

Civil Service LEADER

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Harriman Expected To Voice Hope For Further Hours Cut

Special to The Leader

ALBANY, Jan. 7 — Informed capital sources report Governor Harriman will express hope for a further reduction of hours in the work week of 34,000 institution employees when he addresses the opening session of the Legislature here January 9.

That section of the Governor's message dealing with state civil service employees also will touch on salary increases, with a special appeal for bipartisanship in boosting professionals' pay.

Mr. Harriman has stated his belief that the State should be a model employer and his message will contain recommendations for achieving that state.

These recommendations will include repeal of the Condon-Wadlin Law; revision of the out-dated Civil Service Law through a joint effort with GOP leaders in the Legislature (a project the Preller Commission studied for years); action on Social Security and legislation to permit cash payments on death and sick leave.

Governor Harriman has made



Gov. Harriman

references to the \$300 general increase awarded to state employees last year but to date has made no appeal for a general wage boost.

The Civil Service Employees Association, which represents a solid majority of state aides, is fighting hard for a general increase and the Governor's appeal for more money in the professional ranks will lend weight to the CSEA demands.

Past Performance

Expectations are that the Governor will point with considerable pride to the Administration program for civil service workers set last year.

The Governor considers the health plan—wherein the State will pay a share of the employee's hospitalization and medical-surgical insurance—the greatest civil service advance in years.

Also, the State's chief executive feels that the grievance procedures he established by executive order have worked out so well that municipalities should adopt similar grievance machinery for their employees.

Following Governor Harriman's address to the Legislature, The Leader will report in full those sections dealing with civil service employees.

Clockwork In Lock Work Nets \$\$ For Canal Aides

ALBANY, Jan. 7 — More than \$1,300 in cash has been awarded Public Works employees whose locks on the Barge Canal System were judged best in terms of operating efficiency during the past year.

The incentive awards were based on frequent inspection trips to the 55 locks on the system under terms of the annual prize lock competition, now in its 41st year.

State Public Works Superintendent John W. Johnson said that \$799 will be divided between 20 employees of the top three locks. An additional \$432 was distributed among the low prize money winners.

Lock 4 Is First

Winner of first prize was Lock 4, Cayuga and Seneca Canal, at Waterloo. Lock 1, Oswego Canal, at Phoenix, ranked second, and Lock 15, Erie Canal, Fort Plain, was third.

Six employees at top-rated Lock

4 will share \$273. They are: Russell L. O'Connell, chief operator, \$120; Charles C. Ahrens, canal structure operator, \$48; Edwin L. Ritter, canal structure operator, \$48; C. Clinton Huff, relief canal structure operator, \$32; Charles T. McDonald, watchman, \$15, and John D. Carey, watchman, \$10.

Other Winners

Sharing \$287 are six employees from second-place Lock 1. They are: Raymond Ellis, chief operator, \$96; Donald A. Potter, canal structure operator, \$72; John Harper, canal structure operator, \$30; Elwyn K. McIntyre, canal structure operator, \$21; William B. English, canal structure opera-

(Continued on Page 16)

Metro Unit Sets B'klyn Meeting

The Metropolitan New York Conference, Civil Service Employees Association, will hold its next meeting on Saturday, January 26 at Brooklyn State Hospital, 681 Clarkson Avenue, Brooklyn, New York, at 1:30 P.M.

The Brooklyn State Hospital chapter, headed by Emil Impresa, president, will be host to the Conference at that meeting.

It is planned to invite one of the State legislators to address the delegates on proposed legislation affecting the state employees. More details on that will appear in another issue of The Leader.

The agenda for the meeting will be announced shortly.

Dems, GOP Reported In Agreement on Many Civil Service Items Up Before 1957 Legislative Session

Special to The Leader

ALBANY, Jan. 7 — The 1957 State Legislature session gets under way this week with general agreement by both the Democratic administration and top Republican legislators on several important civil service measures.

Certain to be approved are measures calling for the incorporation of Social Security into state retirement plans on a supplementation basis and legislation providing funds for a state employee's health insurance program.

Two major civil service proposals—a general salary increase and the basic 40-hour, five-day week, also are to be debated.

A favorable item is the possibility of approval of measures increasing death benefits, granting vested pension rights, and increasing the pay scales of certain pro-

fessional and technical employees.

Both Governor Harriman and the Republican legislative leaders have announced that they would introduce legislation which would provide Social Security benefits for public employees who are members of public pension systems on a voluntary or supplementation basis.

No indication has been given that the proposed legislation will be made retroactive and a drive is expected to be made by the Civil Service Employees Association to add this feature. Under federal law, the benefits could be made retroactive to Jan. 1, 1956. Inclusion of the retroactivity feature would greatly benefit those employees who are now nearing retirement levels.

Vested Rights

Both parties are also investigating the possibility of adding vested rights to the State Retirement System and it is possible that legislation providing such rights after 15 years of state service will be introduced.

The vested rights provisions would give employees who are members of the State Retirement System a share of the State's contributions if they decide to leave service before reaching retirement ages. At present, employees who leave state service before their retirement age receive only their own contributions, plus accrued interest.

The Republicans have indicated that they would take action on the state's 30-day death provision.

Health Plan Is Reported Advancing

ALBANY, Jan. 7 — The proposed health insurance plan for state workers has taken another step toward reality.

The State Temporary Health Insurance Board has asked insurance carriers for cost estimates on what is believed to be the final program.

The Board, under the presidency of Alexander A. Falk, President of the State Civil Service Commission, has completed specifications for the plan and is seeking the cost estimates from the carriers to confirm the workability of the program within budgetary limitations.

It is expected that the board will be able to review the cost estimate within the next two or three weeks. If the estimates are favorable, the full program, including benefits to be incorporated in the plan, should be announced shortly.

which requires a waiting period of 30 days after an employee has filed for retirement before his pension is secure. The present law makes it difficult to safeguard pension benefits for survivors. If an employee dies before the 30-day period is up, most retirement benefits are lost.

The Leader has also learned that the GOP leaders are also considering the possibility of extending death benefits up to 12 months—one month for each year of service.

Governor Harriman late last year called for bipartisan support on studies for proposals that would enable the State to recruit qualified technical and professional personnel for state service. At

(Continued on Page 16)

McDonald Heads Western Group's Special Committee

Noel McDonald was named chairman of a special CSEA Western Conference committee formed to facilitate putting into

action the fringe benefits for public employees voted by the 1956 Legislature. Mr. McDonald is a member of the Southwestern chapter, CSEA.

The committee will also explore the possibility of the State's accepting full cost of life, accident and health insurance, or both.

Other committee members are William Hickey, Industry State School chapter; Claude Rowell, Rochester State Hospital chapter; Vito Ferro, Gowanda State Hospital chapter; Kenyon Tice, Attica State Prison chapter, and Sol Grossman, Rochester chapter.

Prison Officers Meet Jan. 14

The State Prison Officers Conference will hold its annual meeting on Monday, January 14 at the DeWitt Clinton Hotel, Albany.

The group plans committee meetings with Governor Averell Harriman, the Joint Legislative Pension Committee, the State Correction Commission, the Penal Affairs Committee, the State Civil Service Commission and Majority and Minority Senate and Assembly leaders.

Delegates who plan to attend the meeting are requested to notify Gerald Farley, General Secretary, 112-31 196th Street, St. Albans 12, N. Y.



Noel McDonald

CSEA Digest

1. Hope seen for real 40-Hour Week. Dems and GOP agree on many Civil Service items. See Page 1.
2. President Power's column. See Page 5.
3. Conference Meetings. See Page 1 and 16.
4. Health Plan nearing reality. See Page 1.

State to Fill Hundreds of Clerical Jobs

The State exam for filling hundreds of clerical jobs is now open and closes on Monday, February 18.

The jobs are in various categories, including clerk, file clerk, account clerk, and statistics clerk. Office machine operator jobs will be filled also.

The title of the examination is

Last Call To Jobs As Social Investigator

Candidates for New York City social investigator jobs must apply by Tuesday, January 15, to be in time for the March 2 written test. The City hopes to fill some 700 vacancies existing in the Welfare Department, at a starting salary of \$4,000 a year, rising through annual and longevity increases to \$4,080.

Social investigators are eligible for promotion to assistant Welfare supervisor, at \$4,550 to \$5,990.

Requirements

Candidates need a baccalaureate degree from an accredited school by February, 1958, for appointment. No degree is necessary for application.

The written test will be weighted 100, with 70 per cent required. The test date is tentative. Candidates must also pass a qualifying medical.

Under direct supervision, appointees investigate and determine the eligibility of applicants for public assistance, including home relief, aid to the blind, aged, dependent and disabled persons, institutional care and child welfare services, and performs related work. Some typical tasks are interviewing applicants, reading and analyzing case information, investigating and verifying various data, and dictating and maintaining case records.

The filing fee is \$3.

Where to Apply

Applicants should request a College Series application. Apply in person, by representative or by mail to the Department of Personnel, Application Division, 96 Duane Street, New York 7, N. Y. No mail application will be honored unless accompanied by a self-addressed, six cent stamped envelope at least nine inches wide.

U.S. Jobs Open To Soil Experts

The Soil Conservation Service, U. S. Department of Agriculture, has continuous openings for soil conservationists and scientists at \$3,670-\$4,525, and for agricultural and civil engineers, \$4,480-\$5,335. Applicants will be rated on experience and education. The announcement is No. 3-1-3 (56). Apply to the Board of U. S. Civil Service Examiners, U. S. Department of Agriculture, 6816 Market Street, Upper Darby, Pa.

beginning office worker.

For the clerk and file clerk jobs, pay starts at \$2,620, \$50 a week, and rises through annual increments to \$3,340, \$64 a week. This is grade 3, in which the annual increment is \$144.

In either case there are five annual increments.

The positions are in the graded service of the competitive class and afford opportunity to rise, through promotion examinations, to responsible and well-paying supervisory positions.

Both men and women may apply. There are no formal age limits.

Applicants may apply for up to four different types of jobs in this examination, all for the one fee of \$2.

The written test will be held on Saturday, March 30, and in New York City will be held at high schools.

Sabbath observers and handicapped persons will be accommodated on other days, and should write to the State Civil Service Commission, 39 Columbia Street, Albany, N. Y., to arrange for a special examination date. This request should be by letter and additional to the applying for the blanks.

No Experience Required

By mail the blanks may be obtained from the Commission at the Albany address or at 270 Broadway, New York 7, N. Y. Also they may be obtained in person or by mail at those places.

No training or experience is necessary to compete, and since persons up to age 69 may apply, only New York State residence for one year is required.

Still Time to Apply For Next Exam For Federal Career Jobs

Collegians, college graduates, and young persons with "college type minds" may apply through Thursday, January 24 for the next Federal service entrance examination, scheduled for February 9. Those who miss out on the February test may apply for a later examination, as the U. S. Civil Service Commission holds tests several times throughout the school year.

Most of the positions, at the trainee level, pay \$3,670 a year, \$70.60 a week. Some appointments will be made, however, at \$4,080, \$78.40 a week, and \$4,525, \$87 weekly. Openings exist in more than 20 fields including those of economics, communications, library science, food and drug inspection, recreation, and procurement and supply.

Apply to the Commission's Second Regional office, 641 Washington Street, New York 14, N. Y.

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HARLEM VALLEY EMPLOYEES HONORED



Dr. Leo P. O'Donnell (left), director of Harlem Valley State Hospital, is shown presenting gifts to John Rice, who is transferring to Rockland State Hospital. The scene is at a farewell dinner for retiring and 25-year employees. Standing, extreme right, is Dr. Arthur M. Sullivan, master of ceremonies at the dinner, and seated at right, Mrs. Rice and their son John Paul.

NYC Sanitationman Written Test in Spring

The New York City sanitationman examination is expected to open early this year. The Leader will carry the official dates and announcements as soon as they are released. The last exam consisted of both physical and written tests, the physical being given greater weight. The written test will be held in the Spring.

