grade to the next higher one) that have

been recently approved by the Municipal Civil Service Commission of New York City, do not require any action by the State Commission to become effective. The Municipal Commission has always submitted such changes in salary grades to the State Commission for approval, on the theory that these changes are in effect changes in the rules of the Municipal Civil Service and therefore require approval of the State Commission. Among the resolutions before the State Commission were changes in salary grades for the actuarial service, the bridge operators, recreational service, etc. Apparently, if the attorney general's ruling is correct, the changes in the grades of salaries adopted by the Municipal Commission during the last year became effective sometime ago, depending on the date the Municipal Commission adopted the grade changes. Complications, eh?

Candidate Under Indictment

J. L. F.—The fact that a candidate in an examination may be under indictment for a crime does not necessarily permit his ultimate disqualification for appointment by the commission. The commission may consider the circumstances and may in its discretion determine the character fitness of the eligible regardless of the outcome of the indictment. It is doubtful whether the commission can summarily reject a candidate solely because of an indictment without investigating the merits of the case. Undoubtedly the commission may withhold eligibility or certification pending the outcome of the indictment in a proper case. In the case you complain of, you must appreciate that the department head has the right to select one of any of the three names certified from the list, and that he does not have to take number one if he prefers another.

Salaries Under Minimum

M. B.—Your case is not unique by any means. There are many employees in the city and state service who are receiving salaries below the minimum of their grades. In the case of a state employee whose department or position is covered by the Feld-Hamilton classification law there is specific provision made for caring for such a case in time. Where a vacancy occurs in a similar position in the department where the incumbent had been receiving at least the minimum of the grade, the employee receiving less than the minimum of that grade is moved up to the minimum salary. That is not so in the case of employees in the New York City service. Until there is a budget line available with a salary at or above the minimum, and the budget director grants permission to your department head to fill the vacancy at the minimum or higher, and the department head thereafter is willing to pay you a salary above the minimum, there is nothing that you can do about it legally. The only way to correct a situation where an employee is paid a salary below the grade minimum is to appeal to the department head to urge an adjustment of salary on the budget director in the hope that the B.D. will prevail upon the board of estimate to increase the appropriation for the position, and then pray that it happens.

When Eligible Gets Sick

H. K.—Where an eligible on a Civil Service list is taken ill and is not available for appointment, the usual practice is for the commission to defer the certification of the eligible to such time as the eligible has completely recovered and is able to undertake the work. The commission will require the eligible to submit to a further medical examination to check on

his physical fitness. If he is found fit, the commission will then certify his name for the next vacancy (if his name had been passed during his illness). I believe the same practice is followed in the case of appointments from lists for state trooper.

Preferred List Salaries

N. A. S.—The provisions of the Cariello Law which gives a person on a preferred eligible list the right to receive the same salary upon reinstatement as he had been receiving at the time of suspension applies apparently only to reinstatements to the same position and not to a different (even though similar) position. It applies only to positions in the competitive class. Furthermore, it is believed that the "same salary" provision applies only to the balance of the budget period and is not for an indefinite period.

Civil Service Advantages To Hospital Attendants

T. B.—The advantages that may accrue to hospital attendants after their transfer to the competitive class (January 1, 1941) may be briefly stated as (1) greater continuity in the service; (2) lay-offs will be made on a seniority basis; (3) opportunity for competitive promotions to higher paid positions.

Transfer to

Post Office Job

P. C.—It is possible for a third grade clerk in one federal department to be transferred to a similar clerkship in the postal service without first having to serve as a substitute. The transfer may be effected only with the approval of (1) the department from which the transfer is sought, (2) the department to which transfer is sought, and (3) approval of the Civil Service Commission.

Alien Transit Men Face Job Loss

Several hundred alien subway workers who were unable to file their first citizenship papers in the time allotted by the Wicks law, and are facing dismissal, received a setback last week when the Appellate Division upheld a lower court's ruling in the case of Mazarella vs. the Municipal Civil Service Commission and the Board of Transportation.

H. Eliot Kaplan, attorney for the petitioner, Raphaelle Mazarella, immediately announced that he would take the case to the Court of Appeals, where a final decision will probably be made next month.

The Appellate Division, in a four to one decision upheld the previous decision of Supreme Court Justice Carew, holding that the Wicks Law required the actual filing of first citizenship papers, known technically as "declaration of intention" to become a citizen. The four judges of the Appellate Division who voted to affirm the lower court's decision, did not write an opinion. Judge

Albert Cohn wrote a dissenting opinion, in which he agreed with the contentions and interpretations of the Wicks Law, as argued by Kaplan.

Mazarella on Job

Mazarella has been kept on his job pending an outcome of his appeal by agreement between city officials and his attorney. However, other aliens involved in the citizenship issue have been suspended without pay, subject to final dismissal.

If the Court of Appeals reverses the Appellate Division, these suspended employees will be re-employed; otherwise they will be dismissed. If the Court of Appeals upholds the lower court, it is expected that legislation will be introduced to enable those who had attempted to file first papers but were prevented from doing so, to continue in their jobs.

Dissenting Opinion

In his dissenting opinion, Judge Cohn wrote:

"The Wicks law requires an af-

firmative act by an alien employee, within six months after the Act takes effect, evidencing his intention in good faith to become a citizen. The apparent purpose of the Legislature was to confer upon aliens in the employ of privately operated subway lines a privilege to continue in employment if the transit facilities are acquired by a public agency, upon qualifying themselves for citizenship. In filing his application expressing a desire to declare his intention to become a citizen in accordance with the naturalization law, appellant, in my opinion, complied with the statute. The expression 'shall have filed declaration of intention to become citizens' was obviously not intended by the State lawmakers to be interpreted in the technical sense in which Congress would use such language in a naturalization statute.

"The order should be reversed and the application should be granted to the extent of restraining respondents from dismissing the appellant."

What Every Young Sergeant Should Know

(Continued from page 2)

body, as well as evidence, will be delivered to the desk officer.

15. Keep desk officer informed from time to time of developments and progress of case.

16. If it has been determined man was struck and killed by auto while crossing the street, note any contributing causes such as holes in pavement, traffic lights out of order, etc. City may be involved.

