

# Civil Service LEADER

America's Largest Weekly for Public Employees

Vol. XXVIII, No. 31

Tuesday, April 4, 1967

Price Ten Cents

## Constitution Convention

See Inside Pages

# MAJOR CSEA BILLS GETTING APPROVAL OF THE LEGISLATURE

## CSEA Wins A Delay On Overtime Options For Mental Hygiene Aides

ALBANY—At the urging of the Civil Service Employees Assn., the State Department of Mental Hygiene has agreed to delay implementation of new institution work-period options under the Federal overtime law until the Department has provided all employees with an adequate understanding of the Federal statute and pending State legislation governing overtime.

Mental Hygiene officials announced they would defer the setting up of permanent work-periods following a meeting last week at which CSEA's special mental hygiene committee voiced arguments supporting the Employees Association contention that "it would be impossible at this time for employees to make informed judgments on this important matter."

CSEA recommended that before employees are asked to make a choice, the Department of Mental Hygiene should provide each individual with a written statement summarizing clearly advantages and disadvantages of the seven-day overtime work-period as compared with the 14-day work-period. CSEA asked for clarification generally and, particularly, of the proposed handling of such basic problems as holidays and passdays.

The Employees Association recommended also that a simple, effective way of disseminating the information would be to distribute copies of the statement with employees' paychecks.

In a letter notifying all institution heads of the decision to hold off on installing the new overtime program for the time being, Lawrence B. McArthur, Mental Hygiene's assistant commissioner for manpower, noted that both employees and institutions directors had indicated a need for ad-

ditional information before resolving the general issue as well as problems peculiar to certain institutions. "In view of those developments, it is perfectly appropriate to defer implementation of this legislation until there is clear evidence of employee understanding and agreement," McArthur said.

### Meetings Required

The Department thus rescinded an earlier advisory that institution directors arrange meetings with their employees to ascertain whether they would prefer work periods based on a 40-hour. (Continued on Page 16)

## D of E Auditors

It was announced recently by Robert F. Dailey, president, Metropolitan Division of Employment chapter, Civil Service Employees Assn., that the Administration of the Division of Employment acceded to the demands of the Metropolitan Division of Employment and has cancelled all direct collection cases given to payroll auditors.

## Include Phone Operators In 37 Hour Week

ALBANY — The inclusion of institution telephone operators under the shorter work week regulations won by the Civil Service Employees Assn. came a step closer to reality last week with the announcement that three State departments, at CSEA's urging, had formally requested the Division of the Budget to include the operators.

The Division of the Budget two weeks ago acceded to CSEA's demands and granted a 37½ hour work week to office and clerical workers in institutions under supervision of the Departments of Correction, Health, Mental Hygiene, and Social Welfare and the facilities of the Division for Youth.

Not included in the list of 43 other titles receiving the shorter work week were telephone operators and senior telephone operators.

CSEA immediately demanded that the two titles be covered and urged each of the affected departments to petition the Budget Division for coverage of the operators.

At Leader press time the Department of Mental Hygiene, Correction, and Health had done so and the others were expected to follow suit shortly.

## Last Minute Delay On Condon-Wadlin

(Special To The Leader)

ALBANY—Bills accomplishing several of the major programs of the Civil Service Employees Assn. were awaiting final action by the State Legislature and approval and implementation by Governor Rockefeller, it was learned at Leader press time.

The Legislature had been expected to adjourn late last Friday night, but delays in agreement over a final version of a new labor relations law to replace the Condon-Wadlin anti-strike measure — as well as action on other major Administration proposals — were expected to keep the Legislature in session well into the weekend.

In the meantime, the Employees Association predicated final success on numerous benefits for State and local workers.

### 1/60th Bill Renewed

Of immediate importance to State and political subdivision employees was word that the 1/60th, guaranteed half-pay pension bill would be renewed, but with no further retroactive credits. This legislation is mandated for State members of the Retirement System and is permissive for local government aides, many of whom are now covered under the 1/60th plan.

Late last week, Governor Rockefeller announced submission of a bill — conceived, he said, in negotiations with the CSEA — that gives State employees a non-con-

tributory health plan on April 1 and picks up 50 per cent of their contributions for dependents of Jan. 1 next. The bill also gives cities, towns, villages, counties and other subdivisions participating in the State health insurance plan a choice of continuing to contribute at the present rate, or picking up an additional portion — or all — of the cost of employee and dependent health insurance. The estimated cost of the plan for State workers is \$6,000,000.

### Overtime Bills

Also assured passage was a measure that will pay overtime in cash at the rate of time-and-one-half after 40 hours' work to State employees now eligible for such overtime. Action was reported also on a bill that would give other employees a lump sum for accumulated overtime. This measure was introduced at the insistence of the Employees Association to give some compensation to workers excluded from State Attendance Rules on overtime.

For already retired employees, a measure long urged by the CSEA — one that would give these people cost-of-living increases in their pensions on a regular basis — was near Senate passage at Leader press time. It had previously

(Continued on Page 16)

## Mexico Fiesta Tour Now Open

Bull fights and ballet; sun and swimming will be among the festivities offered on a 16-day deluxe jet tour to Mexico on July 15, now open to Civil Service Employees Assn. members, and their families and friends.

This tour is designed to offer a wide variety of scenic visits in the cities and country side of Mexico and the itinerary proceeds leisurely from Mexico City to Acapulco with landscape ranging from mountains to seashore. Other activities include dinner and cocktail parties, dancing and a variety of sightseeing.

The complete price of \$525 includes round trip jet transportation; all hotel rooms, most sightseeing, all meals except while in Mexico City and most tips.

Space is limited and immediate application should be made to Mrs. Grace Smith, Room 976, State Education Bldg., Albany, telephone (518) GR 4-5811.



**WARM WELCOME** — Issey Tessler, on the left, president of the Southern New York Conference of the Civil Service Employees Assn. extends a warm greeting to Richard J. Snyder, president of the Wassalo State School chapter of the CSEA which recently became the 25th chapter to join the ranks of the Southern Conference membership. Looking on at the right is William Wyman the treasurer of the Southern New York Conference.

## Western Conference Will Meet April 8

A meeting of the Western Conference of the Civil Service Employees Assn. will be held April 8 at the Alps Motor Inn, Niagara Falls, Mrs. Melba Binn, Conference president, announced.

State chapters will meet for a business session at 1:30 p.m. County chapters will star their business meeting at 10:30 p.m.

New York Thruway, Western Division chapter will be hosts to the event, that will end with a dinner and dance starting at 6:30 p.m.

*Don't Repeat This!*

For Civil Service:

**State Constitution Convention Means Hard Work Ahead**

**C**OMPLETION of a session of the State Legislature usually means that public employees can relax for a time from the intensity of seeking legislative benefits for the civil service and return to their own im- (Continued on Page 2)



# Don't Repeat This!

(Continued from Page 1)  
mediate affairs. This year, however, the end of the Legislature's term of business marks the beginning of an even more arduous effort by public employees.

As Assemblymen and Senators prepared to leave Albany last week, delegates to the State Constitution Convention began arriving in the city to take up the difficult task of preparing a new constitution for New York State. The final document they prepare for voter approval will affect the livelihood and working conditions of public workers for decades to come and, for that reason, civil servants must stay on the alert to protect their interests in the months to come.

### Pensions

One of the major gains in public employment in this State has been the constitutional guarantees on pensions which assure civil servants that their retirement can be in no way diminished or impaired. This comprises one of the most important parts of the constitution that public employees want kept intact and one that many groups are hoping to remove. Some local governments, for instance, have dodged giving their workers an adequate retirement system for years but through Legislature intervention have been forced to do so. They not only want to get rid

of the legal insurance of pension systems but want to strip the Legislature of the right to mandate such programs upon them. This is one reason why civil service is decaying the insincerity with which some communities are demanding more home rule.

Public employees are not denouncing home rule, per se, but they are asking that they be protected from possible abuses of home rule measures by maintaining their present constitutional guarantees on pensions.

### Merit System Threat

Another major threat seen in the meeting of Constitution Convention delegates is the numerous proposals being received to reduce the strength of the Merit System. Many State and local government agencies simply would like to have more freedom in making appointments and would like to abandon the strict lines for hiring and promotion that the courts have interpreted from the present language of the constitution.

Constitution delegates should take note of the fact that they will be representing at the convention the needs of nearly one-fifth of the electorate of the State. This is the size of the civil service voting family, comprised of State, Federal, City and County employees. These public employees are already unhappy at the meager results produced for them out of the recent session of the Legislature. They will be going to the polls this Fall in a vengeful mood should their right to equal protection in the constitution not be recognized in the coming months.

**FREE BOOKLET** on Social Security; Mail only; Box S, 97 Duane St., New York, N.Y. 10007.

# 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, April 9

6:00 p.m.—Human Rights Forum —"Harlem and Adam Clayton Powell."

### Monday, April 10

3:30 p.m.—Teaching Training — Math—Grades 5 and 6.

4:00 p.m.—Around the Clock — N.Y.C. Police Department training program.

4:30 p.m.—Profile — Paul Manacher interviews people in the news.

6:00 p.m.—Community Action — Ted Thackrey moderates program.

7:30 p.m.—On the Job — N.Y.C. Fire Department training program.

### Tuesday, April 11

3:30 p.m.—Teacher Training — Discovering Man: Past and Present.

4:00 p.m.—Around the Clock — N.Y.C. Police Department training program.

4:30 p.m.—Community Action (live)—Ted Thackrey moderates discussion.

7:30 p.m.—Human Rights Forum (live)—"Open Housing: Property Rights vs. Human Rights."

### Wednesday, April 12

3:30 p.m.—Teacher Training — Man, Sea and Sky.

4:00 p.m.—Around the Clock — N.Y.C. Police Department training program.

4:30 p.m.—Profile (live) — Paul Manacher interviews people in the news.

7:30 p.m.—On the Job — N.Y.C. Fire Department training program.

### Thursday, April 13

3:30 p.m.—Teacher Training — Man, Sea and Sky.

4:00 p.m.—Around the Clock — N.Y.C. Police Department training program.

4:30 p.m.—Profile (live) — Paul Manacher interviews people in the news.

7:30 p.m.—On the Job — N.Y.C. Fire Department training program.

### Friday, April 14

3:30 p.m.—Teacher Training — Challenges in Foreign Language Teaching.

4:00 p.m.—Around the Clock — N.Y.C. Police Department training program.

# Your Public Relations IQ

By LEO J. MARGOLIN



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

## A Reasonable Answer

A SERIOUS public relations problem is posed by the protest of a Connecticut automobile owner against that State's practice of selling vehicle registration lists for advertising by mail.

CIVIL SERVANTS are very much involved in the outcome of this protest. While the executives of the Connecticut Motor Vehicle Registration will make the final decision, civil servants, as usual, will have to carry out what is decided. And, as usual, this put civil service "in the middle". Unfortunately, the manner in which the government operates puts civil service in the middle and too often, thereby affecting the good public relations of civil service.

WHEN THE Connecticut motorist protested the sale of his name to a marketing company, it was disclosed that the same company buys auto registration lists from all 50 states, a practice it has followed "for 20 or 30 years".

WHAT MAKES the problem even more sticky is that motor vehicle registration lists are public property anyway. Realistically, any marketing company or mailing list broker could come into a State motor vehicle department and copy by hand the names of every automobile owner in that State.

TO BE SURE, this is a laborious job. Now that most motor vehicle departments have installed an electronic data processing equipment, "runoffs" of these lists involve little or no difficulty. Actually, the purchaser of the list is paying for data processing service. In the case of Connecticut, the marketing company paid about \$15,000. Larger states command proportionately large fees for this service.

BUT THE FACT still remains

ing program.

4:30 p.m.—Profile (live) — Paul Manacher interviews people in the news.

### Saturday, April 15

3:30 p.m.—On the Job—N.Y.C. Fire Department training program.

that the average automobile owner receives advertising by mail from direct mail advertisers, such as oil companies, tire distributors, and automobile accessories dealers. To the average recipient, this is "junk mail" but it does sell merchandise and services.

THE CONNECTICUT case came about in an unusual way. The motorist in the Nutmeg State refused to give the Motor Vehicle Department his new home address. In turn, he was threatened with suspension of his registration because the Connecticut law requires a change of address form to be filed within 48 hours after a move.

"INVASION OF PRIVACY", charges the Connecticut motorist. To which the Motor Vehicle Department retorts, "the names of automobile registrants are public property and can be inspected and copied at any time by anyone."

THUS, THE PUBLIC relations dilemma. Government—civil service included—is accused of being nosy and its public relations suffers.

IT IS AXIOMATIC in public relations that an unusual problem calls for an unusual solution. The case in point, however, does not follow the general rule. The solution is simple and should be readily acceptable to all 50 States.

LET THE MOTOR-vehicle departments of all States adopt an easy procedure:

WHEN A MOTORIST would rather not have his name included on the mailing list to be sold by the department, all he does is write a letter requesting that his name be omitted when the list is run off for a mailing list purchaser.

THIS SHOULD MAKE the motorist happy, while enhancing the public relations of government and, therefore, civil service.

### New SIF Terms

ALBANY—Three members of the State Insurance Fund have been named to new terms. They are:

Thomas P. Lynch of Pelham Manor, Milton A. Hendrickson of Lawrence and Anthony Cuocolo of Suffern.

Commissioners of the Fund are paid \$55 a day.

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**CIVIL SERVICE LEADER**  
America's Leading Weekly for Public Employees  
**LEADER PUBLICATIONS, INC.**  
97 Duane St., New York, N.Y. 10007  
Telephone: 212 BEekman 3-6616  
Published Each Tuesday at 299 Lafayette St. Bridgeport, Conn.

Entered as second-class matter and second-class postage paid, October 2, 1959 at the post office at Bridgeport, Conn., under the Act of March 3, 1879. Member of Audit Bureau of Circulations.

Subscription Price \$5.00 Per Year Individual Copies, 10c



# Current Legislation Discussed At Capital District Conference; Site Selected For Annual Meet

ALBANY—While acknowledging that "This is a difficult year for civil service legislation—especially for employees in State departments", Grace Nulty, legislative chairman for the Civil Service Employees Assn., last week called upon these employees to assist their counterparts in State institutions who have made fewer gains in the past.

In reviewing the CSEA's legislative program Miss Nulty described the gains made and those that were pending through the 1967 program.

One of the guests attending the regular meeting of the Capital District Conference at which Miss Nulty was the principal speaker was State Senator John Flynn of Yonkers, chairman of the Senate Civil Service Committee.

A. Victor Costa, president of the conference, yielded the chairmanship of the meeting briefly to make three motions accepting the Motor Vehicle, Court of Claims and Mt. McGregor chapters into the conference. The three chapters represent some 2,000 employees. Costa then introduced the three presidents—Thomas McDonough of the Motor Vehicle chapter; Dorothy McTavish, Court of Claims chapter and John Morrowkowski, Mt. McGregor chapter.

### Parking Problems

The problem faced by employees attempting to park their cars near offices in downtown Albany was discussed by Leon Kaplan, chairman of the Downtown Committee of the Conference.