The Board of Estimate will soon approve higher pay for sanitationmen. After a year's service, appointees will get \$4,310 instead of \$4,250; after two years, \$4,670 instead of \$4,550, and after three years, \$5,050 instead of \$4,850. Starting pay is now \$3,900 a year. The Sanitation union, Teamster Local 831, is also seeking a 75-25-20 pension plan, like that of the Police and Fire Departments, un-

der which sanmen would retire at half pay after 20 years' service, regardless of age. The employee would pay only 25 per cent of the cost, the City 75.

No Experience Required

No experience or education were required for the last exam. The age limit was 40, with age concessions to veterans. In addition, candidates needed a chauffeur's license, and were required to be at least 5 feet 4 inches in height (bare feet), with 20/40 vision in each eye separately, glasses permitted. Candidates could be rejected for any disease, injury or abnormality such as defective color vision, defects of the heart and lungs, defective hearing in either ear, hernia (no trusses allowed), and varicose veins.

37 P. C. of Government Employees Are Covered by Social Security

On July 1 last 37 per cent of all state and local government employees were covered by Social Security—more than 1.8 million persons. New York, New Jersey, Michigan and Indiana had the largest numbers of government employees covered.

The Social Security Act Amendments of 1956 provide:

1. A state or local retirement system may be divided into two parts, one consisting of the positions of members of the system who desire Old Age and Survivors coverage and the other consisting of positions of members who do not desire coverage, and each division may then be treated

as a separate retirement system.

2. Members of a state retirement system who are paid in whole or in part from Federal funds under employment compensation provisions of the Social Security Act may, either as a separate group or in a group with other members of the department in which they are employed, be treated as having a separate retirement system.

3. Nonprofessional school employees who are under a teachers' retirement system may be covered without a referendum and as a group separate from the professional employees, if action is taken before July 1, 1957.

6 Atomic Energy Jobs Are Open

The Atomic Energy Commission has vacancies in its New York Operations Office for public relations officer, GS-9, \$5,400 to start; industrial hygienists, GS-12, \$7,570 to start; electronics engineer, GS-11 and 12, starting at \$7,035 and \$7,570; health physicist, radiological inspector, and radiological physicist, GS-12, starting at \$7,570. There are also openings for students who will graduate this June.

Form 57 should be obtained from the AEC or the U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y., filled out, and mailed to George F. Finger, Personnel Officer, AEC, 70 Columbus Avenue, New York 23, N. Y.

HIP Subscribers Reach 500,000

The Health Insurance Plan at ceremonies at 625 Madison Avenue, New York City, welcomed its 500,000th subscriber, Elias M. Fox.

Present was Bernard Liebhaut, a clerk in the New York City Department of Welfare. He was the first head of a family to join when HIP started to enroll municipal employees in 1947. He was accompanied by his wife. His two children, both of whom were delivered in one of HIP's 32 affiliated medical groups, were present. Mrs. Liebhaut said that the family had received extensive treatment from doctors affiliated with HIP.

"We are very much pleased with our family doctor and our pediatrician," she commented. "We have all received fine care and we have a sense of security being members of HIP. After nearly 10 years in the Plan."

U.S. Employees State Goals On Legislation

WASHINGTON, Jan. 7—Major legislative objectives of the National Federation of Federal Employees in the new session of Congress were outlined by National President Michael E. Markwood.

High on the organization's agenda for this session are pay increases for all classified employees, longevity pay increases for Wage Board employees, a single Wage Board System, improvements in the retirement act, increased annuities for pensioners, a comprehensive health insurance program, formal recognition of organizations of Federal employees, restoration of full annual and sick leave privileges, and payment of true time-and-one-half for overtime for all Federal employees.

"Swift action by Congress is necessary on salary increases," said Mr. Markwood. "The Federal government finds itself at an increasing disadvantage both in recruitment and retention of qualified personnel."

"Official figures show the cost of living to be at an all-time high. Moreover, no appreciable increase can be expected in the near future."

Employee Council's Program

The Government Employees Council, AFL-CIO, also released its legislative program for 1957:

A flat \$200-a-year annuity increase for retired employees, with an additional \$20 for each two months between the retirement and enactment dates, total not to exceed \$800; a flat \$100 rise for dependent children, and a flat \$200 for other survivors; a flat \$800 a year for some 20,000 widows of employees who retired before February 29, 1948, and a Congressional guarantee that annuities will be raised whenever Federal pay is increased.

Decision Awaited On Hospital Appeals

Local 237, Teamsters, is anxiously awaiting recommendations from the Salary Appeals Board on various requests for upgrading of titles in the New York City Department of Hospitals. These include housekeeper, dietary and institutional aide, cook, meat cutter, laundry aide, seamstress and watchman.

The union presented oral arguments for upgradings and submitted briefs.

Jobs Open As Children's Counsellor

Applications are now open for New York City jobs as supervising children's counselor, \$4,550-\$5,990, and principal children's counselor, \$5,550-\$6,890.

The positions are with the Department of Welfare.

Candidates for the lower-paying job need a bachelor's degree and one of the following: three years' child care experience, a master's degree and one year's experience, or a master's degree in early childhood education, guidance or psychology and two years' experience.

Educational requirements for principal counselor are similar, with additional experience, one year of which must be administrative, needed.

Where to Apply

Apply in person, by representative or by mail to the New York City Personnel Department, application section, 96 Duane Street, New York 7, N. Y. No mail application will be honored unless accompanied by a self-addressed, six-cent stamped envelope. The filing deadline is Thursday, January 24.

N. Y. C. Has Jobs For 7 Doctors In Autopsy Work

New York City is seeking doctors with experience in pathology to fill seven positions as assistant medical examiner, Chief Medical Examiner's office.

Assistant medical examiners assist in the investigation of the causes of sudden, violent and suspicious deaths, and deaths not wholly the result of natural causes.

Candidates must have an M.D. degree, a New York State license to practice medicine, and at least one year of service as an intern. In addition, they must have two years of full-time training or experience in gross and microscopic pathology and must have performed 150 autopsies.

The salary range is \$8,200 to \$10,300 a year. Assistant medical examiners are eligible for promotion to deputy chief medical examiner.

Apply to the Director of Recruitment and Public Relations Division, Department of Personnel, 299 Broadway, New York 7, N. Y. by Tuesday, January 22.

WORK WEEK REDUCED

ALBANY, Jan. 7 — The work-week of State forest rangers and game protectors was reduced from six to five by Conservation Commissioner Sharon J. Maubs.

Transit Police Test Coming Up

New York City will open the popular transit patrolman examination in February, the first big test of the year. There are no educational or experience requirements, and City residence is not required. Men between 20 and 32 may apply. Veterans get concessions.

Several hundred appointments will be made from the resulting eligible list at \$4,000 to start for a 40-hour week, rising after three years' service to \$5,315. Transit patrolmen now work 42-hour week, however, and get an extra 5 percent for the two additional hours.

The list will also be used to fill vacancies in the special inspector title.

Minimum Height 5' 7 1/2"

Appointees will receive standard vacation, sick leave and pension benefits.

The written test, tentatively set for Saturday, May 4, is weighted 50, with 70 percent required for passing. The written examination will test candidates' general IQ, understanding, aptitude, judgment and reasoning ability.

There will also be competitive medicals and physicals, the physical weighted 50.

Minimum height requirement is 5 feet 7 1/2 inches in bare feet.

Watch The Leader for the official dates and requirements.

Station Agent Exam Jan. 19 At High Schools

The written test for New York City railroad clerk will be held on Saturday, January 19, in City high schools. The test was postponed from January 12.

Manhattan candidates will be tested at DeWitt Clinton High, Moshulu Parkway between Gaynor and Sedgewick Avenues; those from Queens, at Seward Park, 350 Grand Street, New York City; Brooklyn candidates, at Tilden, Tilden Avenue and East 57th Street, Brooklyn and Brooklyn and Richmond candidates, Lincoln, Ocean Parkway and Gulder Avenue, Brooklyn.

The popular name for the test is station agent.

Officials Sift 'Acting' Titles In Fire Dept.

The Fire Lieutenant Eligibles Committee, New York City Fire Department, has been promised aid by Mayor Robert F. Wagner in eliminating acting titles in the Department. Under the objectionable practice, members of the uniformed force serve in the next higher rank, in "acting" titles, but at the pay of their regular rank.

The Mayor plans a meeting with Fire Commissioner Edward F. Cavanagh, Jr., Abraham D. Beame, Budget Director, and the eligibles group to solve the problem.

What the Committee Said

The eligibles committee told the Mayor that the \$800,000 accrued through the use of acting titles would cover new positions created, and pointed out through graphs and charts the need for 206 new lieutenant jobs.

Present were Howard P. Barry, Harry Garrison and Clinton Charles, Uniformed Firemen's Association, and John Corcoran, chairman, Ray Gimmler and John Blackall, vice chairmen of the eligibles committee.

KOVALCIK IN SECRETARY POST

ALBANY, Jan. 7 — Jerome G. Kovalcik of Albany, public relations officer for the State University, has been elected to a term as executive secretary.

Powerful Forces Are Uniting To Get Courts to Back Promotions Without Exam, Say Employees

New York City, having decided to appeal from the decision against it in the New York County Supreme Court, holding promotions unconstitutional if made without examination, is preparing a brief in which cases will be cited in which higher courts have sustained such promotions. These cases relate to State or County service, but the same provision of the State Constitution covers New York City ones, too.

Corporation Counsel Peter Campbell Brown and Personnel Director Joseph Schechter are agreed that the law is on their side. Mr. Schechter was formerly counsel to the State Civil Service Commission. He took a leave of absence to become New York City Personnel Director but has since resigned his State position.

Employees Form Committee

The employees who oppose examinationless promotions have formed the Mandie Case Committee, named for the representative petitioner, Leroy Mandie in the so far successful court action.

The opinion delivered by Supreme Court Justice Samuel M.



JOSEPH SCHECHTER

Gold in favor of Mandie and others similarly situated was sweeping. It constituted the first blow suffered by the Career and Salary Plan and, if upheld finally on appeal, would have an almost disastrous effect on the Plan, Mr. Schechter believes.

The status of employees of long standing, whom it was admittedly difficult to reclassify, would be affected, already about 2,500 in number. They were subject to job audit, or on-the-job study, the results of which constituted the basis for promotion under a provision of the Plan authorizing that expediency.

Audit Called No Substitute

The law suit challenges the legal authority of the City Civil Service Commission to use such an audit as the substitute for a required competitive examination. The positions affected by the law suit are in the competitive class and were formerly of the unlimited grade type, that is, there was no upper limit to the grade other than what the Board of Estimate saw fit to vote.

The assumed salary-setting action of the Commission is also under fire, as the Board is held to possess exclusive authority over salaries, except where statute grants that authority elsewhere, as in the cases of some courts, when the recommendations of the judges must be obeyed by the Board.

'Array of Powerful Forces'

The committee notified employees who might be affected by the litigation that the early victory "is now threatened by an array of powerful forces" and calls for support in the interest of preservation of both constitutional rights and the merit system.

The temporary officers of the committee are Herman M. Frank, chairman; Fannie Wiwak, treasurer, and Jack Friedes, secretary.

Committee subchairmen are Mr. Mandie, litigation; Lester Marks, liaison; Miss Wiwak, finance; Saul L. Cohen, publicity, and Isidore Friedman, group appeals.

The general committee consists of Milton Bader, Nathan Brilliant, Dan Bronstein, Mr. Cohen, Max Finkelberg, Charles M. Fox, Herman Frank, Mr. Friedes, Mr. Friedman, Alfred Hasselbach, Morris Jacobsen, Alvin Kaufer, Jack Krasnoff, Abraham Levy, John Lyden, Mr. Marks, Louis Milbauer, Cornelius S. Roche, Milton Sher, Anthony Simonelli, Harry R. Spangenberg, Hyman Sukloff, Helen Theophil, Arnold Treibis, Rudolph Wegele, Harold Weintraub, Miss Wiwak, and David S. Ziff.