17. Make complete entry of all facts in memo book and submit to desk officer at expiration of tour of duty.

18. Sign cards (U.F. 6) and if city may be involved forms (U.F. 18).

19. If auto accident fill out Motor Vehicle Bureau form.

20. Be present at autopsy at morgue to identify body as that found at scene.

B. Sergeant on Patrol.

1. Supervise and instruct subordinates.

2. Conduct investigation until arrival of detectives.

3. Supervise search of dead body.

4. Notify desk officer of presence at scene and any additional information obtained.

5. Return patrolmen to regular duty when body has been removed to morgue or when circumstances permit and notify desk officer accordingly.

C. Desk Officer.

1. Notify the Telegraph Bureau for

purpose of having the following notified: (a) Homicide Squad. (b) Motor Vehicle Homicide Squad. (c) Commanding Officer, Detective Division. (d) Medical Examiner. (e) District Attorney. (f) Missing Persons Bureau. (g) Acting Captain in charge of Telegraph Bureau for purpose of alarm on teletype.

2. Notify precinct squad detectives.

3. Captain of precinct.

4. Entry in Telephone Record of telephone notifications.

5. Entries in Blotter, movement of members of force and receipt of property.

6. U.F. 60 and 61 (Complaint file).

7. U.F. 6 cards—Fill in information as received from reporting officer.

8. U.F. 18—If city is involved.

9. Entry in Aided and Accident Record.

10. Property Clerk vouchers for property.

11. Notify Telegraph Bureau to have Property Clerk wagon call for property.

12. Notify precinct safety patrolman—if an auto accident.

13. Report all facts to Commanding Officer of Precinct.

There's more to this question. See next week's LEADER for the remainder, together with solid, basic study material to help you pass the test.

All the news... all the exams... accurate... unbiased... in THE LEADER.

That Labor Class Problem

A NEW PUBLIC HEARING IS ON THE WAY

Another public hearing will be held on the Municipal Civil Service Commission's proposed resolution to reclassify all but one labor title—that of Helper—into the competitive class. No date has yet been set for this hearing.

A number of changes will probably be up for consideration at the time of the next hearing. On the basis of objections voiced recently by officials of organized labor, employee groups, and others, the Commission intends to amend its original proposal.

Among the changes are the following:

Promotion will be provided for on the basis of seniority and record instead of seniority alone. In Group A, the first classification of the new service, the titles of Laborer and Porter will be used interchangeably, so that the titles will be "Laborer or Porter," grades one to six.

It is also expected that the Commission will designate the new service as the unskilled labor service in the competitive class. By inclusion of the word "unskilled" the Commission hopes to overcome objections of labor leaders who contended the pre-

vious wording of the resolution might eventually lead to a breakdown in the prevailing wage structure.

The proposed reclassification of the labor class into the competitive service has evoked wide interest not only among the 11,000 persons directly involved, but in the entire Civil Service. It is anticipated that the next hearing will draw even a larger response than the original hearing got two weeks ago.

Note to the Civil Service Commission: Please use a larger room for the hearing, so everybody will be comfortable.

Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS

PAGE NINE



TO PROVIDE RECREATION

For the thousands of children in New York City is an important duty of city officials. As in almost all other jobs in the city service, the leaders of recreational activities are selected by civil service after passing a series of written, physical and medical tests. Shown here is a recreational director leading a group of children in group singing. This picture is from the Municipal Civil Service Commission's new three-reel movie called "Merit System Advancing".

Schoolboy Soldiers

Seventeen elementary and junior high school pupils are included in the 150 students of New York's school system discharged this term to enter the armed forces of the United States. Most of the 150 students were members of National Guard outfits which were inducted into the federal service. Board of Education officials stated that 137 were released to join the army, 13 the Navy.

In September the board discharged eight pupils from elementary and junior high schools, 23 from senior high schools, 16 from vocational high schools. In October five grammar school pupils heeded the call to arms, 23 high school pupils, 12 vocational

high school students and seven part-time vocational high school students. In November the army and navy took four pupils from elementary schools, 11 from high schools, 16 from vocational high schools and five from part-time vocational high schools.

Most of the student soldiers came from the more populated sections of the city, Manhattan contributing 58, Brooklyn 56. Queens led the Bronx by a nose, literally and figuratively, 16 to 15. Five of the recruits hailed from Staten Island.

Two of Textile High School's cooperative students received their diplomas prematurely at a special assembly last week because they have been called into service as

members of the 212th Coast Artillery. The students are Albert Nolan, 18, and Patrick Goggins, 19.

Guild Raps Rapp-Coudert

Protection of pension and salary rights for teachers serving in the armed forces of the United States was urged by the Delegate Assembly of the New York Teachers' Guild at a recent meeting. The Delegate Assembly also asked the Rapp-Coudert investigation committee that it should not allow its efforts to be used by organizations seeking to cut school appropriations or limit academic freedom.

The Assembly went on record as expressing regret that the Coudert Committee had insisted on demanding the membership lists of Local 5 of the Teachers' Union. "While our lack of sympathy for the leadership of the Teachers' Union, Local 5, is publicly well known," the Assembly stated, "we wish to express regret that the Coudert Committee has insisted on demanding the membership lists of Local 5. Whatever the purposes of the Committee, this practice will set a dangerous precedent relative to voluntary associations and trade unions."

Cheating Rears Its Abstruse Head

All was not peace and benignity at Columbia University in Christmas week. Repercussions from charges of cheating by graduate students in Teacher's College marred the spiritual and mental serenity of the holiday season. The annual report of Dr. Clarence Linton, chairman of the Committee on Professional Advancement, disclosed that teacher-in-training students are suspected of cheating in examinations and, worse yet, of employing ghost-writers to write

their term papers for them. The report submitted to Dean Russell is, in turn, incorporated in the Dean's annual report to the Trustees of Teacher's College.

Although he made several suggestions to the twin problems of cheating and ghost-writing, Dr. Linton's report stated that "no satisfactory solution could be found." Dean Russell stated emphatically that "university rules of discipline will be invoked against cheating." The big problem confronting Teacher's College officials, however, concerns ingenious "outsiders" who offer to ghost-write term papers in the student's "own handwriting." These gentlemen advertise their services on bulletin boards in the college and by mail to both students and faculty members.