Kaplan reported on a recent meeting with Daniel Klepak, administrative director of the Office of General Services at which the matter was discussed. The problems of employees being forced to pay for parking downtown while free parking was available to other employees at the Campus will have to be brought to the attention of the governor for action, Kaplan reported.

However, some 60 new spaces were made available earlier this month, Kaplan added, and said that additional spaces are being readied at the present time. Klepak requested that the conference support the OGS recommendation that, until the situation is rectified, employees travel to and from work in car pools, thereby making more spaces available per employee.

### Project Sold-Out

Two conference projects it was reported, have already been sold out. Costa notified all chapter delegates that there were no more reservations available for the conference-sponsored Ice Capades Show at the RPI Field House or for the Civil Service Night at the Saratoga Center for the Performing Arts.

The conference's annual Executive Committee Night at Rafale's in Latham will be held on Wednesday, April 19 with only a few reservations remaining.

Vilma Lewis of the Department of Correction, activities committee chairman reported on plans for the "April in Paris" weekend at the Hotel Concord, April 21-23 and the excursion to Florida by conference members on June 29 through July 10.



**WELCOME ABOARD** — Tom McDonough, left, president of the Motor Vehicle Dept. chapter of the Civil Service Employees Assn., is seen as A. Victor Costa, right, president of the Capital District Conference, welcomed the Motor Vehicle chapter into conference membership. Looking on is Joseph Dolan, CSEA field representative.

## Lochner, Rogers To Speak At Onandaga Meeting On April 4

SYRACUSE—Joseph Lochner executive director of the Civil Service Employees Assn., and Patrick Rogers, field representatives supervisor, will speak at a meeting of Onandaga Chapter's membership committee set for April 4.

The meeting, beginning with a buffet dinner at 6:30 p.m. in Raphael's Restaurant, will launch the CSEA chapter's 1967 membership drive.

Lochner and Rogers will talk on CSEA achievements, goals and services to members.

Also scheduled to speak are

### Constitutional Convention

The importance of CSEA participation in the Civil Service Council for Constitutional Protection was outlined by Duncan MacPherson, Association representative on the committee.

Following a report by Janet Cohen, chairman of the site committee for the conference's annual meeting, delegates selected Hidden Valley Lodge in Lake Luzerne for this year's meeting. Seven plans were selected and reservations will include taxes and gratuities as well as the use of a private meeting room. The A plans include six meals two nights lodging; the B plan includes only Saturday afternoon through Sunday afternoon with three meals and the C plan the dinner and cocktail party only on Saturday afternoon. The number following the plan describes the accommodations—single, double or triple. The prices follow: Plan A-3, \$35.17; A-2, \$38.23; A-1, \$42.21; B-3, 20.89; B-2, \$21.6; B-1, \$23.65 and C, \$5.

The election of Conference officers will take place at this meeting. The nominating committee report will be made at the May 22 meeting. The committee includes: Ernest Strooble; Kathleen Yeschak, Anne Kearney, Milton Benoit and Eleanor Ingraham.

John Ray, CSEA area field representative; Charles Webb, regional attorney and Gregory Clark, Ter-Bush-Powell insurance representative.

Raymond Castle, former CSEA vice president, will speak on public relations at the meeting.

Committee members and representatives of every City and County department have been invited to the meeting, said Mrs. Hilda H. Young, committee chairman. The chapter includes as members employees of both Syracuse and Onandaga County. Miss Leona Appel is president.

## Broome CSEA Asks For A Personnel Officer

(From Leader Correspondent)

BINGHAMTON—Broome County may soon have a personnel officer, as requested last year by the Broome chapter of the Civil Service Employees Assn.

A personnel officer would take over the duties until now handled by the executive secretary of the County Civil Service Commission.

He would have much broader responsibilities and authority than an executive secretary, however.

Creation of the job would automatically abolish the three-member commission, and the personnel director would assume the decision-making functions of the commission.

John E. Herrick, Broome CSEA chapter president, said he hoped the personnel officer also would take over some of the work now

## Jefferson CSEA Urges County To Adopt 1-60th Plan

Raymond C. Pacific, president of the Jefferson Chapter CSEA, has urged the Jefferson County board of supervisor and the Watertown city council to give "serious" consideration to adoption of the State retirement systems new 1/60th program on a non-contributory basis.

This, he said, "provides a low-cost means of boosting employees' take home pay."

St. Lawrence County, he said, has already adopted the plan for its employees. He has informed the council and board that the plan, retroactive to April 1, 1960, "Guarantees at least half pay after 30 years of service."

Pacific said that State Comptroller Arthur Levitt has described the plan as the "most important breakthrough in years" in his efforts to improve and simplify the

program for members of the State retirement program.

Meanwhile, the Watertown City council continues its study of a pay increase for City employees promised at budget time a year ago by Mayor John H. Galvin since resigned, and subscribed to by his successor, Mayor Theodore Rand.

The council is expected to have the 1967-68 budget within a month in which City Manager Ronald G. Forbes is expected to recommend a pay increase for municipal workers.

## CSEA Blood Solicitation At Bronx State Hospital

ALBANY—A blood solicitation under the State Civil Service Department's new State and local government employee blood program will be made at Bronx State Hospital on April 7 it was announced last week.

The program, established to serve the needs of public employees and their families throughout the State, has been developed by the Civil Service Department in coordination with the Civil Service Employees Assn., and various blood agencies.

The main purpose of the program is to eliminate recognized regional inadequacies, both qualitative and quantitative, duplication of facilities, and other problems in blood services now available to State and local government workers.

The kick-off at Bronx State Hospital will be at 7:00 a.m. A fully-equipped bloodmobile, will remain at the hospital until all interested employees have been given an opportunity to donate.

One of the most significant features of the new program is that first-class blood would be available not only to the employees and members of his immediate family, but also to parents, grandparents, parents-in-law, and grandparents in-law.

John P. O'Shea, president of

Bronx State Hospital Chapter of the CSEA, has called on all capable members of the chapter to participate in the program and to assist the plans coordinator at the hospital in reaching the entire employee force there.

On hand with Dr. Israel Zwerling, M.D., Ph.D.; the Hospital Director, to lend support will be Dr. Theodore Wenzel, first vice-president of the CSEA, Benjamin Sherman, CSEA field representative Herman Basillo, Bronx Borough President, Arthur Lane, Executive Director of the Bronx County Mental Health Association, Congressman Paul A. Fino, and Hospital Chairman Rev. Joseph P. Murphy. The group will tour the blood donation area at 1:15 p.m.

### Named Deputy

ALBANY—Governor Rockefeller has appointed Charles J. Urstadt of Bronxville as a deputy commissioner of housing and community renewal. The job pays \$27,000 a year.

Urstadt will supervise five of the division's functions. He is a graduate of Cornell Law School and is treasurer of the Investors Builders and Owners Association.

nel officer, such as proposed by the CSEA group.

Herrick said he hoped a personnel officer would be involved in a continuing program to evaluate job salaries and responsibilities.

The possibility that the county may soon have a personnel officer was suggested last week by Hug J. Heffern, one of the three commissioners.

Heffern told the Employees Committee he believed the work of the Civil Service Commission was increasing so rapidly that the county would soon decide to create the job.

He brought up the subject because the commission now is interviewing applicants for the executive secretary job.



# Veterans Only—Post Office Positions Pay To \$6,191; Widows Can Also Qualify

There are two unusual job vacancies with the U. S. Post Office in New York City. These vacancies are for veterans only, and with no age maximum on entry. There are no residence requirements, but the employment is in postal installations of the City of New York. Other Federal Agencies in the area may use the same list.

Applications are presently being received from both men and women for Federal civil service positions in the Post Office—custodial laborer, \$4,552 to \$6,191, and janitor, \$4,204 to \$5,733. These positions are limited by law to veterans and their unremarried widows. There is no age limit, although physical examinations must be passed by everyone, and those over 70 receive only temporary limited appointment for one year. This may be renewed annually, however.

There is no written examination, but an evaluation is made and a mark assigned on the basis of ability. Candidates must be able to read signs, know how to use hand or power cleaning equipment such as waxers, polishers and mowers, and be able to handle the weights and loads ordinarily encountered in such work. The use of glasses and hearing aids is permitted, and the announcement says that "some positions may be suitable for the deaf." If an amputated foot or leg is compensated by adequate prosthesis, the condition will not be a bar to appointment.

Without going deeply into the specialized definition of who is a veteran for the purpose of these examinations, it may generally be said that almost all vets are eligible. Full information is available in the announcement for the examinations. Widows of vets,

if not remarried, are also eligible, as is the wife of a disabled veteran who is disqualified because of his disability. There are even rare cases of a mother of a deceased or disabled serviceman being eligible if her husband is totally and permanently disabled.

These examinations are open until further notice. Interested

persons should write to the Executive Secretary, Board of U.S. Civil Service Examiners, United States Post Office, 1980 Broadway, New York, N.Y. 10023, asking for Forms 57, 6001 BC, and the supplemental experience sheet in connection with the U.S. Post Office examinations for custodial laborer and for janitor.

## Full Listing Of Delegates To Constitutional Convention

As a service to our readers, The Leader is printing the listing of delegates to the Constitutional Convention which opens this week. The number before each group of three members indicates the Senatorial District represented.

The second section lists the delegates at large, representing the entire state.

1. J. MILFRED HULL, R, Branglebrink Lane, St. James, P.O. Box, 623, Smithtown; PERRY B. DURVEA, JR., R, Old Montauk Highway, Montauk; BERNARD L. BURTON, R, 7 Swan View Drive, Patchogue. 2. RICHARD DINAPOLI, R, 110 Post Street, North Babylon; JOHN P. PAY, R, 129 So. Penataquit Ave., Bay Shore; LOREN C. BERRY, R, P.O. Box 146, Cold Spring Harbor. 3. JOHN J. BURNS, R, 166 DuBois Avenue, Sea Cliff; HOWARD THOMAS HOGAN, R, 32 No. Main St., Farmingdale; JOHN V. VAUGHN, R, 110 Maple Drive, North Lindenhurst. 4. EDWIN J. FEHRENBACH, R, 14 Manchester Drive, Bethpage; MOSES HORNSTEIN, R, 207 N. Hewlett Ave., Merrick; PAUL J. WIDLITZ, R, 36 Raspberry Lane, Levittown. 5. THEODORE M. BLACK, R, 47 Cornwell's Beach Rd., Sands Pt.; ABE SELDIN, R, 46 Camden Place, New Hyde Park; RAYMOND J. RICE, R, 58 Coolnial Parkway, Manhasset. 6. A. HOLLY PATTERSON, R, 244 Greenwich St., Hempstead; MYRON H. LUKE, R, 32 Stevens Ave., W. Hempstead; LILLIAN HEIDELBERGER, R, 90 Fourth St., Garden City. 7. JOSEPH F. CARLINO, R, 605 East Bay Dr. Long Beach; JOHN D. BENNETT, R, 36 Dogwood La., Rockville Centre; MANIO PITTONI, D, 51 Watts Place Lynbrook.

8. GUY R. BREWER, D, 110-43 166th St., Jamaica; JOSEPH F. FATER, D, 225-14 106th Ave., Queens Village. 9. JOHN F. SCILLEPPI, D, 144-30 Sanford Ave., Flushing; EMIL LEVIN, D, 33-26 162nd St., Flushing; JAMES P. MURPHY, D, 149-24 Hollywood Ave., Flushing. 10. MOSES M. WEINSTEIN, D, 138-33 78th Dr., Flushing; CHARLES W. PROESSEL, D, 160-11 89th Ave., Jamaica; KENNETH L. BROWN, D, 99-16 87th Rd., Forest Hills. 11. J. IRWIN SHAPIRO, D, 14-30 Seagirt Blvd., Far Rockaway; FRED T. SANTUCCI, D, 101-35 120th St., Richmond Hill; NICHOLAS L. PITARO, D, 101-58 97th St., Ozone Park. 12. ROSEMARY R. GUNNING, R, 1867 Grove St., Ridge-

- wood; JOSEPH MAFERA, D, 1917 Himrod St., Ridgewood; CHARLES F. BRENNAN, JR., D, 85-35 Eliot Ave., Rego Park. 13. JOSEPH F. LISA, D, 56-12 Van Doren St., Corona; JOSEPH J. DEMONTE, D, 31-24 30th St., Long Island City; THOMAS A. DUFFY, D, 33-27 75th St., Jackson Heights. 14. MICHAEL J. CALANDRILLO, D, 691 Lorimer St., Brooklyn; GASPER S. PASULLO, D, 317 Covert Ave., Brooklyn; HARVEY STRELZIN, D, 47 Taaffe Pl., Brooklyn. 15. EUGENE J. KEOGH, D, 1247 Hancock St., Brooklyn; DOLLIE L. ROBINSON, D, 3 Agate Ct., Brooklyn; ANTHONY J. TRAVIA, D, 38 Jerome St., Brooklyn.

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(Continued on Page 14)

## 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, N.Y. 10013. It is three blocks north of City Hall, one block west of Broadway.

Applications: Filing Period — Applications issued and received Monday through Friday from 9 a.m. to 5 p.m., except Thursday from 9 a.m. to 6 p.m., and Saturday from 9 a.m. to 12 noon.

Application blanks are obtainable free either by the applicant in person or by his representative at the Application Section of the Department of Personnel at 49 Thomas Street, New York, N.Y. 10013. 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 as 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 227-1616; Governor Alfred F. Smith State Office Building and The State Campus, Albany; Room 600, Genesee Building 1 West Genesee St.; State Office Building, Syracuse; and 500 Midtown Tower, Rochester, (Wednesday 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 6 p.m., Monday through Friday. Also open Saturdays 9 a.m. to 1 p.m. Telephone 573-6101.

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.

## Greece, Greek Isles, Yugoslavia, Venice Tour Now Available

A 21-day trip to Greece and Yugoslavia in May, considered the prime time to visit these countries, is now available to Civil Service Employees Assn. members, their families and friends.

The trip will depart for Athens on May 24 and the Greek portion of the tour will make visits to the famous monuments and temples and a 5-day cruise among the Greek Islands, including Crete and Rhodes. In Yugoslavia, tour members will visit the popular Adriatic Sea resort cities of Dubrovnik and Split. The journey will end with a visit to Venice.

The price of \$880 includes round trip jet transportation, all hotel rooms, most meals (all meals while on the cruise); sightseeing, etc. Application may be had by writing to Mrs. Blanche Rueth, 96 Whaley St., Freeport, L.I., New York, 11520. Telephone (516) FR 9-4529.

This tour is limited to only 35 persons so early reservations are advised.

### Five Interviewed

Five candidates for positions as chief community specialist in urban renewal were interviewed for jobs recently by the City Personnel Dept.



## U.S. Service News Items

By JAMES F. O'HANLON

### Employee Leader Charges Error In Downgradings

Thousands of Federal employees are being unfairly and adversely affected by downgradings in their positions directly resulting from alleged errors in classification made by management, in some cases as much as ten years ago, it was charged by president Nathan T. Wolkomir of the National Federation of Federal Employees.

At the same time, the NFFE executive declared that the Federal Government has an inescapable moral obligation to protect Federal employees from the harsh effects of such downgradings which are admittedly claimed to be the fault of management in making the original classification.

