

Civil Service LEADER

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Eligible Lists

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Review Of Health Plan Benefits Sought Since Medicare Introduction

ALBANY—The Civil Service Employees Assn. has asked for a meeting with Governor Rockefeller to review the existing benefits structure of the State Health Insurance Plan because of the impact of State and local Government employees of the Title XIX—Medicare legislation approved last week.

In urging the governor to agree to an immediate meeting, CSEA president Joseph F. Felly said the Association felt a substantial number of its 147,000 members, most of whom are enrollees

in the State Health Insurance Plan, would be eligible for medical benefits under the Title XIX program.

"As a result," Felly said, "many of our members will be and are now paying premiums for health insurance when they are adequately, or almost completely, protected under the terms of Title XIX."

Concern

Felly pointed out that a family of four with a net income of less than \$6,000 would be eligible for benefits under Title XIX. He said more than half of "our members, after payment of taxes, health insurance and the like, would probably have a net income of less than \$6,000.

"Therefore," Felly said, "many of our members will be and are now paying premiums for health insurance when they are adequately or almost completely protected under the terms of Title XIX. This will have a direct impact on the State Health Plan and should improve the benefits structure for the remainder of the plan", he said.

"Although the impact of this legislation does not seem to be fully recognized," Felly said, "we are anxious to meet with you to discuss possible changes in the State Health Plan, as well as the necessity for immediate notification of all employees of the political subdivisions and the State concerning their possible eligibility for benefits under Title XIX."

Hall To Park Comm.

ALBANY—Cecil F. Hall of East Setauket has been named a member of the Long Island State Park Commission, a non-salaried position

Civil Service Won't Relent On Snow Time

ALBANY—The Civil Service Commission has reaffirmed its decision to exclude the first day's absence in permitting certain State agencies in Central and Western New York to excuse time lost by employees as a result of last January's snow storm.

At the same time, in answer to a Civil Service Employees Assn. inquiry, the Commission clarified its recent determination by specifying that the "suspension of the Attendance Rules is not limited to the employees in those agencies which had requested such suspension," but that it applies "to all State employees in the areas specified whose absences are deemed by their agency heads to have been necessitated by the snow storm."

Explaining the Commission's position in withholding forgiveness for first-day absences, Commissioner Mary Goode Krone stated that "the determination was intended to reflect an appropriate balance between the needs

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Final Date—June 10

Deadline Set For Finkelstein Law Scholarship Applications

The deadline has been set for June 10, 1966 for students applying for the \$3,000 Jerry Finkelstein Scholarship Award for the New York Law School.

The recipient of the unusually large award will be enabled to further studies leading to a law degree at the New York Law School for the 1966-67 academic year.

Applicants must be civil service employees—or the children of employees—engaged in legal or law enforcement work in a Federal, State, or Local branch of government.

The award will be made on the basis of outstanding academic scholarship or meritorious service

or for an outstanding contribution to the public good. In addition, all other entrance requirements of the New York Law School must be met.

Distinguished Judges

The winner of the award will be chosen by a Distinguished Awards Committee consisting of

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CSEA Board Backs Bill For Labor Relations Law Based On Taylor Report

ALBANY—The Taylor Report on Public Employee Relations as the basis for a new law to replace the Condon-Wadlin Act was given unanimous backing by the board of directors of the Civil Service Employees Assn. last week.

The board met following a decision by CSEA President Joseph F. Felly and Henry Shemin, chairman of the organizations Committee on Employer-Employee Relations, to support to a large degree, the recommendations of the Taylor report.

The recommendations in that survey came from a committee appointed by Governor Rockefeller and headed by George Taylor.

Felly, in commenting on putting the 137,000-member organization behind the bill, said that "The Employees Association has been the leader in seeking public employee protection through true col-

lective bargaining procedures and, in our opinion, the proposed legislation in this area comes the closest to serving both the public and the public employee in the best possible way."

At last week's meeting of the CSEA board, Shemin gave an analysis of the bill, based on the Taylor report, which showed that a large number of Employees Association recommendations were contained in the new legislation. This was, said Shemin, the result of continuing negotiations

(Continued on Page 3)

1-60th Retirement And Supplemental Pension Bills Reintroduced

ALBANY — Two bills endorsed by the Civil Service Employees Assn., which significantly affect both active and retired employees of the State and its political subdivisions, have begun a second journey through the Legislature following earlier vetoes by the Governor.

The bills would establish a one-sixtieth retirement plan for members of the State Retirement System and a supplemental pension plan geared to a cost-of-living formula for all retirees under the system.

The one-sixtieth bill, redrafted by the Employees Assn. after consultation with all interested parties, would guarantee half-pay retirement after 30 years of service and would provide other new and liberalized benefits to members of the Retirement System.

In vetoing the original measure several weeks ago, the Governor said he did so because of technical defects without reaching the merits of the bill. The Employees Assn. is confident it has overcome the defects in the present bill, it was reported.

Increase for Retirees

The supplemental bill, sponsored by Comptroller Levitt, and strongly supported by the Employees Assn., would provide supplemental pension payments to persons now retired under the system which would reflect increased living costs from the year of their retirement and would give a practical formula under which the supplemental benefits could be periodically adjusted to reflect actual living cost changes.

This measure was resubmitted to the Legislature last week

through the Assembly Rules Committee. It was originally passed with bi-partisan support of both houses.

In urging re-passage of the measure, Levitt last week declared that "the present inflationary surge makes the need for a practical device to protect retirement incomes imperative for senior citizen families now caught between inadequate pension benefits and rising living costs."

Bulletin

The Civil Service Employees Assn. is preparing a strong protest to the State Civil Service Commission on the establishment of a preferential eligible list resulting from an open competitive examination to be given for the position of supervising nurse (psychiatric) on June 4, 1966, it was learned at Leader press time.

Full details on planned CSEA action will appear next week.

Metro Conference Elects May 26

New officers for the Metropolitan Conference of the Civil Service Employees Assn. will be elected when the Conference meets May 26, Salvatore Butero, president, announced.

The session will be held at 6:30 p.m. in the CSEA New York City office, 11 Park Place. Only chapters in good standing will be allowed to vote, Butero said.

In addition to choosing new officers, the Conference will hold a regular business session.

CSEA Gets Reply On Power Plant Series Appeals

ALBANY—An appeal by the Civil Service Employees Assn. for salary reallocations of State Power Plant titles probably will not be considered before July, the State Civil Service Commission said last week.

Responding to demands by the Employees Association that the Commission act on the long-overdue appeal, submitted in October 1965, Mary Goode Krone, president of the Commission, told CSEA that the Division of Classification and Compensation "has been engaged in a survey of all classes of positions in the Power Plant series . . . which will be available sometime in June."

Consequently, she said, "it does not appear that the appeal for reallocation of titles in this series . . . will be considered before July."

CSEA had protested that its affected members ". . . justifiably feel that a decision is long overdue."

Don't Repeat This!

In 1968 Race

Romney-Javits, Percy-Javits Could Worry LBJ

WHILE worried New York Democrats, as this column has noted, are searching for some new faces out of which a winner could be produced for this Fall's gubernatorial contest, Republicans are on the lookout on the national level for two outstanding men to head their 1968 Presidential ticket. At this point, two possible combinations are shaping up and they could spell trouble for President Lyndon B. Johnson in 1968, but with many "ifs" being present at this time.

The GOP has two potentially

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DON'T REPEAT THIS

(Continued from Page 1)

glamorous political figures in Michigan's Governor George Romney and in Charles Percy, the vital, youthful, former chairman of the Bell & Howell Corp., who expert's figure would have won the 1964 governor's race in Illinois if it had not been for the Goldwater debacle of that year.

If either of these men were to fulfill their potential and be paired with Sen. Jacob Javits as the Vice Presidential candidate—and he is certainly the strongest

contender for that slot at this writing—the Republicans could develop a ticket with voter appeal that could cause LBJ some real competition.

Romney and Percy

Romney is in good position to aim for the top spot. He not only holds an elective office but uses it well to keep himself in the headlines with fair regularity. In addition, he still has considerable publicity left over from the days when he was the dynamic president of American Motors Corp. But he can't afford to make any mistakes between now and convention time.

Percy's chances will be determined by the results of his bold move to oppose the venerable and respected Paul Douglas in Illinois for the latter's U.S. Senate seat. If Percy's long shot pays off, he would become sensational Presidential candidate material for the Republicans. That kind of victory, accompanied by his youthful good looks, would give the party a man with an even more glamorous image nationwide than that earned by John V. Lindsay locally when he won the mayoralty contest last November. Percy would be the Rockefeller of nearly a decade ago.

Javits

Javits' desire for the Vice Presidency, first reported anywhere by this column, is expected to get additional boosts now from Rockefeller since the Senator announced he would not be a contender in the GOP gubernatorial primary. His original aim, as we noted, was to operate toward the Vice Presidency by starting with the governorship of New York, which he felt he could win, thus gaining control of the large state delegation to the 1968 convention.

As it turns out, Javits withdrawal from that race might be wiser than first thought. Rockefeller, who hasn't lost any of the "guts" he showed in trying to defeat the Goldwater nomination, has a natural partner in Javits in seeking to turn the GOP back to more liberal ways. Therefore, it would be logical for him to give all-out support to Javits' national ambitions.

Possible Switch

Even if Rockefeller should lose the race this Fall, it is fairly certain that leadership of the State GOP party would then go to Javits because political leaders like winners—and Javits has always been a winner; a big winner.

The one thing that might cause a change in this picture is if Rockefeller should not only win but win overwhelmingly. This could revive his own ambitions for the Presidency and then it would be every man for himself.

Whatever the end results, you can expect the Republicans to go for a ticket that will be appealing, glamorous and—they hope—trouble for Lyndon B. Johnson in 1968.

McGrath Promotes Six Correction Dept. Officers To Captain

Six correction officers were advanced to the rank of captain last week by Correction Commissioner George McGrath. The promotions are to fill vacancies of men now on terminal leave prior to retirement.

Swearing in the new captains, Commissioner McGrath stated, "This is a time for sincere congratulations to you and the members of your family. The Department is most interested in seeing you men develop into leaders. As a captain you assume new responsibilities and will have a larger role in carrying out the mandates of the Department of Correction of the City of New York. It is a job requiring knowledge, education, perseverance and human compassion. To attain the goal of reducing crime in the community, every phase of the department's personnel education program will be directed towards coordinating the custodial and behavioral treatment services into one cooperative effort of all employees. You men have the opportunity of continued growth in the uniformed force, not only in rank but in professional competence."

Advanced to the permanent rank of Captain were: Henry F. Bernsen, William F. Albrecht, John G. Oza, Angelo Fasanaro, Robert M. Naylor, William Fitzgerald.

Public Librarians Needed By NYS

New York State is accepting applications on a continual basis for positions as librarians in the various local and State jurisdictions.

Salaries vary according to location.

There is no written or oral test for these jobs and candidates will be graded on their education and experience in the field.

For further information contact the State Department of Civil Service, the State Campus, Albany.