If teachers would place less emphasis on facts and more on interpretation in evaluating term papers, Dr. Linton believes that the activities of ghost-writers could be greatly reduced. The application of professional knowledge is difficult for lay "outsiders" according to Teacher's College officials.

The New York Times, in pixie mood, made one succinct comment; to wit: no ghost ever passed an oral exam.

Opinions of the Week

For: Physical Fitness

Nobel prize winner, Dr. Alexis Carrel, speaking at the annual convention of the New York State Association of Health and Physical Education Teachers, declared that the development of character and mind was essential to physical fitness. Said Dr. Carrel: "The type of physical fitness that we need is a complex compound of physical and spiritual elements. For man refuses to be divided into separate compartments. Muscle, organs, nervous systems and mind constitute functional wholeness. They are not isolated units. The strength, skill, speed and endurance of the body depend on character as well as on the quality of the blood circulating through the muscles. . . Love, enthusiasm, hope, dedication are the wings of intelligence, the strength of the body."

For: Happy Home Life

Marion S. Van Liew, State Supervisor of Home Economics, believes that a happy home life is essential to national defense. At a meeting of educators in Syracuse, Miss Van Liew said, "Rapidly shifting social and economic standards are forcing families to make rapid and sometimes dramatic changes in routine

and procedure. . . Home economics education, believing it has a vital place in our present emergency program, is putting every effort into helping home and family groups make these necessary adjustments."

For: Power and Intelligence Tests

Dr. Henry Levy, chairman of the Board of Examiners, is evidently pleased with the general culture test recently given applicants for high school principalships. Teachers intending to take the forthcoming department chairman license examinations will be similarly quizzed. Terming this type of examination a "power and intelligence test," Dr. Levy said that it would consist of three parts. The first part is designed to probe the candidate's comprehension of printed matter, the second part will consist of a vocabulary test and the third part, Dr. Levy said, "will be devoted to contemporaneous affairs in the politico-socio-economic spheres."

You and I, by May Healy, will appear next week.

PARK TOPICS

By B. R. MEEHAN

Five-Day Week

Park Engineer William H. Latham, in a memorandum sent to the five Borough Directors, states that the 1940-41 Budget allowance for the majority of the following per diem employees provided 275 days a year, based on a 5½ day week, excluding holidays, and for the others 236 days a year, on the same weekly basis, but including holidays. But because of the seasonal nature of park work and the increased park facilities, they have been working since July on a 6 day week basis. To keep within this budget without adversely affecting the proper maintenance and operation of the park system, you are hereby directed to employ on a 5 day basis, effective January 1, to March 29, 1941, all per diem employees with the following titles: Automobile Engineman, Climber and Pruner, Gardener, Assistant Gardener, Instructor (Music), and Custodian (Band).

Permanent Ass't Gardeners to Meet

The Five Boro Ass't Gardeners Organization will hold an important meeting on Tuesday evening Jan. 7, at the City Court House at 8 o'clock. Election of officers is scheduled. Discussion and progress on the per annum problem will be further analyzed.

All Ass't Gardeners, regardless of organization affiliations, are invited to attend.

Doings

Park Special Patrolmen were hoping Santa Claus would bring those

new shields. . . Fred Remstedt (86th St. Shop Man) is poppy to a 7½ lb. baby boy . . . Next general meeting of the Ass't Gardeners Eligible Association will be held Monday, January 20, at Washington Irving High School, Manhattan, at 8 P. M. . . Is there strength to the rumor making the rounds that Special Park Patrolman, Vincent Tristano, formerly of the Coney Island Squad is attempting to join the Secret Service of the U. S. . . William T. Mickens, Pres. Ass't Gardeners Eligible Association, wishes to express his appreciation and sincere gratitude to the personnel directors of Bloomingdale's and Hearn's Department stores, and to the United Parcel Service for employing men from the list during the holiday season. . . Isn't there anything that Henry Buckholtz, Attendant, Fort Tryon Playground can't fix. . . What is the purpose of Nathan Becker's (Central Park) proposed visit to Albany?

(Address all communications to column in care of THE CIVIL SERVICE LEADER).

Promotion to Gardener

The CIVIL SERVICE LEADER presents the following study material as aid to prospective candidates in preparation for the forthcoming promotion exam to gardener. The exam has been ordered by the Commission, but no date for filing has been officially announced. Watch the LEADER for further development on this test.

Directions: Examine each of the following statements and decide which is TRUE or FALSE. If you decide a statement is TRUE encircle the "T" or "F" if the statement is FALSE.

26. The "Morgan" is a colorimetric method of soil testing T. F.

27. In the "Richorpoor" and "Truogh" test of soils the soil should be thoroughly dried before testing. T. F.

28. Ferns reproduce by spores. T. F.

29. Helxine is an insecticide. T. F.

30. Bulbs are set deeper on sandy type soils than on clay soils. T. F.

Study Series No. 4
Directions: Fill in the answers as required in each of the following:

31. Three conditions essential for the proper growth of greenhouse plants are

32. Leaves in a decomposed state are referred to as

33. Two plants grown from corns are and

34. The disease which causes young seedlings to die off at the ground surface is called

35. Silt is a type of

Directions: In each of the following items four possible answers are suggested to complete each statement. On the answer sheet write the letter of the statement which is best of those suggested.

3. The part of a plant commonly referred to as "the workshop" is the (a) roots (b) stem (c) the leaves (d) buds.

37. Massey dust is used (a) for black spots on roses (b) in making dust mulch (c) as humus hastener (d) for storing tulip bulbs.

38. One of the following which is not true of humus is (a) it aerates the soil (b) it takes the place of plant food (c) it increases the water holding capacity of soils (d) it facilitates drainage.

39. A chaparral is (a) a grassy terrace (b) a type of rock garden stone (c) a dense thicket of shrubs (d) a sod cutting machine.

40. A 8-5-3 analysis fertilizer contains the largest percentage of (a) calcium (b) phosphorus (c) potash (d) nitrogen.

Clip and paste in scrap book. To be continued when space is available.

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Health Inspectors Receive Promotion

Good news for 28 eligibles on the promotion list for Health Inspector was forthcoming last week from the Budget Director's Office, which announced that the men would receive promotions between the first of January and the latter part of May. The promotions, which will carry a salary increase of only one cent a year and which will bring the salaries from \$2,399.99 to an even \$2,400, will be made in groups of seven each six weeks.