The NFFE is disputing departmental claims that they have no authority to make so-called "incumbency allocations" which would protect the salaries of employees from these "suddenly discovered classification errors."

Under an "incumbency allocation," a position remains at the existing grade during the tenure of the incumbent.

Wolkomir said that the Bureau of the Budget and the Federal Civil Service Commission "have revised the time-honored policy of giving the employee the benefit of the doubt in borderline classification cases and directed that henceforth borderline questions as to appropriate class would be resolved by assigning to a lower grade. The CSC further urged careful scrutiny of existing allocations."

"It is NFFE's contention that it was largely as a result of this change in philosophy that the so-called 'errors' in classification came about. A more honest explanation would be that downgradings are the result of changes in the interpretation of classification standards or the issuance of new standards," Wolkomir said.

Wolkomir also questioned the legality of many downgradings which result from an 'opinion' on the part of a classifier as contrasted to the facts of the case, relating to duties and responsibilities.

### Food Service Workers Sought

The Veterans Administration Hospital, 800 Poly Place, Brooklyn, N.Y. 11209, has several vacancies for food service worker, WA-1, to earn \$1.98 per hour (part-time-early shift), and work from 7:00 a.m. to 10:30 a.m.

For further information, call 836-6600, ext. 389 or 392.

### Nurses Needed In Oneida County

Oneida County is accepting applications on a continuous basis for the position of public health nurse. The salary range is \$5,403 to \$6,484 per year.

No written or oral test is required for this position. Candidates will be rated on the basis of their training and experience, but they must meet the New York State Public Health Council's required qualifications for Public Health Nurse for Field Service.

For further information, contact the Oneida County Department of Personnel, 200 Mary Street, Utica, N.Y.

### Contract Specialist, Price Analyst Jobs

The Board of U.S. Civil Service Examiners in Fort Monmouth, New Jersey is accepting applications on a continuous basis for the positions of contract specialist and contract price analyst.

Both of these positions are open at GS-9 and GS-11 levels, paying yearly salaries of \$7,696 and \$9,221 respectively.

For further information about the different experience requirements for these positions, contact the Board of U.S. Civil Service Examiners, U.S. Army Electronics Command, Fort Monmouth, New Jersey 07703.

### Recreation Resource Specialists Wanted

The United States Department of Civil Service is accepting applications on a continual basis for positions as recreation resource specialist in the U.S. Department of the Interior and other Federal agencies.

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.

For further information and applications write to the New York Region Office, U.S. Civil Service Commission, 220 East 42nd Street, New York City.

### Urban Renewal Testing

Thirty-one candidates for positions as senior community organization specialists in urban renewal were tested last week by the Department of Personnel.

### Sergeant Eligibles To Meet April 11

A meeting of the Sergeants Eligibles Assn. of the New York City Police Department will be held on Tuesday, April 11, at 7 p.m., at the Garden Ballroom, 277 Canal St., (near Broadway), New York City.

At this time, two important guest speakers will be heard. The subjects discussed at the meeting will be relative to the association's fight to return the four year list to the eligibles of the Department and the status of the City-wide drive to reverse the Personnel Departments Booklet and Protest policy.

All patrolmen who feel they may have an interest in the outcome of the October 1, 1966 examination and the procedures involved in this exam are urged to attend this meeting.

Interested parties may contact the Association through P.O. Box 211, Lefferts Station, Brooklyn, N.Y. 11225.

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**CIVIL SERVICE COMMISSIONER  
SOL HOBBERMAN, MODERATOR**

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## Starting Office Worker Positions Offered New By New York State

Walk-in testing has resumed for many beginning office worker positions which exist in State agencies in the Albany area through the New York State Civil Service Department.

Candidates will be tested Monday and Wednesday evenings at 6:30 p.m. in the Cafeteria, Building Number 3, at the State Campus at 1220 Washington Ave. Exam dates are March 27, 29, April 3, 5, 10, 12, 17, 24 and 26. Testing will begin no later than 6:30 p.m. on those dates.

Candidates may take the test on any of the scheduled nights. They need no special background U.S. citizenship and New York or education to qualify, except State residence for at least one year. They should bring their social security number with them to the test. No prior applications are required.

Positions to be filled by these tests include clerks, file clerks, account clerks and statistics clerks, with salaries ranging from \$3,635 to \$4,755.

## Maintenance Instructors

Applications for electro-mechanical instructors are being accepted continuously by the Manpower Development Training Program. Duties include teaching the maintenance and repair of washing machines, clothes dryers, domestic refrigerators and air conditioners, toasters and broilers.

Applicants for this \$8 per hour position must have had nine years of full-time paid experience in this field and hold a high school or equivalency diploma.

Send resume of experience and education to Manpower Development Training Program, 110 Livingston St., Room 814, Department "P," New York 11201.

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# Civil Service LEADER



America's Largest Weekly for Public Employees

Member Audit Bureau of Circulations

Published every Tuesday by

LEADER PUBLICATIONS, INC.

77 Duane Street, New York, N.Y.-10007

212-BEekman 3-6010

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ALBANY — Joseph T. Bellew — 303 So. Manning Blvd., IV 2-5474

KINGSTON, N.Y. — Charles Andrews — 239 Wall Street, FEderal 8-8350

10¢ per copy. Subscription Price \$3.00 to members of the Civil Service Employees Association. \$5.00 to non-members.

TUESDAY, APRIL 4, 1967



## Some Realities

WE find it hard to reconcile the threats to three guarantees on the security of the State's civil servants at the Constitutional Convention, which starts this week, particularly those aimed at the accrued pension guarantees, with the realities of our time and the tenor of the Constitution's own motivation—progress for New York State.

Some realities must be restated. Government is getting bigger each year. More people work for government in this country than ever before. Every indication points to the great expansion of these two factors in the coming years. By 1970 approximately one out of every five working adults in this country will work for one form of government or another.

In the Federal government, always the leader in progress in the management of a bureaucracy, the traditional foundations of a secure and workable civil service community—the merit system, a pension system which is responsive to the fluctuations of time and the means to a decent existence for the loyal employee when his days of prime effectiveness are over, and the protection of those pension funds from taxation years after the economic factors on which they were based have been inflated—have each been given the Executive stamp of approval for performance recently as their rolls are being ever-widened.

Considering all this, it would only be the mark of a thoughtless appraisal of its own value to the future citizens of New York if any of these foundations for the future and testimonies to the workability of democracy turn up as damaged goods when the Convention is over.

## New Law Not Enough

AT Leader press time, Republicans and Democrats in the State Legislature had not reached final agreement on a measure to replace the Condon-Wadlin Act with a new labor relations program, although final agreement was expected over the weekend.

Whatever happens, it will take more than legislation alone to set a new tone for successful negotiations in the future between government and its employees. Proper intent will be as important as the means for bargaining because an essential approach of government from now on must be that public employees are to be treated as equals at the negotiation table.

A viable labor relations law will do much to reduce the threat of civil service strikes. A continued pattern of treating public employees' concerns as matters of second class importance, however, will not keep the most willing worker from using force to get the respect and the justice he now demands from government.

These past months have seen a disturbing number of strikes and demonstrations and much unhappiness among public employees. The major burden in resolving civil service needs—and attitudes—will now largely rest on whether or not government comes to these problems with an enlightened view. Past attitudes will damage not only the great career service of the State and its political subdivisions but also will be a disservice to citizens everywhere.

## LETTERS TO THE EDITOR

Letters to the editor must be from publication upon request. They should be no longer than 300 words and we reserve the right to edit published letters as seems appropriate. Address all letters to: The Editor, Civil Service Leader,

### Thanks For A Nice Gesture

Editor, The Leader:

I am writing about a nice gesture that I feel should be encouraged and continued.

My wife Marie passed away on March 18. On March 20 our entire ground crew of 20 men plus the superintendent of grounds and buildings, Don Vlaun, superintendent of buildings, A. Lauvalle, superintendent of grounds, Sam Klee, president of unit, Frank D'Andrea and first vice president H. Beckels drove into Brooklyn in snowy weather from Brentwood to extend their sympathies.

I will not even try to describe how I felt to see all my fellow workers and immediate superiors there at the same time. I would like to thank them singly and collectively.

JIM CIRELLA

Second Vice President  
CSEA, Brentwood Unit

### State Telephone Operators Complain

Editor, The Leader:

CONGRATULATIONS to the clerical staff of the State institutions on your 37½ week! But in this fine step towards gaining some of the privileges enjoyed so long by other State workers, once again the telephone operators were left out, even though other State telephone operators enjoyed 37½ work week, the State institutional telephone operators still are on the 40 hour week, donating approximately 16 days of their time to the State for the year.

Not only are the telephone operators underpaid, in accordance with City and government employees, not mentioning industries' pay, but now they are not good enough for some small tokens that the State is handing out.

I think it is about time someone with the State government or some of our union representatives to come to our aid, we grant you that we are only a small part of the institutional staff and our voice is very weak, but we sure are needed in the institutional 24 hours a day, seven days a week, including holidays.

All we are asking for is a fair snake. If this is not outright discrimination, then someone give me the definition of same.

JOHN W. HARRISON

Bronx State Hospital  
Institutional Telephone Operators, Chairman of  
Reallocation

### For Jobs Transfers

Editor, The Leader:

Civil servants should be able to transfer from any civil service (Federal, state or city) to any other without loss of retirement credit or other benefits. This should be good for the governments since workers would be more likely to find the particular jobs to which they are best suited, and this would frequently enable laid-off civil servants to be resettled in other civil services without loss of benefits.

S. WEBER

New York City

## 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.")

### Tenure Justice Non-Liberal

A TENURED teacher in the employ of the Board of Higher Education of the City of New York has the right to his position during good behavior and competent service. He shall not be dismissed except for cause as defined by law. Such cause may consist of incompetent or inefficient service, neglect of duty, physical or mental incapacity, or conduct unbecoming a member of the staff, established after a hearing.

THE IMPORTANCE of tenure to academic freedom is manifest. However, a teacher must have served on an annual salary for three consecutive years and have been appointed for the fourth year before enjoying tenure rights.

JUDICIAL INTERPRETATION of the tenure statute by the Appellate Division, First Department is not liberal. Unanimously reversing the enlightened opinion of Justice Vincent A. Lupiano in *Rosen v. Board of Higher Education of the City of New York* (column of January 10, 1967), the Appellate Division in an opinion by Justice Harold A. Stevens noted that tenure is "in derogation of the common-law right of contract . . . and should be strictly construed." Evidently, Justice Lupiano's error in sustaining the tenure rights of petitioner Rosen was one of liberal construction rather than strict construction of tenure.

MISS ROSEN HAD served as a teacher at Hunter College High School continuously from September 10, 1962 until her termination in August 1966. Unfortunately for her, the Appellate Division ruled that her first year did not count for tenure purposes because her salary was specified as \$450 "per month." If her salary had been stated to be \$5,400 a year, instead of \$450 a month, she would have had no tenure problem.

THE SIGNIFICANCE of this technicality was certainly within the knowledge of the Board of Higher Education though it is doubtful that the petitioner was so aware. This was especially true because it represented the petitioner's first experience with the Board's contracts. Certainly, as Justice Lupiano said, the circumstances required the Board to be "pellucidly clear" about the terms of the contract.

YEARS LATER, Miss Rosen was removed from her position without the assignment of any reason. This was accomplished by letter dated November 18, 1965 telling her that she would not be employed for the 1966 to 1967 school year.

THE APPELLATE Division cited a Special Term opinion, *Block v. Tead*, as a precedent for its decision. The *Block* case referred to a philosophy instructor's right to tenure after four years of teaching at Brooklyn College. Tenure rights were defeated in her case because her appointment for the fourth year was not for a full year and not on an annual salary basis.

THE TENURE statute requires appointment for a fourth "full" year. Miss Block's first three years were full years. In her fourth year she was appointed as a temporary instructor from July 1941 until January 1942 and reappointed for a second semester from February 1942 until June 1942. In this respect, Miss Rosen's case was stronger than Miss Block's because Miss Rosen's appointments for all of the four years involved were for full years.

MOREOVER, THE appointments of Miss Block during her fourth year were expressly stated to be "pending further information without commitment for tenure." The "further information" related to certain of the petitioner's activities stated to have a bearing on her character and fitness.

THE DIFFERENCES between *Block v. Tead* and *Rosen v. Board of Higher Education* were minimized by the Appellate Division which stated:

In *Block v. Tead* the temporary service followed upon the service of an annual salary basis, while in the case before us the temporary service at a stated monthly salary preceded three full years' service on an annual salary basis. The principle enumerated in *Block v. Tead* is here applicable.

ACCORDINGLY THE present state of the law seems to require denial of tenure even after four full years of service with full programs merely because compensation for the first of those years was stated to be at a specified rate per month, instead of at a specified rate per year.



## Constitutional Change?

# What Are The Reasons For Retaining Those Three Sections; One Argument

With the Constitutional Convention beginning this week amid clouds of concern arising from threats, stated and implied, to the basic guarantees of the civil service tradition and employee safeguards in the State, it is imperative that the government employee

community state its case on all fronts in the coming weeks before catastrophic damage is done to its welfare by ill-informed forces for change which are sure to rise to such an occasion. With this end in mind the Leader is reprinting below the basic arguments of the 300,000 member-strong Civil Service Council on Constitutional Convention, which includes the membership of the Civil Service Employees Assn., on the importance of retaining, at all costs, all the language in the present Constitution in which their work-a-day well-being and their futures are steeped.

The Council's presentation follows:

### CIVIL SERVICE APPOINTMENT AND PROMOTION

#### 1. Who is Civil Service?

In excess of 800,000 workers who have made public service their careers. These dedicated people are those who make it possible for government to function in the state, counties, towns, villages, municipalities and districts by implementing and carrying out the policies and programs established and ordered by Executive, Legislative and Judicial branches of government.

#### 2. Why Civil Service?

• It is a Merit system where appointment or promotion is based upon merit demonstrated by competitive examination, not nepotism, despotism or favoritism based upon political party, creed or color. Objective testing of contestants, qualified as to service and education, has functioned successfully, has avoided serious scandal and has permitted effective government to continue in spite of changing leadership and political complexion. Our merit civil service system has virtually eliminated the vicious "Spoils System" and has generally attracted high-caliber personnel. Any current "scandals" of government, almost without exception, have involved persons elected, appointed, or otherwise in "exempt" positions.

#### 3. What is Civil Service?

• It is Article 5, Section 6, of the Constitution, which states: "Appointments and promotions in the civil service of the state and all of the civil divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained as far as practicable, by examination which, as far as practicable, shall be competitive."

• Eligibility to compete in an examination is based upon education and experience. As a result, the present merit civil service system sets up the work, educational and experience requirements of positions of government from the lowest position at appointment to the highest; it provides for a progression of duties and responsibilities through promotion steps.

• In the competitive examinations every candidate has to answer the same questions at the same time. This virtually eliminates cheating. Those candidates who attain a passing mark then have their seniority and experience rated, and the resulting final weighted mark for each successful candidate is then placed on a list in the order of the final marks. By law, such a list cannot last less than one year or more than four years.