Your Public Relations IQ

By LEO J. MARGOLIN



Mr. Margolin is Dean of Administration and Professor of Business Administration at the Borough of Manhattan Community College and Adjunct Professor of Public Relations in New York University's Graduate School of Public Administration.

A PR Message!

WE HAVE an important message to all civil service employee organizations—a message you may not like, but involved are such strong public relations overtones that it is our duty to alert you to its serious implications.

FIRST, WE urge calm and serious thought. The message is not given just to make you mad. It is passed on in a spirit of sober fact-finding, as well as some of our brainstorming, based on 40 years of experience in our field. BESIDES, MOST of the leaders of civil service employees are so serious in their dedication to their organizations, so close to problems of pay and working conditions, that it is understandable if the things we see remain unseen by those on the daily firing line.

THE MESSAGE goes something like this:

WHILE YOU are busy fighting your battles of pay and working conditions, there are strong feelings being generated by equally strong opinion leaders that the whole civil service system needs a long, hard look—and a drastic change.

CURIOSLY, THIS feeling has developed because civil service/employee organizations have become so powerful. In fact, you should not be surprised to hear intelligent, knowledgeable people saying: "We no longer need civil service laws and rules; the civil service organization are more powerful than the laws and rules."

A CLUE to such thinking comes from Deputy Mayor Timothy V. Costello, undoubtedly the best informed and trained professional in the Lindsay Administration.

LECTURING AT The City College Baruch School recently, Dr. Costello called for a re-examination of the current civil service laws to reach some objective criteria. He added that this was necessary because public employees were now a powerful groups and a growing branch of the trade union movement.

EARLIER IN his lecture he said that a management problem in

public administration is a "lack of association between performance and reward." He added:

"THERE IS little reason for a person to do his job well, because he gets promotions and salary increases from various examinations, and not from past performance."

ONE OF the ways Dr. Costello thinks the private sector of the national economy can be made more compatible with the public sector is a reform of the civil service system to restore incentive to the civil servant.

THIS BRINGS us to another part of our message, which we pose as a question to all civil service employee organizations:

WHEN WAS the last time you received genuine "feedback" from the taxpayers? Do you poll the taxpayers regularly to find out what they are thinking about your organization? Civil service generally? More pay increases at a time of financial crisis?

WE HAVE said scores of times that public relations is a two-way street. You communicate your good performance to win good public relations, but how do you know and how to communicate, if you don't know how big or how small a problem you are in the minds of the people who eventually foot your bills?

WE REGRET to report that all too many civil service em-leaders erroneously think that good public relations consists of a puff story in some newspaper.

ALL CIVIL service employee leaders ought to know that they were caught with their public relations down around their ankles at a City Hall hearing recently. Let me quote from Page One of "The N.Y. Times" of May 5: "At times Mayor Lindsay asked representatives groups requesting more money if they formally supported his \$520-million tax program. The answers, often sheepish, were usually in the negative."

THAT PARAGRAPH was as devastating a piece of bad public relations for civil service employee organizations as we have ever seen in black type.

NOW THAT you have the message, when will the civil service employee organization, particularly in New York City, begin to do some real public relations for themselves, their members and civil service.

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State Is Accepting Applications For Public Health Nurse

The State Department of Civil Service is accepting applications on a continual basis for positions of public health nurse in various counties and cities in the State.

No oral or written test will be required for these jobs.

Neither New York States residency nor United States citizenship is required for the positions.

Salaries vary according to the location of the job.

For further information contact the State Department of Civil Service, the State Campus, Albany or the State Office Buildings, New York City, Buffalo or Syracuse.

Board Backs Taylor Report

(Continued from Page 1) with the leadership of the Legislature and the Administration.

Reporting to the board, Shemin declared:

1. Specifically, we said in our statement:

"We believe that the Condon-Wadlin Law should be repealed. It has a bad name, it has proved unworkable and we should start anew."

The bill provides:

"Condon-Wadlin. Repeal of section 108 of the Civil Service Law."

2. We urged legislation:

"1. In consonance with the view contained in our own Association constitution, that public employees not strike;"

The bill provides:

"Prohibition against strikes. Continuation of the statutory prohibition against strikes by public employees, . . ."

3. We urged:

"That in order to be recognized as an employee organization, the employee organization and its members must renounce the use of the strike and subscribe to the principle that essential and vital governmental services must continue uninterrupted in the public service."

The bill provides:

"Certifying or recognizing the employee organization if . . . it gives a no-strike pledge."

4. We urged:

2. "That public employees should be guaranteed by law the right to organize and negotiate with their employer as to salaries,

fringe benefits and working conditions."

The bill states:

"Right to organize. Declaration that public employees have the right of organization and representation for collective negotiations."

"(a) the Board would appoint a mediator from a list of qualified persons maintained by the Board;

"(b) if the impasse continued, the Board would appoint a fact-finding board of not more than 3 members, each representative of the public, from a list of qualified persons maintained by the Board;

"(c) if the impasse continued to 45 days before the budget submission date, the fact-finding board would submit its findings and recommendations to the chief executive officer of the government involved and to the employee organization, and would simultaneously make such findings and recommendations public; and

"(d) if either party failed to accept the recommendations of the fact-finding board, the chief executive officer would, within 15 days, transmit his recommendations, together with the fact-finding board's report, to the appropriate legislative body."

Nassau Aide Reinstated With Back Pay After Commission Hearing

MINEOLA—Rudy Balsan, of Sanitary District Seven was reinstated to his position, with full back pay, after a hearing before the Nassau County Civil Service Commission. The Commission found that Balsan, who was fired from his job with the Sanitary District "that there is no evidence which supports the charge of insubordination." Balsan was represented before the commission by Richard Gaba, regional attorney for the Civil Service Employee Assn.

This is another victory for the Nassau chapter and is only one of many that have been successfully defended by the chapter in cooperation with our regional attorneys," chapter president Irving Flaumenbaum remarked in announcing the victory.

CSEA Follows Through On Blood Banks

Several months ago, Joseph F. Feily, president of the Civil Service Employees Assn., appealed to Governor Rockefeller for action by the State to establish blood banks to cover public employees throughout the State.

CSEA stated as the objectives of this project the availability of first-class blood throughout the State, and the reduction of the cost of blood under the State Health Insurance Plan, which deduction in cost would then be used to provide other benefits under the program.

Governor Rockefeller has advised CSEA that the State Civil Service Department is looking into this proposal, which he felt to be worthwhile.

Survey Conducted

CSEA as surveyed its 215 chapters throughout the State, comprising its 137,000 public employee members as to whether blood banks existed which served its various chapters. The results of this survey show that a substantial number of blood banks already exist, some of which are sponsored by CSEA chapters.

Generally, the CSEA survey shows that blood needs are pretty well filled by community blood bank operations in the various counties west of the capital district. The survey indicates that the greatest need is in the capital district area, and the New York City metropolitan area. Some of the blood banks sponsored by CSEA have been in existence for substantial periods and cover the members as well as their spouses, children, brothers, sisters, and parents.

CSEA is working with the State Civil Service Department in its efforts to establish blood bank arrangements that will adequately serve the New York City Metropolitan and Albany Capital District areas. CSEA headquarters has received a number of inquiries as to the follow up action being taken by CSEA on this project, and President Feily has assured the Leader that his organization will continue its efforts to seek a satisfactory conclusion of this project.

Court Rejects Bid To Drop Case On Parole Recruitment

Supreme Court Justice Samuel M. Gold in New York City recently denied a cross-motion by the Department of Civil Service and the Division of Parole to dismiss an Article 78 proceeding brought by Jack Weisz, President of the New York Parole District chapter of the Civil Service Employees Assn.

Weisz, through his attorney, William Goffen, applied for an adjudication enjoining the Department of Civil Service and the Division of Parole from continuous recruitment of Parole Officers and the utilization of an allegedly discriminatory method of prescreening of applicants.

Weisz further seeks to invalidate examinations for Parole Officer given since November, 1965 and to cancel any appointments made as a result of such method. He requested the Court to direct that a new open competitive examination for Parole Officer be announced on behalf of all qualified applicants irrespective of race, creed or national origin.

Asks For Trial

Goffen asked for a jury trial of the issues.

The cross-motion was based on the technical ground that Weisz has no standing "either as an individual or in his representative capacity" to maintain the proceeding. In his opinion disposing of this contention, Jus-

tice Gold noted that the petitioner as a citizen of the State has the right to insist that constitutionally mandated Civil Service examinations be given. Justice Gold concluded that the method of prescreening of applicants and continuous recruitment employed "is not at all in accord with the well established principles of Civil Service which have existed in this State for almost 100 years and does violence to the constitutional precepts of the merit system."

Under the Court's order, the Department of Civil Service and the Division of Parole have ten days to serve their answer to the petition.

Executive Chap. Sets Installation Dinner - Dance

ALBANY — Mrs. Dorothy MacTavish, president of the Executive chapter, Civil Service Employees Assn., and Louis Belanger, social committee chairman, have announced plans for the chapter's dinner-dance and installation of officers to be held Wednesday, May 18, at The Jamaica Inn, Latham.

Belanger an employee of the Civil Defense Commission, will be toastmaster of the dinner which will be preceded by a hospitality hour from 6:30 to 7:30 p.m.

The guest speaker will be newspaper columnist Arvis Chalmers, whose commentaries under the by-line "Off the State Cuff" are featured in the Knickerbocker News.

The list of honored guests includes CSEA president Joseph Feily, Dr. Theodore Wenzl, first vice-president and Gary Perkinson, public relations director of the CSEA as well as executive chapter past-president Mrs. May de Seve, and heads of State agencies whose employees are chapter members.

The installation of chapter officers will be followed by dancing to music provided by Joe Cornell and his orchestra.

Reservations for members and friends of the chapter may be obtained by contacting chapter representatives in the Civil Defense Commission, Division of Military and Naval Affairs, Division of the Budget, Office for Local Government, Division of Veterans' Affairs, Executive Chamber, Commission for the Capital City and the Offices of Economic Opportunity, Regional Development and Identification and Intelligence.

Estelle Tesmer

UTICA—Mrs. Estelle R. Tesmer, head nurse of the diagnostic clinic at the Utica State Hospital and a member of the Civil Service Employees' Assn., died recently in Utica State Hospital.

Besides her husband, she leaves two sisters, Mrs. John Stuczko and Mrs. James Harding both of Utica.

Utica Chapter Sets Election And Installation

UTICA—The Utica chapter, Civil Service Employees Assn. has announced its slate for election to 1966-67 officers.

Nominations include: president—Irwin Block, Department of State; Philip Caruso and Lois Ann Minozzi, Department of Tax and Finance.

First vice-president—Fred Coons and Jane Lis, Division of Employment; and William Nudo, Department of Labor, Herkimer.

Second vice-president—William Gorton, Department of Labor; Violet Miga, Department of Health, and Adelaide Morgan, Department of Motor Vehicles.

Recording secretary—Marguerite Curcio, Department of Labor, and Mary LoGalbo, Department of Commerce.