The constitutional provision on

which the petitioners rely is found in Article V, Section 6, and reads:

"Appointments and promotions in the civil service of the state and all the civil divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained, as far as practicable, by examination which, as far as practicable, shall be competitive."

Job Prospects Increase For Stenos and Typists

Typists and stenographers are needed in and around New York City by all branches of government—City, State and Federal.

New York City pays \$2,750-\$3,650 for grade 3 typists, \$3,000-\$3,900 for stenographers. No formal education or experience is needed, but required typing speed is 40 words a minute; dictation, 80 words a minute. State pay for typists ranges from \$2,620-\$3,340, for stenographers, \$2,898-\$3,490. For both State and City typist and stenographer jobs, apply to the State Employment Service, 1 East 19th Street, New York City.

Brooklyn and Governors Island

Men and women may find immediate openings with the Federal government as typists at the Brooklyn Army Terminal. Pay starts at \$57 a week, and the required typing speed is the standard 40 words a minute. Phone the Civilian Personnel Division, GE 9-5400, extension 2143, between 8:30 A.M. and 4:30 P.M., through Friday.

Those interested in stenography jobs with Headquarters Fort Jay, Governors Island, at \$3,175 to start, should telephone the Civ-

ilian Personnel Office, Whitehall 4-7700, extension 8144.

California Job in New York

The California State Board of Equalization has an opening in its New York City office for an intermediate stenographer-clerk, at \$3,372-\$4,092, for a five-day 40-hour week. Applicants must be high school graduates, with one year's experience, a typing speed of 45 words a minute and shorthand rate of 100 words a minute.

Apply to the Board's office at 104 East 40th Street, New York City until further notice.

CIVIL SERVICE GROUP AIDS COUNTY CORK BALL

The annual County Cork ball will be held at the Yorkville Casino, New York City, on Saturday evening, January 12.

President Michael Cullinane has appointed James Cotter as chairman and the following civil service employees: Commissioner Sean P. Keating, Board of Standards and Appeals; Frank Cotter, Police Department; John F. Healy and Dominic Hanley, Sanitation Department; Richard Smyth and John J. Sheehy, Transit Authority, and Frank Driscoll, Marine and Aviation.

The Sean Hayes orchestra will play. Admission is \$2.

Bank Examiner Trainee Jobs

College seniors and college graduates who live in New York, New Jersey and Connecticut may apply now for State bank examiner trainee jobs, at \$4,028 to start. After two years' service, appointees are eligible for junior bank examiner jobs at \$4,430-\$5,550. Those who expect to graduate by June 30 may file. Apply to the State Department of Civil Service, Room 2301, 270 Broadway, New York 7, N. Y. The last day to file is Friday, February 15.

MENTAL HYGIENE MEMO

By A. J. COCCARO

National and Local Trends of Employment

There has been a definite pattern of employment changes throughout the nation since the World War II days. These changes have had an effect on family life and standard of living throughout the country. It has had a bearing on our Mental Hygiene institutions although the degree of this effect is difficult to measure.

Employment in the country today has risen to 66,200,000. There has been a 10% increase of non-farm employment since 1950.

During this period the total woman working force rose approximately one million each year from 16.5 million in 1950 to 22 million in 1956. Women now hold one-third of all the jobs in the country. 400,000 women are actively employed as graduate nurses.

More than half of the women employed in New York City work thirty-five hours or less.

Lack of Male Applicants

Throughout the Mental Hygiene system there has been a noticeable lack of male applicants in the 21 to 45 age groups. A large number of male applicants are under 21 or over 50 years of age.

All right-thinking citizens and public officials realize that to have efficiency in State service, it must attract and hold average and better than average persons.

The average weekly salary for factory workers in New York City is \$75.94. The national average for factory workers is \$82.42. With time and one-half for overtime work, the salaries for these average factory workers often runs over \$100 per week for working with machines.

The Attendants' Scale

An attendant in the hospital, the employee closest to the patients, does not deal with machinery but with the most complex and confused minds of our fellow man.

The salary for this basic position in the hospital system today is \$52.88 at start, \$67.14 at maximum and \$69.95 after 10 years of service. The greatest majority of these employees still work a compulsory 44 hour work week with only straight time for overtime.

The State is competing with private industry to attract average and better than average employees into its system.

With the Legislature in session again, it is important for our State executive and legislators to study our recruitment procedures, our salaries, promotional opportunities and present working hours of State employee.

Statistical Sources: New York Times — December 31, 1956, Life Magazine—December 24, 1956.

Toll Collector Jobs Offered By Thruway

The State Thruway Authority has about 50 vacancies for men and women toll collectors at \$3,170-\$4,000. No training or experience is needed, but candidates must have been residents of one of the following counties for four months preceding the test, March 2: New York Bronx, Kings, Queens, Richmond, Nassau, Suffolk, Westchester, Rockland, Putnam, Orange, Dutchess, Allegany, Erie, Cattaraugus, Chautauqua, Genesee, Wyoming and Niagara. Apply now to the State Civil Service Department, Room 2301, 270 Broadway, New York 7, N. Y.; State Office Building, Albany 1, N. Y., or at State Employment Service offices in the counties concerned, through Friday, February 1.

Chas Ecker Heads Syracuse Chapter

Charles Ecker was elected president of the Syracuse State School chapter, Civil Service Employees Association. Chosen to serve with him were Robert Selleck, vice president; Fay Arroway, corresponding secretary; Jane Dankow, recording secretary, and Felix Munn, treasurer.

Walter Y. Jenner was named as delegate for the Civil Service Employees Association, and F. J. Krumann, MHEA delegate.

Readers have their say in The LEADER's Comment column. Send letters to Editor, The LEADER, 97 Duane Street, New York 7, N.Y.

State Wins First Case In New Grievance Procedure

ALBANY, Jan. 7 — The first decision favoring the State has been handed down by the new State Grievance Board.

The case, the third to be completed by the state's new machinery, involved the work assignment of a beverage control investigator in the State Liquor Authority.

Two previous cases were decided in favor of the State worker submitting the grievance.

In his appeal to the board, the investigator contended that his assignment required him to do "out of title" work.

Nature of Assignment

The assignment was first given orally and, upon the request of the employee, then followed by a memo which read, in part, as follows:

"You are directed to conduct an investigation and examine all books and records now held as evidence in the Bureau of Investigation. Said investigation is to determine what evidence this Bureau may return to licensees if the case has been disposed of and there is no appeal pending.

"You investigation will also be to determine what evidence this Bureau must retain, either by examination of the file of the licensee or by conferring with the Legal Bureau as to the status of the cases.

"Any cases where you have determined that the authority has no further use for such evidence, write a letter to licensee or former licensee . . . requesting that they call at this Zone Office in order that their property may be returned to them.

"In all cases where property or evidence is returned, obtain proper receipt for same and file in licensee's folder. You will also make an entry in the 'evidence register' to indicate the date property was returned and what it consisted of . . ."

Excepts 'Porter Work'

Although the investigator agreed to carry out the work, with the exception of any heavy lifting or porter work, he requested grievance machinery.

In support of his grievance, he pointed out that no field work was involved, that there was a considerable amount of porter work in moving cartons from place to place, that the recording of the names of licensees, serial numbers, etc., is the work of a clerk, and that searching of files is the work of a file clerk.

He further indicated that determination of which evidence the bureau should retain and which the bureau should return is the work of a senior or supervising investigator and not that of a beverage control investigator, and that the writing of letters to licensees or former licensees and the obtaining of receipts is the work of an attorney and clerk.

Board's Considerations

The board considered three questions:

- 1) Is the work to which . . . was assigned in the evidence room part of or incidental to the work of a beverage control investigator?
- 2) If this work is not properly a part of or incidental to the regular work of a beverage investigator, is the assignment proper?

(Continued on Page 5)

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THE PUBLIC EMPLOYEE

By JOHN F. POWERS

President

Civil Service Employees Association



The Legislature and The CSEA Program

The 180th session of the New York State Legislature will convene on January 9. The Civil Service Employees Association has a progressive and positive program which it will present. Many items of its program have been discussed in this column during the past weeks. It is fitting at this time that certain of these items be re-emphasized. It should be stated that all of the items on the Association's legislative program will receive strong attention and emphasis. Space does not permit a discussion of each one of the nearly 90 resolutions, so that only four or five of the ones affecting large numbers of people will be presented here.

Salary

I. The question of salary for state employees is high on the list of musts. During the past year, many things have been happening which strongly indicate the need of an upward salary adjustment for the state employee. The State, in fact, presents evidence of this need, in the recent publication of its hiring rate study.

In the jobs surveyed in this study, there is an overall lag of about 13% between the State's rate of pay and that of private industry. Also there is definite evidence that the national economy is in the grip of another inflationary spiral with the attendant rise in wages and prices. The cost of living during the year has been rising—slowly, it is true, but nevertheless rising. On January 1, the hourly rates of many laboring jobs in industry will be raised, due to union contracts. Several industries, including steel, have announced that price increases in their products will occur during the month. And there is the irrefutable evidence that during the past months, there has been a marked increase in the cost of many necessities—notably automobiles.

40-Hour Week

II. The 40-hour week for all public employees parallels the importance of the needed salary rise. Many words have been written on this question. The State, it is true, has made some progress towards the placing of all its employees on the 40-hour week. However, there still remain many, many jobs which require the employee to work longer than this basic work week. The institutions in the departments of Mental Hygiene, Correction, Social Welfare, and Health still require many of their employees to work more than 40 hours. The State Police definitely work over this period; and in the shadow of the Governor's office and the Budget Director, the building guards in the State Capital and State Office Building are in this class. Besides these, there are others, such as the employees at the Saratoga Spa Authority.

Social Security

III. An item of universal interest to all public employees in New York State is the addition of Social Security benefits to those of the retirement system. Both the administrative and the legislative leaders have publicly expressed favorable attitudes towards supplementation. The big problem for the Association will be in the passage of a bill which will provide this benefit not only for the state employees, but also for those in all of the subdivisions.

IV. The retirement law is a subject of great interest to the Employees Association. There will be many bills asking for changes. Two of them—such as providing for the vesting of the employees' funds and the increase of the ordinary death benefit provisions from its present inadequate six months' salary—are items of great importance.

Equal Wages For County Aides

V. For many years the employees in the subdivisions—particularly the counties—have been advocating an equalization of the wage structure of those employees who work in jobs, the salaries of which are in part reimbursed by the State of New York. These jobs are particularly found in the Welfare departments as well as Public Works and Education.

In many instances the State not only reimburses on the salaries of these employees, but also prescribes qualification standards which must be met by the employees to insure State re-imburement. The Association feels that, as long as the standards which are prescribed by the state government are equal in many instances, to the standards set by the State for its own employees, that the salaries of the subdivision employees should be equalized with those of the state employees.

Grievance Case Won by State

(Continued from Page 4)

3) Should the assignment be revoked?

On the first question, the board noted that a statement on the examination announcement for the position calls for "related work as required." The work assigned, the board held, "is not unrelated to that of a beverage control investigator."

On the second, the board found

that since the work was not improper the assignment was proper, and, on the third, concluded that the assignment should not be revoked.

ENGINEER WINS AWARD

Leo Tobias, an engineer with the North Atlantic Division, Corps of Engineers, U. S. Army, won the maximum initial Suggestion Award. Mr. Tobias' suggestion related to dredging.

State Jobs Open To College Grads; Juniors Welcome

The State is recruiting for college students, graduates, and other qualified persons to fill professional entrance positions, and jobs as junior engineers and architects, accounting assistants, employment interviewers and others. Most of the tests are open to all qualified U. S. citizens, with State residence not required. Salaries range from \$4,000 to \$4,500 to start.

Applications for all the following jobs, except those of accounting assistant and laboratory secretary, close on Friday, January 25; tests are set for Saturday, February 16. Application may be made for the accounting and laboratory jobs until Friday, February 1; tests will be held on Saturday, March 2.

