

# Civil Service LEADER

Vol. 2 No. 21

New York, February 4, 1941

Price Five Cents

**Complete List  
AUTO  
ENGINEERMAN**

*See Page 11*

**Exclusive Details**

## STATE JR. CLERK TEST

**COMING CLERK, STENO' TYPIST EXAMS  
OPEN TO HIGH SCHOOL GRADUATES**

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**Filing Now Open for**

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**Complete Information**

## NEW U. S.--CITY EXAMS

**CHEMISTS -- GRADUATE NURSES**

**ACCOUNTANTS--SUBWAY JOBS--and 45 Others**

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# Rights of City Draftees Protected

## Commission May Waive Probationary Period

In eight sweeping new resolutions, the Municipal Civil Service Commission this week moved to protect the rights and positions of Civil Service employees and applicants who are drafted. In making an announcement of the new regulations to cover men who are inducted into the various military services, the Commission pointed out that its provisions are made subject to repeal or amendment by legislation or interpretations by the Corporation Counsel or the courts. Otherwise they are final.

Because of the importance of these regulations to hundreds of employees, eligibles and candidates, The LEADER is publishing the Commission's complete statement of policies.

1. Candidates should note that the following regulations apply to all persons who enter the federal military, naval or marine service by draft or enlistment. Candidates and employees should be careful to give adequate notice of their status and assert their claims under these provisions promptly and diligently by

filing the proper forms. All candidates who file for examinations subsequent to the promulgation of these regulations should note that no special examinations will be given for them unless they comply fully with the terms of these regulations.

### Must Notify Commission

2. Candidates for any New York City civil service examination, who have entered the military, naval or marine service of the United States, or who hereafter enter such service subsequent to the date of filing applications for the examination and prior to completion of all parts of the examination, must within 15 days of induction into such service, or of filing application for the examination if already in the service, notify the Civil Service Commission of such fact on Form MS-1, obtainable at the Bureau of Information of the Commission.

3. Any person whose name is on an eligible list for city employment, and who enters the military, naval or marine service of the United States, shall retain his rights on such eligible list. If such eligible list is exhausted or expires during his term of service, such eligible will be placed on a special eligible list upon his discharge from service and will be certified in order of his original standing on the list to any available vacancy. Eligibles' names may remain upon such special lists for a period of only one year after their honorable discharge and each eligible must, therefore, make application promptly upon discharge for the creation of such special list. Eligibles will be placed upon special lists only for those positions to which they were certified during the life of the original list and where proof can be submitted that their failure to accept such positions was due to their military, naval or marine service.

### Leave and Absence

4. Employees of any city department, who enter the military, naval or marine service of the United States, shall be considered on a leave of absence for the period of such service. At the time employees are

inducted into such service, the appointing officer of the department in which they are employed must fill out in triplicate and forward immediately to the Civil Service Commission Form MS-2. All appointing officers are likewise required to notify the Civil Service Commission of the termination of such service and the return of such employees to active service in the department.

5. All employees for whom a Form MS-2 has been filed by the department in which they are employed will be notified of any promotion examination which is being held and for which they are eligible. Employees will be given a reasonable time to permit them to file for such examinations.

6. Employees who have entered the military, naval or marine service of the United States shall be deemed to be on leave of absence and shall be credited with a satisfactory service rating during the time such service is performed. In computing seniority and service requirements for promotion eligibility, the time served by an employee in such serv-

ice shall be counted as service in the title and grade held by such employee immediately prior to such service.

### Waive Probation

7. If a person enters the military, naval or marine service of the United States before the expiration of the six-month probationary period in any position to which he may have been appointed, the Commission may, with the approval of the head of the department involved, waive the unexpired portion of such probationary period. If such probationary period is not waived, it shall be resumed on the return of the employee to the city service.

8. Candidates who have entered the military, naval or marine service of the United States, and who wish to withdraw from examinations for which they have filed applications before they have taken any part or parts of such examinations, should notify the Commission promptly of such intention. In such cases the fee paid for such examination will be refunded, if legally possible.

## Police Sergeant Filing Opens One Year Men May Apply

The filing period for the promotion test to Sergeant, Police Department, opens Tuesday, February 4. Application blanks are available at the offices of the Municipal Civil Service Commission, 96 Duane Street. For the first time in the history of the Police Department sixth grade patrolmen will be admitted to the examination; however, if they place on the list they still will not be eligible for appointment until they have served five years.