Treasurer—Phyllis Bowen, Department of Motor Vehicles; Dominick Eramo, Department of State; Donald Grabowski, Department of Commerce; and Florio Vitullo, Youth Opportunity Center of the Division of Employment.

Tellers for the election will be Ray Connors, Janice Evans and Pat Williams. Serving on the Nominating committee were Irwin Bock, chairman; Lois Ann Minozzi, Violet Miga, Adelaide Morgan and Ray Connors.

Further nominations were received from the floor at the regular meeting of the chapter recently in the Department of State. Installation ceremonies will be conducted May 19.



INSTALLED — William Rossiter, fourth vice-president of the Civil Service Employees Assn. recently installed officers of the Manhattan State Hospital Chapter, CSEA at the Music Hall of the Hospital on Ward's Island, Manhattan. Left to right

are: Rose Battle, president; Marjorie Louchs, third vice-president; Alexander Shaw, first vice-president; Leon Sandman, treasurer; Sophie Slutz, recording secretary; Doris Polents, alternate delegate; Amos Royals, delegate; Eugenia Chester, second vice-president and Rossiter.

New Book Examines Zingy Foreign Jobs & Tells How

Everyone knows that more Americans are working abroad for the United States this year than at any time in our nation's history.

Where the jobs are and how to get them is the subject of a recent book, "Careers and Opportunities in International Service" by Herbert and Mary Stewart Krosney. Concerned with jobs that offer both travel and high adventure—and sometimes something more subtle, more rewarding and with enthusiasm of higher purpose, this volume brings up to date an array of careers for both public and private agencies.

International Civil Service, working for the United Nations and its agencies, include economic social scientists, lawyers, statisticians, secretaries, interpreters, accountants, translators, technical experts, librarians, film makers and many other categories. In subsidiary organizations, like the International Court Adjuster at The Hague, UNICEF and even the Security Council, there are thousands of jobs for a variety of skills. Jobs are allotted on a quota system and applications are taken at the United Nations Secretariat.

In the private sector an even greater variety of techniques are needed in international business both in Europe and in the less developed countries. A liberal arts college graduate starts at \$6,500 and a Ph.D. at between \$9,000 and \$10,000. The chief employers are the oil companies, the banks and the airlines. Newspapers have a few jobs but they are becoming increasingly difficult to get.

Religion too offers opportunities for service both as missionary and worker.

For the United States government the Foreign Service and the Peace Corps are the most widely known. The Foreign Service requires technical, secretarial and clerical personnel, couriers, technicians, administrative specialists, accountants, consular and telecommunications specialists. Foreign Service Officers serve at 300 overseas posts.

Entrance is by examination. There are no formal educational requirements but usually a BA is expected. Language skills help, of course. Following the written examination an oral examination, medical examination, background investigation and probationary training period are undertaken.

USIA too has a gamut of jobs for informational and cultural affairs specialists. Most glamorous, and least paying of the Foreign Service careers, is the Peace Corps which now has 10,000 volunteers with 225 different skills. The work is difficult and the examination is thorough. The service, of course, is at the furthest ends of the earth and pay has been described as "eleven cents an hour," \$75 a month plus room and board.

1,000 Island Comm.

ALBANY—Governor Rockefeller has reappointed John G. Ward of Ogdensburg to the Thousand Island State Park Commission.

U.S. Service News Items

By JAMES F. O'HANLON

Retirement Fund In Red; Call For Contribution Hike

Many informed individuals in Congress and among civil service employees are beginning to worry about the deficit in the Civil Service Retirement Fund. By June, the fund will have a red ink display of approximately \$44 billion and the hue will grow richer with each passing day. The House Appropriations committee has issued a report calling for a Congressional study of the recommendations of the Cabinet Committee on Federal Retirement. One such recommendation was that both the Government and the employees should increase their contributions to the fund.

Federal civil service leaders are concerned over the lag because they can foresee a time in the near future when a Congress will refuse to vote for larger benefit payments if the deficit continues to rise.

"The normal pyramidal grade structure, with a relatively low proportion of the staff in the upper grades is not appropriate to an activity which must rely on the expertise, ingenuity and inventiveness of its professional staff and has relatively little need for the sub-professional middle grades that carry out the major portion of the governmental operations of the usual Government agency." So said another report of the House Appropriations Committee last

week as it commented on the drawbacks of grade-ceilings in such an agency as the National Institute of Health.

The report states that, in this agency at least, competition with private industry is so keen for individuals qualified to carry out its highly specialized technical work that the imposition of grade ceilings is a deterrent to its hiring. The report suggests that such agencies, and in fact, divisions within agencies should be judged according to their specific needs where grade-ceilings are concerned.

In one division of the National Institute of Health, there are sixty vacancies in highly technical positions due to the unattractiveness of the salary structure to the skilled technicians who would qualify.

Nobody seems to be too upset about the pay raise this year, although it seems that no one is overjoyed either and the overall result of such a consensus action and reaction policy seems to be as columnist Murray Kempton states it, that the President is not so much losing his popularity with the people as he is their attention.

However, John F. Griner of the American Federation of Government Employees, coming out unmarked from a losing fight with Congress for a more substantial pay-hike this year, had hardly removed the gloves when he made a public avowal of the Administration's benevolent dealings with Federal employees. Griner points out and rightly, that there are now no fewer than 137 career civil servants serving in sub-cabinet and ambassadorial positions—a cream top manifestation of the highly liberalized promotion goodies of the Johnson Administration. In fact, of 177 sub-cabinet promotions made by the President Johnson 47.8 per cent have been from the career civil service. Griner feels that such figures should be taken into consideration in any overall evaluation of the Administration's attitude toward civil service and evidently that now is the ripe time to mention it. No doubt he is right on both counts.

Final Answers For Announcer

Following are the final key answers for the written examination for announcer given on Feb. 21.

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

Where to Apply For Public Jobs

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

CITY

NEW YORK CITY—The Applications Section of the New York City Department of Personnel is located at 49 Thomas St., New York 7, N.Y. (Manhattan). It is three blocks north of City Hall, one block west of Broadway.

Hours are 9 A.M. to 4 P.M. Monday through Friday, and Saturdays from 9 to 12 noon. Telephone 566-8720

Mailed requests for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filing of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department and must be postmarked no later than the last day of filing or if stated otherwise in the examination announcement.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 8th Avenue Line. The IRT Lexington Avenue Line stop to use is the Worth Street stop and the BMT Brighton local's stop is City Hall. Both lines have exits to Duane Street, a short walk from the Personnel Department.

STATE

STATE—Room 1100 at 270 Broadway, New York 7, N. Y., corner of Chambers St., telephone Barclay 7-1616; Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; State Office Building, Syracuse; and 500 Midtown Tower, Rochester (Wednesdays only).

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

FEDERAL

FEDERAL—Second U.S. Civil Service Region Office, News Building, 220 East 42nd Street (at 2nd Ave.), New York 17, N.Y., just west of the United Nations building. Take the IRT Lexington Ave. Line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

Hours are 8:30 a.m. to 5 p.m., Monday through Friday. Telephone number is YU 6-2626.

Applications are also obtainable at main post offices, except the New York, N.Y., Post Office. Boards of examiners at the particular installations offering the tests also may be applied to for further information and application forms. No return envelopes are required with mailed requests for application forms.

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Sanitary Engineer Positions With State

New York State is accepting applications on a continual basis for examinations for sanitary engineers. Salary ranges from \$8,175 to \$9,880 for assistant sanitary engineers to \$10,900 to \$12,110 for senior sanitary engineers.

For further information contact the State Department of Civil Service, the State Campus, Albany or the State Office Buildings, New York City, Buffalo and Syracuse.

Patrolman Filing Is Open Now

The New York City Department of Personnel is accepting applications until May 27 for an examination for patrolman in the New York City Police Department.

This exam is open to men only.

Starting salary in the position is \$7,032 with uniform allowance and other welfare benefits added.

The written test is expected to take place on June 11. Applicants must be less than 29 years of age but at least 20 years old. Some exceptions to this requirement are made for veterans.

The written weight of the test is 100 with 75 percent required.

For further information and applications contact the Applications Section of the Department of Personnel, 49 Thomas Street, New York City.

Appropriate for Railroad Conductor

Bus Drivers' Test Expected

The New York City Department of Personnel has tentatively set January 5 to January 25, 1967 as filing dates for the examination for bus operator with the Transit Authority.

The written examination is expected to take place on May 20, 1967.

The eligible list resulting from this test will also be used to fill vacancies for conductor in the TA.

Starting July 1, 1967, the salary for bus operator will be \$3,3650 to \$3,7300 per hours.

Do not contact the Department of Personnel until filing opens but study material can be used now for the forthcoming exam.

Watch future editions of The Leader for further information on this test.

Cooperate with the ZIP code program of the Post Office Department—Use ZIP code numbers in all addresses.

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Continual Filing For USIA Radio Broadcast Tech.

The United States Civil Service Commission is accepting applications on a continual basis for an examination for radio broadcast technician, mainly for service with the Voice of America unit of the United States Information Service.

Most of the positions are in the Washington, D.C. area and some are with other agencies.

Salary ranges from \$6,115 to \$7,779 a year to start.

For further information contact the Executive Secretary, Board of U.S. Civil Service Examiners, United States Information Agency, Washington, D.C.

Psychiatric Social Aides Are Needed

Applications are being accepted on a continual basis by New York State for examinations for psychiatric social workers.

Starting salaries range from \$7,320 for senior psychiatric social workers, to \$8,600 for supervising psychiatric social workers. Appointments may be made above the minimum.

Neither New York State residency nor United States citizenship is required for the examination.

For further information contact the State Department of Civil Service, the State Campus, Albany, or the State Office Buildings, New York City, Buffalo and Syracuse.

Asst. Mechanical Eng.

The New York City Department of Personnel established an eligible list May 17 with eight names on it in the title of assistant mechanical engineer. This is a promotion list.

Recreation Resource Specialists Needed By Federal Gov't.

The United States Civil Service Commission is accepting applications on a continual basis for examinations for recreation resource specialists who are needed for service with the Department of the Interior and other Federal agencies.

Salaries vary from the GS-9 level to the GS-15 level.

Recreation resource specialists assist governmental and non-governmental organizations in locating and establishing needs for recreation facilities.

For further information contact the Executive Secretary, Board of U.S. Civil Service Examiners, Office of the Secretary, Department of the Interior, Washington, D.C. 20240.

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TUESDAY, MAY 17, 1966



The Time Is Now

WHILE the Legislature is still in session, public employee organizations in both the City and State should utilize every second of time to prepare for the strongest possible action to secure passage of at least three urgently needed pieces of legislation.

The first of these is the passage of a bill to replace the odious Condon-Wadlin anti-strike law. A good basis for new legislation is contained in the recommendations of the Taylor Report on Public Employee Relations. The civil service and the public are entitled to action on a bill of this nature this year.

Members of the State Retirement System have a second chance to gain a future guaranteed half-pay retirement plan by the reintroduction in the Legislature of a bill designed to overcome objections in an earlier passed bill that was vetoed by Governor Rockefeller. The bill also makes liberal provisions for present members of the system.