Juniors May Apply, Too

College graduates or those who expect to graduate by June 30, 1958, no matter what their major, may apply for jobs as budget aide and junior personnel technician. The examination is No. 4040; the title, professional and technical assistant. From the same examination, such jobs as junior economist, junior librarian, scientific aide, landscape aide, and many others will be offered to specialists in biological, physical and social sciences. One basic written test will be given to all majors. Eligible lists will be established on a continuing basis. Salaries range from about \$4,000 to start, with three annual increases to approximately \$4,600.

Students of business and public administration and related fields may apply for examination No. 4140, public administration intern. The starting salary is \$4,500. Candidates must have completed by June 30, 1957, at least 12 semester hours in public administration, business administration (exclusive of accounting, advertising, banking, insurance, real estate or retailing), personnel administration, public fiscal administration, administrative analysis, municipal government, state or federal government. In addition, one of the following is required: completion by June 30, 1957 of a full year's graduate work leading to a master's degree, or by February 16, one year's appropriate experience and a bachelor's degree by June 30, 1957.

Trainee Jobs

Trainee jobs as employment interviewers, unemployment insurance claims examiners and payroll examiners are open to persons of all ages who will graduate by June 30 or who have had qualifying experience. State residence is not required for these jobs. Salaries start at \$4,028; after one year's service, employment interviewer and claims examiner appointees rise to \$4,328, and payroll examiner to \$4,426. Maximum for all the permanent titles is \$5,020, reached by equal annual steps.

The examination for employment interviewer is No. 4903. Candidates need either a bachelor's degree by June 30, or one year's specialized experience and six additional years in office or business experience, high school or college education.

Requirements are similar for No. 4904, unemployment insurance claims examiner.

Payroll Examiner Jobs

Candidates for payroll examiner may file through February 1. Ap-

plication should be made for No. 4240, accounting assistant. Ap- (Continued on Page 12)

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OUR INVITATION

We invite anyone who intends to compete in this exam to attend a class session of our course on Wednesday or Friday of next week at 1:00 P.M. or 7:30 P.M. to evaluate the preparation offered. Classes will continue twice weekly until the official exam scheduled on March 2nd. A visit will convince you.

THE VALUE OF PREPARATION

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Manhattan: MONDAY, JANUARY 14—5:00 P.M.
Jamaica: THURSDAY, JANUARY 17—6:00 P.M.

PROMOTION TO FIRE LIEUTENANT

Manhattan: MONDAY, JANUARY 14—10:30 A.M. or 7:30 P.M.
Jamaica: TUESDAY, JANUARY 15—10:30 AM. or 7:30 P.M.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Manhattan: WEDNESDAY, JAN. 9 or MONDAY, JAN. 14—7:30 P.M.
Jamaica: WEDNESDAY, JAN. 9 or FRIDAY, JAN. 11—7:00 P.M.

MOTOR VEHICLE OPERATOR

Manhattan: WEDNESDAY, JANUARY 16—7:30 P.M.

PROMOTION TO ASSISTANT COURT CLERK

Manhattan: TUESDAY, JANUARY 22—6:00 P.M.

HOUSING INSPECTOR

Manhattan: THURSDAY, JANUARY 24—7:30 P.M.

CLASSES NOW MEETING

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TRANSIT PATROLMAN

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Jamaica: WEDNESDAY & FRIDAY—7:30 P.M.

SANITATION MAN

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TUESDAY, JANUARY 8, 1957

The Outstanding Issue

THE most important question in New York City civil service is the legality of promotions made without examination. Involved in a court case are competitive class positions for which there was no pay ceiling to their previous grade.

The City Civil Service Commission's promotions by reclassification instead of by competitive examination was held by Supreme Court Justice Samuel M. Gold to be unconstitutional. If this decision stands up on appeal, the Career and Salary Plan will have one of its foundation pillars knocked from under it, but the administrative result is not controlling. The law will decide the issue. If the City Administration loses, it will run into almost impossible difficulties but will have only itself to blame.

The question of law seems to hinge largely on the definition of "practicable." The State Constitution requires competitive examination, so far as practicable. The City surveyed the positions and voted reclassification on the basis of that on-the-job study. The Commission would have to show it was impractical to proceed by other means. It set up tables of title equivalencies that would permit promotion without examination in other instances, too, so that the ultimate effect of the court suit would cover many more than the petitioners. Some 2,500 promotions already have been made by what may be called the informal method, but no more are likely under that process until the highest court has said the last word.

The suit is singularly free from rancor. Some of the petitioners work side by side with employees whose promotions are under attack. There is close friendship between some in the two opposing groups, though as the case proceeds this may be endangered.

An Anomalous Situation

The promoted find solace in assurance from City officials that other instances of promotion without examination have been sustained by even higher courts. The circumstances were basically the same, but not identical; New York City employees who failed of promotion because not reclassified into higher jobs can't understand what's impractical about holding a promotion test when they were already on a promotion eligible list, a few of them even having headed a list. This anomaly no doubt will be threshed out fully on appeal.

Employees themselves naturally take sides on the basis of how they fare personally. The City Administration viewpoint is at least a little broader. But the courts must survey the contested promotions, and the legal principles that were either followed or violated, in an atmosphere of complete detachment and objectivity. The law as finally construed will be important to civil service not only in New York City now, but in the State and its communities now and for the indefinite future. That is another reason why the case is of unusual importance. No doubt must remain concerning even one pillar of the merit system.

Legislative Responsibility

ON January 9 the New York State Legislature will convene for its 1957 session and among other business will settle the future of civil service employees in the State for the coming fiscal year.

Unless the legislators give acute attention to civil service problems, this can be a dangerous year for the public workers. Matters such as salary and working hours cannot be passed over lightly or put off until next year.

There is often a deplorable tendency in government

LETTERS TO THE EDITOR

BETTER REWARDS PROPOSED FOR PUBLIC EMPLOYEES

Editor, The Leader:

Not uncommonly in private industry a devoted employee will find a substantial bonus awaiting him at the end of the year. Nothing like that happens to a government worker. A few years of mandatory annual increments are a weak concession to his significance.

Occasionally, we learn that sundry civil service employees have been awarded scrolls of merit and nominal amounts ranging from \$25 to \$100 for an idea, that saves many thousands of dollars.

Those who give gratis of their time and effort are to be highly commended. Their accomplishments should be acclaimed as widely as are philanthropic contributions.

Unity of Interest

The unity of interest between public and private employees is manifest in the spreading of Social Security coverage and in the widening acceptance of the concept of unemployment insurance. Similarly, the production incentive program of the private employer should not be alien to public employment.

Exam Not the Whole Story

Brilliant contributions from civil employees actually may be coming from those who cannot manage to pass high on an examination for the next grade. Nevertheless, appropriate recompense for native talent and extraordinary accomplishment should be made in some tangible form.

Furthering the principle of unity of interest among all who work for a living will promote an awareness of how integral even a civil service employee can become to his employer, the public.

JULIUS CHAIET

New York, N. Y.

Two on Police Force Win Top Honors

Two members of the New York City Police Department received honorable mention citations from Commissioner Stephen P. Kennedy. They are Detective Robert F. Turner, who apprehended an armed robber under fire, and Detective Edwin P. Daggett, wounded in the capture of an armed fugitive.

Exceptional merit awards went to three Department members; commendations, to 27; meritorious police duty awards to 102, and awards for excellent police duty to 105, a total of 237 additional citations.

to regard an increase in benefits one year as being sufficient to cover a period of two or more years. This idea of sufficiency has no basis.

Inflation is continuing. There can be no caviling on this point by either the Legislature or the Administration. Therefore, salary adjustments must by no means be a secondary consideration. It is almost hypocritical of the State to cry its need for personnel and take so few steps to acquire the help it wants, which can be done only if and when a realistic attitude is taken concerning salaries.

Wages must be tied to purchasing power. The sad truth is that even the wage increase granted workers last year was not enough to enable them to meet the reduced purchasing power of the dollar.

Failure to equate salary scales with the dollar's increasing power would result not only in failure to attract new personnel but also would spur the departure from State service of many able employees.

In addition, the 40-hour week must be made a reality, not a condition on paper.

The structure of government will be endangered by a light attitude toward these matters.

Question, Please

I AM EMPLOYED in the State's Mental Hygiene Dept. Is not the 40-hour week prescribed by law? —C. E.

Section 41-A of the Civil Service Law defines the work week for annual salary as 40 hours, but there are exceptions: (1), employees of the Legislature and the Judiciary; (2), those excluded pursuant to authorized rules and regulations. The budget director also has powers to define hours for the purposes of this section, and promulgate rules. The rule of practicability is to be applied both as to hours and overtime pay as well. The section provides that any person employed by the state in any institution of the Departments of Mental Hygiene, Social Welfare or Correction, or the State Barge Canal System, or the Batavia School for the Blind, or the Veterans' Rest at Mt. McGregor, whose hours a week are limited to 44, or six days a week, by law or administrative regulation, who is denied time off otherwise allowed by law or regulation, shall be entitled to overtime pay. If applicable, in any case overtime pay is at regular rates, in money or equivalent time off.

WHAT IS the increment rule regarding temporary or provisional employees? —P. E.

In the State government, no distinction between such service and regular employment is made; in the New York City government the increments are not granted, except to provisional promotees, who are permanent employees of a lower title in the promotion "ladder".

I AM a recently hired civil service employee. Because of my age, I am paying quite an amount into the pension fund. Could it be possible for me to stop these payments without losing my job or my seniority rights? Is it possible to start making payments into Social Security now? —L. V.

Membership in the retirement system is compulsory in most instances. Social Security payments may not be made until the class of positions in which your job is included is covered under Social Security.

I WANT to prepare and apply for a civil service position with New York City, preferably in the Welfare Department. I was graduated from the University of Vienna, with a doctor of law de-

gree, and passed the Bar examination in Vienna. I am now a U. S. citizen. What in U. S. schools does this educational background equate? —H. G.

The City Civil Service Commission may exercise full discretion in accepting foreign education and degrees as equivalent to American ones. Commissions are not inclined to decide such questions, however, in advance of actual necessity. You should compete for the job of your choice. Experience in similar cases in encouraging to your prospects.

SOCIAL SECURITY

WHEN DOES the new coverage of attorneys become effective?

—J. B.

If you are a self-employed lawyer, your earnings for taxable years ending after 1955 will count toward Social Security benefits. The same rule applies to dentists, osteopaths, veterinarians, chiropractors, naturopaths, and optometrists.

WHEN I FILED for my Social Security benefits last year, my earnings were counted through the end of 1955. Why were my 1956 earnings left out?

—P. McC.

There are several ways in which the amount of your Social Security payment may be figured. When the Social Security Administration receives an application for payments based on your earnings, the amount is figured in each way, and you receive the largest payment possible. Earnings received in the year you apply for benefits are not ordinarily included in the original computation. If they would increase your average you may ask after the end of the year to have your benefit refigured to include them.

IS THERE any right of appeal under the Social Security Act?

—C.G.V.

If you are not satisfied with the action taken on your claim, you have the right to request the Bureau of Old Age and Survivors Insurance to reconsider your case, or you may request that your claim be reviewed by a referee of the Appeals Council. After you receive notice of the referee's decision, if you are not satisfied with it you may take your case to the Appeals Council of the Social Security Administration and to the Federal courts.

Christmas Spirit Nets State \$5

ALBANY, Jan. 7—The Christmas conscience of a former state department employee has enriched the State by \$5.

A \$5 bill was received anonymously by the Department of Taxation and Finance with the following unsigned message:

"Dear Sir: Please except this money in payment for something I stole from you while I was working in your department. Thank you."

HEBREW GROUP TO MEET
The Hebrew Spiritual Society, New York City Sanitation Department, will meet on Sunday, January 13, at 3 P. M., at 40 East 7th Street, Manhattan.

AUTO-ENGINEERS TO MEET
The Auto Engineers Sanitation Local 1010, Building Service Union, will meet at 8 P. M., on Tuesday, January 15, at 23 Second Avenue, New York City.