While the promotions mean little from an immediate salary increase, they will provide the way for the employees to receive raises later.

The eligible list expires in June, and if the promotions were not made before that date, the men would be compelled to take another exam before they could advance in grade.

Examination Requirements

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 offices, 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.

The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

U. S. Tests

Deck Engineer

Salary: \$1,590. File by December 31. Place of employment: Army Transport Service, War Dept., Brooklyn (home port). For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 50.

Storekeeper (Deck)

Salary \$1,182, less \$252 for maintenance. File by December 31. Place of employment: Army Transport Service, War Department, Brooklyn (home port). For duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 53.

Instructor, Air Corps Technical School (\$2,000-\$3,800)

Junior, \$2,000; Assistant, \$2,600; Associate, \$3,200; and Instructor, \$3,800. Twelve optional branches. File until further notice. Age limits: 21-53. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Colo.

Applicants must have high school diploma or a certain substitution; four years' experience as instructor in shop subjects or shop supervisor, which included six months in the optional branch for which application is made. Certain college credits may be substituted for experience. There are additional requirements for grades above Junior Instructor.

Aeronautical Inspector (\$3,200-\$3,500)

Associate, \$3,500, and Assistant, \$3,200; Civil Aeronautics Authority, Dept. of Commerce. File until further notice. Age: 24-40 (Associate), 24-35 (Assistant).

Applicants must have pilot's certificate, solo flying hours and instruction experience.

Aircraft Inspector (Factory) Associate (\$2,900)

Air Carrier Maintenance Inspector, Associate (\$2,900)

Civil Aeronautics Authority. File until further notice. Age limit: 24-53.

Applicants must have an air-

craft mechanics' certificate of competency and (1) two-year supervisory experience in the mechanical field of modern civil aircraft manufacture or repair, or (2) three years' experience in the same field, which includes components, sub-assemblies, instruments, and accessories, or final assembly inspection.

Inspector, Engineering Materials (Aeronautical) (\$1,800-\$2,600)

Junior, \$1,800; Inspector, \$2,000; Senior, \$2,600. Navy Dept. for

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duty wherever assigned. File until further notice. Age limit: 53.

Applicants must have had two to six years' experience in the inspection and testing of aeronautical engineering materials, or aircraft engines and their accessories. Certain substitutions are allowed.

Engineering Draftsman (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File until further notice. These

positions are for work on ships. Age limits: 45 (Assistant), 50 (other grades).

Engineering Draftsman (Ordnance) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Navy and War Depts. File until June 30, 1941. Age limit: 53. Applicants must be high school graduates and must have two to three years' experience. (Continued on Page 11)

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bad breaks...

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Introductory Course for Finger Print Experts, by Mary E. Hamilton	2.00
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Engineer-Custodians Manual—Exam Questions and Answers—Thomas Brett	2.50

FIREMAN PROMOTION PREPARATION

The Fireman Textbook of Entrance and Promotional Examination Questions	3.50
Fireman Study Book	25c & 1.50
How to Become a Fireman10
History of Fire Department	3.50
Fire Department Manual of Instruction—An officer's manual for professional fire-fighters by Lowell M. Limpus	1.85
Fire Prevention Code	1.50

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Supplement to Law of Arrest	1.50
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Questions & Answers SGT's Examination Study	1.00
State Trooper Examination50
Definitions50

GENERAL PREPARATION

Everyday Law50
Everyday Mathematics50
General Federal Test Guide—Procedure, sample tests	1.50
Civil Service Handbook—1,000 Civil Service questions75
Guide to Municipal Government	1.35
Outline Chart of Municipal Government25
Your Federal Civil Service—A 500-page manual on procedure	2.50
Civil Service Handbook—Procedure, sample questions	1.50
Mental Tests for Civil Service Examinations (Federal, State, and City)—Wm. J. Barse, 225 pages	2.00
Preparation for Civil Service—Donnelly & McKim	1.25
Civil Service Manual	1.00

MISCELLANEOUS

Legal, Political and Business Guide—A practical handbook on politics, licenses, welfare agencies, taxes and labor laws	1.75
Mental Multiplication—A pamphlet by Charles Lipkin that trains for rapid mental calculation25
Let's Play Vocabulary—A series of games that build vocabulary without too much strain on the gray matter50
Draft Facts25
Conscription	1.50
Building Code50
Sanitary Code	2.50
Penal Code25
C.S. Retirement Law50
C.S. Arithmetic50

Learn a Trade—You'll Be Amply Repaid

(Continued from Page 10)
 six years' drafting experience, according to the grade. One year must be in elementary drafting training or experience and the rest in ordnance drafting.

Engineering Draftsman (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File by June 30, 1941. Age limit: 53.
 Applicants must have two to six years' drafting experience, according to the grade. One year must be elementary training or experience and the rest in aeronautical drafting. Certain substitutions for college education are allowed for part of experience.

Engineering Aid (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Aid, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Army Air Corps, War Dept. File until June 30, 1941. Age limit: 55.
 Applicants must have had engineering experience in testing, research, design, construction, or other engineering activities, partly in the field of aeronautical engineering.

Inspector, Ship Construction (\$2,000-\$2,600)

Ship Construction: Inspector (optional branches—hulls, mechanical, electrical), \$2,000; Senior, \$2,600.

Inspector, Engineering Materials (\$1,620-\$2,600)

Engineering Materials: Junior, \$1,620; Inspector (optional branches—hulls, mechanical, electrical, radio), \$2,000; Senior, \$2,600.
 Navy Dept., for duty in the field. File until further notice. Age limit: 55. Applicants must have had inspectional experience, appropriate for the grade and optional branch.

Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval architecture and marine engineering. File until further notice. Age limit: 40.

Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 specialized college credit hours or one year's experience in the optional branch is permitted.

Engineer (\$2,600-\$4,600)

Optional branches: electrical, heating and ventilating, materials, mechanical, mining, radio, structural, telegraph, telephone and welding. File by June 30, 1941. Age limit: 55.
 Applicants must have a bachelor's degree in engineering, but certain substitutions for education are allowed. Two to four years' experience is required in the optional branch applied for. Graduate study in engineering may be substituted for part of experience.