A duty of all public employee organizations is to lend a hand to civil servants who retired years ago and now live on inadequate pensions. A bill which would give them retirement increases based on the cost-of-living index is now in the hopper and should receive vigorous support from all quarters.

There are scores of other bills that yet need action and there is still time to get that action. The technique of contacting Assemblymen, Senators and the Governor consistently by mail and in person, when possible, should be used right up to the closing day of the current session.

Elisha T. Barrett

CIVIL service employees lost one of their best friends in the Legislature last week with the death of Sen. Elisha T. Barrett of Suffolk County.

Senator Barrett had a long and distinguished career in both the Assembly and the Senate. During that time, his name appeared on hundreds of bills sponsored by public employee organizations. So that no one could doubt that he really believed in such organizations, he was a member of the Civil Service Employees Assn. for some 25 years.

His memorial among public employees is contained in the many laws he helped pass to create a better Merit System for the civil service.

Four Appointed To Apprenticeship Coun.

ALBANY.—Four new appointments have been made to the Apprenticeship Council of the State Labor Department.

Named to the \$60-a-day advisory posts are:

Dr. Robert D. Helsby of Latham, executive dean for continuing education of the State University and a former deputy commissioner of the Labor Department.

Jack W. Zucker of New York City, who represents employers on the board. He is president of the Building Industry Employers of New York City.

Al Richman of Jericho, Long Island, who represents employers and is president of the Standard

Bookbinding Corporation of New York City.

Daniel R. McGraw of Albany, who is legislative chairman of the State Building Trades Council and assistant regional director of the International Union of Operating Engineers. McGraw is a graduate of the Harvard University Labor Relations School.

Oppose Cutting Of Mental Hygiene Funds

ALBANY.—The New York State Association for Mental Health has urged the fiscal committees of the Legislature to refrain from cutting appropriations for the State Department of Mental Hygiene.

Henry J. Schwellenbach, association president, declared, in a telegram to Senate Finance Chair-

Civil Service Television

Television programs of interest to civil service employees are broadcast daily over WNYC, Channel 31. This week's programs are listed below.

Sunday, May 22

2:30 p.m.—Courts and Lawyers at Work—Survey of the American Legal System with Prof. David Kochery; "Professional Ethics, Part I."

10:30 p.m.—Viewpoint on Mental Health—"Mental Health Services in a Municipal Welfare Organization."

Monday, May 23

4:00 p.m.—Around the Clock—New York City Police Training Program. "Stop and Frisk."

7:30 p.m.—On the Job—New York City Fire Department Training Program. "Con Ed Distribution Facilities."

Tuesday, May 24

4:00 p.m.—Around the Clock—New York City Police Department Training Program. "Stop and Frisk."

7:00 p.m.—Viewpoint on Mental Health—"Mental Health in the Caribbean."

7:30 p.m.—Human Rights Forum.

9:00 p.m.—Televised Clinical Science Seminar "Tuberculosis"

Wednesday, May 25

2:30 p.m.—Viewpoint on Mental Health—Commissioner Marvin Perkins of the New York City Mental Health Board interviews Bertram Scaffner, M. D., on "Mental Health in the Caribbean."

4:00 p.m.—Around the Clock—New York City Police Dept. program. "Stop and Frisk."

7:30 p.m.—On the Job—New York City Fire Department training program. "Con Edison Distribution Facilities."

10:00 p.m.—International Interview—United Nations Representatives are interviewed by newsmen.

Thursday, May 26

4:00 p.m.—Around the Clock—New York City Police Department program. "Stop and Frisk."

7:30 p.m.—On the Job—New York City Fire Department training program. "Inspection of Converted Dwellings."

9:30 p.m. City Close-up—Patricia Marks interviews Narcotics Coordinator, Dr. Efreem Ramirez.

Friday, May 27

4:00 p.m. Around the Clock—New York City Police Department training program. "Stop and Frisk."

9:00 p.m.—Courts and Lawyers at Work—"Professional Ethics, Part I."

Saturday, May 28

7:00 p.m.—Community Action—"Legal Counsel For The Child."

7:30 p.m.—On the Job—New York City Fire Department Training Program. "Inspection of Converted Buildings."

man Warren H. Anderson and Assembly Ways and Means Chairman Harvey M. Lifset:

"Any reduction in services, programs, personnel authorizations for this department would seriously impair care and treatment of the mentally ill and mentally retarded."

Instead, the association urged the committees to increase Department funds for local mental health programs and to expand the recruitment and training programs for the Department.

Civil Service Law & You

By WILLIAM GOFFEN



(Mr. Goffen, a member of the New York Bar, teaches law at the College of the City of New York, is the author of many books and articles and co-authored "New York Criminal Law.")

SUCCESSFUL participation in the examination conducted by the Board of Examiners of the Board of Education of the City of New York for licensure as a Teacher of Common Branch Subjects, issuance of the license by the Superintendent of Schools, and actual appointment to a school faculty where services are performed satisfactorily for a year or so do not assure permanence of license. In view of the shortage of teachers, licenses may be issued conditionally while records are being appraised.

AS SET forth in the examination announcement, "an appraisal of record" is part of the examination. This part of the examination requires evidence of loyalty to the government of the United States and of good citizenship, integrity, conscientiousness in the performance of duty, sympathetic understanding of and interest in children, and other elements of fitness.

THE TEACHER'S omission of any of his teaching experience from his application for licensure may in itself be regarded as a falsification of record warranting discontinuance of services. In a recent case, the teacher omitted reference to a year's teaching experience with a New Jersey elementary school. The Board of Examiners uncovered the omission during an interview with the teacher.

THE BOARD'S inquiries at the New Jersey school met with adverse response from the principal who reported that the teacher "physically punished some pupils contrary to New Jersey State Law," also, he was deficient in his willingness to render services beyond the minimum required of teachers generally. As an example, the principal stated that the teacher refused to chaperone school affairs unless he was paid an extra amount.

THE ONLY other unfavorable reference to the teacher's past record was made in a "Report on Teaching Service" at a New York junior high school four years earlier, which gave him a rating on "sympathetic understanding and interest in children" of "2," meaning "not quite satisfactory."

IN AN Article 78 proceeding for reinstatement in his position, it was noted on behalf of the teacher that under New Jersey Law it constitutes corporal punishment merely to require a pupil to stand at attention. In any event, the teacher's omission of the New Jersey experience was without intent to falsify. Indeed, the omission was based upon the teacher's belief that he could not receive salary or experience credit in the New York license examination for teaching service in other states. With respect to the rating of "not quite satisfactory" by the junior high school principal on the item of "sympathetic understanding and interest in children," it was pointed out that on six other items rated, the teacher did quite well. Four reports by other principals rated his services '3,' meaning 'Satisfactory,' or '4,' meaning 'Good,' or '5,' meaning 'Superior.' The principal who gave the one unfavorable rating prepared his report without personal knowledge entirely on the basis of personnel files, because he was not the principal when the teacher taught at the school several years earlier.

THE BOARD submitted a thirteen page, closely typed exhibit of complaints in support of the charge of lack of sympathetic understanding of children. These unproven complaints, among other things, accused the teacher of corporal punishment, a procedure that is contrary to the bylaws of the Board of Education. Although the teacher denied the accusation, this was one of the reasons given for the discontinuance of his license. In response to the teacher's request, the Board succinctly stated its reasons in full:

"1. Unsatisfactory teaching record; this judgment is based upon reports of supervisors indicating insubordination and corporal punishment.

"2. Falsification of application with respect to prior teaching experience.

"3. Evasiveness and lack of candor during interview with license committee."

THE COURT in this case dismissed the petition on the ground that the action taken was supported by a record indicating the teacher's falsification of his application and unsatisfactory record. Even so, are the mistakes of inexperience never lived down?

Work Towards Job Motivation, And Provide More Challenging Jobs, Dr. Costello Tells Personnel Group

By JOE DEASY, JR.

"After many investigations into the relationship between job satisfaction and productivity, there have been no consistent findings", Deputy Mayor-City Administrator Timothy Costello told guests at the annual dinner and awards meeting of the Metropolitan Public Personnel Society last week at the Tavern-on-The-Green.

Dr. Costello was the principal speaker at the dinner during which Lewis Orgel, former City Register and now Clerk of the U.S. District Court in the Eastern District and Dr. Sidney Mallick, director of the New York City Executive Program were cited by the Municipal Personnel Society and the Public Personnel Association respectively.

The City Administrator noted that "We must move from the theory of job satisfaction to job motivation."

"Further," he added, "we must produce an engagement between the employees performance and his motivation and between job performance and reward by increasing the zone of freedom around the job and by providing more challenging jobs."

June 10 Deadline For Finkelstein Law Scholarship

(Continued from Page 1)

the following:

Senator Robert F. Kennedy; Dr. Edward J. Bloustein, President of Bennington College;

Dr. Alvin Eurich, former head of the Ford Foundation for Education, consultant to the Ford Foundation, and President of the Aspen Foundation;

Jerry Finkelstein, whose Foundation established the scholarship, is Publisher of the New York Law Journal and the Civil Service Leader, President and Chairman of the Board of the Struthers Wells Corporation, and a member of the Board of Trustees of the New York Law School, a member of the Executive Council of Southampton College, and a member of the President's Council for the Graduate School of Public Administration of New York University;

Charles W. Froessel, chairman of the New York Law School Board of Trustees, former New York State Court of Appeals Judge;

Dean Daniel Gutman of the New York Law School;

Dean Ray F. Harvey of the Graduate School of Public Administration, New York University;

Nathaniel Goldstein, former New York State Attorney General, member of the New York Law School Board of Trustees;

Sylvester C. Smith, president of the New York Law School and former president of the American Bar Association; and

Edwin L. Weisl, Sr., Senior Partner, Simpson Thatcher & Bartlett and member of the Board of Ethics of the City of New York, and a trustee of the New York Law School.

Where To Apply

Applications for the Jerry Finkelstein Scholarship Award may be obtained from Dean Gutman, New York Law School, 57 Worth Street, New York City, New York 10013 or from Secretary, Jerry Finkelstein Foundation, 630 Fifth Avenue, New York, N. Y. 10020.

"The principal reward for a civil service employee is promotion and this is not related to his prior performance—except in a limited degree," Dr. Costello pointed out. "It is dependent upon examination results". He noted, also, that the examination system has its flaws.

"Psychologists findings have determined that some people are not good examination takers although they are highly qualified for promotions. For this reason, they do not come close enough to the top of the eligible list for the administrator to appoint them in many cases," he said.

The deputy mayor agreed that that annual increments are reasonable because, "I believe that a man becomes more valuable after each year of service in a job." However, rewarding highly productive and top-flight employees with merit increases is hard to implement by administrators.

Calling for increased flexibility of department managers on operational personnel practices, Dr. Costello noted that commissioners must keep within budget lines under present policies. He urged the upgrading of the Department of Personnel to a level equal to that of the Bureau of the Budget.