NYC LAW CASES

Counsel Sidney M. Stern reported to the New York City Civil Service Commission on the following law cases:

JUDICIAL DECISIONS:
Court of Appeals
Adams v City of New York. Petitioner was disqualified for position of social investigator on medical grounds. The judge at Special Term held that the action (of disqualification) was not capricious or arbitrary and that the court would not substitute its judgment for that of the commission and its psychiatrist where

their conclusions are not unreasonable. The Court of Appeals denied petitioner's motion for leave to appeal.

Appellate Division:
Alliano v. Adams. Petitioner was dismissed on last day of probationary term as policeman. He commenced an article 78 proceeding 20 months later. The court held that the four-month statute had expired and reversed Special Term which had held the dismissal of petitioner was a continuing wrong and hence not within the statute.

Special Term:
O'Sullivan v. Schechter. Petitioners were promoted to Lieutenant (P.D.) after June 2, 1956. On that day an exam for captain (P.D.) was held. They now seek to be admitted to a special exam for captain on the ground that had the police commissioner "appointed" instead of "designating" lieutenants to acting captain there would have been more vacancies

and they would have been appointed before June 2 and would thus have been eligible to take the examination. The court rejected this argument and dismissed the petition.

Hansen v. Kennedy. A motion for re-argument was granted and on such re-argument the original decision was adhered to.

Guttentag v Commission. Candidate for promotion to deputy assistant corporation counsel is seeking to appeal his rating on oral test and demands a transcript of record of his oral test.

Cafaro v Commission. Petitioner seeks to annul creation of title of assistant deputy warden and restrain certifying eligibles on promotion list for deputy warden for appointment to position of assistant deputy warden.

Miller v Patterson. Petitioner, a motorman (Transit Authority) resigned on August 13, 1956. He applied for reinstatement. The Transit Authority refused to reinstate him. He seeks to compel the Authority to recommend his rein-

statement to the civil service commission.

Pucherelli v Schechter, Kiernan v Schechter, Kubis v Commission, Herman v Schechter. These are four applications of laborers in City service. They allege that rate of pay to which they are entitled is governed by section 220 of the Labor Law and that they are deprived of their rights by inclusion in the Career and Salary Plan. On a motion to dismiss the court ordered that respondents (the

City officials) answer the petition. **Mandle v Commission.** Petitioner, formerly tax counsel, Grade 4, was designated attorney under Career and Salary Plan. Others who had the same former title were designated principal attorney, supervising attorney and senior attorney. Petitioner claims these designations are promotions and should be filled only by examination. The court, citing **Williams v Morton**, granted the motion.

(Continued on Page 8)

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State Starts New Year With Splurge of Exams

The State is now accepting applications for the following examinations. Unless otherwise indicated, tests are scheduled for February 16. The last day to apply appears at the end of each notice.

Unless otherwise indicated, candidates must be U. S. citizens and must have been State residents for one year immediately preceding the examination date.

Apply at one of the following: State Department of Civil Service, Room 2301, at 270 Broadway, New York City, corner of Chambers Street; Examinations Division, 39 Columbia Street, or lobby of State Office Building, Albany; State Department of Civil Service, Room 212, State Office Building, Buffalo, or at local offices of the New York State Employment Service.

OPEN-COMPETITIVE

4221. GAME PROTECTOR. \$3,320-\$4,180; 168 vacancies. Conservation Department. Fee \$3. Candidates must have been residents of the county in which appointment is sought for four months preceding the test date, March 2. Age limits 21 to 36.

Law Cases

(Continued from Page 7)

tion to the extent of (1) enjoining the filling of such higher position without a competitive promotion examination, and (2) enjoining the certification of payrolls for such persons as have been declared to be in higher positions than petitioner

Gorman v Kennedy. Petitioner was passed over for appointment to police department because of his adverse record while in U. S. Navy. The court upheld the propriety of the commissioner's action in refusing to appoint petitioner.

Halligan v Kennedy. Petitioner was denied a disability pension of three-fourths of his salary as patrolman (P.D.) and was retired on half pay (age 63 years). He seeks to annul the determination. The court dismissed the petition, pointing out that there is a difference of opinion among doctors with respect to the disability of petitioner, and the determination of respondents who chose to accept the findings of the medical board does not warrant the conclusion that the action was arbitrary or capricious.

Rice v Schechter. Petitioners, eligibles on open-competitive list for custodian engineer, claim they were wrongfully induced by Board of Education to decline appointment, and that four others were then transferred from open competitive list to promotion list and appointed. The court ordered a trial as to the propriety of allowing the transfer of names from open competitive list to promotion list.

PROCEEDINGS INSTITUTED

Hewson v Commission. Petitioner seeks a review of his disqualification for position of transit patrolman and restoration to list.

Rampino v Commission. Assistant civil engineer in Department of Parks seeks unlimited salary rights claiming to be entitled thereto under engineering resolution of 1942.

"Looking Inside," LEADER'S weekly column of analysis and forecast, by H. J. Bernard. Read it regularly.

with age concession to veterans; high school or equivalency diploma; minimum height, 5 feet 10 inches; minimum weight, 160 pounds; satisfactory eyesight and hearing. (Friday, February 1).

4333. THRUWAY TOLL COLLECTOR. \$3,170-\$4,000; 50 vacancies, various counties. Fee \$3. Candidates must have been residents of one of the following counties for four months preceding the examination date, March 2; New York, Bronx, Richmond, Kings, Niagara, Orleans, Genesee, Erie, Wyoming, Chautauque, Cattaraugus, Allegany, Dutchess, Orange, Putnam, Rockland, Westchester, Nassau, Queens or Suffolk. Minimum age, 21 on the test date; State driver's license; minimum height (both men and women) 5 feet 4 inches; minimum weight, men, 125 pounds; women, 115; satisfactory eyesight and hearing, good moral character. No training or experience needed. (Friday, February 1).

4217. ASSOCIATE PLANNING TECHNICIAN. \$6,550-\$7,980. One vacancy. Division of Housing, Executive Department, New York City. Fee \$5. Test date, March 2. Bachelor's degree in public administration, municipal government, or zoning and planning; two years' related supervisory or administrative experience, and one of the following: three additional years' experience, 30 graduate semester hours in political science, statistics, or economics plus one and one-half additional years' experience; 30 graduate semester hours in public administration, municipal government, zoning and planning plus one additional year's experience, or a time-equivalent combination. (Friday, February 1).

4222. COURT OFFICER AND COURT ATTENDANT. \$4,000-\$5,800 starting salaries, varying with the court to which appointment is made. Many vacancies. First and Second Judicial Departments. Fee \$3. One of the following: three years' experience in State court work, three years as a law clerk or public law enforcement officer (military police duty included), law school graduation, admission to the State Bar, or a time-equivalent combination. Candidates must have been legal residents of the county concerned for four months preceding the test date, March 2. Age limits for General Sessions courts and county courts of Bronx, Kings, Queens, and Richmond: 21 to 41; 21 to 46 for other courts. Minimum height, 5 feet 7 inches; minimum weight, 140 pounds; satisfactory hearing and eyesight, glasses permitted; good moral character. (Friday, February 1).

4224. ESTATE TAX EXAMINER. \$4,430-\$5,500. Department of Taxation and Finance. One opening, Rochester. Fee \$4. Test date, March 2. One year's experience examining or auditing estate tax returns or work connected with administration of the Estate Tax Law, estate tax appraisal or fiduciary accounting and one of the following: one additional year's experience; college degree in accounting, business administration, or finance; graduation from a recognized law school, or a time-equivalent combination. (Friday, February 1).

4187. PRINCIPAL DRAFTSMAN (ELECTRICAL). \$4,650 to \$5,760. Several vacancies. Public Works Department. Fee \$4. Test date, March 2. High school or equivalency diploma, four years' drafting experience on electrical engineering projects and one of the following: associate degree in an engineering technology, two years leading to a bachelor's degree in engineering or architecture, two years' drafting experience, or an equivalent combination. (Friday, February 1).

4225. DRAFTSMAN. \$3,320-\$4,180. One opening. Public Works Department; others expected. Fee \$3. Test date, March 2. High school or equivalency diploma and one of the following: associate degree in civil or archi-

tectural engineering technology, two years leading to a bachelor's degree in architecture or engineering, two years' drafting experience, or an equivalent combination. (Friday, February 1).

4226. ENGINEERING TECHNICIAN. \$3,320-\$4,180. Department of Public Works. Fee \$3. Test date, March 2. High school or equivalency diploma and one of the following: associate degree in civil engineering or architectural technology, two years leading to a bachelor's degree in engineering, two years' experience assisting in civil engineering work, or an equivalent combination. (Friday, February 1).

4218. SUPERVISING FOREST APPRAISER. \$6,890-\$8,370. Board of Equalization and Assessment. One vacancy, Albany. Fee \$5. Test date, March 2. Bachelor's degree in general forestry or forestry management and one of the following: six years' experience including two years as supervisor or administrator; 30 graduate semester hours in forestry plus five years' such experience, or an equivalent combination. (Friday, February 1).

4219. FOREST APPRAISER. \$4,880-\$6,030. Board of Equalization and Assessment. Two vacancies expected. Fee \$4. Test date, March 2. Bachelor's degree in general forestry or forestry management and one of the following: three years' forestry experience including experience in appraisals of forest lands, 30 graduate semester hours in forestry and two years' such experience, or an equivalent combination. (Friday, February 1).

4220. BRIDGE REPAIR FOREMAN. \$4,650-\$5,760. Two vacancies. Department of Public Works, Rochester, and in the New York division of the Thruway Authority. Fee \$4. Test date, March 2. Three years' experience in construction, reconstruction or maintenance of bridges (one year supervisory, or two years as journeyman carpenter or mason), and one of the following: three additional years as above, three years in construction, reconstruct-

tion or maintenance of paved highways, or an equivalent combination. (Friday, February 1).

4209. SENIOR CURATOR (geology). \$4,880-\$6,030. One opening, Albany. Open to any qualified U. S. citizen. Fee \$4. Bachelor's degree in geology and either two years' experience in curatorial or research geology or teaching geology; two years' graduate study in same or an equivalent combination of training and experience. (Friday, January 18).

4617. SENIOR SANITARY ENGINEER. \$6,050-\$7,770. One opening, Westchester County. Open to any qualified U. S. citizen. Fee \$5. State engineer's license and a bachelor's degree in engineering plus one of the following: undergraduate work in sanitary, public health or civil engineering (public health option) and four years' sanitary or public health engineering experience; doctor's degree in sanitary or public health engineering and two years' experience, or a time-equivalent combination of training and experience. (Friday, January 18).

4215. ASSISTANT LIBRARIAN. \$5,200, Richmond County Su-

preme Court Library. Fee \$5. Five years' law practice or one of the following: a bachelor's degree plus three years' experience in a law library with 10,000 or more volumes, or an equivalent combination. Candidates must have been legal residents of the county for four months preceding the test date. (Friday, January 18).

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CATERING

New Series of Tests Is Opened by NYC

The New York City Personnel Department opened the following tests for application on Friday, January 4. The closing date appears at the end of each notice. Apply for any of these jobs in person, by representative or by mail to the Department's Application Division, 96 Duane Street, New York 7, N. Y. No mail application will be honored unless accompanied by a self-addressed, six-cent stamped envelope at least nine inches wide.

OPEN-COMPETITIVE

7668. AUDIENCE PROMOTION ASSISTANT, \$3,750-\$4,830. One opening, Municipal Broadcasting System. Fee \$3. Baccalaureate degree recognized by the State University plus one year's experience in advertising, journalism, publicity, public relations, radio, television or motion picture promotion; high school graduation plus five years' such experience, or an equivalent combination. Form A experience paper required. (Thursday, January 24).

7745. BUYER, \$5,450-\$6,890. One vacancy, Department of Purchase. Fee \$5. One of the following: five years' experience in purchasing a large volume of material, supplies, or equipment (two years may be in a field such as inspection or specification writing); baccalaureate degree registered with the State University plus one year's graduate study in business or public administration, engineering or related courses, plus three years' experience as above, or an equivalent combination. Form B experience paper needed. (Thursday, January 24).