Inspector, Signal Corps Equipment (\$2,000-\$3,200)

Junior, \$2,000; Inspector, \$2,600; Senior, \$3,000. Signal Corps, War Dept., for duty in the field. File until further notice. Age limit: 55.

Applicants must have had college study in electrical or radio engineering. In addition, except for the junior grade, they must have had experience in inspecting or testing of parts, assemblies, or completed units of signal corps equipment.

Inspector, Powder and Explosives (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must have had at least 18 semester hours' study in organic chemistry. Additional experience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

Aeronautical Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Aeronautical Engineer, \$3,800.

\$3,800. Twelve optional branches. File until June 30, 1941. Age limit: 53.

Applicants must have a commercial pilot's certificate for two aircraft weight and engine classifications; 1,000 to 2,000 hours of solo flying, which included 300 hours of instruction in two classes of aircraft.

Mechanical Engineer (Industrial Production) (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Mechanical Engineer, \$3,800. War and Navy Depts. File until June 30, 1941. Age limit: 60.

Applicants must be graduates of an engineering school, and in addition, except for certain experience substitutions, have had professional engineering experience ranging from two to five years, according to the grade of the position.

Inspector, Ordnance Material (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must be high school graduates or have 14 units of high school work; one to six years' experience inspecting and testing of ordnance materials as armament, armorplate, demolition bombbodies, etc., or of raw materials, including metal shapes formed with dies, sheets, and bars and machined parts. Certain college courses may be substituted for part of experience in three highest grades.

Civil Engineer (\$2,600-\$4,600)

Assistant, \$2,600; Associate, \$3,200; Civil Engineer, \$3,800; Senior, \$4,600. Optional branches: Cadastral, construction, soil mechanics, safety, sanitary, general. War and Navy Depts. File by June 30, 1941. Age limit: 55.

Applicants must have completed a four-year college engineering course and must have had professional civil engineering experience, partly in one of the optional branches.

Marine Engineer (\$4,600-\$5,600)

Senior, \$4,600; Principal, \$5,600. Optional branches for Senior: power plant lay-out and piping, turbines, boilers, Diesel engines, deck machinery, and general. File by June 30, 1941. Age limit: 70.

Applicants must have a college degree in engineering or naval architecture, or experience in the field to substitute year for year. Also six to seven years' experience in engineering, which includes four to five years' experience in marine engineering. Graduate study may be substituted for experience.

Marine Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Marine Engineer, \$3,800. Various optional branches. U. S. Maritime Commission. File until June 30, 1941. Age limits: Associate and Assistant, 60; Marine Engineer, 70.

A bachelor's degree in engineering or naval architecture is required. Substitutions of experience for education is allowed in part. Two to five years' experience, which includes partial experience in marine engineering, is required according to the grade. Postgraduate study may be substituted for part of the experience requirement.

Naval Architect (\$2,600-\$5,600)

Assistant, \$2,600; Associate, \$3,200; Naval Architect, \$3,800; Senior, \$4,600; Principal, \$5,600. Various optional branches. File by June 30, 1941. Age limits: for Senior and Principal, 70; for other grades, 60.

Applicants must have experience as a Naval Architect up to seven years, according to the grade. College and graduate study may be substituted for part of experience.

Engineering Aid (Topographic), Senior (\$2,000)

U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31.
 Applicants must be high school

graduates and have four years of civil engineering experience, which includes two years in topographic field surveys. Certain substitutions for these educational and experience requirements are allowed.

Marine Surveyor (\$3,200)

U. S. Maritime Commission. File by June 30, 1941. Age limit: 60.

Applicants must hold a U. S. license issued by the Dept. of Commerce, either as chief engineer or as master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

Junior Graduate Nurse (\$1,620)

U. S. Public Health Service, Federal Security Agency and Veterans' Administration. File until further notice. Age limit: 35.

High school study and completion of a specified training course in a nursing school are required. In some cases persons in their final year of training may file.

Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55.

Applicants must have four years' experience in the installation, maintenance and repair of radio equipment, which included six months with radiosonde (radiometerograph) ground receiving and recording equipment.

Radio Monitoring Officer (\$2,600-\$3,200)

File until June 30, 1941. Age limits: 21-55.

Applicants must have had technical experience in the installation, inspection, testing, or operation with maintenance responsibility, of radio transmitters.

Machinist (\$6.90-\$8.40 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice. Age limits: 18-62. File with Sec-

retary, Board of U. S. Civil Service Examiners, Watervliet Arsenal.

Medical Officer (\$3,200-\$4,600)

Associate, \$3,200; Medical Officer, \$3,800; Senior, \$4,600. Optional branches: aviation medicine; cardiology; dermatology; eye, ear, nose and throat (singly or combined); general practice; industrial medicine (a. gas analysis or toxic dust, b. general); internal medicine and diagnosis; medical pharmacology; neuropsychiatry; pathology, bacteriology and roentgenology (singly or combined); public health (a. general, b. venereal); surgery (a. general, b. orthopedic, c. chest); tuberculosis; urology.

Public Health Service, Food and Drug Administration, Veterans' Administration, Civil Aeronautics Authority, Indian Service. File until further notice. Age limit: associate, 40; other grades, 53.

Applicants must be medical school graduates. For the two higher grades three to five years' training is required in the option applied for. For the associate grade, one year internship, general rotating or in a special branch, is required. Certain substitutions for these experience requirements is allowed.

Navy Yard Jobs

Many exams are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building, or from any first-class Post Office. No examinations will be given but experience is required. The jobs and salaries follow:

- Anglesmith, Heavy Fires, \$8.54 to \$9.50 per day; Anglesmith, Other Fires, \$7.50 to \$8.54; Blacksmith, Heavy Fires, \$8.54 to \$9.50; Blacksmith, Other Fires, \$7.58 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boilermaker, \$7.87 to \$8.83; Chipper and Caulker, Iron, \$7.58 to \$8.54; Coppersmith, \$8.45 to \$9.51; Die Sinker, \$8.83 to \$9.79; Driller, Pneumatic, \$6.37 to \$7.30; Flange Turner, \$8.06 to \$9.02; Forger, Light, \$9.50 to \$10.46;

(Continued on Page 12)

Postal News

By DONALD MacDOUGAL

Subs to Fill Vacancies

After weeks of confusion, we finally have good news on the matter of substitutes filling vacancies caused by the induction of regular clerks into military service. A special bulletin of the National Federation of Post Office Clerks has this to say (it's important enough to quote in full):

"We have information, as a result of informal talks with Department officials, to the effect that a tentative program has been adopted whereby classified Civil Service substitutes will be promoted to regular positions to fill vacancies created by the induction of regular clerks into the military service under the Selective Military Training and National Guard Acts. In our opinion, this policy will be adopted and put into effect by the Department at an early date. The vacancies created by substitutes thusly promoted will, under the proposed plan, be filled by eligibles from the certified eligible registers. Substitutes and eligibles promoted in this manner will be granted such promotions upon the distinct understanding that they will be reduced to their former status upon the return of employees inducted into the military service, to their former positions."