He drew comparison from his recommendations to present practices within the uniformed forces of the Police Department in which policemen are promoted through competitive examination to the rank of captain and then are promoted to higher supervisory jobs through appointment by the commissioner.

Citing the Riegelman report recommendations (Editor's note: See page 8) on the introduction of college trained personnel to middle and high level management positions, he noted that there were few ways to introduce a college graduate to civil service positions except in the professional fields such as chemistry, medicine and engineering.

Summing up, Dr. Costello urged that "We should strive to implement the recommendations of the Riegelman report within the next several months."

He noted that the report only scratched the surface of civil service problems but that was all it was intended to do. Further, in depth, studies would be necessary to bring about a more complete renovation of the system through Legislative action, he noted.

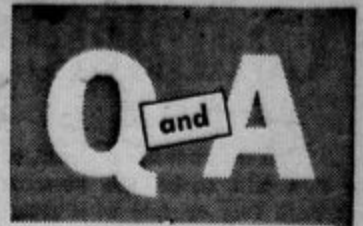
The other speaker for the evening was Nicholas Oganovic, ex-

ecutive director of the U.S. Civil Service Commission.

Oganovic described some of the future plans of the federal agency in training, job information, recruiting and internship programs. He told of U.S. Civil Service Commission Chairman John Macy's plans for a staff college for upper echelon employees and a possible system for joint recruiting on college campuses by Federal, City, State and local civil service commissions.

MPPS officers for the coming year were introduced by Max Saslow, the current president.

Introduced were: George McQuoid of the U.S. Civil Service Commission, president; Bernard Berger of the New York City Department of Personnel; Julien Kien of the Port of New York Authority and Morton Stevenson of the New York State Department of Civil Service, vice-presidents; Esther Liebert of the City Department of Personnel, secretary and Samuel Brecher, of the City Register, treasurer.



QUESTIONS AND ANSWERS . . .

. . . about health insurance

by William G. O'Brien

Blue Cross-Blue Shield Manager,

The Statewide Plan



This column will appear periodically. As a public service, Mr. O'Brien will answer questions relative to the Statewide Plan. Please submit your questions to Mr. O'Brien, Blue Cross-Blue Shield Manager, The Statewide Plan, 1215 Western Ave., Albany, N.Y. Please do not submit questions pertaining to specific claims. Only questions of general interest can be answered here.

Q. I plan to retire this summer and would like to continue my Statewide Plan contract. I won't be 65 for a few years yet, so I won't be covered by Medicare. How do I continue my Statewide Plan when I retire? I have carried it since the plan was first offered to State employees.

A. You should contact your payroll or personnel officer and sign a form authorizing your share of the premium to be taken from your retirement system check.

Q. I have a physically handicapped child who will be 19 next month. I've been told this child will continue to be covered under my Statewide Plan even though she is over 19. Is that correct?

A. Yes. This is one of the special provisions of the Statewide Plan. Eligible dependents include an employee's unmarried child 19 years of age or older who is incapable of self-support by reason of mental or physical disability and who became so incapable before reaching age 19.

Q. I have already incurred over \$100 in medical bills this year. Can I file a claim now under Major Medical or must I wait until the end of the year?

A. It is not necessary to wait until the end of the year to file a claim under the Major Medical portion of your Statewide Plan. You may file your claim as soon as you have incurred over \$50 worth of bills for any one person covered under your contract and you will be reimbursed to the extent of 80% after the first \$50.

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NOTICE
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THE AWARD:
The \$3,000 Jerry Finkelstein Scholarship Award is presented annually to a qualified applicant, for further studies, leading to a law degree at the New York Law School. The award is made possible by the Jerry Finkelstein Foundation, 630 Fifth Avenue, New York N. Y. 10020.

THE RECIPIENT OF THE AWARD:
The applicant must be a civil service employee—or the son or daughter of an employee—engaged in legal or law enforcement work in a Federal, State, or local branch of government.

PRESENTATION OF THE AWARD:
The award will be made for outstanding academic scholarship or meritorious service or for an outstanding contribution to the public good. In addition, all other entrance requirements of the New York Law School must be met. Next year's award will be presented for the academic year beginning September, 1966.

THE APPLICATION:
To obtain an application or further information please write to:
DEAN DANIEL GUTMAN,
New York Law School,
57 Worth Street, New York, N. Y. 10013
Secretary,
Jerry Finkelstein Foundation,
630 Fifth Avenue, New York, N. Y. 10020

THE AWARDS COMMITTEE:
Selection of the recipient of the award will be made by a panel of ten distinguished lawyers and educators, including Senator Robert F. Kennedy; Dr. Edward J. Bloustein, president of Bennington College; Dr. Alvin Eurich, president of the Aspen Foundation; Jerry Finkelstein, who heads the Foundation which established the scholarship, and a Trustee of New York Law School, publisher of the New York Law Journal and the Civil Service Leader; Charles W. Froessel, chairman of the New York Law School board of trustees, retired Judge of the state Court of Appeals; Dean Daniel Gutman of the New York Law School; Dean Ray F. Harvey of the Graduate School of Public Administration, New York University; Nathaniel Goldstein, former New York State Attorney General; Sylvester C. Smith, president of the New York Law School and former president of the American Bar Association, and Edwin Weisl, Sr., senior partner, Simpson, Thatcher & Bartlett.

Complete Text Of Riegelman Report On City Personnel

Recommendations aimed at developing improvements that will make the personnel administration of New York City operate with greater effectiveness and equity both to the City and to City employees were put forth recently to Mayor John V. Lindsay by the Mayor's Task Force on City Personnel under the chairmanship of Harold Riegelman.

An earlier report dealing with impasse procedures to be adopted in the area of collective bargaining was submitted on January 27.

The complete report follows:

THE TASK FORCE APPROACH

Personnel administration is a collection of activities including recruitment, selection, classification, placement, training, compensation and utilization and individual development of employees. In our view, its principal purpose is to enable agencies to perform their jobs efficiently. While recognizing the breadth of the field, the Task Force, in view of the need for prompt action and of the limited resources at its disposal, has concentrated only on the most important and rewarding opportunities for improvement of personnel administration.

Many of these opportunities lie within the grasp of the Mayor himself. The new City Charter equips the Mayor to discharge effectively his responsibility for leadership in personnel administration. He is empowered to define the relationships among his many staff aides, including the Department of Personnel, the Deputy Mayor-City Administrator, and the Bureau of the Budget. He has great influence on the degree of budget and managerial flexibility his department heads enjoy. He can thus set the tone for the whole municipal service. The fastest, most economical, and most appropriate way to improve the City's personnel system is for the Mayor to exercise these powers fully. This is the key to personnel management, and the main focus of this report.

We also have proposed some actions that may require revisions of statutes, ordinances, administrative regulations, and perhaps of the State Constitution. But we avoided recommendations that should be formulated only after more thorough study and deliberate judgment than our resources of time, money, and staff permitted. Consequently, this report should not be regarded as a final and complete solution of a many-faceted administrative problem. We believe adoption of our recommendations can have certain salutary results, but the benefits will be neither enduring nor comprehensive if not followed by the more extensive exploration of certain aspects of the personnel system suggested in the pages that follow.

Efficiency, The Final Purpose

The final purpose of effective personnel management is, of course, the efficient use of people in supplying City service. To achieve this purpose there must be a serious study of methods, procedures, systems, and equipment and the definition and interrelations of existing programs. The Task Force is aware of the need for analysis of these areas, but in compliance with its assigned mission, has confined this report to personnel administration policies and practices within the existing environmental framework, the acute need for the improvement of which is recognized.

Finally, we note that there is an immense reservoir of good will, devotion to the City, ability, and knowledge in the municipal service. These assets are offset, however, by weaknesses in the City's system of personnel administration and by frustrations of officers and employees at the middle and lower levels in both line and staff agencies. Improvement of personnel management must therefore be regarded not as a series of external decisions to be imposed on an unwilling work force, but as a shared goal of those who serve the City. Indeed, the stake of the rank and file in good personnel practices is as great as that of anyone else, for on it depends their job satisfaction, their pride in their work, and their own self esteem. This great reserve of ideas and cooperation should not be neglected, for it is one of the City's invaluable assets. Through improved management, and with the help of employee organizations and unions, this reservoir can and should be tapped.

It is with these premises in mind that we present the following findings and recommendations.

Findings and Recommendations

1. DEPARTMENTAL INITIATIVE

Finding: A variety of circumstances have made it difficult for department heads to display initiative and imaginative leadership in personnel management in their own agencies.

Operating department heads have been handicapped because of control over personnel decisions by the Bureau of the Budget (such as the Bureau's determina-

tion of the qualifications and numbers of agency personnel); and because of certain City and State laws and Civil Service regulations (such as ambivalent provisions concerning the departments' grant of authority versus the Mayor's ultimate authority for budget preparation—(see Section 112 to 123 of the City Charter). There are also obstacles to flexible personnel administration stemming from judicial construction of Article 5, Section 6 of the New York State Constitution.

But many of the restraints on top departmental leadership were imposed by former Mayors unwilling to delegate authority to their commissioners, by the reluctance of commissioners to employ the authority they already have, by misconceptions on the part of commissioners about what they may and may not do in the personnel field, by habits and traditions that persist long after the restrictive rules and regulations that produced them have been changed and by a failure to establish appropriate limits on the issues which may be the proper subjects of collective bargaining.

New York suffers also from the inherent weakness of all large bureaucratic structures:—the instinct to follow past procedures and resistance to new and creative procedures for handling public business. It is eternally necessary for top management to reward imagination and creativity and recognize that new problems require new solutions. Fear or suspicion of change is not the proper stance for those responsible for City services.

Finally, instruments for identifying and rewarding merit are frequently turned into rigid irrelevant procedural rituals. Probationary periods are generally treated in a perfunctory manner with employees almost automatically and without serious scrutiny being moved into their tenured positions. Performance ratings are now used as an effective tool for evaluating employee performance and consequently merit-increases are not systematically tied to pertinent measures of evaluation. The written tests now heavily relied on, are not always the best method of screening and selecting employees for promotion.

Want of strong and respected leadership in the personnel functions and in line management has thus stultified initiative, frustrated remedial efforts, encouraged rigidity, rewarded mediocrity and resulted in a level of performance out of keeping with the potential capabilities of City employees.

Recommendation

The Mayor should delegate more authority to agency heads making them clearly responsible for the management of personnel in their respective agencies.

(a) After departmental budgets have been approved, each department head should be relieved of prior budget approval in determining changes in employee numbers, schedules, activities and programs within the total budget allocation. Payroll certification procedures should be modified to facilitate the exercise of this enlarged authority, (see Section 124a and b of the City Charter).

(b) Department heads should be authorized to use available departmental funds for the recruitment of new personnel at salary levels above the opening level without prior clearance from the Bureau of the Budget, where the department head believes such a procedure is essential in terms of the applicants' qualifications and the program needs of the department.