7947. BUYER (FOODS), \$5,450-\$6,890. One opening, Department of Education. Fee \$5. One of the following: five years' experience in purchasing a large volume of foods (two years may be in fields such as inspection or specification writing); baccalaureate degree from an agricultural college recognized by the State University plus three years' experience as above; baccalaureate

degree, one year's graduate study in business or public administration, or related courses and three years' experience; a time-equivalent combination. Form B experience paper needed. (Thursday, January 24).

7949. CASIER, \$3,500-\$4,580. 10 vacancies, various City departments. Fee \$3. High school or

equivalency diploma and one year's related experience, such as cashier or bank teller, or an equivalent combination. Experience (Continued on Page 13)

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74 Years of Civil Service Celebrated Next Week

During the week of January 13-19, Federal agencies and establishments will observe the 74th anniversary of the signing of the Civil Service Act by President Chester A. Arthur on January 16, 1883. This law established the principle that those persons privileged to serve the American people in Government career posts should be selected on the basis of merit. It created the Civil Service Commission to regulate and improve the Civil Service of the U. S. When the Act was signed it covered about 13,800 jobs. Today more than 2,000,000 Federal employees work under an equitable employment system made possible by this law.

The theme of this year's observance is "Know Your Government." Its purpose is to report to the American public on the Federal career service and the people in it, because public understanding and support is still the lifeblood of the civil-service merit system.

The Federal Work Force

The Federal Government is the largest employer in the world. "Big government" is the by-product of wars, international

crises, continuing increases in population, the growing complexity of our economy, and public demand for services, says the U. S. Civil Service Commission, adding: "The total of executive-branch employees on the job at any given time depends on the amount of work the Government has to do. Prior to 1939 the highest total Government employment was 907,000. During World War II it rose to a top of 3,786,600. After World War II it dropped just below two million, rising again during the Korean emergency to well over 2,600,000. On October 31, 1956, there were 2,410,000 employees.

"Federal employees staff more than 70 departments and agencies—ranging from the Commission of Fine Arts, with three paid employees to the million-man Department of Defense civilian staff. They are stationed throughout the United States, in its Territories and possessions, and in most foreign countries."

Work Force Statistics

Almost half of the workers of the executive branch are employed in direct support of the nation's air, ground, and sea forces as civilian employees of the Defense Department. Nearly a quarter of the executive-branch employees are responsible for delivery of the mail. Another 8 per cent serve veterans and their dependents.

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The remaining 21 per cent handle all of the many other services performed by scores of Government departments and agencies.

In one way or another, the work of Federal employees touches every American every day. Government workers print and mint our money, control narcotics, regulate immigration, collect taxes and duties. They help to conserve land and revitalize land that is unproductive, bring electricity into rural homes, enforce Federal laws, and administer social security. They operate the atomic energy program, forecast the weather, and protect national parks and forests. They conduct research in physics, chemistry, electronics, meteorology, geology, metallurgy, and other scientific fields, which has far-reaching effects on the health, welfare, economy, and security of our Nation. They control the Nation's airways, standardize weights and measurements, handle relations with other countries, develop flood control measures, and perform hundreds of other services required by the American people.

How Jobs Are Filled

The Civil Service Act provides for competitive examinations open to all citizens, and of appointments to the competitive civil service from among those graded highest in the examinations. These examinations give every citizen an opportunity to compete for Federal employment.

In 1883 only 10 per cent of Federal jobs were covered by the Civil Service Act. Today the competitive service has grown to embrace approximately 85 per cent of all jobs in the Federal Government and 91 per cent of those located in the continental United States. In 1956, for the first time in its history, the competitive civil service became worldwide when 20,000 jobs held by American citizens in foreign countries and island possessions were brought under its coverage. Ten thousand jobs in Alaska were brought into the system in 1955.

Positions in the executive branch are in the competitive civil service and subject to civil-service rules unless they are specifically excepted by law, Executive order, or action of the Commission.

Separate Hiring Systems

A large percentage of the excepted positions are under separate merit systems of agencies excepted from the regular civil service. For example, about 15,000 jobs in the Foreign Service of the State Department, 20,000 in the Department of Medicine and Surgery of the Veterans Administration, 14,400 in the Federal Bureau of Investigation, and 14,800 in the Tennessee Valley Authority are covered by merit systems in those agencies.

Jobs excepted by action of the Civil Service Commission are placed in Schedule A, B, or C.

Schedule A is for positions for which it is not practicable to hold any examinations. There are about 237,000 jobs in this schedule. Positions in foreign countries make up the bulk of Schedule A jobs. It also includes positions such as chaplains and professional and technical experts for temporary consultation purposes.

Schedule B is for positions for which competitive examinations are impracticable, but for which non-competitive examinations are given. There are about 4,800 positions in Schedule B.

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The New York District, Corps of Engineers, U. S. Army, planning and constructing airfield facilities at the Griffis Air Force Base, Rome, N. Y., needs engineers.

This work consists of clearing, grading, drainage, and paving of runways, taxiways and construction of utilities and buildings.

Construction, mechanical and electrical engineers are needed.

The positions are in the Federal civil service. Starting salaries are \$5,335, \$6,115, and \$7,035 a year, depending upon qualifications. Included are automatic increases and other benefits.

Minimum qualifications are a degree in engineering plus six months to 2½ years of engineering experience; or in lieu of a degree, registration as a professional engineer by any State, Territory or the District of Columbia. Apply to the Area Engineer, New York District Field Office, Corps of Engineers, 112 Montgomery Street, Syracuse, N. Y. (telephone: Syracuse 74-4286-7-8) or to the local New York State Employment Office.

\$77 Summer Jobs As Park Officers; Some Steady Ones

ALBANY, Jan. 7—Teachers, college students and others with spare time during the summer can earn \$77 a week as traffic and park officers with the Long Island State Park Commission.

A State civil service examination to fill 100 summer jobs with the Commission's police force will be held February 16. Some full-time appointments are also expected. The permanent jobs have five annual raises to \$96 a week.

The examination is open to legal residents of the Tenth Judicial District, including Nassau, Queens and Suffolk counties. Applications will be accepted up to January 18.

Candidates should be high school graduates from 21 to 32 years old. They must have a New York State driver's license and be able to pass a medical test.

Upstate Jobs
Summer jobs at \$73 a week as park patrolmen with the Niagara Frontier State Park Commission will be filled also.

Applicants for those jobs must be legal residents of the Eighth Judicial District, including Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming counties. Applications will be accepted up to January 18.

Candidates should be high school graduates from 21 to 37 years old. They also must have a New York State driver's license and be able to pass a medical test.

Apply to the Recruitment Office, New York State Department of Civil Service, State Office Building, Albany, N. Y.

NEGRO SOCIETY MEETINGS

The Negro Benevolent Society, New York City Sanitation Department, will meet at 2005 Amsterdam Avenue, Manhattan, on Wednesday, January 16, at 8 P. M.

HOLY NAME GROUP TO MEET

The Holy Name Society, New York City Sanitation Department, meets on Thursday, January 17, at 8 P. M., at 530 Tremont Avenue, Bronx.

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The City of New York is now accepting applications for positions with salaries ranging from \$3,500 to \$11,100 a year.

Highest salaried jobs are those for deputy medical superintendents in the Department of Hospitals, assistant medical examiners and assistant hospital administrators. Assistant hospital administrators need not be medical doctors.

Other persons being sought for employment with the City are principal and supervising children's counselors, senior title examiner, cashiers, buyers and buyers with experience in the purchase of foods, and an audience promotion assistant for radio station WYNC.

Apply until January 24 to the Applications Section, New York City Department of Personnel, 96 Duane Street, New York 7, N. Y.

RECREATION SUPT. JOB

The Municipal Civil Service Commission, Mount Vernon, N. Y., is accepting applications for assistant recreation superintendent, \$4,700-\$5,500, through February 1.

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Questions answered on civil service. Address Editor, The LEADER 97 Duane Street, New York 7, N.Y. SOCIAL SECURITY for public employees. Follow the news on this important subject in The Leader.

Patrolman Study Aid

The following begins the serial publication of the questions and key answers in the last patrolman written test to be held on York City. The material serves as part probation for the patrolman written test to be held on Saturday, February 16. Recently applications closed. There are 9,336 candidates.

Installments will be published weekly.

1. "The basic purpose of patrol is to create a public impression of police presence everywhere so that potential offenders will think there is no opportunity for successful misconduct." In the assignment of police personnel, the type of police activity that most nearly realizes this purpose is (A) traffic summons duty (B) traffic duty (C) patrol of all licensed premises (D) patrol by the detective force (E) radio motor patrol.

2. A patrolman, who is asked by a civilian about a legal matter, directs him to the appropriate court. Of the following information given by the patrolman, the item which is least likely to be useful to the civilian is (A) hours during which the court is in session, (B) location of the court, (C) name of the Magistrate sitting in this court, (D) location of the complaint clerk within the court building, (E) transportation directions necessary to get to the court.

3. A patrolman discovers two teen-aged gangs, numbering about 50 boys, engaged in a free-for-all fight. The best immediate course for the patrolman to adopt is to (A) call the station house for reinforcements, (B) fire over the heads of the boys and order them to disperse, (C) arrest the ringleaders, (D) call upon adult bystanders to assist him in restoring order, (E) attempt to stop the fight by using his club.

4. A radio motor patrol team arrives on the scene a few minutes after a pedestrian has been killed on a busy street by a hit-and-run driver. After obtaining a description of the car, the first action the patrolman should take is to (A) radio a description of the fleeing car to precinct headquarters, (B) try to overtake the fleeing car, (C) obtain complete statements from everyone at the scene, (D) call for an ambulance, (E) inspect the site of the accident for clues.

5. A patrolman is approached by an obviously upset woman who reports that her husband is missing. The first thing the patrolman should do is to (A) check with the hospitals and the police station, (B) tell the woman to wait a few hours and call the police station if her husband hasn't returned by then, (C) obtain a description of the missing man so that an alarm can be

broadcast, (D) ask the woman why she thinks her husband is missing, (E) make certain that the woman lives in his precinct.

6. A violin is reported as missing from the home of Mrs. Brown. It would be least important to the police, before making a routine check of pawn shops, to know that this violin (A) is of a certain unusual shade of red, (B) has dimensions which are different from those of most violins, (C) has a well-known manufacturer's label stamped inside the violin, (D) has a hidden number given to the police by the owner, (E) has one tuning key with a chip mark on it in the shape of a triangle.

7. "In making his rounds, a patrolman should follow the same route and schedule each time." The suggested procedure is (A) good; a fixed routine enables the patrolman to proceed methodically and systematically, (B) poor; criminals can avoid observation by studying the patrolman's routine, (C) good; without a fixed routine a patrolman may overlook some of his many duties, (D) poor; a fixed routine reduces a patrolman's alertness and initiative, (E) good; residents in the area covered will have more confidence in police efficiency.

8. "Policemen should call for ambulances to transport injured people to the hospital rather than use patrol cars for this purpose." Of the following, the most valid reason for this policy is that (A) there is less danger of aggravating injuries, (B) patrol cars cannot be spared from police duty, (C) patrol cars are usually not equipped for giving emergency first aid, (D) medical assistance reaches the injured person sooner, (E) responsibility for treating injured people lies with the Department of Hospitals.

9. A business man requests advice concerning good practice in the use of a safe in his business office. The one of the following points which should be stressed most in the use of safes is that (A) a safe should not be placed where it can be seen from the street, (B) the combination should be written down and carefully hidden in the office, (C) a safe located in a dark place is more tempting to a burglar than one which is located in a well-lighted place, (D) factors of size and weight alone determine the protection offered by a safe, (E) the names of the manufacturer and the owner should be painted on the front of the safe.

10. During a quarrel on a crowded city street, one man stabs another and flees. A patrolman arriving at the scene a short time later finds the victim unconscious, calls for an ambulance and orders the crowd to leave. His action was (A) bad;

there may have been witnesses to the assault among the crowd, (B) good; it is proper first aid procedure to give an injured person room and air, (C) bad; the assailant is probably among the crowd, (D) good; a crowd may destroy needed evidence, (E) bad; it is poor public relations for the police to order people about needlessly.