Here's part of the background: the Joint Conference, fusing the affiliated postal organizations in the metropolitan area, passed a resolution urging this action at its October meeting. Copies went to officials of national postal groups and to Post Office Department heads. First Assistant Postmaster General Ambrose O'Connell answered for the Postmaster General and the President: "With respect to the covering of assignments of employees on military training, you are informed that it has been decided to utilize the services of substitutes, both temporary and regular, for this purpose." This reversal of what the Joint

Conference sought only served to redouble their efforts. And it now looks that they'll get what they want.

Jim Mead's Birthday

Jim Mead's birthday is coming to be a real postal holiday. Saturday night the postal office employees of Buffalo, where Jim is favorite son number 1, honored him at a birthday and testimonial dinner. Since his last birthday, Jim helped push through the Ramspect Act, one of Civil Service's great steps forward.

Vehicle Men Elect

Re-election as head of local 2, National Federation of Post Office Motor Vehicle Employees, came to Everett G. Gibson at the December meeting. These will help Ev in serving local 2's interests during the coming year: H. D. Miller, first vice president; H. Tursky, second vice president; Jack Spina, third vice president; Clarence Battle, Jr., corresponding secretary; Fred Lebert, financial secretary; Clarence Dixon, recording secretary; Charles Helwig, treasurer; Oscar Lisk, sergeant-at-arms.

McHale Installed Again

Bill McHale will be installed for the fourth time as president of Branch 36, National Association of Letter Carriers, at a dinner-dance Sunday evening at the Grand St. Boys Clubhouse, 106 W. 55th St. Edward J. Gainer, of Washington, president of the national association, assisted by Cincinnati executive member William Dougherty, will do the honors. At the same time, Max S. Hauser is to be inducted as head of the New York Letter Carriers' Association, local sick benefit association. Invited guests include Senators Wagner and Mead, Congressmen Romjue, Sweeney, and Flannery, and Postmaster Goldman.

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Amusement Parade

By JAMES CLANCY MUNROE

MOVIES
PHILADELPHIA STORY (MGM) City Music Hall. Katharine Hepburn makes a movie out of the year which ran over a year on Broadway (previous efforts of hers were unassorted eggs). The story concerns a girl of a rich and well-placed Philadelphia family who is so frigid toward herself from too much luck that she is about to mess up her marriage to Cary Grant when she meets a bold young reprobate, Stewart, a bold young reprobate with few class inhibitions, who along and straightens her out with a barbed wit and penchant for creating disturbing situations. The story is built around Hepburn but Cary Grant, whose interest in the girl and the old school tie don't seem very well.

GRADE X (MGM) Capitol. This is the third ribbing we've seen of the Soviet Union take in the movies while it is considerably better than the awful **PUBLIC DEB NO. 1** which was away behind **NINOTCHKA**. Gable is a drunken American correspondent who sends out for news and Hedy Lamarr is a car conducting comrade. Both are much heavier-handed than Mel-

same goes for plot and dialogue except for a very funny finale.

LITTLE NELLIE KELLY (MGM) at the Criterion. This is a fairly faithful reproduction of George M. Cohan's famous play and with Judy Garland in a dual role opposite George Murphy. Pleasant stuff for Hibernophiles.

ECSTASY. At the Ambassador. This much-cut, badly-worn film which created such a furore six years ago is now about as exciting to see as turkey after Xmas dinner is just over. You'll scarcely know Hedy Lamarr and you'll find all the symbolism a little wearying.

THEY MET ON SKIS. 55th Street Playhouse. None of your camphor snow and Hollywood backdrops here. The whole Alps are the theatre of action and you'll find it magnificent whether you ski or not.

CHAD HANNA. At the Roxy. We never miss a movie that Fonda boy plays in; he fills all his roles with the grace and ease of one who is quite at home. As Chad he yearns after Dorothy Lamour the bareback rider in the circus but marries Linda Darnell and that rings true too. The film has almost as much charm as Fonda, and the Roxy has a good film on its screen once more after a rather unfortunate run of second-raters.

VICTORY. At the Rivoli. Actors, script men, director, and producer are all so overwhelmed by the magic word "classic" that hardly anyone ever takes time out for a giggle, but the audience does and in some of the serious places too. However, some of the suspense survives from the novel largely because of the faithfulness with which the original plot is followed—again because of that magic word "classic." Frederic March and Betty Field.

PLAYS
PAL JOEY. This is an adaptation from the Pal Joey series of letters which appeared in the New Yorker



BETTY FIELD
 in "Victory" at the Rivoli
 United Artists presents Joseph Conrad's "Victory" at the Rivoli, starring Fredric March and Betty Field.

by O'Hara in musical comedy form; the music is by Rodgers and Hart. This is a superb, mature, tough show about a cheap nightclub entertainer who is kept by a society dame. It's the first musical we ever heard of with a plot. What's more, there isn't a banal moment in it although there's many that bring a blush even to the sophisticate's brow. Here's a show with meat to it; if it does not become a hit it will prove that there aren't many mature people.

Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

OPEN COMPETITIVE

Accompanist: Part II of the practical test has been completed and the list will be published soon.

Administrative Assistant (Welfare): The rating of Part II is in progress.

Automobile Engineman: The list is now being completed and qualifying practicals will be held soon.

Baker: 75 percent of the written test has been rated.

Clerk, Grade 2 (Board of Higher Education): The rating of the written test is in progress.

Cook: The rating of the written test is in progress.

Court Stenographer: The rating of Part A is in progress.

Engineering Assistant (Electrical), Grade 2: The rating of the experience will be completed soon.