(c) The Mayor should initiate the necessary steps to expand to other City departments the practice now prevailing in the Police Department, where limited numbers of high level administrative positions are filled by the commissioner from the ranks of competitive civil service incumbents of a specified title. In the Police Department, positions above the rank of captain (the highest competitive-class) are filled by the commissioner from among those holding that rank, without jeopardy to the officers' permanent tenure and subject to his possible reassignment to that rank at the pleasure of the commissioner. Comparable arrangements might well be established within each large department. In smaller departments, there could be a pooling of those titles whose incumbents would be eligible for assignments to higher duties. Combined with the executive roster personnel (as described in Recommendation 4-a), and with political appointment at and near the commissioner level, this machinery could help overcome the acute shortage of qualified executives, improve the responsiveness of top tenured leadership to the elected officials and their appointees, and provide fruitful opportunities for capable employees to be evaluated and designated to responsible positions on the basis of their on-the-job qualifications and performance. This would stimulate employee initiative throughout the service.

(d) Department heads should be required to demand from supervisors a systematic written appraisal of new employees during their probationary period, in order to insure that either retention or dismissal is justified.

(e) The Mayor should request the City Civil Service Commission to provide appropriate probationary periods

for personnel who have received promotions to insure that their actual job performance meets the expectations of their superiors.

(f) The Mayor should submit to the forthcoming Constitutional Convention, a proposal for the revision of Article 5 Section 6 of the New York State Constitution to encourage more flexibility in the use of "un-assembled" and "qualifying" (as contrasted with rank-order) examinations.

(g) The Mayor should publicly announce and stress that merit-increases, as distinguished from mandatory increments, should be awarded for superior performance only and never as a matter of routine. He should, therefore, also stress the need for serious and objective application of performance evaluation, and permit department heads to authorize up to two-step merit-increases above the mandatory increments (within grade ceilings and available funds) without any outside clearance.

(h) A course in personnel management should be instituted for line executives so that they will be informed of personnel policy and of resources available to them. Such a course need not take more than a few days. Attendance should be mandatory for all supervisors, including top departmental officers. The course should be repeated as needed. Properly sponsored and conducted, such a program could help many a department chief to surmount existing or imagined personnel obstacles.

2 PERSONNEL OFFICES

Finding: Neither the Department of Personnel nor the personnel offices in the respective City agencies are as yet able to provide needed assistance to agency officers.

There is uncertainty about the functions and authority of the Department of Personnel. There is also uncertainty as to the relationships among this department, the Deputy Mayor-City Administrator, the Budget Director, and the operating departments. Some commissioners therefore have tended to overlook the Department of Personnel as a source of potential help in personnel matters including the development and training of staff for department personnel officers. There is a decided dearth of properly trained personnel officers throughout the City.

Recommendation: The Mayor should strengthen the central Department of Personnel in relation to other staff agencies, and strengthen personnel offices in all City departments.

(e) The City Personnel Director should in practice, as in theory, be the principal City official (after the Mayor) in personnel administration. He should occupy a status parallel to that of the Budget Director, and should be authorized and equipped to help each agency head to develop the necessary staff for running an effective program in his agency.

(b) The Mayor should instruct each agency head to develop, in conjunction with the City Personnel Director, the staffing patterns for the establishment of personnel units within such agencies. The City Personnel Director shall have a continuing responsibility for developing and establishing personnel management standards and criteria to be carried out by agency heads. He should also be responsible for carrying out periodic personnel management review audits of each agency and for making reports to the Mayor as to the effectiveness of personnel functions throughout the City agencies.

(c) Personnel functions such as training, special recruitment, and employee evaluations should, as far as possible, be decentralized to the personnel units of the operating departments as these units become properly staffed.

(d) The Department of Personnel's budgetary allocations should be increased sufficiently to enable the department to implement its responsibilities.

3. CLASSIFICATION AND PAY

Finding: The classification plan and the pay plan of the City are out of date. They have been virtually destroyed by years of ad hoc changes.

There is such proliferation of classes and promotional steps that seven separate competitive exams are often needed to climb from the bottom to the top of a series of related classes. At the same time, the plan has become overly specific in its horizontal-application as well. There are now 199 "occupational groups" and each group in the competitive class has, typically, 6 or more specific job titles. While this proliferation was originally a response to meet special agency needs as they arose, it now frequently operates as an impediment to inter-agency transfers. There are far too many pay scales and the scales fail to relate to any clear differences among levels of work.

(Continued on Page 14)

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WHAT'S DOING IN CITY DEPARTMENTS

Training for the more than 300 school drop-outs and high school graduates in the Police Training Program began last Monday, May 9. Current plans are for the weekly addition of a class of 100 until the program quota of 1200 trainees is met. The program is being totally financed by a grant of \$2.9 million from the U.S. Department of Labor under provisions of the Manpower Training and Development Act.

Dr. Timothy W. Costello, Deputy Mayor-City Administrator, has accepted a major post in the 1966 Greater New York Fund ap-

peal. Dr. Costello will direct 2,300 employee campaigns for the fund among 425,000 federal, State and City employees and staffs of colleges and welfare agencies.

A testimonial dinner in honor of Abram Mattes on the occasion of his retirement as First Deputy Commissioner of the Department of Purchase will be held at the Tavern-On-the-Green in Central Park on Tuesday June 7 at 6:30 p.m. Tickets, which are \$10 apiece, may be obtained by calling Jacob Resnick at 566-2509.

Members of the Joint Handi-

capped Council at 720 West 181 Street in Manhattan, all civil servants, are strongly supporting a bill introduced in Congress by Sen. Jacob Javits, which would allow the disabled an additional \$600 income tax deduction to cover their extraordinary transportation costs to and from work. The bill, H.R. 424, is largely the result of the efforts of Maurice Ward, president of the Council, over the last ten years.

The Transit Authority has drawn up a new plan for free use of the City's subway system by social agencies, settlement houses, Board of Education vacation playschools, housing community centers, and community and neighborhood non-profit agencies sponsoring summer youth programs. The new plan will save the City \$30,000 in administrative costs, eliminating as it does, much of the red tape resulting from the old system.

Sewer Workers Key Answers Called Final

The New York City Civil Service Commission has approved the final key answers for the written examination for sewage treatment worker which was held on December 18. The final answers are:

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

Federal Food Service Super.

The Federal Government has openings for food service supervisors in various penal and correctional institutions throughout the United States. Salaries range from \$2.72 to \$3.84 per hour.

Applications are being accepted on a continual basis.

For further information contact the Board of U.S. Civil Service Examiners, United States Penitentiary, Leavenworth, Kansas and refer to announcement number SL-14-3.

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File By June 30 For School Secretary Test

The Board of Education is accepting applications until June 30 for an examination for substitute licenses for school secretary.

Examinations will be given through the 30th of June. This position pays \$4,400 per annum for beginning

substitute school secretary and \$4,600 for school secretaries who can perform additional course requirements.

To acquire a substitute license an applicant must have graduated from a four-year high school in addition to having compiled thirty semester hours in courses in education and school records and accounts.

Applicants should have one and one-half years in approved office clerical or secretarial work or one year in clerical or secretarial work as a regularly appointed civil service clerk or stenographer for the Board of Education, or an equivalent or combination thereof.

A baccalaureate degree may be offered in lieu of one-half of the experience requirement.

For information and a complete circular of requirements along with an application form, please WRITE to the following address, enclosing a large stamped, self-addressed envelope:

Information Office, Room 422
Board of Examiners
110 Livingston Street
Brooklyn, New York 11201

Job Interviewer, Claims Examiner Open Continually;

New York State is accepting applications on a continual basis for examinations for employment interviewer and unemployment insurance claims examiner.

New York State residency is not required for this test. All appointments will be made at a trainee level with a salary of \$5,350 for employment security placement trainee, which leads to a permanent title of employment interviewer at a salary of \$5,748 to start.

Employment security claims trainee, start at a salary of \$5,350, and leads to a permanent position of unemployment insurance claims examiner.

For further information contact the State Department of Civil Service, the State Campus, Albany, or the State Office Buildings in New York City, Buffalo and Syracuse.

Sr. Steno List

The New York City Department of Personnel made public an eligible list May 17 with 1,311 names for promotion to senior stenographer. The qualifying practical tests will be given May 23, 24, 25, 27, and June 3.

The Job Market

By V. RAIDER WEXLER

A LISTING OF NON-CIVIL SERVICE JOBS AVAILABLE THROUGH THE NEW YORK STATE EMPLOYMENT SERVICE

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EMPLOYMENT INTERVIEWERS are needed to interview, counsel and place applicants in various kinds of jobs. College graduates, any year, any major, or six years of combined schooling and business with one year of specialized experience in personnel or counseling may qualify. There are some openings for interviewers with fluent English

and Spanish. TRAINEES start at \$5,787 and get \$6,208 after six months. Experienced INTERVIEWERS start at \$6,208. Apply at the Professional Placement Center, 444 Madison Avenue near 50th Street, Manhattan.

Needed in Brooklyn are AUTO MECHANICS to do general automotive repair. Work includes ignition, brake, front and rear end, some alignment, engine repair and drive train clutch and standard transmission. Must have own tools and operator's license. The pay is \$90 to \$125 for a 5 to 6-day, 40 to 48-hour week. Experienced AUTO SERVICE STATION ATTENDANTS are needed to sell gas and oil, fix flats, some minor repairs, oil lubrication. Must have New York State driver's license. The pay is \$65 to \$90 for a 6-day, 54-hour week including weekends. Apply at the Brooklyn Industrial Office, 250 Schermerhorn Street in downtown Brooklyn.

How would you like to work and live in the Virgin Islands? A variety of professional, managerial, clerical and industrial jobs await qualified men and women. Included are openings for ACCOUNTANT, LABORATORY TECHNICIAN, REGISTERED and PRACTICAL NURSES, SECRETARIES, CONSTRUCTION WORKER, WATCH REPAIRMAN and TAILOR. For an appointment, call Mr. Brady, MU 3-0540.

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CITATION. — File No. 1863/66. — **THE PEOPLE OF THE STATE OF NEW YORK**, By the Grace of God, Free and Independent,
TO: SARA JOHNSON, and to **GAYLORD MILLIKIN**, if living and if dead to his heirs at law, next of kin and distributees whose names and places of residence are unknown and if he died subsequent to the decedent herein, to his executors, administrators, legatees, devisees, assignees and successors in interest whose names and places of residence are unknown and to all other heirs at law, next of kin and distributees of **GENE DAVIS**, the decedent herein, whose names and places of residence are unknown and cannot, after diligent inquiry, be ascertained.
YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 564 in the Hall of Records in the County of New York, New York, on the 15th day of June, 1966, at 10:00 A.M., why certain attested writings dated November 10, 1961 which have been offered for probate by Joseph L. Smith, residing at 355 East 72nd Street, New York, New York, should not be probated as constituting the last Will and Testament, relating to real and personal property of Gene Davis, deceased, who was at the time of his death a resident of 88 Lower Sloane Street, London S.W. 1, England, and possessed of personal property situated in the City, County and State of New York and why certain unattested writings dated February 17, 1966 should not be denied probate.
Dated, Attested and Sealed,
May 6, 1966.
HON. J./Joseph A. Cox, Surrogate, New York County
J./Philip A. Donahue, Clerk.