• The appointing officer has an option of appointing only one out of the top three candidates on the list, thereby by-passing two, and MAY DO SO WITHOUT GIVING ANY REASON! Further, after appointment, there is generally a "probationary period" during which time the appointee has no tenure rights. Only if the candidate's work is satisfactory at the end of the probationary period is his appointment confirmed.

• The State Civil Service Commission at the state level and the Municipal Civil Service Commission on the city level administers and regulates the described merit system procedures.

#### 4. The Threat to Civil Service

• The elimination of the existing careful, impartial, objective procedures could only mean the return to the Spoils System — this would be replacing the proven Merit System with a loose process in which candidates could take examinations, not necessarily at the same place or even the "same exam," and thereby "qualify" and thereafter be in a pool for selection by an appointing officer. Any claim of being able to select the "most qualified" under such a loose, non-objective system is "utter nonsense!" The door would be open for choices which could be dictated by religious, ethnic, class, or political affiliations. Who is the "appointing officer" who will make such a choice? In most cases, he himself has been appointed because of service to the party in power; in many instances he has absolutely NO experience in the department he is heading! In any event, he would have little or no personal knowledge of relative ability and would necessarily

depend upon subordinates (or others) for direction in selecting the "most qualified" from the pool. Efficient service, experience, and ability as proven by competitive examination and study would inevitably be replaced by "apple polishing" and subservience to the "club house." SHADES OF BOSS TWEED!

#### 5. The Answer for Civil Service?

• Civil Service and the "Merit System" are synonymous, and it exists here and now throughout New York State to the benefit of good government. Civil Service, under the present Merit System, provides a guarantee that the most ambitious and capable employees are continually educating and training themselves for the next promotional steps in direct competition with their peers. Competitive examination automatically and objectively selects the proven "most qualified," uncolored by favoritism or prejudice. It is as natural as "cream rising to the top." —Art. 5, Section 6 must be retained "verbatim." (For the complete text of the three sections in contention see story on Page 14.)

#### CONCLUSION

• The three principles directly affecting Civil Service, as previously discussed, must be retained in the body of the Constitution and retained "VERBATIM." We have shown the necessity for retaining the substance of these provisions. Equally compelling rea-

sons support retaining their language. Over the years much litigation and a large body of law have established the exact meaning and application of the present wording. Any change in the wording will create new, costly and unnecessary lawsuits, appeals, etc., resulting in delays and confusion.

• The desire for a brief, simplified Constitution is understandable, but the THREE SECTIONS IN CONSIDERATION TOTAL ONLY 109 WORDS! Should principle, justice and the rights of all Civil Service employees be sacrificed on an altar of brevity? We think not. If necessary, impractical proposals must give way to pragmatic realities.

• The Civil Service Council on Constitutional Convention has a simple story to tell. The basic, fundamental section affecting Civil Service, the Merit System and Pension (Article 5, Section 6; Article 5, Section 7; and Article 16, Section 5) are right and justified as presently constituted and should be neither deleted nor changed. More than 800,000 Civil Service employees and their families look to the Constitutional Delegates for such retention.

• We trust that this "brief" will help in an understanding of our purpose. Your views, comments and criticisms, favorable or unfavorable, are solicited. We are confident there can be only one answer - "RETAINED-VERBATIM."

#### 16 Called

Sixteen candidates were called for the promotion to power cable maintainer (TA) practical examination which was scheduled this week.

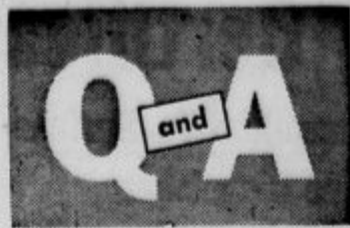
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### QUESTIONS AND ANSWERS . . .

. . . 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 Avenue, Albany, N.Y. Please do not submit questions pertaining to specific claims. Only questions of general interest can be answered here.

Q. I am covered by both Medicare and the Statewide Plan. If I should have to go to the hospital, is it necessary to show both cards?

A. Yes. In that way, the hospital will know the full extent of benefits to which you are entitled. So be sure you take both cards and show them to the admitting officer at the hospital.

Q. I joined the Statewide Plan over two months ago, but have not received an identification card or insurance certificate. Please tell me where I can get them?

A. These are issued by your employer and not the Statewide Plan. I suggest you contact the personnel or payroll officer who handles the Statewide Plan for your agency and ask him to issue these forms to you.

Q. Please tell me if the cost of an artificial eye is covered by my Statewide Plan?

A. Yes. The initial purchase of an artificial eye is a covered medical expense under the Major Portion (Part III) of your Statewide Plan. Any replacement in the future, however, will not be covered by Major Medical.

Q. I am a member of the Statewide Plan. I live in New York State but am going to a hospital in Massachusetts for needed surgery. Please tell me what benefits I am entitled to under my Statewide Plan?

A. You are entitled to exactly the same benefits you would have in New York State. This free choice of hospitals anywhere in the world is only one of the many excellent features of the Statewide Plan.

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# Certifications For New York City Jobs

## Promotion To Surface Line Dispatcher

A list of some 83 persons who have been certified for promotion to the position of surface line dispatcher in the New York City Transit Authority has been released recently by the Personnel Department. The names appearing on the list follows:

John McKenna, Joseph Schultz, William D. Garrett, James J. Hartford Sr., Anthony M. Insetta, Walter Foley, James A. Paul, Philip Schimmel, Raymond N. Alberts, Frank S. Lorelli, Luis Sarriguarte, Dave Rauch, Percy Feller, Thomas A. O'Keefe, David W. McCarthy, Richard W. Mauritzen, Carmine W. Damato, Frank J. Butler, Thomas D. Vanpelt, Alfred C. Giampiccolo, Matthew Klein, Louis Zelikman, Harry Halpern, Lawrence C. Salzano, Henry E. Gerlich, John P. Calfa, Alfred G. Hendricks, Vincent N. Cavo, Joseph J. Lorch, Lawrence J. Fitzsimons.

John P. Gillen, Anthony J. Lomando, Harold Kimmel, Jacob Stern, John B. Pentony, Anthony V. Della, Henry Stepnowski, Raymond M. Uldokat, Benjamin Iosue, Luciano J. Maneuso, Edward J. Hickey, Alphonso P. Nastro, Jerome M. Tully, Leonard Lesnitzer, Joseph R. Maletta, James Hurley Jr., Herbert Saper, John J. McCann, Clarence J. Cooper, John A. Krolkowski, Arthur N. Casale, Nicholas Myronick, Lloyd W. Theweatt, Joseph A. Ruggiero, Stanley E. Wanglund, Stephen J. Kozak, Joseph A. Devlin, John J. Pepper, Victor W. Terrelonge, Kenneth C. Bye.

Charles H. Byrd, Michael N. Labriola, Joseph S. Coluccio, Nicholas R. Carbonaro, Theodore L. Allamy, Carlo Delcore, Frank J. Gambardo, Abraham Semmel, Lattario S. Busacca, George L. Clark, Eugene E. Fanning, Raymond A. Curtin, Thaddeus Zurawik, Joseph G. Capicotto, Joseph B. Wilson, Ferdinando Amitrano, Clarence C. Hoyte, Bernard M. Jacobsen, Joseph A. Bean, Edward Robinson, Abraham Alpert, Frank Lobianco, Marco A. Derespino.

## Supervising Clerk

Some 35 persons have been certified for general promotion to the position of supervising clerk, the New York City Department of Personnel has announced. The list of names follows.

Vincent A. Dandrea, Victor Mehr, Jessica vans, Sylvia F. Troskin, Marlon Negey, Muriel A. Davis, Anne L. Ifill, Florence L. Nagel, Ruth Stiano, Carrie Goldminz, Joseph J. Santor, E. Melva Canavan, Vida C. Deasy, Kathryn R. O'Brien, Annie L. Williamson, Lillie Brodagesky, Arthur G. Vassalli, Molly M. Waldon, Dolores M. Connaughton, Dorothy A. Wade, Gloria B. Brown, Mary A. Vaccacio, Dorothy Cole, Lillian M. McCormack, Hilda Ditchek, Gloria T. Rche, Mary C. Mcanaw, Frank Colaiuti, Evelyn L. Lane, Gertrude Gluck, Eva E. Moss, Lillian R. Werner, Natalie L. Kirnon, Elsie M. Burke, Charlotte Sweeney.

## Clerk-Steno Jobs

### AT NAVY COMMAND

The Eastern Division, Naval Facilities Engineering Command, needs clerk-stenographers GS-4 at a salary of \$4,776 a year. A high school diploma may be substituted for one of the two years of experience that is required.

These positions require applicants to qualify in the civil service stenography examination.

Interested applicants may report in person to 90 Church St., Room 548, New York City or telephone 264-7261.

## Car Maintainer, Gr. B

The New York Department of Personnel has released a list of persons certified for appointment to the position of car maintainer, group B. Included on this list are 159 names which follow.

Jose Crespo, Sylvester Kuchynskas, Theodore F. Michalski, Angelo J. Giuffre, Joseph Albano, Dominick A. Ditaranto, Frank G. Kubillus, Gerard J. Pistilli, Irving I. Epstein, Joseph E. Lucente, Anthony L. Deseta, Lester L. Phillips, Joseph L. Gentile, Norman Tankus, Salvatore Ammatuna, James E. Hyndman, Paul T. Peter, Gerardo Salazar, Dominic Geloso, William F. Troisio, Chester E. Zarnecki, Antonio Garbarz, Joseph F. Gil, Abe Kleiner, Donald C. Lal, John Neznamy, Lee W. Pow, Paul Ragone, Frederick Reuter, Gustav Schiller.

Gerrit J. Schutte Jr., Irving F. Strohmaier, Jack Washington, Ralph C. Albagnale, Harry Bordansky, Fred J. Clemente, Max Feinberg, William J. Lee, Joseph P. Scribani, Raymond Chu, Anthony G. Cintonino, Gus Cohen, William Graf, Michael I. Martini, Frank Spina, Anthony J. Vivone, Michael Besio, Mario A. Capuano, William L. James, Warren J. Kelly, Pasquale A. Pergamo, Samuel Tomlinberg, Joseph Abramowitz, Luigi M. Fumo, Peter Ingoglia, Harry Dronzik, Patrick A. Madera, Edmund T. McDowell, Ralph A. Montuori, Theodore A. Pulaski.

Generoso A. Urciuoli, Harry S. Carpenter, Thomas Delpriore, Alfonso Francesi, Franklin F. Frangella, Alexander Guido, Frank J. Pendola, Percival A. Sherwood, Bernard Zerkle, Alexander Denega, Adolph I. Heisler, Max Rebold, Vincent Arrigali, Joseph D. Banks, Edward S. Bodnar, Dominick Capaccione, Frank Compito, Robert Gaby, Irving Gordet, Salvatore Oliveto, Danny Cannavina, Joseph A. Defilippo, Frank R. Delgaudio, Francis X. Hearne, Angel F. Melendez, John Postolowski, William R. Cope, William H. Heycock, Frank McKiever, Jack P. Ricciardi.

Pasquale J. Dinatale, Alfred G. Mertz, Robert Stellicki, Daniel F. Bianchini Jr., Frank J. Mortellaro, Charles M. Parlamento Jr., Paul J. Rabe, John F. Ruggiero, Irvin H. Hadley Jr., Salvatore Isgro, Louis Kinigstein, Vincenzo Camporeale, Roy J. Mirro, Manuel A. Silvia, Philip M. Venturelli, Edward T. Witzke, Stephen V. Bonanno, Donald W. Cook, Charles M. Cusimano, Anthony Fiorito, Eugene S. Guarascio, Bennie G. House, Anthony E. Kuspiel, Alfred W. Shannon, Edward Stephens, Alfred Buttacavoli, Francis J. Corr Sr., Richard Lepere, Charles Lopez, Willie Page.

Ernst Rom Jr., James P. Hopkins, Thomas L. Mistretta, George E. Moline, Helmuth W. Bode, Edward A. Cespedes, John J. Cottrell, Vincent A. Dalessandro, Albert E. Leath, Val Mironovich, Leroy Rodman, Clifford N. Stark, Warren R. Waage, Horace Walker, Isidore Fazio, David Glaser, Frank Napolitano, Theodore Rimler, Solomon Schwartz, Charles J. Bass, Norman Levy, Herman J. Thomas, Charles Boyd, Sidney Ollansky, Nicholas E. Peragine, Edward J. Rourke, Frank V. Sergio, Frank Vajo, Leon M. Walcott, Joseph Nolfo, Frank N. Limitone, Frank Vanbuskirk, Philip N. Yost, William E. Dugan, Louis Farano, Reuben S. Hochheiser, Leo Kass, Joseph R. McGhie, Basil D. Vuyanovich, Steven Adamson.

## Film Editor Tests

Two candidates took their medical examinations for film editor jobs on Wednesday, at the Department of Personnel Medical Office.

## Car Maintainer, Gr. F

The New York City Department of Personnel has recently released a list of persons certified for promotion to the position of car maintainer, group F, in the Transit Authority. The list contains 105 names which follow.

Joseph A. Toppel, George D. Tirella, Roland R. Martin, Anthony J. Cracco, Alexander Guido, Houston P. Stewart, Morton Schwartz, Louis A. Nigro Jr., Alfonso S. Davis, Salvatore Bonamico, Irving Bloom, Leroy Johnson Jr., Joseph J. Krudis, Albert Ortleb, Erroldo D. Parris, Gerald A. Thewlis, Dominic Cannizzaro, Edgardo Mercado, Antonino Caccace, Edwin A. Savoy, Sergio J. Cagna, Ashton U. Patterson, Joseph R. McGhie, Murad Mikaelian, Osiris P. Maldonado, Mauro Amato, Joseph Cardillo, Philip E. Longobardo, Nicola Regine, Richard Villani.

Lawrence A. McGarvey, Vito Failla, Hubert A. Morgan, John Johnson, Vincent Nuzzolo, Andrew Cardona, James J. Hannon, Claude R. Sweeney, Stanley Norwood, Juan Carrasquillo, Raymon L. Rosa, Raul E. Toro, Daniel K. Crayon, Mack E. Watkins, Irving L. Rose, Joseph L. Rossano, John J. Gambino, Raymond F. McLaughlin, Raymond Torres, James J. Feeley, John J. Kozinski, Herman Citrin, Anthony L. Krol, William T. Graham, Henry B. Davis, William A. Ezzo, Vincent J. Thomas, Eugene Skelly, Morton N. Alexander, John P. Lynch.

Louis V. Nicosia, Peter G. Hackett, Ernest A. David, Patsy Palombo, Albert Bocchieri, Thomas Pallas, Robert A. Winoski, Luis A. Maldonado, Frank J. Moore, Gerald J. McGrath, Michael A. Padilla, Cecil E. Smith, Andrew L. Tomlinovich, Fred W. Ott, Louis P. Perro, Frank Angeli, Cleve Rawlerson, George I. Prendergast, Andrew C. Coticchio, James M. Roberts, Douglas Glover, Adolfo A. Rivera, Aniello Palanga, Rafael Rosado, David G. Varick, Clarence M. Bennett, Morris L. Rosenthal, William F. Carley, Robert M. John, John J. Garland.