Paul J. Kern, president of the Civil Service Commission, in a statement to The LEADER, said that the service requirement was reduced because the Commission believes that promotions should be opened as widely as possible. He also pointed out that in

extreme cases, men who had to meet longer service requirements had to wait as long as eight years before getting a chance to take a promotion test.

The present requirements, he added, "equalize opportunity."

### 1-Year Men at Disadvantage

The one-year men are at a disadvantage, however, since they have little seniority credits and that constitutes 50 percent of the examination. In order to place on the list at all, the new men must make extremely high marks on the written part of the test.

Complete requirements, filing dates and other information for candidates for the Sergeant test are published in this issue of The LEADER on page 15. Study material, prepared by an expert in Police work, is included on this page.

## Sanitation Benevolent To Sue Dept.

The Sanitation Benevolent Association is drawing up a proceeding in the New York State Supreme Court to compel the Department of Sanitation to give it official recognition, according to its attorney, Philip Kirschner. In a statement issued this week Mr. Kirschner placed the necessity for the action "in the arbitrary, capricious, and unreasonable withholding of recognition by the Department." The attorney argues that "refusal to grant recognition is tantamount to a refusal of permission to organize, a situation unacceptable to the United States of 1941." He points out that employees in private industry have the right to join organizations of their own choosing guaranteed by law, and that there is nothing in the City Charter or any other law which gives to governmental departments the power to tell employees which groups they may or may not join.

The Benevolent argues that "the fight for recognition is not merely academic. There is a real need for an organization in the Sanitation Department similar to the Patrolmen's Benevolent Association." The SBA claims that it holds membership cards signed by thousands of Sanitation workers, but this fact has not been sufficient to grant it a normal management-employee relationship.

The legal action will claim that "organizing efforts have been deliberately stymied, even though the Benevolent seeks only to advance the best interests of the men." The court action is brought, says Mr. Kirschner, only after every other proper means of obtaining recognition has been exhausted.

In answer to a question concerning the present strength of the Benevolent, Mr. Kirschner said: "We are willing to put the entire matter up to a vote of the men in the Department, to be conducted under the auspices of the Honest Ballot Association. I'm sure the Benevolent would come out ahead."

In addition to the court action, the SBA is meeting February 12 at the Times Square Hotel, to plan for a mass meeting to be held in the near future.

## 2,778 Names On Engineman List

A 2,778-name eligible list for Automobile Engineman was completed this week by the Municipal Civil Service Commission and is published in this issue of The LEADER. Publication of the list completes the largest competitive exam held in 1939.

There are approximately 40 immediate jobs for eligibles on the list and others are expected in the near future. Entrance salary is \$1,200 and annual increments bring the salary up to \$1,800 at the end of five years.

Full information for Auto Enginemen eligibles will appear in forthcoming issues.

## What Every Sergeant Should Know Study Material for Coming Police Test: Part 6

Today, after many months of waiting, patrolmen may file for the coming Police Sergeant examination. In preparation for this examination, The LEADER has below the sixth in its series of study articles for this exam. The material will run up to the week the test is given. It is compiled and written by an outstanding authority, and is based upon data which a Sergeant will need to know for the exam.

Each candidate is asked to look upon this series as though he were taking a course in school. The method employed is to give you a

question one week, and the answer in the following issue. During the interim, you should work out your own answer, then compare it with the one that appears here. We have been asked: "What time limit shall I place upon each answer?" The answer is: "None." The purpose of this study material is not to test your speed, but to help your brain in accumulating and retaining the knowledge which will make for accuracy, as well as speed, in the test itself.

The question given last week was this:

### Question No. 5

A number of children attending a party in a neighborhood center became seriously ill after having eaten refreshments. Some of the children have already been removed to a hospital in a private auto; others are still present. Assume that you are the Sergeant on patrol and arrive at the scene in response to a radio alarm. State in detail your actions.

### Answer to

### Question No. 5

1. If an ambulance is not on its way to the scene, direct a Patrolman to summon one or more as the emergency requires.
2. Inasmuch as a radio alarm had been received, other members of the force would also have responded, but if more assistance is required, summon same.
3. Direct one Patrolman to go to the hospital to which children have already been removed, to obtain pedigrees, diagnoses, name of attending physician and other pertinent data for the information of the Department and so that notifications to parents may be made.
4. Render first aid and direct others in rendering first aid to those who are ill, pending arrival of ambulance.
5. Detain all present and ascertain

the names and addresses of those in charge and any employees or persons who handled the food or refreshments.