11. A patrolman walking his post at 3 A. M. notices heavy smoke coming out of a top floor window of a large apartment house. Of the following, the action he should take first is to (A) make certain that there really is a fire, (B) enter the building and warn all the occupants of the apartment house, (C) attempt to extinguish the fire before it gets out of control, (D) call the Fire Department, (E) call precinct headquarters for Fire Department help.

12. Two rival youth gangs have been involved in several minor clashes. The youth patrolman working in their area believes that a serious clash will occur if steps are not taken to prevent it. Of the following, the least desirable action for the patrolman to take in his effort to head off trouble is to (A) arrest the leaders of both groups as a warning, (B) warn the parents of the dangerous situation, (C) obtain the cooperation of religious and civic leaders in the community, (D) alert all social agencies working in that neighborhood, (E) report the situation to his superior.

13. Policemen are instructed to pay particular attention to anyone apparently making repairs on an auto parked on a street. The most important reason for this rule is that (A) the auto may be parked illegally, (B) the person making the repairs may be obstructing traffic, (C) working on autos is prohibited on certain streets, (D) many people injure themselves while working on autos, (E) the person making the repairs may be stealing the auto.

14. After making an arrest of a criminal the patrolman is least likely to request some kind of transportation if the (A) prisoner is apparently a violent mental patient, (B) distance to be travelled is considerable, (C) prisoner is injured, (D) prisoner is in an alcoholic stupor, (E) prisoner talks of escaping.

15. The Police Department, in an effort to prevent losses due to worthless checks, suggests to merchants that they place near the cash register a card stating that the merchant reserves the right to require positive identification and fingerprints from all persons who cash checks. This procedure is (A) poor; the merchant's regular customers may be offended by compulsory fingerprinting, (B) poor; the taking of fingerprints would not deter the professional criminal, (C) good; the police criminal files may be enlarged by the addition of all fingerprints taken, (D) poor; this system could not work unless the fingerprinting was made mandatory, (E) good; the card might serve to discourage persons from attempting to cash worthless checks.

16. A factory manager asks a patrolman to escort his payroll clerk to and from the local bank when payroll money is withdrawn. The patrolman knows that it is against departmental policy to provide payroll escort service. The patrolman should (A) refuse and explain why he cannot do what is requested, (B) refer the manager to his precinct commander, (C) tell the manager that police officers have more important tasks, (D) advise the manager that he will provide this service if other duties do not interfere, (E) suggest that pay checks be issued to employees.

KEY ANSWERS

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

LEWIS F. LANG DIES

Lewis F. Lang, 62, retired First Deputy Controller of New York City, died in Bayonne, N. J. of a heart attack.

State College Series of Exams

(Continued from Page 5) pointees will be required to travel extensively throughout the areas to which they are appointed.

Requirements call for one of the following: Bachelor's degree by June 30, with at least 24 hours in accounting; college graduation by June 30 plus one of the following: one year of either accounting or auditing; full-time accounting for a government agency; full-time field auditing or examining financial accounts; or full-time teaching of accounting or auditing in a college or university; by June 30, two years in accounting at a registered business school plus two years' related experience; high school graduation and three years' experience, one year full-time, or an equivalent combination.

Persons with college training or experience in accounting may ap-

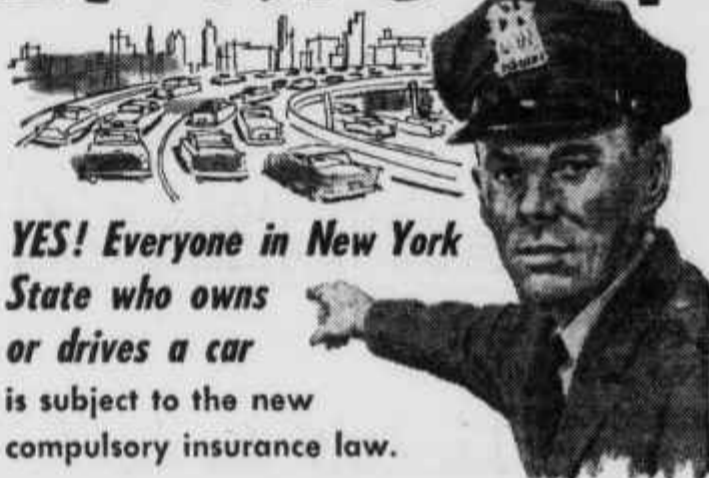
ply for the same examination, No. 4240, for jobs as junior accountant and junior utility rates analyst. Requirements are the same as outlined above.

Appointments as laboratory secretary will be made from examination No. 4241. The job pays from \$3,660-\$4,580 in five annual increases. There are two openings in the Division of Laboratories and Research, Albany, and five in the State University Downstate Medical Center, Brooklyn.

Where to Apply

Applications are obtainable at college placement offices, local offices of the New York State Employment Service, or at State Department of Civil Service offices at 39 Columbia Street or State Office Building, Albany; Room 212, State Office Building, Buffalo; or in Room 2301, 270 Broadway, New York 7, N. Y.

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NYC Jobs

(Continued from Page 9)

ence as a restaurant cashier, railroad clerk, or in similar jobs will not qualify. (Thursday, January 24).

7694. ASSISTANT HOSPITAL ADMINISTRATOR, \$9,000-\$11,100. Vacancies from time to time. Fee \$5. Baccalaureate degree registered with the State University and one of the following: master's degree in hospital administration and four years' appropriate experience; six years' experience in an approved hospital, two years of which must have been as assistant administrator or administrator, or an equivalent combination of training and experience. Form B required. (Thursday, January 24).

7696. DEPUTY MEDICAL SUPERINTENDENT, \$9,000-\$11,100. Vacancies from time to time. Fee

\$5. Graduation from a medical school approved by the State University, plus one year's internship and either of the following: master's degree in hospital administration, two years' experience as assistant administrator or administrator in an approved hospital, or an equivalent combination. Form C required. (Thursday, January 24).

7786. MECHANICAL MAINTAINER - GROUP B, Transit Authority, \$2.07-\$2.31 an hour, beginning July 1, for a 40-hour week. Six vacancies, others from time to time. Fee \$4. Four years' recent experience as Journeyman in manufacturing, maintaining, installing, inspecting or repairing elevators or escalators. Helper experience or related training may substitute for some of the experience requirements. (Thursday, January 24).

7787. PRINCIPAL CHILDREN'S COUNSELOR, \$5,450-\$6,890. Three openings, Department of Welfare. Fee \$5. Baccalaureate degree registered with the State University, and one of the following or

its equivalent: five years' experience in a child-care institution or in children's group work with an agency; master's degree or certificate from a school of social work plus three years' experience as above; (one year in a supervisory capacity); master's degree in early childhood education, education, guidance or psychology plus four years' experience as above (one year supervisory). (Thursday, January 24).

7860. SENIOR SHORTHAND REPORTER, \$4,850-\$6,290. Four vacancies, various City departments. Fee \$4. One of the following: High school graduation and three years' stenographic experience; five years' such experience, or an equivalent combination of training and experience. Form A experience paper required. (Thursday, January 24).

7370. SENIOR TITLE EXAM-

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'53 Mercury hdt. eqpd. gorgeous	595
'52 DeSoto auto tr. R&H amazing	395
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ST. GEORGE GROUP TO MEET

The St. George Association, Department of Sanitation, will meet on Friday, January 25, in Room 1002, at 71 West 23rd St., New York City, at 8:30 P. M.

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Safety Officers Meet Jan. 11

The State Association of Safety Officers will meet on Friday, January 11, at the DeWitt Clinton Hotel, Albany, to plan its agenda for the coming year and to put into action the platform adopted at its Binghamton meeting last November.

The Association, composed of nearly 200 safety officers and supervisors in the State Department of Mental Hygiene, was formed for the purpose of bettering working conditions of safety group members. Thomas H. Conklin, of Willowbrook State School, is president.

FRANKENTHALER BACK IN HIS OLD LAW FIRM

George Frankenthaler and Henry Kohn have formed a law partnership under the name of Frankenthaler and Kohn, with offices at 120 Broadway, New York City, resuming their prior association in general law practice. Mr. Frankenthaler, recently retired as Surrogate of New York County,

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Clerk Study

The following begins the serial publication of the questions and answers in the last clerk test held by New York City. In the current examination 8,607 applied, and the written test will be held on Saturday, March 23.

Weekly installments of the questions and answers will be published.

1. Assume that you are one of several clerks employed in the office of a City department. Members of the public occasionally visit the office to obtain information. Because your desk is nearest the entrance to the office, most of these visitors direct their inquiries to you. One morning when everyone including yourself is busy, a visitor enters the office and asks you for some readily available information. Of the following, the best action for you to take is to (A) disregard his question in the hope that he will direct his inquiry to another clerk (B) inform him politely that you are busy now and ask him to return in the afternoon (C) give him the requested information concisely but courteously and then continue with your work (D) advise him to write a letter to your department so that the information can be sent to him.

2. As a clerk in the payroll bureau of a City department, you have been assigned the task of checking several payroll sheets. Your supervisor has informed you that these payroll sheets are needed by another department and must be sent to that department by 4 P.M. that day. After you have worked for a few hours, you realize that you will be unable to complete this assignment on time. Of the following, the best action for you to take first is to (A) ask a co-worker to help you (B) check only those payroll sheets which you think are most important (C) make sure that the payroll sheets which have been checked are sent out on time (D) inform your supervisor of the situation.

3. The switchboard operator of Department X refers a call to the Department's Personnel Bureau. Miss Jones, a clerk in the Personnel Bureau, answers this call. Of the following ways of answering this call, the most acceptable one is for Miss Jones to say (A) "Hello." (B) "Personnel Bureau, Miss Jones speaking." (C) "Miss Jones speaking. To whom do you wish to speak?" (D) "Hello. This is Miss Jones of Department X."

4. A clerk in the mailing division of a large City department should be acquainted with the functions of the other divisions of the department chiefly because he will be (A) able to answer questions asked by visitors regarding the department (B) more conscientious in doing his work if he knows that other divisions of the department perform important functions (C) in a better position to make suggestions for improving the work of the various divisions of the department (D) able to determine the proper division to which mail is to be forwarded.

5. The central filing unit of a certain City department keeps in its files records used by the various bureaus in connection with their daily work. It is desirable for the clerks in this filing unit to refile records as soon as possible after they have been returned by the different bureaus chiefly because (A) records which are needed can be located most easily if they have been filed (B) such procedure develops commendable work habits among the employees (C) records which are not filed immediately are usually filed incorrectly (D) the accumulation of records to be filed gives the office a disorderly appearance.

6. The active and inactive file material of an office is to be filed in several four-drawer filing cabinets. Of the following, the best method of filing the material is, in general, to (A) keep inactive material in the upper drawers of the file cabinets so that such material may be easily removed for disposal (B) keep active material in the upper drawers so that the amount of stooping by clerks using the files is reduced to a minimum (C) assign drawers to the file cabinets alternately to active and to inactive material so that

file material can be transferred easily from the active to the inactive files (D) assign file cabinets alternately to active and to inactive material so that cross-references between the two types of material can be easily made.

7. Of the following, the best reason for using "form" letters is that they (A) enable an individual to transmit unpleasant or disappointing communications in a gentle and sympathetic manner (B) present the facts in a terse, business-like manner (C) save the time of both the dictator and the typist in answering letters dealing with similar matters (D) are flexible and can be easily changed to meet varying needs and complex situations.

8. City agencies use either window envelopes or plain envelopes in mailing their correspondence, depending upon the type of mail being sent out. When a mail clerk uses a window envelope rather than a plain envelope, he should be especially careful in (A) sealing and stamping the envelope (B) affixing the correct amount of postage (C) folding and inserting the communication (D) checking the return address.