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Miss Civil Service Contest Closes Soon

May 25 is the last day for entries in this year's Miss Civil Service Contest. The date for judging of finalists, who will be introduced in the Leader's May 31 issue, has not yet been announced.

Six finalists, from each category of civil service, City, State, Federal and Local government, will be chosen by our judges.

The winner in each category will receive a weekend for two at Grossingers Country Club, a mink vestlet from Lily Dache, furs by Wells-Triester of New York and a Jonathan Logan dress.

To enter, use the coupon on this page and send it to The Leader, Miss Civil Service Contest, 97 Duane Street, New York City along with a photograph.

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Applicants must be able to show that they have at least three and a half years of experience dealing with individuals in a supervisory or instructional capacity. Educational advancements past the high school level may be substituted for experience requirements in many cases.

Character and other personal attributes will be taken into consideration as trainees will be required to perform arduous tasks, adapt to discipline and show other capacities related to such work. Competitions will be required to take a written test to qualify

for appointment. Competitors will also be interviewed by a panel of specialists. No height or weight specifications have been made but applicants must be in good physical condition and be vigorous in relation to size.

Further information may be obtained at New York Region Office of the Civil Service Commission, 220 East 42nd Street, New York City. The application number 5000-AB.

Send applications to Executive Secretary, Board of U.S. Civil Service Examiners, United States Penitentiary, Leavenworth, Kansas, 66046.

Continual Filing For Assistant Civil Engineer

Applications are being accepted on a continual basis for an examination by the New York City Department of Personnel for assistant civil engineer.

Salary to start is \$8,600. A written test will be given the day the application is filed. It will be given in one session of approximately four and a half hours.

Qualified assistant civil engineers are accorded promotion opportunities to civil engineer with a starting salary of \$10,300.

For further information and applications contact the New York City Department of Personnel, Applications Section, 49 Thomas Street.

Filing Open For Asst. Plan Examiner

The New York City Department of Personnel will accept applications on a continual basis for an examination for assistant plan examiner (buildings).

Salary in this position to start is \$9,000. A written examination will be given at the time of the filing of applications and lasts approximately four and a half hours.

Promotion opportunities from this position to plan examiner positions are accorded to qualified employees at a starting salary of \$10,750.

For further information and applications contact the Applications Section of the Department of Personnel, 49 Thomas Street, New York City.

Car Maintainer, A Promotion Exam Is Open For Filing

The New York City Department of Personnel will accept applications from May 4 through May 24 for an examination for promotion to car maintainer, Group A, in the New York City Transit Authority.

This exam is open only to qualified employees of the Transit Authority.

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Tuition and related fees for the first and fifth years of full time school attendance will be provided by the laboratory. A Student Trainee will be able to pay tuition and related fees for the second, third and fourth years of school attendance by means of the salary earned during periods of employment.

Candidates should submit Application Form 57 to the following address:
Civilian Personnel Office (Code 161)

U.S. Naval Applied Science Laboratory
Flushing and Washington Aves.
Brooklyn, New York 11251

These applications may be obtained at the
New York Region, U.S. Civil Service Commission
News Building, 220 East 42nd Street
New York, New York 10017
or by calling the Student Trainee Placement Coordinator of the U.S. Naval Applied Science Laboratory at MAIn 5-4500, Ext. 481 or 384. Brochures containing all the features of this program will be mailed upon request.

Dental Hygienist

Applications are being accepted by the New York City Department of Personnel until further notice for an examination for dental hygienist.

Salary to start is \$5,150.

For further information and applications contact the Applications Section of the Department of Personnel, 49 Thomas Street.

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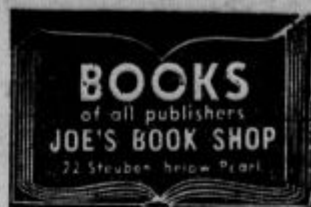
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Riegelman Report Seeks Improved Administration Plan

(Continued from Page 5)

Recommendation: The Mayor should institute a review of both the classification plan and the career and salary plan so that they become more effective tools for administering the recently proposed labor management policy.

4. TALENT DEVELOPMENT

Finding: The City has made only halting, half-hearted endeavors to identify, develop, and advance outstanding executive talent within its own ranks.

There is a dangerously small reserve of potential top leaders, many of whom entered City service during the depression of the 1930's and are now close to retirement. Adequate replacements for these talented people have not yet been clearly identified. The present "Executive Roster" includes the names of only a few dozen self-nominated as well as agency-nominated people interested in managerial appointments and willing to transfer in order to qualify for them. But there is no systematic screening of applicants and nominees, no search for other possible eligibles who may be too modest or diffident to nominate themselves or too valuable to their agencies for their supervisors to risk losing them by nominating them, no training or orientation program for the nominees, no systematic effort to match supplies of able executives with demands for executive talent, no regular procedures for advising department heads of the status and rights and obligations of the members of the pool. In short, the identification, training, and placement of qualified executives within the municipal service is still primitive.

Recommendation: The Mayor should issue the necessary orders to expand and revitalize a program of identification, training, and development of executive talent.

(a) The Mayor should direct all City commissioners to prepare lists of all persons now doing supervisory work and to furnish data on the experience, education, performance and other relevant background of each such person. Responsible officers of the executive development program and of the departmental personnel unit should then interview and rate these individuals for higher managerial positions. From such an inventory might come an expanded "Executive Roster" of leaders earmarked for transfer opportunities among a designated group of top positions without prejudice to status and benefits already earned. This inventory should be kept current by periodic revision.

(b) Additional training programs in various universities of the City should be initiated and properly funded. Consideration should also be given to the possibility of paid educational leaves of absence for top executive talent to study advanced management techniques.

(c) Funds for implementing the 1963 Brookings recommendations for executive development, having been appropriated, should be immediately released for expenditure.

5. COLLEGE GRADUATE RECRUITMENT

Finding: Recent college graduates are now effectively excluded from management positions because these positions are filled almost entirely by promotion from clerical grades.

Titles and examinations for recruiting liberal arts college graduates for management positions exist in

the "administrative aide" and "trainee" classifications. But the "administrative aide" title has been used so sparingly and hesitantly by department heads that it has not been an adequate means of attracting and advancing college graduates. The "management analysis trainee" and the "personnel examining trainee" which are the other existing vehicles for supplying college graduates to general managerial areas are limited by their job descriptions to very few agencies. Moreover there is no suitable title for the lateral entry of persons with advanced degrees into this area, or any other form of special recognition for them.

Recommendation: The Mayor should stimulate the use of college graduates and persons with advanced degrees.

(a) The Mayor should include in the budget of each agency, funds for an appropriate number of "administrative aide" positions, thus making it clear that he wishes agency heads to avail themselves of a limited number of these posts. Since "administrative aide" examinations are open to applicants in the City's service who have not gone to college they do not prevent able high school graduates from competing for these openings. Nor does this recommendation close off the regular line of advancement through the clerical grades. We believe this procedure would improve the City's capacity to utilize college graduates without barriers to others.

(b) The Mayor should request the City Civil Service Commission and the City Personnel Director to make the eligibles on the "management analysis trainee" and the "personnel examining trainee" lists available for appointment to appropriate titles in all agencies and departments.

(c) Opportunity for training and advancement for college graduates must be made clear and favorable.

(d) The college recruitment program should also be designed to give additional recognition to holders of degrees and post baccalaureate professional certificates.

(e) The Mayor should establish a permanent committee composed of top City officials and selected staff members from among the City's universities and private industries to act as an advisory group to the Mayor in the field of college-trained manpower needs.

6. PUBLIC ATTITUDE

Finding: The public has a poor impression of the City civil service, which has a damaging effect on City employee morale and ultimately, therefore, on productivity.

The Brookings Institution Report of 1963 concerning New York City personnel summarized this situation by stating:

The City has little appeal as an employer. A survey of 7,000 to 8,000 people revealed that the City of New York is not as attractive an employer as other employers. City employees are clearly less satisfied with their jobs than are employees of other organizations surveyed. These other employees, too, think poorly of City employment. Students and recent graduates of local colleges and universities (people one would expect to be the source of future skilled employees) have little interest in working for the City. They think that the pay is not good and that opportunities for advancement are poor.

Recommendation: The Mayor should use every means at hand to build up the self-esteem of the City's employees and to develop the resources necessary for establishing a positive public image of the City civil service.

(a) The Mayor should express his own respect for the ability and accomplishments of the City's civil servants by giving them public recognition whenever possible.

(b) A continuing campaign should be undertaken by the central Department of Personnel to inform all City employees of the benefits of City employment, the importance and usefulness of City programs in general and the value of the specific job skills utilized in these programs. Real pride comes only from the sense of achievement that stems from high standards and group discipline. Security benefits should not be emphasized, but the positive social usefulness and importance of the work should be stressed. City pay scales and benefits should be compared to the criteria which led to their adoption with particular emphasis on favorable comparability to outside pay scales for similar jobs.

(c) Awards for exceptionally high performance should be initiated wherever possible and given all possible publicity.

(d) The Mayor should continue to stress his visits to City agencies and his evidence of personal interest in the work of people at all levels in these agencies.

(e) The Department of Personnel should institute long-range continuing efforts at establishing contacts at secondary schools and colleges throughout the area with a view to informing key faculty members of the advantages of City work.

(f) City employees in professional categories should be encouraged to attend and participate in professional and civic meetings.

(g) Employee titles should be carefully revised with a view to their impact on the community in general. The work "clerk", for example, is archaic and should be used sparingly.

(h) A publicity campaign (perhaps conducted by professionals) should be undertaken to implant in the public mind an attractive image of City employees and City employment.

(i) Funds for implementing the 1963 Brookings recommendations concerning improving the image of the City Civil Service, having been appropriated, should be immediately released for expenditure.

CONCLUSION

Early improved productivity of New York City personnel will be gained by recognition, development and encouragement of the abilities presently in civil service. Future improvement depends on continuance of these policies and greater stimulation of promising sources of quality recruitment.

To the extent that our recommendations are approved by the Mayor,—statements of policy, executive orders, amendments of statutory, regulative and possibly constitutional provisions must be prepared. In the opinion of the Task Force, this work can be done to best advantage by a committee of appropriate City officials.

The Task Force believes that this report properly concludes its immediate assignment. Its officers, however, will continue to be available to assist the designated City officials in furthering the implementation of those recommendations which the Mayor adopts.

Joining with Riegelman in submitting the report were the other members of the committee: Frederick G. Atkinson, Timothy Costello, George Deming, John Everett, Henry Heald and Herbert Kaufman.



SCOOTER PATROL—Manhattan State Hospital's Department of Safety recently started the first motor scooter unit in the State for the Department of Mental Hygiene, under the guidance of its director, Dr. Oscar K. Diamond. Pictured from left to right are: Safety Officers, Walter La Coste, Murray Schmer, in charge of unit, Leon Sandman Jr., Chief Raymond Keough, Dr. Diamond, James Holman, Richard Solomon, and Edward Vasquez.