Jr. Administrative Assistant (Welfare): Same as Administrative Assistant (Welfare).

Jr. Engineer (Sanitary), Grade 3: The rating of the written test has been completed. The oral interview will be held soon.

Management Assistant (Housing), Grade 2: Rating of the written test has been completed. The oral interviews began December 9 and will continue until sometime in January.

Office Appliance Operator: The practical tests are continuing.

Playground Director (Male): The qualifying practical tests are being given.

Playground Director (Female): The oral practical tests will continue until sometime in January.

Stenographer (Law), Grade 2: Rating of the written test is now in progress.

Structure Maintainer: Practical tests for the various specialties now in progress.

Typewriting, Copyist, Grade 1: Rating of the written test is nearing completion.

Maintainer's Helper, Group A: The rating of the written test has been completed.

Maintainer's Helper, Group B: The rating of the written test has been completed.

Maintainer's Helper, Group C: The rating of the written test has been completed.

Maintainer's Helper, Group D: The rating of the written test has been completed. The competitive physical will be held soon.

PROMOTION

Clerk, Grade 3: The written test has been completely rated and list will be published soon.

Clerk, Grade 4: The rating of the entire written examination is nearing completion.

Lieutenant (Fire Department): Record and seniority are being rated. The list will be available next week.

Stenographer-Typewriter, Grade 2 (City Wide): All parts of this examination have been completed. The list is being compiled.

Supervisor, Grade 3 (Social Service) (City Wide): This examination is being held in abeyance pending the outcome of litigation.

LICENSING TESTS

Master Plumber: 356 candidates filed for this test.

Oil Burner Installer: Appeals on the tentative key are being considered.

Chemists to Obtain Inspector Jobs

Selective certification on the list for Assistant Chemist will be used to fill vacancies as Inspector of Fuel, Grade 2, in the Office of the Comptroller, the Municipal Civil Service Commission ruled this week.

Final Answers For Tailor Exam

The tentative key for the promotion exam for Tailor (Men), Department of Hospitals, which was published several weeks ago, has been adopted as the final rating key by the Municipal Civil Service Commission.

Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to notify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, Cortlandt 7-8880.

- Accountant, Gr. 2—Last number appointed, 125.
- Alrbrake Repairman (RR), Board of Transportation (promotion)—Last number certified, 21.
- Assistant Engineer (Designer) Gr. 4—Board of Water Supply. Last number certified, 52.
- Assistant Gardner—Last number appointed, 336.
- Assistant Supervisor, Grade 2—Last number appointed, 617.
- Attendant-Messenger, Dept. of Hospitals, (app. for Stock Assistant) \$774 with maintenance, probably permanent.—Last number certified 835. (for 1 vacancy).
- Automobile Engineman (promotion) Citywide.—Last number certified 140.
- Auto Truck Driver.—Last number appointed, 26, 582.
- Bridgeman and Riveter—Last number certified, 9.
- Captain, Department of Correction (promotion)—Last number certified, 10.
- Carpenter.—Last number certified, 31.
- Cement Mason, NYC Tunnel Authority, \$2,000, probably permanent.—Last number certified, 12. (for 1 vacancy).
- Clerk, Gr. 2 (app for Gr. 1)—(1) Board of Education, \$858, probably permanent. Last number certified, 1,966. (2) Board of Transportation, \$840, probably permanent. Last number certified, 3,363. (for 1 vacancy). (3) Dept. of Purchase, \$840, temporary, 3,878 (for 1 vacancy). (4) Teachers' Retirement System, \$840, probably permanent. Last number certified, 4,643 (for 1 vacancy). (5) Teachers' Retirement System (female) \$840, probably permanent. Last number certified, 2,704 (for 1 vacancy). (8) Civil Service Commission, \$840, probably permanent. Last number certified, 4,484. (7) Dept. of Housing and Buildings, \$840, probably permanent. Last number certified, 4,681. (5) Dept. of Finance, \$840, probably permanent. Last number certified, 4,680 (for 2 vacancies).
- Conductor, Board of Transportation (promotion)—Last number certified, 63.
- Court Attendant—Last number appointed, 95.
- District Health Officer—Last number certified, 9.
- Dental Hygienist—Dept. of Health, \$1,260, probably permanent. Last number certified, 12 (for 1 vacancy).
- Elevator Mechanic (for temporary appointment)—Last number certified, 80.
- Engineering Inspector, Gr. 4 (Board of Water Supply)—Last number certified, 51.
- Fireman, F.D. (for appropriate appointment)—Last number certified, 3,423.
- Foreman of Laborers, Gr. 2, Department of Water Supply (promotion)—Last number certified, 13.
- Foreman (RR) Elevators, Escalators, Board of Transportation—Last number certified, 2.
- Foreman, Structures, Board of Transportation (promotion)—Last number certified, 4.
- General Foreman (RR) Cars and Shops, Board of Transportation (promotion)—Last number certified, 5.
- House Painter—BP Manhattan, \$9.50 per day, probably permanent. Last number certified, 52 (for 5 vacancies).
- Inspector of Hoist and Rigging—Last number certified, 14.
- Inspector of Plumbing, Gr. 3—Last number certified, 17.
- Inspector of Steel, Gr. 3—Last number certified, 4.
- Janitor (custodian), Gr. 3—Last number appointed, 24.
- Janitor Engineer (Custodian Engineer)—Last number certified, 5.
- Junior Engineer—NYC Housing Authority, \$2,400, probably permanent. Last number certified, 3 (for 2 vacancies).
- Laboratory Assistant (Bacteriology)—Last number certified, 138.
- Laboratory Helper—Dept. of Hospitals, \$780, probably permanent. Last number certified, 496 (for 7 vacancies).
- Light Maintainer, Board of Transportation, (promotion)—Last number certified, 8.
- Machinist—Dept. of Public Works, \$9 per day, temporary. Last number certified, 76 (for 1 vacancy).
- Pathologist—Last number certified, 13.
- Patrolman, PD—Last number appointed, 365.
- Playground Director—Dept. of Parks, \$1,260, probably permanent. Last number certified, 61 (for 1 vacancy).
- Policewoman—Last number appointed, 60.
- Porter (for appointment at \$720 or less)—Last summer certified, 2,213.
- Probation Officer, Domestic Relations—Last number certified, 172.
- Social Investigator—Last number certified, 750.
- Sanitation Man, Class A—(1) (promotion) Dept. of Sanitation, \$1,860, probably permanent. Last number certified, 210 (for 100 vacancies). (2) Dept. of Sanitation, \$1,860, probably permanent. Last number certified, 32.
- Special Patrolman (for appointment at \$1,800)—Last number appointed, 269.
- Stenographer and Typewriter—(1) Board of Transportation, \$1,200, probably permanent. Last number certified, 1,018 (for 1 vacancy). (2) Bureau of Estimate, \$1,200, probably permanent. Last number certified, 1,007. (3) Dept. of Hospitals, \$1,200, probably permanent. Last number certified, 1,022. (4) Police Department, \$1,200, probably permanent. Last number certified, 1,007. (5) Board of Education, \$1,200, temporary. Last number certified, 1,123. (6) Dept. of Housing and Buildings, \$1,200, temporary. Last number certified, 1,123.
- Stenotypist, Gr. 3—Last number certified, 31.
- Supervisor, Gr. 3 (Home Relief Only)—Last number certified, 91.
- Supervisor (Medical Social Worker, Gr. 3) (promotion)—Last number certified, 11.
- Telephone Operator, Gr. 1—Last number certified, 32.
- Third Rail Maintainer—Last number certified, 15.
- Typewriting Copyist, Gr. 2—(1) Dept. of Hospitals, \$960, probably permanent. Last number certified, 2,505. (2) Dept. of Health, \$960, probably permanent. Last number certified, 2,466. (3) Board of Education, \$960, probably permanent. Last number certified, 2,466.
- Watchman-Attendant—Dept. of Parks, \$4 per day, probably permanent. Last number certified, 476 (for 2 vacancies).