9. As a mail clerk, you have been instructed to make sure that an important letter is received by the person to whom it is addressed. Of the following, the best action for you to take is to send the letter by (A) registered mail (B) special delivery (C) air mail (D) first-class mail.

10. In filing, a clerk must often attach several papers together before placing them in the files. Usually, the most desirable of the following methods of attaching these papers is to (A) pin them together (B) staple them together (C) attach them with a paper clip (D) glue them together.

11. It is a common practice in answering a letter of inquiry to make a carbon copy of the reply. A clerk should know that, of the following, the best procedure to follow with the carbon copy is to (A) file it with the letter it answers (B) file it alphabetically in a separate "carbon copy" file (C) file it chronologically in a separate "carbon copy" file and destroy the copy after thirty days (D) enclose it with the letter of reply.

KEY ANSWERS

1. C; 2. D; 3. B; 4. D; 5. A; 6. B-D; 7. C; 8. C; 9. A; 10. B; 11. A; 12. C; 13. D; 14. A; 15. B; 16. D; 17. C; 18. B; 19. C; 20. D; 21. B; 22. A; 23. A; 24. B; 25. C; 26. B; 27. C; 28. C; 29. D; 30. C; 31. A; 32. C; 33. B.

(Continued next week)

DR. RAPPS IS NEW DEAN

ALBANY, Jan. 7 — Dr. Marvin A. Rapp is the new associate executive dean for institutes and community colleges of the State University.

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'Brainstormin' Methods to Be Shown

ALBANY, Jan. 7—A group of state employees will be introduced to the technique of "brainstorming" this week.

The technique, as applied to

public administration, will be demonstrated by Charles H. Clark of the Ethyl Corporation public relations department at a meeting of the Capital District Chapter,

American Society for Public Administration.

The "brainstorming" technique hold great promise for administrative training.



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RESEARCH REPORT

BY F. HENRY GALPIN

Scramble For College Graduates Increases

We recently received the 11th Annual Report of "Trends in the Employment of College and University Graduates in Business and Industry-1957" by Frank S. Endicott, Director of Placement of Northwestern University. The report surveys the employment policy and practice of about 200 companies actively in the labor market for college graduates. The results of this report provide a useful benchmark in wage policy making by the employer. Here is a summary of this report and some comments on the State's position.

About 30% of the companies indicated that they expected, to in the labor market in this general field.

Increase the number of inexperienced college men they wish to recruit. There is clear indication that the companies plan to intensify their recruitment efforts this coming season. These 2 factors alone will increase the pressure on the market.

Starting Salary Increase

The average starting salary increased from \$383 last year to an estimated \$401 this year. This is a plus 5% over last year.

The predicated \$400 per month is just about double that of 10 years ago. Engineers will start at \$433 per month, accountants at \$385 and salesmen at 385. In this connection it should be noted that over half of the reporting companies raised their starting rates last year, after recruitment interviews started in the spring.

Let's look at the State situation. (We converted all State announced annual salaries to a monthly basis for ease of comparison).

Exam announcement No. 4040 (January 1957) says this about the Professional and Technical Assistant (covers Biology, Forestry, Physics, etc.)—The present starting salary position is about \$333 per year with three increases up to \$383 per month. Against this the Northwestern University survey indicates a starting salary of \$433 for engineers or \$600 per year more than a scientist can get in State service after three years of service.

In State service they will make \$600 a year less after three years than an engineer starts at in industry. Six hundred dollars a year is a lot of money.

The View in Other Fields

Take another field—accounting. Private industry expects to start college graduates at 389. The accounting assistant exam No. 4240 advertises the appointment salary of \$360 and after three years a salary range to \$382—\$7 per month less after three years than the starting salary in private industry.

Look at another occupation. An employment security placement trainee who starts at \$336 (20 percent below the survey average of \$401) begins his permanent career in his second year as employment interviewer at \$352 or \$588 a year less than the average survey first year salary.

There are other illustrations. But these suffice.

How can the State hope to compete against this sort of thing? Yet compete it must. State business must be kept in good operating condition. None other than the Governor himself has expressed concern as he did in his news release of December 13 when he indicated the need of priority in this personnel problem of recruitment difficulty and labor shortage in the skilled professional field.

Of all the recruitment techniques, gadgets and gimmicks in the world none is so powerful as the dollar.

Southern Units' Winter Meet Is Set

The winter meeting of the Southern Conference, Civil Service Employees Association, will be held on Friday evening, January 18, at 8 P.M., at the Rehabilitation Hospital, West Haverstraw, N. Y.

The meeting is the most important of the year, as it will deal with items to be introduced at the coming Legislative session. Such topics as salary, hours, Social Security and health insurance will be discussed, and delegates advised about the progress made on these matters.

Among the guests will be John J. Kelly, Jr., CSEA counsel; Edward Sorenson, members of the CSEA board of directors, and an authority on Social Security; Harold Herzstein, regional attorney for the CSEA; Paul Kyer, editor of The Leader; Frank Casey, CSEA field representative; Raymond Castle, president of the Central Conference; Angelo Coccaro, president of the Metropolitan Conference; Alfonso Bivona, president of the Capital District Conference; Celeste Rosenkranz, Western Conference president, and Vernon Tapper, fourth vice president, CSEA and executive chairman of county employees.

Conference President Nellie Davis issued an invitation to all civil service employees to attend.

Western Unit Will Meet In Rochester

The Rochester State Hospital chapter of the Civil Service Employees Association will be host for the Association's Western Conference meeting on Saturday, January 26. The meeting will be held at the hospital, 1600 South Avenue, Rochester.

The afternoon session begins at 3 P.M. State Civil Service Commissioner Mary Good Krone will address the Conference's State division, of which Celeste Rosenkranz is president. A county workshop is also planned for the afternoon meeting. Viola Demorest, president of the county chapters, will preside. Vernon Tapper, CSEA fourth vice president, will be guest speaker for the county gathering.

Following the afternoon meeting, cocktails will be served at 6 P. M., and dinner at 7 P.M. Dancing is planned for 9 to 11 P.M.

Among the guests will be CSEA President John F. Powers, other Association officers, and Paul Kyer, editor of The Leader.

Archie Graham is president of the host chapter, and Claude E. Rowell, general chairman of the program.

Reservations must be made by January 23 with Iris Jackson, 1600 South Avenue, Rochester 20, N. Y.

Broadacres

Broadacres chapter, CSEA, held a highly successful Christmas Party. Entertainment was provided by a fine accordionist, a pianist at the hospital, and Evelyn Mitchell of the business office, who displayed her talents as a singer and dancer.

A Christmas tea by Mrs. Young and Betty Pittman. Marion Drumm and Helen K. Williams poured.

A belated but very warm welcome to Jean B. Young, new director of nurses, who has captivated everyone with her warm friendliness and efficiency.

Stearns Accepts Position With Toll Operating Group

WHITE PLAINS, Jan. 7 — J. Allyn Stearns, a member of the board of directors of The Civil Service Employees Association and its 3rd and 4th Vice President from 1947 to 1954, has left the public service in West-



J. ALLYN STEARNS

chester County to devote full time to direction of an international organization of toll operating agencies.

The American Bridge, Tunnel and Turnpike Association, Inc., which he has joined as executive secretary, is a professional organization in the field of highway transportation. Its membership is composed of public and private toll-revenue operating agencies throughout the United States, Canada and Mexico and as far away as Auckland, New Zealand. The association is closely connected with the investment banking field through the nearly five billion dollars in assets of its members which were mostly financed by the sale of revenue bonds.

A veteran civil service employee, Mr. Stearns has been supervisor of tolls, and before that right-of-way engineer for the Westchester County Park System. In his long career as a County employee he organized and di-

rected the operation of two of the most heavily trafficked toll stations in the country located on the northerly outlets of New York City, supervised the property surveys for and played a large part in the \$40,000,000 land acquisition and management program of the famous Park System, and carried on various editorial, public relations, and systems and procedures work as a part of his duties.

Known for His Expertness
He is widely known in public administration circles through his civil service activities and appearances before the State Legislature, local public bodies and civil service groups throughout New York State. Besides being a vice president and director of the statewide Civil Service Association, he was president and later chairman of the board of the important Westchester County Competitive Civil Service Association and is known as an expert on civil service and personnel management. He also served the State of Connecticut as a consultant civil service examiner a number of times, and in 1945 was designated by the County of Westchester to work with the management firm of Barrington Associates in developing its initial survey and evaluation of the County's personnel structure. The format developed was the forerunner of many similar studies and revisions in public agencies in New York State.

Busy in Same Field Before
During the most recent years he has gained prominence among the toll operating agencies and has been a member of the board of directors and publications editor of the American Bridge, Tunnel and Turnpike Association before his recent appointment as executive secretary. The Association has a great interest in the new multi-billion dollar Federal Highway Program and Mr. Stearns was closely identified during the recent Congressional Session in Washington, with the inclusion of a number of sections in the Bill passed which were favorable to the toll agencies.

In his new work Mr. Stearns will have close contact with many former associates, as the Bridge, Tunnel and Turnpike Association includes many agencies like the Westchester County Park Commission, the New York State Thruway Authority and New York State Bridge Authority. Other members extend from the Connecticut Parkways and New Jersey Turnpike to the Maine, Florida and Texas Turnpikes, Golden Gate Bridge, Vancouver, B. C., etc. He will travel extensively and has established an office in White Plains besides working out of New York City and Washington, D. C. offices of representatives of his association.

His multitude of friends all over the State of New York will miss him and wish him great success in his new venture. They will also hope he has the time to visit them from time to time.

St. Lawrence

The Board of Directors enjoyed a Christmas party at the home of the President, Marian C. Murray and her husband J. Frank, on December 18th. Turkey and all the fixings preceded the exchanging of gifts. A very pleasant time was enjoyed by all present. The Murrays are super host and hostess.

Wedding bells have been ringing in the Welfare Department. Congratulations to our former Secretary, Virginia Aldous upon her recent marriage to William Thompson. The Thompsons are residing in DeKalb Junction.

E. Stanley Howlett, 4th Vice President, suffered a painful accident just prior to the holidays and we hope that he will be able to be out and around again in the very near future.

We are all happy to know that Frederick Woodruff is back at his desk in the Surrogate's office after a long and serious illness. We have missed our 1st Vice President and we hope that he will soon be able to join us at our meetings. Our very best wishes to him for the best of health in 1957 and always.

Dems, GOP Agree

(Continued from Page 1)

the same time, The Leader has learned that recent state salary studies have indicated that entrance levels for such personnel as engineers, physicians and other technical and professional personnel, are far below industry and other governmental agencies.

Implied in the Governor's statement is the fact that salary levels for these classifications should be increased and it is expected that legislation will be enacted which will increase the pay scales of a number of state positions.

No indication has been given by either the Administration or the GOP legislative leaders that a general pay raise will be forthcoming, or that measures instituting the basic 40-hour week will be approved but some action on these matters is expected.

Both of these proposals rank high on the list of recommended civil service legislation sponsored by the Civil Service Employees Association and a major campaign will be waged by the CSEA to gain approval of bills providing these benefits.

More details of both the administration and GOP proposals are expected to be revealed during the week and will be carried in The Leader as soon as available.

Canal Men's Work Wins Money

(Continued from Page 1)

tor, \$36, and George L. Lenz, canal helper, \$32.

Eight workers from third-place Lock 15 will divide \$239. They are: Raymond C. Schneider, chief lock operator, \$72; Thompson B. Klock, canal structure operator, \$48; Myron S. Saltsman, canal structure operator, \$48; Edward J. Davis, canal structure operator, \$24; Clarence C. LeRay, canal helper, \$12; Percy J. Loadwick, canal helper, \$12; William H. Arnold, canal helper, \$16, and James E. Sponable, canal helper, \$3.

Good Team Work

The awards committee, headed by Edward C. Hudowalski, assistant superintendent of operation and maintenance, reported that "during this navigation season the locks were found to be operated and maintained in keeping with the exceptionally high standards of past years. Personnel at each lock are to be commended for team work and establishing good public relations in the operation of locks."