Francis Mylott

Commissioner Francis T. Mylott, 67, a member of the Public Service Commission since 1949 and its deputy chairman since 1960 died recently.

Commissioner Mylott had a long career as a public utility accountant and as an active member of the Commission. He was appointed Commissioner in March, 1949 by Governor Thomas E. Dewey and was re-appointed by Governor Nelson Rockefeller in 1961 and named deputy chairman by Chairman James A. Lundy. An outstanding expert on utility financing and other regulatory matters, the employees of the Commission knew him as a good friend.

Mylott is survived by his wife, a daughter and two grandsons.

William H. Walsh

HOLMES—William H. Walsh, 63, a male nurse at Green Haven Prison, died at Castle Point Veterans Hospital recently. Walsh was a member of the Green Haven chapter, Civil Service Employees Assn.

Chauffeurs Unit Elects Vincent Lettiere

MINEOLA — Vincent Lettiere has been elected president of the Police Department chauffeurs unit of the Nassau chapter, Civil Service Employees Assn.

Elected to serve with him were: Richard Regan, vice-president; Joseph Levy, treasurer and Edward Zimmerman. Elected to the Board of Directors were: William Marandos, George Benedict, Steven Foster, Dominick Savastano and Walter Vogt.

Eligibles on State and County Lists

Table listing names and numbers of eligibles on State and County Lists, organized by Senior File Clerk (G-7) and Interdepartmental categories.

Mexico Fiesta Tour Now Open

A 16-day "Mexican Fiesta" tour is now open to Civil Service Employees Assn. members, their families and friends. The tour, which will use a scheduled Jet flight from New York City on July 30, is now open for bookings.

Highlights of this exciting vacation offering will include a stay in the glamorous capital of Mexico City with its glittering shops and night life and a seat at the bull fights. On the way down to the fabulous resort city of Acapulco, much of the beauty of old Colonial Mexico will be seen via Guanajuato, Patzcuaro, San Jose Purua, Ixtapan, Taxco.

The price of only \$545, includes all first class hotel rooms, most meals, round trip jet plane fare, accompanying English-speaking government-licensed guide lecturers, sightseeing tours and such extra features as a picnic lunch at a famous beauty site; ballet, sulphur baths and cocktail parties.

Immediate application may be made by writing at once to Sam Emmett, 1060 East 28th Street, Brooklyn, New York 11210.

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Scandinavian And Grand Tours Now Open For Bookings

A tour of Scandinavia and a Grand Tour of Europe will both depart on July 19 for 22 days each and are open for bookings now to Civil Service Employees Assn. members, their families and friends.

The north country program will offer visits to Holland, Denmark, Sweden and Norway and will also include a visit to England and Scotland. In addition to visiting Scandinavian capitals of Copenhagen, Oslo and Stockholm there will be the popular three-day journey among the fjords of Norway. A full program of sightseeing in the other cities of Amsterdam, London and Edinburgh is also included.

Total price of the Scandinavian tour is \$899 and includes round trip jet air fare, all hotel rooms, most meals, sightseeing, land transportation, porter and guide service.

The Grand Tour of Europe is designed especially for persons visiting abroad the first time. It will take OSEA members to Holland, Switzerland, Italy, France and England and offer scenery ranging from the Alps of Switzerland to the canals of Venice. Also included are visits to Rome, the French Riviera, Paris, London and Amsterdam. Total price is \$835 and includes all items mentioned for the Scandinavian Tour.

Application for either vacation trip may be had by writing to Claude Rowell, 64 Langslow St., Rochester, N.Y.

On Advisory Council Wilfred D. Ertell of Hamburg, has been appointed as a member of the Advisory Council on Farm and Food Processing Labor, to serve a term at the pleasure of the Governor. The post is un-salaried. Ertell succeeds Miss Lilian Milanoff, who resigned.

For Competitive Positions —

Onondaga Personnel Director Advocates Local Grading Of Civil Service Examinations

SYRACUSE — Local grading of a civil service examination on an experimental basis has convinced Onondaga County's personnel director his staff can do the grading job much faster locally.

Commissioner Louis A. Harrolds said he would be willing to have his staff do the grading of all tests on the recruitment level, where "long waits" are avoided while tests graded by the State Civil Service Department in Albany "cause problems."

Harrolds' office gives about 50 recruitment level tests annually — for positions in county and Syracuse city departments, towns, villages and school districts throughout the county.

The test graded locally was for City policemen. Results of the examination were known the day of the grading and candidates were notified within a few days, he said, rather than the "few months" required when the tests are sent to Albany for grading.

Wants Faster Results

His "only concern," Harrolds added was "to be able to get results more rapidly. Long waits for results from the State Civil Service Department causes recruitment problems," he said.

The commissioner said he requested the local grading experiment of the policemen's test. His staff graded the examination papers, under the supervision of the State Civil Service Department's area office.

Candidates accept other positions if there is too long a wait between the test and the certifications, he noted.

Local grading would decentralize this operation, now centralized in one office, he said. He does not know the reasons for the long time lag in grading in Albany, he noted.

But, he said, local grading

Shapiro Chosen

Seymour Shapiro has been re-elected president of the New York City chapter of the Civil Service Employees Assn. It was announced last week.

Others elected as a result of the chapters May 10 election meeting were: Albert D'Antoni, first vice-president; William Berman, 2nd vice-president; Allan Stagg, 3rd vice-president; Edward S. Azarigan, treasurer; James Chiavalle, financial secretary; Ann Collins, recording secretary; Minna Weckstein, corresponding secretary.

In addition to the election of officers, the following chairmen were appointed by Shapiro and confirmed by the executive committee: Solomon Bendet, personnel; Henry Shemin, legislative; Mark Jackson, audit; Irving Levine, publicity; and Lawrence Newman, membership.

Rockefeller Vetoes Police Holiday Bill

ALBANY — Governor Rockefeller has vetoed a bill to give police two additional paid holidays a year. New York City Police were not included in the bill's provisions.

The measure was sponsored by Assemblyman Charles Stockmeister, a Democrat, and had been approved by both houses prior to the Easter recess.

"would be worth the investment" of his staff's time.

The county office has a continuous recruitment program underway for such posts as typists and stenographers. This program has helped to eliminate provisional appointments in these two categories, the commissioner declared.

Cummings Re-elected By Erie Chapter

BUFFALO — "Our membership will continue to strive for a greater public awareness of the services and problems of employees engaged in public service," Nell A. Cummings said after being re-elected to a two-year term as president of Erie chapter, Civil Service Employees Assn.

The chapter has about 4,000 members in 13 units, including civil service workers in Erie County, Buffalo, schools and other branches of local government.

Other officers elected were: vice-presidents, Robert Dobstaff, Joseph V. Drago, Harold Dobstaff and Phillip Fahrer; secretary, John T. Fay; financial secretary, Regina Madep; treasurer, Adele Hanovan; chapter representative, Donald Griffin, and sergeant at arms, Henry Powell.

Oneida CSEA Chapter Honors William Blom And Mrs. Rauber During Meeting On Membership

UTICA — Irving Flaumenbaum of Hempstead, chairman of the state-wide membership committee and president of the Nassau County Civil Service Employees Assn., discussed the growth of his chapter at a membership meeting of the Oneida County chapter, CSEA, here recently.

Flaumenbaum told of the growth of his chapter from a few hundred members to more than 10,000 and offered suggestions that he feels will lend new weight to solving public employees' problems and a method of increasing membership.

Also attending the meeting was William Blom, Albany, CSEA research director. Blom and Mrs. Helen Rauber, chairman of the salary committee for the Oneida County chapter were honored for outstanding service during the past year.

Receiving scrolls for service were Mrs. Edna Fredricka, Louis Wroblewski and Mrs. Marian Dersherl of Rome; and William Freiburger of New Hartford.

Louis Sunderhaft was chairman and Louis Eddy was in charge of refreshments. He was assisted by Mrs. Jean Coluzzi, Mrs. Lillian Roberts, Miss Loretta Pomilio,



HONORED — The Oneida County chapter, Civil Service Employees Assn. recently presented service plaques to William Blom, CSEA director of research and Mrs. Helen Rauber, chapter salary committee chairman. Shown during the ceremonies are, left to right, Roger Sollmardo, chapter president; Blom; Mrs. Rauber and Louis Sunderhaft, meeting chairman.

Rome; Miss Vincenza Gigliotto, Mrs. Beatrice DeSantis and Miss Lucille D'Allesandro, Utica.

Other CSEA officials attending were Mrs. Clara Boone, president of Utica chapter; Arthur Tennis, president of Utica State Hospital chapter; Robert Guild, president

of Marcy State Hospital chapter; Nicholas Cimino, president of New York State Public Works chapter; Mrs. Lois Ann Minozzi, public relations chairman for Central New York Conference; and A. Joseph Donnelly, state field representative.

Snow Time

(Continued from Page 1) of State service and the obligation of the State as an employer to provide a reasonable measure against loss of income by its employees because of circumstances beyond the control of either."

According to Miss Krone, the

Commission is satisfied that such balance is achieved by requiring that one day of absence be charged accumulated credits, particularly, she added—alluding to personal leave—"when these credits were designed for this purpose."

At last week's meeting of the

Association's Board of Director's, representatives of affected employees reported considerable dissatisfaction with the Commission's ruling. The Board agreed that individuals or groups seeking further relief should initiate formal grievances through their respective chapters.



CHATER INSTALLS — District 2, Department of Public Works chapter of the Civil Service Employees Assn. installed its new slate of officers at a recent dinner in the Diplomat Restaurant, Utica. Seated are Maryann Iacovella, left, financial secretary, and Evelyn Bell, secretary. Standing from left, A. Joseph Donnelly, CSEA field representative who installed the slate; Ray Smith, a director; John Evans, first vice president; Floyd White, a director; Nicholas J. Cimino, president; William Welmer, a director; and Edward Gaynor, treasurer.

Matteawan State Aides Set Communion B'kfst

BEACON — Employees of the Matteawan State Hospital will sponsor their 12th annual Communion Breakfast at St. Joachim's Church, Beacon, on Thursday, May 19. Mass will be celebrated at 7 a.m. and the breakfast will be at 8 a.m.

Guest speaker will be Dutchess County Family Court Judge Raymond E. Aldrich who will discuss "The Family and Court Occurrences."

The chairman and co-chairman are Charles Davies and Mrs. Joy McNulty, respectively. Also assisting with arrangements are Mrs. Mabel Powell, Mrs. Florence Roux, and Larry Pereira.

Adamski Elected To Roswell Presidency

BUFFALO — John Adamski is the 1966-67 president of the Roswell Park chapter, Civil Service Employees Assn.

He was elected May 6 and succeeds Ann Pulvino. Other officers are:

Vice president, Ann Harris; delegate, Genevieve Clark; secretary, Ann Jozwaik and treasurer, Andy Aderman.

Chapter officers will be installed June 4 at a meeting of the Western CSEA Conference in the Hallmark Manor Motor Inn, Buffalo.