Ernest J. Herman, Eugene L. Currie, Mario R. Mendez, Vincent S. Conte, Lester L. Ashkinazy, Samuel J. Roberto, Joseph Cirignotta, Nicholas Randazzo, Lloyd G. Johnson, John P. Coleman, Joseph A. Binder, William C. Cornett, Lutrelle Barnes, Anibal Romero, Joseph N. Thornhill.

## Part-Time Clerks Sought By VA

The Veterans Administration Hospital, 130 West Kingsbridge Rd., Bronx, N.Y. has immediate vacancies for part-time clerk-typists. Tests for these positions are being conducted by the Interagency Board of U.S. Civil Service Examiners on Tuesdays and Fridays. Applicants may report without appointment to 220 East 42 St., New York, N.Y., Room B-20, Lower Level at 8:30 a.m. or 12:30 p.m. Arrangements may be made to take the tests on Saturdays by telephoning (Area Code 212) 573-6101.

The normal tour of duty will be from 5:00 p.m. to 9:00 p.m. Monday through Friday. There will be a six week orientation program immediately after appointment. During these six weeks, applicants will be required to do work four hours daily during the period from 8:30 a.m. to 5:00 p.m.

All applicants are required to have a minimum typing proficiency of 40 words per minute. For further information call the placement officer at the Veterans Administration Hospital, at 584-0000 ext. 217.

## Food Service Supervisor

A list of 40 persons who are certified for appointment to the position of food service supervisor has been released by the New York City Department of Personnel. The list of names follows.

Ocie Reid, Helen V. Reid, John Melnick, Audrey Y. Solomon, James Ross, Anna M. McCarthy, Madeline Winegar, Helen C. Murray, Elliott Sacks, Harry Weinstein, Ana M. Daniel, Gertrude Grant, Melvyn M. Lillard, Susie V. Daniels, Gladys S. Gillman, Ruth M. Hall, Elsie E. Hatton, Marion B. Kearney, Joseph Muccitelly.

Rose Casey, Katherine Clark, Laura L. Coleman, Raquel Howard, Lillian Hutchinson, Jenaro L. Merle, Margaret V. Rodwell, Glenda F. Bivers, Josh Cheyette, Frances J. Garrison, George R. Lambert, Sylvia Lifton, Louis Nevery, Jr., Viola Powell, Anne C. Walsh, Edna M. Barrett, Sylvia E. Humphreys, Creamon Headen, Jr., Felix Perez, Ruby L. Williams, Robert E. Wills, Jr.

## Proposed Key For Towerman Exam

The City Department of Personnel has released the proposed key answers for the promotion examination for towerman, New York City Transit Authority. Protests to this key must be filed, by appointment in person only, before April 10.

The proposed answers follow:

### Section I

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

31, D; 32, C; 33, C; 34, A; 35, B; 36, B; 37, A; 38, C; 39, B; 40, A; 41, D; 42, C; 43, C; 44, C; 45, B; 46, C; 47, D; 48, D; 49, D; 50, B; 51, C; 52, B; 53, D; 54, A; 55, B; 56, A; 57, A; 58, D; 59, B; 60, D.

### Section 2

61, B; 62, A; 63, C; 64, C; 65, C; 66, D; 67, B; 68, C; 69, C; 70, A; 71, A; 72, B; 73, D; 74, D; 75, A; 76, D; 77, B; 78, B; 79, D; 80, A.

### Section 3

61, A; 62, B; 63, B; 64, B; 65, D; 66, C; 67, C; 68, A; 69, A; 70, D; 71, D; 72, D; 73, B; 74, C; 75, D; 76, A; 77, D; 78, A; 79, B; 80, C.

## Information On US CS Examinations Offered In Brooklyn

Information about Federal civil service examinations will be available each Thursday night at the Join Center, 815 Broadway, Brooklyn, N.Y. from 6:00 to 8:00 p.m.

Representatives from various Federal agencies in New York City, in co-operation with the United States Civil Service Commission, will be present to explain how jobs are obtained in the Federal government and to give appropriate applications for current, open examinations.

This is an experimental effort by the Federal government in the New York City area to make information on Federal employment opportunities available in local neighborhoods.

## Assistant Station Supervisor Key Answers Final

The City Department of Personnel has released the final key answers for the January 21 promotion examination for assistant station supervisor. The final answers follow:

1, D; 2, A; 3, C; 4, C; 5, B; 6, C; 7, B; 8, D; 9, B; 10, A; 11, C; 12, A; 13, D; 14, D; 15, A; 16, C; 17, B; 18, B; 19, C; 20, A; 21, D; 22, A; 23, B; 24, C; 25, A; 26, D; 27, D; 28, D; 29, C; 30, B; 31, A; 32, C; 33, D; 34, B; 35, D; 36, D; 37, D; 38, C; 39, A; 40, C.

41, A; 42, C; 43, D; 44, A; 45, D; 46, B; 47, C; 48, A; 49, B; 50, D; 51, D; 52, A; 53, B; 54, D; 55, C; 56, A; 57, D; 58, B; 59, B; 60, A.

## Key Answers For Water Use Inspector

The Department of Personnel has released the rating key answers for the March 11 examination for water use inspector. The answers follow:

1, B; 2, D; 3, D; 4, D; 5, B; 6, B; 7, C; 8, D; 9, A; 10, C; 11, C; 12, B; 13, D; 14, A; 15, C; 16, B; 17, D; 18, A; 19, A; 20, C; 21, A; 22, B; 23, D; 24, C; 25, D; 26, A; 27, Delete; 28, A; 29, B; 30, B; 31, B; 32, A; 33, D; 34, A; 35, D; 36, Delete; 37, B; 38, D; 39, C; 40, A.

41, D; 42, D; 43, C; 44, A; 45, A; 46, A; 47, C; 48, B; 49, A; 50, D; 51, C; 52, B; 53, D; 54, B; 55, D; 56, B; 57, D; 58, B; 59, A; 60, A.

61, D; 62, C; 63, D; 64, B; 65, B; 66, C; 67, D; 68, A; 69, C; 70, A; 71, C; 72, A; 73, D; 74, B; 75, A; 76, C; 77, A; 78, C; 79, D; 80, A.

## Jobs For Agriculture Commodity Graders Throughout U.S.

The Interagency Board of U.S. Civil Service Examiners for Illinois is accepting applications for a nationwide examination for agricultural commodity graders (meat), GS-9. The starting salary is \$7,696 per year.

The positions are in the U.S. Department of Agriculture's Consumer and Marketing Service. The work is performed mainly in meat packing plants and slaughtering houses located in most states throughout the country. A grader examines and grades meat of any class in the carcass or in wholesale cuts.

For further information concerning this position, ask for announcement No. CH-7-06 at most post offices and civil service offices or write to the Executive Officer, Interagency Board of U.S. Civil Service Examiners for Illinois, 219 S. Dearborn St., Chicago, Ill. 60604.

## Sample Bus Driver Test Answers

(Test on Page Nine)

28, A; 29, C; 30, C; 31, A; 32, B; 33, C; 34, B; 35, B; 36, D; 37, A; 38, C; 39, C; 40, C; 41, B; 42, D; 43, A; 44, D; 45, C; 46, B; 47, D; 48, A; 49, C; 50, A; 51, B; 52, D; 53, C; 54, D; 55, B; 56, A; 57, B; 58, B; 59, A; 60, D; 61, A; 62, C; 63, D; 64, B; 65, B.



# Sample Bus Driver Questions & Answers

As a service to those candidates competing in the May 20 examination for surface line operator (bus driver and conductor) The Leader is reprinting more sample examination questions taken from the Oct. 26, 1963 examination given by the Department of Personnel.

The answers appear on Page 8.

28. One New York State vehicular rule that drivers in New York City are exempt from following is the requirement.

(A) to stop when a school bus is receiving or discharging school children, (B) not to make a right turn on a red light, (C) to make a complete stop at a stop-sign, (D) not to cross a double-solid line marked on the road.

29. The power to revoke a license to drive a motor vehicle is in the hands of the

(A) Police Commissioner, (B) Traffic Commissioner, (C) Commissioner of Motor Vehicles, (D) Mayor.

30. A recent directive of the transit authority instructs operators to accept, without comment, tokens deposited in the fare box or presented by passengers unable to pay fare in cash, and under no circumstances to sell tokens or exchange tokens for cash. This implies that, in respect to tokens collected, operators are to

(A) use them in making change, (B) return them to passengers depositing them and request cash (C) keep them and turn them in with the day's receipts, (D) offer them for cash to passengers going to the subway.

31. The bridge which does not have two vehicular levels is the (A) Brooklyn, (B) George Washington, (C) Manhattan, (D) Queensborough.

Questions 32 to 41 inclusive are based on the sketch below showing the routes of the Grand Avenue (solid line) and the Elm St. (dotted line) buses. Refer to this sketch when answering these questions.

32. A bus on Alp St. going to the Cort St. terminal is moving (A) north, (B) east, (C) south, (D) west.

33. If the distance around a terminal loop is one-half mile, the total distance that a bus must travel in one round trip between the Dey Ave. and Roe St. terminals, including both terminal loops is nearest to

(A) 26.2 miles, (B) 26.7 miles, (C) 27.2 miles, (D) 28.4 miles.

34. One street used by buses operating in both directions is (A) Taft Avenue, (B) Roe Street, (C) Cort Street, (D) Nash Ave.

35. The bus route distance between the Elm St. and Cort St. terminals is (A) 8.6 miles, (B) 9.2 miles, (C) 9.7 miles, (D) 18.9 miles.

36. A passenger must transfer if he is going from Dey Ave. terminal to (A) Taft Ave., (B) Elm St., (C) Cort St., (D) Park Ave.

37. Buses are not required to make even one left turn at the terminal at (A) Cort St., (B) Dey Ave., (C) Elm St., (D) Roe St.

38. After discharging all passengers at the Dey Ave. terminal before going around the loop, the number of left turns a bus must make to reach Elm St. is (A) 1, (B) 2, (C) 3, (D) 4.

39. From the Cort St. terminal to Elm St., a bus travels a total distance of (A) 5.7 miles, (B) 6.0 miles, (C) 6.3 miles, (D) 7.2 miles.

40. If the common rule for estimating distance of 20 blocks to the mile is adhered to, then the number of blocks a bus travels on Grand Ave. is (A) 56, (B) 80, (C) 110, (D) 136.

41. If the timetable calls for a bus to cover the distance along Dey Ave. from the terminal to Kip St. in 12 minutes, the average speed of the bus on this stretch must be (A) 1.1 miles per hour, (B) 6.5 miles per hour, (C) 10 miles per hour, (D) 15.5 miles per hour.

42. In the Civilian Defense air raid warning system, a three minute warbling sound of the sirens is the (A) alert signal, (B) test signal, (C) all clear signal, (D) take cover signal.

43. If a person should ask you, while on duty in your bus, for directions on how to reach a particular location to which you do not know the answer, your best course of action is to (A) tell the person you do not know, (B) give the person the best directions you can think of, (C) tell the person to buy a directory, (D) explain to the person that the rules prohibit talking to an operator while he is on duty.

44. The rules of the transit authority state that employees should not make any statements concerning transit accidents except to proper officials of the transit authority upon inquiry. The probable reason for this rule is to (A) conceal facts that may be damaging, (B) avoid conflicting testimony, (C) prevent lawsuits, (D) prevent unofficial statements from being accepted as official.

45. As a potential bus operator you should know that when you are about to back a bus it is never necessary for you to (A) check that there is sufficient room behind the bus, (B) signal your intention, (C) turn on back-up lights, (D) check the brake air pressure.

46. A flashing red traffic signal indicates that a driver (A) must stop and wait until the light stops flashing, (B) must stop and then proceed when the way is clear, (C) may make a right turn without stopping, (D) must yield the right-of-way but does not have to stop.

47. Operators should be instructed that collision accidents at street intersections protected by traffic lights can usually be avoided if they will remember that (A) traffic lights are often out of order, (B) a car coming from the right has the right-of-way, (C) they can depend on the other driver obeying the lights, (D) there is no substitute for an alert driver.

48. It can easily be figured that Veteran's Day, November 11, 1963, will fall on a (A) Monday, (B) Tuesday, (C) Wednesday, (D) Friday.

49. The weekly pay for 8 hours an hour can be calculated as a day, 5 days a week, at \$2.6250 (A) 5 x 8 x 2.5260, (B) 8 plus 5 x 2.6250, (C) 8 x 5 x 2.6250 (D) 8 plus 5 x 2.560.

Questions 50 to 59 inclusive are based on the portion of a bus timetable shown below. Refer to this timetable in answering these questions.

50. The minimum headway shown between buses leaving Mark St. is (A) 8 minutes, (B) 10 minutes, (C) 12 minutes, (D) 15 minutes.

51. The actual scheduled running time from Burr St. to High St. is (A) 14 minutes, (B) 32 minutes, (C) 40 minutes, (D) 64 minutes.

52. The layover time for bus no. 16 at Burr St. is (A) 9 minutes, (B) 12 minutes, (C) 15 minutes, (D) 17 minutes.

53. Bus no. 11 is scheduled to (A) follow bus no. 12 from Burr St. to Mack St., northbound, (B) leave Ace St. exactly 20 minutes after it leaves Mack St., southbound, (C) leave Burr St. for the garage after 8:49, (D) be placed in service to begin its day's run at Mack St. at 8:09.

54. The time shown in the timetable for any bus to make the run from Mack St. to Burr St. and return is (A) 40 minutes plus the layover time at Burr St., (B) 40 minutes minus the layover time at Burr St., (C) 80 minutes minus the layover time at Burr St., (D) 80 minutes plus the layover time at Burr St.

55. The total number of northbound buses passing High St. between 8:00 and 8:45 is (A) 2, (B) 3, (C) 4, (D) 5.

56. The total number of buses which is scheduled to leave Mack St. between 7:45 and 8:45 and is also scheduled to return to Mack St. is (A) 4, (B) 5, (C) 6, (D) 7.

57. The most northerly street on this line is (A) Ace St., (B) Mack St., (C) High St., (D) Burr St.

58. A passenger boarding a bus at Burr St. and wishing to get to High St. as close as possible to 9:30, should board the bus which leaves at (A) 8:51, (B) 8:55, (C) 9:06, (D) 9:10.

59. The number of buses which is shown in the timetable as making two complete round trips is (A) 2, (B) 3, (C) 5, (D) 6.

60. The two rear wheels of a bus can turn at different speeds when necessary by means of the (A) overdrive, (B) torque converter, (C) universal joint, (D) differential.

61. To properly perform his duties, it is least important for a surface line operator to (A) know the schedule of working conditions, (B) know the transit authority's operating rules, (C) be able to judge speed and distance, (D) know the time he is scheduled to be at various points.