6. Notify Desk Officer of precinct and keep him informed of any new developments.

7. Request Desk Officer to send detectives and to notify the Health Department.

8. Depending upon the diagnosis and seriousness of the cases and if a crime is suspected, request Desk Officer to notify the District Attorney and the Borough Homicide Squad.

9. Question those present regarding food which has been eaten.

10. Safeguard any food that is left. If a refrigerator is available place the remaining food therein and assign a Patrolman to guard, if necessary.

11. Safeguard any other evidence such as utensils, food containers, etc.

12. Ascertain source of food.

13. Assign a sufficient number of Patrolmen to handle the aided cases.

14. Upon arrival of detectives, turn over all evidence and cooperate in the investigation.

15. Render full cooperation to Health Department Inspector and any superiors or other officials present.

16. See that parents of children who have been removed to a hospital are promptly notified.

17. In cases of children who are not removed to a hospital but are mildly ill, make provisions to get them home safely.

18. See that Desk Officer receives a complete report of all facts.

19. Notify Radio Dispatcher.

(Continued on Page 14)

## Sergeant Exam For Tunnel Men

A promotion exam for Sergeant, New York City Tunnel Authority, was ordered this week by the Municipal Civil Service Commission. The exam will be open to all the recently appointed Tunnel Officers, who were certified from the Special Patrolman list.

The Commission is also contemplating a formal classification of positions in the Tunnel Authority. This step will be taken in the near future. The classification will provide for the following positions, salaries and grades:

Tunnel Officer, to but not including \$2,400; Tunnel Sergeant, \$2,400, to but not including \$3,000; and Tunnel Captain, \$3,000 to but not including \$4,000.

Filing dates, requirements and other information about the promotion test to Sergeant will be announced later by the Commission and will appear in The LEADER.



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 FLUSHING...36-40 Main St. (Near Northern Blvd.)  
 ASTORIA.....31-31 Steinway St. (Near Jamaica Ave.)  
 OPEN EVENINGS

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**QUIZZERS**

Two fighting city teams—don't they look it? They're posing for the big "Battle of the Boroughs," which went over WOR's air last Sunday. The champion team above belongs to the Manhattan Borough President's office. The experts are (in the usual order): William R. Peer, confidential examiner to the Borough President; Mrs. Louis Pooler, secretary to the Borough Advisory Planning Board; Stanley M. Isaacs, Borough President; Rosalind Lieber, clerk; and John Smythe, receptionist. The Richmond team is seated below. It consists of (left to right): Herman W. Ordeman, engineer; Elizabeth C. Hoch, secretary to the Commissioner; Cornelius A. Hall, Commissioner of Borough Work; and Edith Humphreys, assistant to the Borough President.

**Labor Reclassification**

**The Budget Director's Objections:**

Budget Director Kenneth Dayton still has the proposed resolution reclassifying 12,000 labor jobs to the competitive class under consideration this week. Dayton asked to see the resolution after it had already been considered at two public hearings by the Municipal Civil Service Commission and after it had been modified in a number of important aspects.

The Budget Director's approval of the resolution, which will affect the status of 12,000 city laborers, is not technically necessary before it can be adopted. But for the purposes of smooth administration, the Civil Service Commission wants his suggestions before any further action is taken. Before the reclassification can become final it must be approved by the Mayor and the State Civil Service Commission.

**Concerned with Salaries**

Dayton's concern with the reclassification proposal centers in the effects of the McCarthy Increment Law, the salaries set in the grading as far as they effect per annum employees, and the type of labor done by employees in the various titles and grades.

The McCarthy law provides that employees in the competitive class who earn less than \$1,800 are entitled to increments of \$120 a year up to the maximum of their grade. In its resolution the Civil Service Commission has fixed the minimum and maximum salary of each grade

as the same amount; therefore, apparently putting the labor jobs outside the provisions of the McCarthy law. However, the Budget Director wants assurance that if the laborers are reclassified, the city will not suddenly face a big expenditure for increments.

**Different Pay**

Another problem that must be ironed out is the fact that certain laborers are paid on a per annum basis. Some of them work five days and earn, for example, \$1,500 a year; others doing the same work put in five and a half days and earn \$1,620. If they are both put into the same title and grade, as they rightfully should, and if only one salary is provided for that grade, an obvious injustice would result to the higher paid employees who work longer hours. Some provision will have to be made to cover this problem.