State Nurses May Be Switched

The Governor's Committee on Re-classification, whose first major task was the switch of the 10,000 Hospital Attendants from the non-competitive class, has postponed a similar switch for some 20,000 Nurses in the State's institutions.

An exam for Junior Administrative Aid, Department of Civil Service, will probably be held in the spring. At stake are five jobs in the four Hospital Attendant zones. Provisionals will begin January 1 to do the job of certifying and appointing eligibles from the new Hospital Attendant list.

The five provisionals were selected by the State Civil Service Commission after a number of young men had been recommended by the heads of various schools of public administration.

Buy The LEADER every Tuesday

GARY GRANT
 in the "Philadelphia Story" at the City Music Hall. Appearing with Katharine Hepburn and James Stewart in M-G-M's new version of Philip Barry's successful stage play.

Douglas who made a relatively less French count beside the film of Garbo's Ninotchka. The

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OLIVIA De HAVILLAND
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"SANTA FE TRAIL"
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RAYMOND MASSEY
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Civil Service For Women

(Continued from Page 4)

portunities for nurses are excellent, with the shortage remaining constant. Today, the search for nurses is greater than ever, on the possibility that the present national emergency may get worse.

Nurses are employed in a number of divisions of the federal government. To work in the Civilian Nursing Service, a nurse must be a graduate of a reputable school of nursing, produce a certificate of state registration, and have a certain amount of practical experience. Federal nurses care for veterans at 56 veteran hospitals, while public health nurses follow up on the health of those veterans who have returned home. The 600 nurses in the U. S. Public Health Service had two years' experience prior to appointment. Nurses are also employed in the Indian Service.

More Nurses Needed

With the expansion of the military service, we can probably expect additional call for nurses in the Army Nurse Corps and Navy Nurse Corps. Candidates for these positions must be between 22-32, unmarried, and graduates of nursing school. Navy nurses must have had previous experience in addition to these general requirements.

State and city services likewise employ hundreds of nurses in public health work, hospitals, and for school inspection.

An adjunct of the teaching profession is library work. Here, too, the overwhelming proportion of employees are women. The entering salary is about \$1,500. Candidates are asked for a high school education, plus either a six-month course in library school or a year's experience. Graduation from one of the nation's many schools of library service will qualify a candidate for one of the more important positions in the library set-up—city, state, or federal.

Of particular interest to New Yorkers is the Policewoman exam, filling some 150 jobs. Although college training is not required, it is significant to note that two-thirds of those on the current Policewoman list are college graduates. Just as with their brother Patrolmen, the Policewoman candidates were required to compete in a severe test of physical strength.

Other jobs which women hoping for a government career might well look into are child welfare services; dietitian; editorial clerk; fingerprint classifier; marketing—a coming field in the future; statistical clerk; bindery operator; sewing machine operator. In fact, there is hardly any job in private industry which is not duplicated somewhere in the government service. It is important, however, to thoroughly master the field in which you are interested.

Side by Side

These, in the main, are the jobs which seem to appeal particularly to women. At the same time, virtually every other occupation in the federal service except a few requiring considerable physical strength, finds a few women working here and there, side by side with the men. It is not unlikely that, with the men being called to military service, women will now have a greater opportunity than ever to show that they too know how to run their government.

NY Tests Ordered

The Municipal Civil Service Commission has just ordered five popular new competitive tests. Application dates and official requirements have not yet been set, but they will be announced later by the Commission.

The list of new tests follows:

Barber; Engineering Inspector, Grade 4, Board of Water Supply; Assistant Engineer, Grade 4 (Specifications, School Equipment and Supplies); Office Appliance Operator (I.B.M. Alphabetic Punch); and Office Appliance Operator (Remington-Rand Bookkeeping).

For more news of these tests, watch future issues of the LEADER.

WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. **WE HAVE PLACED EVERY GRADUATE!**"

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really well-paid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSINESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices

the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not necessarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

GETTING A JOB—SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an excellent course in machines; including the comptometer, billing machine, bookkeeping machine, dictaphone, multigraph, adding machine, switchboard, key-punch, in fact, all machines required in an office.

The question was asked the writer, "How can a girl just graduated from your school convince the prospective employer that she knows as much as the experienced girl he can engage for perhaps the same salary?"

I answered him that our school is very thorough. The speed we require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the positions they obtain.

As stated above, our graduates spend from two to four weeks in our offices preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.


Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

We have obtained and established favorable relations with the best business houses in the city and place all of our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1940. Page 931.)

PREPARE FOR THE STENOGRAPHER-TYPIST EXAMINATION
AT THE
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