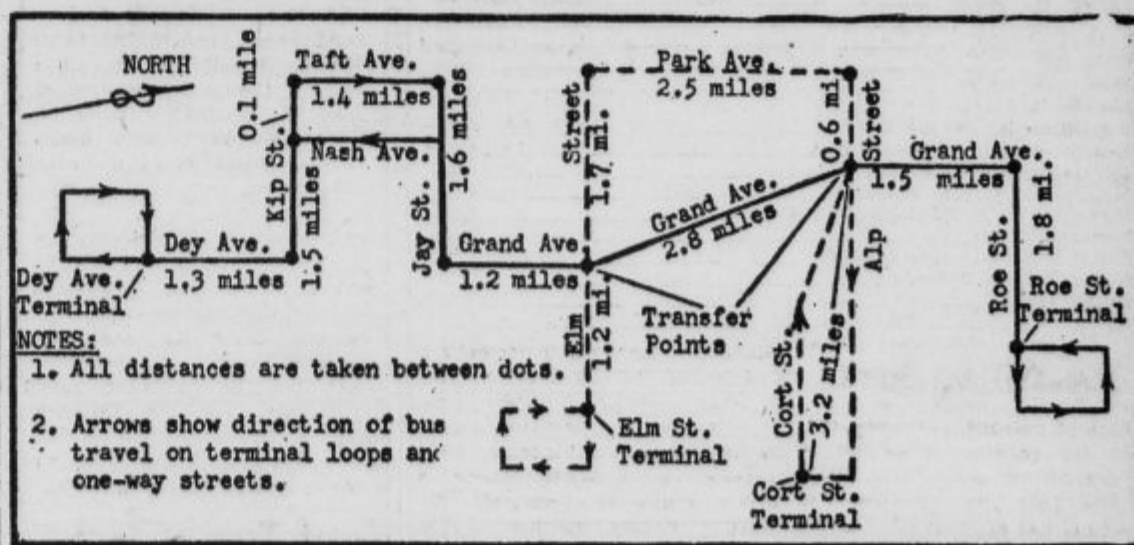
62. Manuals on driving stress the importance of allowing ample distance to the car ahead, the most common rule of thumb being to allow a car length for each ten miles per hour of speed. If the overall length of a car is 210 inches, the proper braking distance to allow at a speed of 40 miles per hour is nearest to (A) 700 feet, (B) 500 feet, (C) 70 feet, (D) 50 feet.

63. "The safe speed on any road regardless of weather conditions is primarily a function of the ability of the vehicle operator to compensate for roadway and traffic conditions." This statement means most nearly that it is (A) always safe to drive well below the posted or allowable speed, (B) permitted to drive a bus faster than the posted or allowable speed to compensate for traffic delays, (C) not safe to drive at the maximum posted or allowable speed under any weather conditions, (D) necessary for a bus operator to use his judgment to determine the safe operating speed.

64. If your watch gains 20 minutes per day and you set it to the correct time at 7:00 A.M., the correct time, to the nearest minute, when the watch indicates 1:00 P.M. is (A) 12:30, (B) 12:55, (C) 1:05, (D) 1:10.

65. The law requires that cars having four-wheel brakes must be able to stop in 30 feet from a speed of 20 miles per hour, and in 120 feet from 40 miles per hour. From these requirements and your own knowledge of automobiles in motion, it is most logical to conclude that (A) the law is more lenient in regard to fast cars than the slow ones, (B) when speed is doubled the needed braking distance is multiplied by four, (C) drivers' reactions slow down greatly as speed increases, (D) any 20 mile per hour increase in speed will require 90 feet more of braking distance.

## Sketch Below Refers To Questions 32 to 41 Inclusive



## Questions 50 to 59 Are Based On Following Bus Timetable

TIMETABLE—LAKESIDE LINE—WEEKDAYS

Bus No.	SOUTHBOUND				NORTHBOUND			
	Mack St. Lv.	High St. Lv.	Ace St. Lv.	Burr St. Arr.	Burr St. Lv.	Ace St. Lv.	High St. Lv.	Mack St. Arr.
10	6:06	6:14	6:32	6:46	6:55	7:09	7:27	7:35
11	6:21	6:29	6:47	7:01	7:10	7:24	7:42	7:50
12	6:36	6:44	7:02	7:16	7:25	7:39	7:57	8:05
13	6:51	6:59	7:17	7:31	7:40	7:54	8:12	8:20
14	7:03	7:11	7:29	7:43	7:55	8:09	8:27	8:35
15	7:15	7:23	7:41	7:55	8:10	8:24	8:42	8:50
16	7:28	7:36	7:54	8:08	8:25	8:39	8:57	9:05
17	7:41	7:49	8:07	8:21L	—	—	—	—
18	7:51	7:59	8:17	8:31	8:40	8:54	9:12	9:20
19	8:01	8:09	8:27	8:41	8:55	9:09	9:27	9:35
20	8:09	8:17	8:35	8:49L	—	—	—	—
11	8:09	8:17	8:35	8:49L	—	—	—	—
12	8:25	8:33	8:51	9:05L	—	—	—	—
13	8:33	8:41	8:59	9:13	9:25	9:39	9:57	10:05
14	8:43	8:51	9:09	9:23L	—	—	—	—
15	8:58	9:06	9:24	9:38	9:40	9:54	10:12	10:20

Notes: 1. The time interval between buses at a given point is called the headway.  
 2. The time interval between the arrival and departure of a bus at a terminal is called its layover.  
 3. R indicates that a bus not already in passenger service is placed in service at the time and place shown.  
 4. L indicates that a bus is taken out of passenger service at the time and place shown and is sent to the garage.  
 5. Lv. means "leave", and Arr. means "arrive".



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## Newburgh CSEA Unit Elects

NEWBURGH—Jack Present, assistant urban renewal director, was elected president of the Newburgh Unit, CSEA, at a recent meeting of the group. Official installation will be conducted later this month, date to be set.

Other officers slated for installation include Ray Hiestram, greenhouse foreman, Park Department, first vice president; William Mott, chief motor mechanic, Department of Public Works, second vice president; Mrs. Millicent Miller of the urban renewal office, recording secretary; Mrs. Caroline Walsh, Fire Department, corresponding secretary; and Raymond Rogers, probation officer, treasurer.

### Retirement Plan OK

Ken Jones, the retiring president, made known that the employees of the City of Newburgh have received the benefits of the retirement plan as approved by the City Council of Newburgh, effective since January, 1967. A vote of thanks was given to Newburgh City Manager Paul McCauley for his aid in presenting the plan to the City Council and his support of it.

### Baker Promoted

ALBANY—Walter J. Baker of New Salem has been promoted to the post of executive deputy secretary of state in the Department of State. His new job pays \$23,007 a year.

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## TEST AND LIST PROGRESS - N.Y.C.

### NEW CERTIFICATIONS

Title	Date Certified	Last No. Certified
Announcer, 10 certified, March 22	March 22	14
Asst. chemist, 4 certified, March 14	March 14	45
Asst. civil engineer, prom. (FD), 1 certified, March 24	March 24	1
Asst. landscape architect, 3 certified, March 28	March 28	2
Asst. station supervisor, prom. (BT), 21 certified, March 24	March 24	57
Asst. supervisor (cars & shops), prom. (BT), 3 certified, March 22	March 22	19
Asst. supervisor (electrical power), prom. (BT), 3 certified, March 22	March 22	9
Bridge painter, 14 certified, March 24	March 24	34
Bridge & tunnel sergeant, prom. (TA), 3 certified, March 27	March 27	21
Bus maintainer, gr. B, 6 certified, March 22	March 22	91
Car maintainer, gr. B, 159 certified, March 22	March 22	270
Car maintainer, gr. F, prom. (BT), 195 certified, March 24	March 24	165
Carpenter, 14 certified, March 27	March 27	248
Chief psychiatrist, prom. (HD), 2 certified, March 24	March 24	2
Civil engineer, prom. (DP), 3 certified, March 24	March 24	3
Civil engineer, prom. (WB/Res & Dev. Div.), 6 certified, March 23	March 23	6
Civil engineer, prom. (HR), 6 certified, March 23	March 23	6
Civil engineering draftsman, prom. (PW), 1 certified, March 24	March 24	1
Civil engineering draftsman, gen. prom., 7 certified, March 24	March 24	7
Food service supervisor, 40 certified, March 24	March 24	135
Foreman auto mechanic, prom. (PD), 11 certified, March 24	March 24	11
Foreman (electrical power), prom. (BT), 4 certified, March 22	March 22	11
Foreman (motor vehicles) prom. (DS), 13 certified, March 23	March 23	13
Gardener, prom. (DP), 16 certified, March 24	March 24	60
Hospital care investigator trainee, gr. 1, 10 certified, March 24	March 24	263
Hospital care investigator trainee, gr. 2, 3 certified, March 24	March 24	193
Hospital care investigator trainee, gr. 3, 5 certified, March 24	March 24	175
Housing fireman, 6 certified March 22	March 22	109
Inspector (highways & sewers), 26 certified, March 23	March 23	26
Investigator, 10 certified, March 24	March 24	323
Jr. architect, 1 certified, March 24	March 24	21
Lineman's helper, 12 certified, March 21	March 21	13
Maintainer's helper, gr. B, prom. (BT), 1 certified, March 24	March 24	22
Maintainer's helper, gr. B, 45 certified, March 24	March 24	1307
Office appliances operator, 6 certified, March 22	March 22	234
Park patrolman, prom. (DP), 10 certified, March 22	March 22	80
Personnel assistant, prom. (DE), 3 certified, March 20	March 20	3
Pharmacist, 1 certified, March 24	March 24	7
Photostat operator, 1 certified, March 24	March 24	14
Police trainee, 7 certified, March 27	March 27	607
Power maintainer, gr. B, prom. (BT), 7 certified, March 22	March 22	73
Program production assistant, (televideo), 9 certified, March 22	March 22	10
Real estate manager, 1 certified, March 24	March 24	10
Sr. clerk, prom. (HA), 26 certified, March 22	March 22	10
Sr. clerk, prom. (BT/Const.), 6 certified, March 22	March 22	6
Sr. stenographer, prom. (HD), 11 certified, March 24	March 24	124.5
Supervising clerk, gen. prom., 35 certified, March 22	March 22	119
Supervising clerk, prom. (HD), 13 certified, March 24	March 24	110
Supervising clerk, prom. (HW), 8 certified, March 24	March 24	23
Sr. investigator (highway & sewers), prom. (RW), 15 certified, March 24	March 24	16
Stationary engineer, 3 certified, March 24	March 24	119
Storekeeper, prom. (DT), 1 certified, March 24	March 24	1
Storekeeper, prom. (DC), 2 certified, March 24	March 24	2
Storekeeper, prom. (HA), 7 certified, March 24	March 24	7
Storekeeper, gen. prom., 26 certified, March 24	March 24	26
Storekeeper, prom. (TA), 1 certified, March 24	March 24	1
Supervisor III (Med. & psych. soc. work), prom. (HD), 3 certified, March 24	March 24	3
Surface line dispatcher, prom. (BT), 83 certified, March 24	March 24	259
Typist, gr. 1, 19 certified, March 21	March 21	592
Typist, gr. 1, 18 certified, March 24	March 24	491
Dentist, gr. 1, 1 certified, March 24	March 24	163.5
Engineering aide, 3 certified, March 24	March 24	38
Civil engineering draftsman, 1 certified, March 24	March 24	3

## Utica State Chap. Meets On April 8

The Utica State Hospital chapter, Civil Service Employees Assn. will have its annual dinner dance Saturday, April 8, in Twin Ponds Golf Club. Cocktails will be served at 6:15 and dinner at 7:15.

Mrs. Betty Butts is general chairman, assisted by Mrs. Virginia Burke. They will be assisted by: tickets, Ethel Brazie; reservations, Miss Joyce Jewell; hostesses, Miss Katherine Besk and Mrs. Jane Costello; cocktails, John Dymon; publicity, Thaddeus Styc, and decorations, Mrs. Helen Blust.

### Do You Have a Fortune In Your Pocket

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## 10 Western N.Y.'ers Pass State Exams

BUFFALO — The State Civil Service Department today announced the names of 10 Western New York residents who passed recent examinations. The list includes:

Assistant steam engineer, Erie County, \$5,010-\$6,410, Wilfred Schultz Williamsville; Thomas C. Sheedy, Kenmore; C. J. Comferford, Buffalo; R. Januskiewicz, Cheektowaga, and Donald Colucci, Buffalo.

Victor Thomsaov, Buffalo; James McNerney, Alden; C. Woloszyn, Buffalo, and Charles Smukall, Buffalo.

Chief accountant clerk, Erie County, \$5,010-\$6,410, E. Bradvich, Lackawanna.

## Buyer Promotion Test

Twenty-nine candidates for promotion to buyer in New York City service were given written examinations this week, the Personnel Department has announced.

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# Travel Topics

## Spain, Portugal Morocco Tour Is Leaves On May 22

A few seats are still available for a tour of Spain, Morocco and Portugal that will depart from New York on May 22. This vacation offerings is available now to Civil Service Employees Assn. members, their families and friends.

For the low price of \$716 tour members will receive round trip jet transportation; all hotel rooms, meals, sightseeing tours, etc. The Spanish portion of the tour will include Madrid, Toledo, Barcelona, Majorca, Granada and Seville.

While in Morocco, the group will visit Casablanca (yes, the Casbah, too) and Tangiers.

The Portugal visit will be spent in Lisbon and surrounding villages.

Remaining space may be had by making immediate application to Claude E. Rowell, 64 Langslow St., Rochester, N.Y., telephone (716) 473-5657.

## Berlin, Warsaw, Moscow Among New Tour Cities

The first tour of Eastern European countries is now being offered to Civil Service Employees Assn. members and their immediate families at reduced prices. Among the major cities to be visited will be Berlin, Warsaw, Moscow, Leningrad, Kiev, Bucharest, Budapest, Prague and Vienna.

Departing on June 29 for 31 days, travelers will fly directly to Berlin via Lufthansa Airlines and will stay at the Berlin Hilton Hotel there. From there, the group will go to Poland, Russia, Rumania, Hungary, Czechoslovakia and Austria with an unusual and novel array of sightseeing being offered all along the way.

Space is limited and the tour is strictly limited to CSEA members and their immediate families. The total price is \$1,260 per person and includes round trip jet fare, hotels, meals, sightseeing, guides, tips, etc.

Immediate application may be had by writing to Deloras G. Fusell 111 Winthrop Ave., Albany, N.Y. 12203; telephone (518) IV 2-3597.

## Two Scandinavian Tours Now Open

Identical tours of England and three Scandinavian countries will be offered this year on two departure dates to members of the Civil Service Employees Assn. members, their families and friends.

Both tours are 22 days long and will depart on June 8 and July 20 from New York City. First stop will be the popular capital of Denmark, Copenhagen, known for its gardens, public buildings and medieval houses. Sweden is the next stop and before visiting Stockholm, tour members will see much of the old towns and coun-

tryside, including a horse and buggy ride through one of the more ancient cities. The Norwegian portion of the trip will not only include a stay in Oslo but also will include a three-day trip through the fjords.

Final portion of the itinerary will take the travelers for a three-day stay in London. Total price, including jet flight on Lufthansa Airlines, is \$835.

Application blanks and a descriptive brochure of the trip may be had by writing to Sam Emmett, 1060 East 28th St., Brooklyn, N.Y., telephone (212) 253-4488.

## Ireland, England Scotland Tour Open

Bookings are now available for a 22-day jet tour of Ireland, Scotland and England that will leave New York on July 17 and return there on Aug. 7, it was announced last week.

While in Ireland, the cities of Shannon, Cork and Dublin will be visited as well as many famous castles, shrines and countryside areas. While in Dublin, tour members will not only have a complete sightseeing visit but will attend a performance at the Abbey Theater and throughout the trip, will have leisure time of their own.

The cities of Glasgow and Edinburgh and the popular tourist district of Oban will be featured on the Scottish portion of the tour.

While in England there will be a leisurely tour through the countryside, a visit to Stratford-on-Avon and several days will spent in London.

Space is strictly limited. Applications and descriptive brochures may be had by writing to Sam Emmett, 1060 East 28th St., Brooklyn, N.Y., 11210. Telephone (212) 253-4488 after 5 p.m. Price, including sightseeing, hotel rooms, meals, jet transportation is \$669.

## Two Departure Dates For Hawaiian Tour

Because of the heavy demand from members of the Civil Service Employees Assn. for bookings on the annual jet vacation to Hawaii and the Golden West, there will be two departure dates instead of one for next summer, it was announced recently.

One plane will leave New York on July 8 and the next on July 22. Both tours will be identical and the total price of only \$467 will include round trip jet transportation, all hotel rooms, sightseeing, airport to hotel transfers, etc. Departing groups will head for San Francisco, then fly out to Hawaii and the vacation will conclude with a visit to Las Vegas.

For either departure date write to Mrs. Julia Duffy, P.O. Box 43, West Brentwood, L.I.; telephone (516) 273-8633 if residing in the Metropolitan New York area, or to John J. Hennessey, 276 Moore Ave., Kenmore, N.Y., telephone (716) TP 2-4966, if residing in upstate New York.

Both trips are strictly limited to CSEA members and their immediate families.

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# With Urban Corps 2,000 Summer Jobs For College Students

The 1967 operation of the New York City Urban Corps Summer Internship Program is about to get under way. Approximately 2,000 jobs are being made available to college students who attend educational institutions which participate in the Federal government's work-study grant programs.

This year's Urban Corps program is an enlargement of last year's initial operation when 1,200 college students took part in the daily operation of the City's government with degree of success and initiative which proved a boon to both the City agencies in which they worked and the study programs of the students themselves.

Student application forms can usually be had at any college participating in the Federal work-study program and the Urban Corp. The Urban Corps will accept applications until May 1 for this year's program.

Students participating in the Urban Corps program usually work a 30-hour week and are paid between two and three dol-

lars an hour, according to a rising scale based on the level of study they are presently undertaking.

Arrangements for student participation in the City's Urban Corps program must be made by agreement between the City and the college which the student is attending.

This year more colleges are lining up to register for the City's highly successful work-study operation. The program then, will be made available to that many more students. For example, it has been reported that Yale University has entered the program in order that its students who so choose may participate.

This recent showing of enthusiasm for the Urban Corps seems to be based on reports of last year's initial operation.

There is no requirement that participating students be residents of New York City. The Urban Corps is a cooperative venture of the City, the Federal government and the participating colleges and universities.

The Urban Corps functions under the provisions of the Federal

College Work-Study Program as provided by Title IV of the Higher Education Act of 1965.

The Urban Corps is not a recruitment program for the future City personnel. Nor is it merely a work program to get urgently needed jobs done. Rather, its basic purpose is to provide an opportunity for bright, motivated young people to work within their field of study in City government.

Urban Corps student interns are assigned to substantive work with the agencies and departments of the City in activities covering virtually all areas of academic and vocational interest.

Every effort is made to place a participating student in a work area which relates most directly to his field to study.

This year's operation is scheduled to get underway on Monday, June 12. This will be the first workday of the 1967 program. The program will terminate on Friday, Sept. 1. Later starting dates and earlier terminating dates may be arranged where individual cases may warrant such action.

If a student who is interested in participating in the program is attending a college which does not take part in the Federal work-study program it is possible to arrange to work in the Urban Corps on a voluntary non-paid part or full-time basis.

For further information on the Urban Corps write or visit: Urban Corps, Office of the Mayor, City of New York, 250 Broadway, New York City, New York 10007 or call (212) 566-3953, 4.

Also, for further information on the operation and possibilities of the Urban Corps see future editions of The Leader.

Below is a list of the assignments possible under the current administration of the City's 1967 Urban Corps program.

**Legend—Explanation of Symbols**  
A single star (\*) after the title of an assignment indicates that the assignment requires either an upperclassman or one whose special training enables him to fulfill the assignment.

A double star (\*\*) after the title of an assignment indicates that the assignment requires either a graduate student or one whose special training or experience enables him to fulfill the assignment.

An "X" after the code number indicates an advanced assignment, requiring special skills.

An "S" after the code number indicates an assignment available only to students MAJORING in Business or Secretarial Science.

Accounting (basic)\*; Accounting (advanced)\*\*; Statistics (basic); Statistics (advanced)\*; Personnel Assistant\*; Management Assistant\*\*; Library Assistant (basic); Library Assistant (advanced)\*; Economic Research Assistant\*; Secretarial Assistant (See Note); Secretarial Assistant-Stenographer (See Note). NOTE: Available ONLY to students MAJORING in Business or Secretarial Science.)

Laboratory Assistant-Physics\*\*; Laboratory Assistant-Biology\*\*; Laboratory Assistant-Chemistry\*\*; Clinical Assistant-Medical\*\*; Clinical Assistant-Dental\*\*; Medical Research Assistant\*\*; Nursing Assistant\*\*; Physical Therapy Assistant\*\*; Food Trades Assistant; Dietary Assistant\*; Data Processing Assistant (basic); Data Processing Assistant (advanced)\*\*; Mechanical Technology Assistant; Electrical Technology Assistant; Electronic Technology Assistant;

Mechanical Engineering Assistant\*; Chemical Engineering Assistant\*; Civil Engineering Assistant\*; Electrical Engineering Assistant\*; Traffic Engineering\*\*; Drafting Assistant; City Planning Assistant\*\*; Architectural Assistant\*\*; Geological Assistant\*; Zoological Assistant\*; Criminology Assistant\*\*; Radio-TV Production Assistant.

Social Work Assistant (basic); Social Work Assistant (advanced)\*\*; Occupational Therapy Assistant\*; Recreational Therapy Assistant\*; Community Relations Assistant\*; Recreational Assistant (children); Recreational Assistant (adults); Child Welfare Assistant; Social Welfare Assistant (adults); Social Welfare Assistant (elderly); Group Work Assistant; Sociology Research Assistant\*; Psychology Research Assistant\*\*; Mental Health Assistant.

Youth Program Assistant\*; Journal Assistant; Radio & TV Programming Assistant\*; Radio & TV News Assistant\*.

Teaching Assistant-Preschool; Teaching Assistant-Tutor; Teaching Assistant-Mentally Retarded\*; Teaching Assistant - Physically Handicapped\*; Educational Programming Assistant\*\*; Adult Education Assistant\*; Audio-Visual Assistant.

Production Assistant-Cinema\*; Art History Assistant\*; Architectural History Assistant\*; Historical Research Assistant\*; Music Library Assistant; Art Library Assistant; Graphic Arts Assistant.

## Stenos Sought By U.S. Court House

There are immediate career opportunities for stenographers existing in the Stenographic Pool of the United States Attorney's Office, Southern District of New York, U.S. Court House, Foley Square, New York, 10007, N.Y.

GS-3 positions (\$4,269 per annum) are available to those who have successfully completed a four year high school course or six months of appropriate experience.

GS-4 positions (\$4,776 per annum) are available to those who have successfully completed one academic year of substantially full-time study in a resident school above high school level or one year of appropriate experience.

In either case, individuals with no civil service status, must qualify in a Civil Service Commission stenographic examination and be certified to this office.

Those stenographers with civil service status from GS-3 to GS-5 need not take such an examination.

For additional information or an interview contact Mr. Robert C. Rizzotti, Administrative Officer, 264-6140.

## U.S. Naval Lab Needs Temp. Clerk Typists

The U.S. Naval Applied Science Laboratory needs clerk typists for temporary appointments, not to exceed one year. The positions pay \$3,925 to \$4,269 per annum, depending upon experience.

Applicants must be U.S. citizens and high school graduates, or have one year of appropriate experience.

Interested applicants should report to the Civilian Personnel Office, Flushing and Washington Avenues, Brooklyn, N.Y., for an interview and a written test. For further information, phone Main 5-4300, ext. 491 or 489.

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# Assistant Stockman Positions Now Open \$4,550 To \$5,990

Men are being sought to file for a New York City examination for assistant stockman positions in various City departments.

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The position is in salary grade 10 with a salary range of \$3,550 to and including \$5,990 a year.

Applications will be issued and received Monday through Friday, from 9 a.m. to 5 p.m. except Thursdays from 8 a.m. to 6 p.m. and Saturday, from 9 a.m. to 12 noon from April 6 through April 26 at the Application Section of the Personnel Department, 49 Thomas St., N.Y. 10013.

Applications are also available at all branches of the public library systems in New York City, Mt. Vernon, New Rochelle, White Plains and Yonkers.

The written test will be held on June 10, according to present plans, and will consist of ques-

tions on the storage and handling of stock, classification and identification of stock, terminology, arithmetic comprehension of tables and reading matter and other related questions. The passing mark will be 70 percent.

## Start Preparing This Week For CS Exam At Brooklyn YMCA

A preparatory course for civil service examinations is being offered beginning this Thursday, April 6 at 6:30 p.m., at the Brooklyn Central Branch of Y.M.C.A. at 56 Hanson Place, Brooklyn.

For further information about this ten week course, contact the Program Office at JA 2-6000 or stop in at this branch of the 'Y' weekdays between 9 a.m. and 5 p.m.

# Mortuary Caretakers Needed Now By City; Walk In Test May 27

Men are needed by New York City to fill positions as mortuary caretakers in the New York City Hospital Department. These jobs, for which there are no formal educational or experience requirements, pay from \$4,850 to \$6,290 a year.

No prior application is required for the May 27 walk-in examination which will be held at Seward Park High School, 350 Grand St., Manhattan. The school is near the Delancey St. Station of the Independent Subway "D" line and the Essex St. Station of the BMT subway.

Under immediate supervision, mortuary caretakers perform routine duties in the receipt, preparation for autopsy and disposition of deceased persons at an institutional or county mortuary or at the City Mortuary.

The written examination will be of the short answer type and will

be designed to test the candidate's general intelligence, judgment and ability to follow directions. In addition, candidates will be required to pass a qualifying medical and physical test. The physical test will be designed to test the candidate's strength.

For further information, contact the Department of Personnel at 566-8700.

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Practical nurses—GS-3 or 4, \$4,269 or \$4,776 per year, depending on qualifications. Applicants must have completed a full time program of study in a State approved school of practical nursing and have current licensure in any of the 50 states. Recent graduates may be appointed subject to obtaining their license during the first year of duty.

For further information, call 836-6600, ext. 244.

7-17 which is available at the Interagency Board of U.S. Civil Service Examiners for the Greater New York City Area, 220 East 42 St., New York, N.Y. 10017.

## Construction Inspector Key Answers Released By City

The Department of Personnel has released the rating key answers for the March 18 examination for construction inspector and the March 20 examination for the same title for those candidates observing the Saturday Sabbath.

Both sets of answers follow:

### Regular Test

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

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

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

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

### Sabbath Observer Test

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

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

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

76, A; 77, D; 78, C; 79, B; 80, C; 81, A; 82, D; 83, C; 84, B; 85, A; 86, B; 87, C; 88, D; 89, B; 90, A; 91, D; 92, C; 93, A;

94, C; 95, A; 96, A; 97, A; 98, B; 99, C; 100, B.

## Port Steward Jobs

The Military Sea Transportation Service, Atlantic Area at 58 St. and First Ave., in Brooklyn, N.Y. is seeking port stewards. GS-7 at \$6,451 per annum or GS-9 at \$7,696 per annum. Applications for this position will be accepted until April 11.

Applicants will be rated on the basis of their experience. Four years of experience is required for GS-7 and five years for GS-9. The experience must have included responsibility for planning and preparing meals for large groups of persons aboard ships.

Further information is contained in announcement No. NY-

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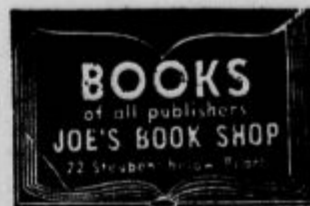
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# AS Convention Begins, CSEA Rises To Threat Of State Policy Revision Indicated In Civil Service Report

ALBANY — The Civil Service Employees Assn., New York State's largest and most influential public employee organization, made final preparation this week for a "long hot summer" protecting the rights and benefits of its 147,000 members—and the Merit System of Civil Service—during the Constitutional Convention which gets underway here today.

One of several strong indications that CSEA will face one of its most severe tests in speaking for the State's public employees during the convention was the release last week by the State Civil Service Commission of a study it initiated last year which proposes radical changes in the existing policies, procedures and practices of civil service.

The study is expressly aimed at "... aspects of the State Civil Service Administration pertaining to classification and grading of positions, compensation, recruitment, examinations, placement, and the methodology of in-service promotions in relation to Constitutional provisions covering the civil service," according to the management consulting firm of Touche, Ross, Bailey and Smart, which conducted the study.

The Convention—the first since 1937—is designed to bring about a general review and revision of the State Constitution and is empowered to meet continually until in order to submit recommendations its business is finished. However, in order to submit recommendations to the voters of the State at the next general election, the convention must adjourn at least six weeks prior to November 7.

The Employees Association's Special Constitutional Convention Committee has taken elaborate steps—since its appointment last Fall—to insure that the views of CSEA are fully known by all of the convention's 186 delegates throughout the duration of its session.

In a report to delegates at the recent CSEA meeting in New York City, the committee outlined some of the steps it will take in discharging its duties, including:

1. Endorsement or opposition to amendments which may be presented to the convention by other groups;
2. Introduction of amendments for the accomplishment of CSEA goals;
3. Close scrutiny of all proposed convention actions affecting public service in the State and full communication with members.

In order to achieve its goals, the committee already has taken several important steps. One of the most significant of these was its affiliation, with the approval of CSEA's Board of Directors, with the Civil Service Council on the Constitutional Convention, an independent coalition of more than 330 associations, unions and other groups, representing some 410,000 civil servants throughout the State. The specific purpose of the Council is to preserve the three main articles in the present Constitution affecting public employees. These are:

1. Article 5, Section 6, "Appointments and promotions in the civil service of the State and all of the civil divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained as far as practicable, by examination which, as far as practicable, shall be competitive."

2. Article 5, Section 7, "After

July 1st, nineteen hundred and forty, membership in any pension or retirement system of the State or of a civil division thereof shall be a contractual relationship, the benefits of which shall not be diminished or impaired."

3. Article 1, Section 5, "All salaries, wages and other compensation, except pensions, paid to officers and employees of the State and its subdivisions and agencies shall be subject to taxation."

#### Reviews Hearings

In addition to its affiliation with the Council on the Constitutional Convention, the committee also has acquired and distributed to CSEA staff and other interested members all of the reports published by the State Commission on the Constitutional Convention, the agency responsible for preparing for the Convention; has met with the executive director of the Convention Commission, and has obtained and is reviewing the minutes of public hearings held by the Commission on the Convention.

The Employees Association, early last Fall, also submitted to the State Civil Service Commission a detailed listing of its recommendations for consideration by the Constitutional Convention. Significantly, CSEA's first recommendation, in a list of more than 20, was that "We oppose vigorously any language amending the State Constitution that would weaken its existing provisions with respect to civil service appointments, promotions or tenure ... and that it is vital there be no weakening of the provision that appointments and promotions in the civil service of the State and its political subdivisions be made according to merit and fitness, based on competitive examinations."

The CSEA's recommendations were made as a result of the Civil Service Commission's announcement that it had initiated the study by the management consulting firm of the entire Civil Service operation, in relation to Constitutional provisions covering Civil Service.

In submitting its views, CSEA also served strong notice that all recommendations resulting from the study should be given to the Association for comment and recommendations before the Commission acts on them.

When the study was received last week, CSEA officials immediately met with Mrs. Ersa Poston president of the Civil Service Commission, and obtained her assurances that the Commission would not act on the study until CSEA had had an opportunity to express its complete views on it.

#### Report Highlights

The study, according to the consulting firm of Touche, Ross, Bailey, and Smart, covers "... aspects of the State Civil Service Administration pertaining to classification and grading of positions,

compensation, recruitment, examinations, placement, and the methodology of in-service promotions in relation to Constitutional provisions covering the Civil Service."

The report recommends, among other things, a five-year time limit after discharge for the exercise of veterans' preference and confinement of the preference to the initial entry position; vesting of responsibility for classification and compensation with the Department of Civil Service, separation of the competitive service into two divisions — technical, managerial, and professional, and clerical — and all other positions.

It also recommends provision for merit differentials and special monetary incentives for outstanding performance, flexible hiring rates and competitive salaries.

It also recommends that competition for "Senior positions" be opened to all persons, in or out of service, who possess the minimum qualifications and, at upper management levels, "promotions should be at administrative

discretion based on the man's record."

The study also recommends that the Division of the Budget's authority, in classification matters, "should be confined to the review of each department's total budget allocation rather than to the review of each classification decision."

Among other recommendations is that reorganization of the present classification categories of the State service should be accomplished, with the unclassified, exempt and labor groups being placed in the classified service.

Members of CSEA's Constitutional Convention Committee are Duncan MacPherson, chairman, William J. Rossiter, consultant, Leona Appel, William Berman, Theodore Becker, Mary Cannell, Vito Castellano, Edward S. Croft, John R. Deyo, Irving Flaumenbaum, and Edward G. Sorenson.

In addition, MacPherson and Berman have been elected to the 11-member steering committee of the Civil Service Council on the Constitutional Convention.



**RETIRE? NEVER!** — When people think about 85-year-old grandmothers, most have an image of knitting, gardens and perhaps even a nursing home. But they don't know Mrs. Florence B. Haywood. Mrs. Haywood reached 85 on March 8, and was feted by her co-workers at the Military Sea Transportation Service in Brooklyn. Since 1949, she has been a clerk-stenographer with MSTs, the agency which handles all ocean transport for the Defense Department. She plans to continue working for the government indefinitely. That plan is backed by Joseph Calamari, her supervisor, shown sitting next to her, who says the office would find it difficult to get along without her. A native of Astoria, Mrs. Haywood commutes from her Valley Stream home. She has two married children and a 17-year-old grandson, Peter.

## Constitution Delegates

(Continued from Page 4)

HUGHES, R, 311 Brookford Rd., Syracuse; THAD L. COLLUM, R, Marville Rd., Fayetteville; JANET HILL GORDON, R, 23 North Broad St., Norwich. 46. JOHN A. KANE, JR., R, 521 Court St., Syracuse; JOHN T. RYAN, R, Truxton; NEAL P. McCURN, D, 304 Summit Ave., Syracuse. 47. RICHARD F. KUHNEN, R, 11 Avon Rd., Binghamton; LUIS de HOYOS, R, Monticello; GEORGE L. SAVORY, R, 5 Chalbourn Rd., Vestal.

48. ARMAND L. ADAMS, R, Remington Rd., Itahaca; CHARLES D. HENDERSON, R, 39 Church St., Hornell; GARTH A. SHOEMAKER, R, 903 W. Water St., Elmira. 49. ROBERT M. QUIGLEY, R, 125 East Main St., Phelps; CHARLES A. CUSICK, R, R.D. Weedsport; HORACE G. HOWARD, R, R.D. 2 Newark. 50. WILLIAM C. WARREN III, R, 110 Governor Rd., Rochester; HARRY D. GOLDMAN, R, 210 Pelham Rd., Rochester; JAMES M. WHITE, R, 163 Mulberry St., Rochester. 51. GORDON A. HOWE, R, 402 Beach Ave., Rochester; FRANK T. LAMB, D, 62 Genesee Pk. Boulevard, Rochester; CHAS. F. STOCKMEISTER, D, 74 2nd Ave., Rochester. 52. EARL W. BRYDGES, R, 82 Lake St., Wilson; WILLIAM H. EARL, R, 520 Willow St., Lockport; PAUL M. PARSONS, R, Platten Rd., Box 186, Lyndonville.

53. WILLARD A. GENRICH, R, 66 Getzville Rd., Snyder Area, Buffalo; FREDERIC P. NORTON, R, 244 Argonne Dr., Town of Tonawanda, Kenmore; WALLACE J. STAKEL, R, 104 North Spruce St., Batavia. 54. JOHN E. DICKINSON, R, 236 Porteville Rd., Town of Aurora; STANLEY SPISIAK, R, 271 Winspear Rd., Town of Elma; KENNETH R. WILLARD, R, 42 South State St., Nunda. 55. WILLIAM B. LAWLESS, JR., D, 35 Voorhees Ave., Buffalo; FRANK J. GLINSKI, D, 1913 Bailey Ave., Buffalo; KING W. PETERSON, D, 81 Hamlin Rd., Buffalo. 56. CHARLES S. DESMOND, D-R, 2947 East Church St., Town of Eden; PETER J. CROTTY, D, 78 Milford St., Buffalo; H. BUSWELL ROBERTS, D, 228 Woodward Ave., Buffalo. 57. BURDETTE J. HASPERA, R, Belfast; BRUCE MANLEY, R, 40 Curtis Pl., Fredonia; JEREMIAH J. MORIARTY, R, Maple Ave., Franklinville.

#### DELEGATES AT LARGE

FRANK C. MOORE, R, 48 Willett St., Albany; WILLIAM E. BENSLEY, R, Vaugham Street, Springville; ROBERT F. WAGNER, 1 Gracie Terrace, New York City; WILLIAM J. vanden HEUVEL, D, 135 Central Pk. West, New York City; ANDREW R. TYLER, D, 200 West 90th Street, New York City; ANTONIA PANTOJA, D, 70 LaSalle Street, New York City; ALAN K. CAMPBELL, D, R.D. No. 1, Cazenovia; BERNARD BOTEIN, D, 1010 Fifth Ave., New York City. And MARIETTA TREE, D, 123 East 79th Street, New York City; HENRY L. UGHETTA, D, 31 Prospect Park West, Brooklyn; ARTHUR LEVITT, JR., 544 East 86th Street, New York City; DON M. MANKIEWICZ, D, 20 Split Oak Drive, East Norwich; DAVID DUBINSKY, D, 24 Fifth Avenue, New York City; DONALD S. HARRINGTON, D, 10 Park Avenue, New York City; ALEX ROSE, D, 200 Cabrini Boulevard, New York City.



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**CORRECTION LEADERS** — Al Foster left, president of the Correction Conference, and Richard Corcoran, CSEA Correction Dept. representative to the CSEA Board of Directors, are seen here during the business session of the annual delegates meeting held recently in New York City.



**GET TOGETHER** — Members of the Law Department chapter, CSEA, are seen here with their "boss," Attorney General Louis Lefkowitz, center, at the recent CSEA delegates meeting in New York City. From left are Harry Ginsberg, Julius Stein, chapter president; Lefkowitz, Abe Kranker and Max Benko.



**IT'S YOUR TURN NOW** — John E. Herrick, Broome County Civil Service Employees Assn. chapter president, was second in line to give blood in a campaign sponsored by the chapter in Binghamton. Edwin L. Crawford, right, Board of Supervisors chairman who will buy lunch for chapter officers if they get 100 or more donations, was the first to donate. The nurse is Mrs. Lillian Box of the County Blood Bank. Employees were asked to donate April 3 from 9 a.m. to noon in the Board of Supervisors Chambers.

### Bill To Protect Pay Of Authority Aides Is Reported

ALBANY—A bill sponsored by the Civil Service Employees Assn. which would protect the salaries of employees of public authorities who moved into similar positions in State departments and agencies was reported out of the Senate Civil Service Committee onto the Senate floor as the State Legislature moved into its final days last week.

The measure provides that, if a position held by an employee of a public authority under the jurisdiction of the Department of Civil Service is allocated to a salary grade corresponding to the grade to which positions having the same title in State service are allocated, the salary of the employee into an allocated position in State service shall be determined as though he had been holding the position in State service.

#### Adjustments

The bill also would adjust salaries of employees who have moved from public authority to State service prior to the effective date of the measure, to the amount they would be receiving on April 1, 1967, if the new provisions added by the bill had been in effect at the time of their movement to the State service.

The bill applies to appointments, promotions, reinstatements, or transfers of employees.

The Senate Civil Service Committee acted on the bill, its chairman, Senator John E. Flynn (R-Yonkers) explained, because it would correct obvious inequities towards some employees moving from authority positions to State jobs, and would permit the free movement in the public interest of employees between State agencies and public authorities.

#### Examples

In citing several examples given to the committee of employees of authorities who are penalized under the present procedure involved in movement from an authority to a State agency, Senator Flynn's committee noted that the salaries of the affected employees in their authority jobs had been determined in strict accordance with the provisions of the Civil Service law just as though they were employed in regular State agencies. But upon their promotion or transfer to regular State agencies they received considerably less than they would have as State employees.

### Frank Tschan

Frank Tschan, first vice president and one of the organizers of the Valley Stream Village unit, Nassau Chapter, Civil Service Employees Assn. died of a heart attack while shoveling snow March 15 after the heavy snow on Long Island.

Tschan, 49, of 154 Benedict Ave., Valley Stream, had been instrumental in forming the unit last year and in negotiations which led to new benefits for village employees. Tschan, who was a crane operator, leaves a wife and two married children. The funeral was Monday, March 20.

### Renamed Visitor

ALBANY—Mrs. Rolf T. Michelsen of Bellport has been renamed a member of the Board of Visitors of Central Islip State Hospital.

## State Convention Talk To Highlight Central Conference Meeting

SYRACUSE—A talk on the possible effects of the State Constitutional Convention on the civil service employee's job, rights and retirement will highlight the April meeting of the Central Conference of the Civil Service Employees Assn.

The two-day meeting will be held April 14 and 15 at Schrafft's Motor Inn, Binghamton.

Duncan MacPherson, chairman of the CSEA Constitutional Convention Committee, will discuss the work of the group that will work on the new State document.

His talk on Saturday, April 15, will include what the convention is, how it will affect the merit system, pensions and retirement of the civil service employees, and responsibilities of CSEA members to assist in assuring protection to the rights of civil service workers.

Other features of the meeting will include a County Workshop program, the Central Conference's business meeting at 2 p.m. and other working sessions.

### Oneida Chapter Rallies In Utica

UTICA — The Oneida County chapter, Civil Service Employees Assn., held a membership rally at 8 p.m. in the Polish Legion of American Veterans Hall, PLAV Cottage and Hart St. in Utica.

The guest speaker was A. Victor Costa of Albany, supervisor of the office services section, State Workmen's Compensation Board.

His topic was the role of the Civil Service employee in government. He also stressed the need of increased membership and gave a five point program on membership.

Mrs. Mary Leonard, chairman of the chapter's membership committee, said the 1967 goal is to increase the present membership of 1300 by 500.

The 26th annual dinner of Binghamton Chapter—and installation of new officers—will climax the two-day meeting Saturday night, Paul Kyer, editor of The Leader, will be principal speaker.

The presidents' meeting Friday night will be followed by a "Hoe Down" sponsored by Broome County Chapter.

Mrs. Clara Boone, Central Conference president, will direct the meetings.

### Mental Hygiene Nurses' Workshop

WINGDALE — More than 500 registered nurses attended the New York State Department of Mental Hygiene Mid-Hudson Regional Workshop held at the Harlem Valley State Hospital during September, 1966, and March, 1967.

The workshop consisted of a series of discussions focusing on "Organization of the New York State Department of Mental Hygiene," "Concepts of Patient Care" and "Legal Aspects of Nursing."

Lecturers for the series were Hyman M. Forstenzer, deputy commissioner, and staff, Department of Mental Hygiene; Dr. Elizabeth Maloney, director of mental health, psychiatric nursing program and staff, Teachers College, Columbia University; and Robert A. Feenick, staff supervisor, Ninth Judicial District, and staff, Mental Health Information Services.

Members of the committee included Charlotte Oliver, chairman, Benjamin Andriejski, Rockland State Hospital; Robert Jacques and Gloria Sullivan, Harlem Valley State Hospital; Marion Crotty, Hudson River State Hospital; Wilbur Rouse, Wassaic State School; Lillian Harris, Letchworth Village; and Dorothy MeCoach, Middletown State Hospital.

## Overtime Options

(Continued from Page 1)

seven-day week, or an 80-hour, 14-day week. The Federal legislation, which grants time-and-one-half pay for overtime to thousands of State workers—most of them institution personnel—requires employers to meet with the employees to determine their preference on the work-periods.

In addition to requesting Mental Hygiene to hold up the proposed meetings, CSEA also recommended that, when it is felt adequate steps have been taken to guide the employees in making a choice, a special opportunity be provided for them to state their preference, such as by a direct ballot.

One other CSEA recommendation was well-received, though not directly connected with the main issue of the meeting. It called upon the Department of Mental Hygiene of liberalize restrictions on the use of time accruals. Specifically, the Employees Assn. asked that the present policy, which requires employees to make use of accumulated leave credits in

units of no less than four hours, be changed to allow employees to take time off in minimum units of one hour, applicable to all types of accruals.

#### Positive Action Seen

Department spokesmen indicated favorable disposition to this request, noting that they were already giving consideration to a further reduction of the minimum time off, to permit units of one-half hour.

Members of CSEA's special mental hygiene committee at the meeting were William J. Rossiter, chairman; Lawrence Barning; Anna Bassette; Charles Ecker; Pauline Fitchpatrick; Marie Herbold; and William Kelly. Julia Duffy represented George Felkel of Pilgrim State Hospital. Also present were Joseph D. Lochner, William Blom and Thomas Luposello, CSEA staff members.

Representing the Department of Mental Hygiene, in addition to McArthur, were John Lagatt, director of personnel, and Michael Weitzman, associate personnel administrator.

### Major CSEA Bills Passing In Legislature

(Continued from Page 1) won Assembly approval. The bill has Governor Rockefeller's support and was co-authored by Comptroller Arthur Levitt.

Final approval was predicted also for legislation that would al-

low for geographical salary differentials, as well as a bill that would give State workers premium pay for shift work.

A round-up story on final Legislature actions effecting public employees will appear next week.