**More Pay for Hard Work**

Dayton has also stated that he believes laborers should be classified in such a way that those who do the hardest physical work receive the higher salaries. Some sort of clause to provide for this may be added to the Commission's resolution.

It is expected that Dayton will return the resolution with his suggestions and criticisms to the Commission this week or early next week. At that time the Commission will schedule a third public hearing to permit interested employees to discuss the modifications and changes.

Additional information about this important resolution will appear in future issues of *The Leader*.

of the test. A competitive written test may be ruled out and instead, men may be promoted on the basis of their original standing on the competitive Class A list.

Promotions in the Sanitation Department in these particular jobs differ from other departments because the starting grade is much smaller than the higher grades. There are only about 400 Class A men, but there are 6,050 Class B men, the next higher title. Thus, the necessity for elimination is not the same as in other departments where the number in each higher grade of a position is constantly diminishing.

Additional details about this test will appear in future issues of *The Leader*.

**Weary Welfare Eligibles Plead for Jobs**

Weary of empty victories scored in the courts, eligibles on the Social Investigator list this week plan to petition city officials to give them jobs in the Welfare Department's veterans bureau. The eligibles seek 115 posts which were transferred last summer by the Board of Estimate to the title of Veteran Relief Investigator.

**The Petition**

The petition reads:

"We, The members of the Social Investigator Eligibles Association of New York City, call upon you to execute the laws of the State and City of New York as interpreted by the recent decision of Justice Valenti in the case of *Welling v. Portfolio*, etc., and, in the past, by opinions of Justices of the Supreme Court and by the Appellate Division in the cases of *Sherman v. Hodson* and *Moats v. Kern*.

"Since eligibles have been kept out of jobs rightfully theirs for almost a year, we believe that it is only fair and just that the matter be settled immediately."

**Attendant-Messengers Asked If They'll Take Hospital Jobs**

The first 500 eligibles remaining on the Attendant-Messenger eligible list will be canvassed by the Municipal Civil Service Commission to determine if any of the eligibles are willing to accept appointment as Hospital Attendants. The eligibles will be asked to state the minimum salary they will accept. Following the canvas, the Commission will determine whether or not to declare the list appropriate for these positions.

**Wicks Act Constitutional?**

Constitutionality of the Wicks Act will be attacked Wednesday morning before Supreme Court Justice Shientag, when a case brought by Max Felder, formerly counsel to the Transit Commission, is aired. The Wicks Act blanketed in subway workers in New York City when the transit systems came under the city's

**Sanitation Promotion Confirmed**  
Laborers, Class A, Class B Men May Compete

The Municipal Civil Service Commission last week officially confirmed the fact, reported two weeks ago in *The Leader*, that it had ordered a promotion exam for Sanitation Man, Class B. All Sanitation Men Class A will

probably be eligible to compete, and laborers in the Department may also be declared eligible.

Requirements for the test, filing dates and other information are not yet available and probably will not be for some time.

Examiners; the Commission are now at work drawing up the essential data for the exam.

The Commission is seriously considering the possibility of rating the exam on the basis of seniority with a qualifying physical exam as a part

**Answers to Recent NYC Tests**

A key answer is one which is the correct answer to an examination question. Answers which are published after a test are called "tentative" key answers because candidates are given the opportunity to file objections to any answers, giving their reasons for the protests. Candidates may file objections to tentative key answers for a period of not more than two weeks after the initial date of publication of tentative keys. The final key is adopted only after all candidates have had the opportunity to present their views to the Commission. It is this final key which is used in the actual rating of examination papers.

**ASSISTANT DIRECTOR (N. Y. C. Information Center), Part II:** Candidates have until February 17 to file objections to any of these tentative key answers.

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

\* Stricken out.

**DENTIST (PART TIME):** Candidates have until February 17 to file objections to any of these tentative key answers.

- (1) A, C, (2) D, (3) A, D, (4) B, (5) B, (6) A, (7) A, (8) A, (9) C, (10) C, (11) D, (12) C, (13) B, (14) A, (15) C, (16) D, (17) B, (18) C, (19) C, (20) B, (21) A, (22) B, (23) B, (24) B, (25) B, (26) C, (27) B, (28) D, (29) C, (30) C, (31) D, (32) C, (33) C, (34) C, (35) A, (36) B, (37) D, (38) C, (39) C, (40) C, (41) D, (42) C, (43) C, (44) B, (45) B, (46) B, (47) C, (48) B, (49) B, (50) C, (51) C, (52) B, (53) A, (54) D, (55) A, (56) C, (57) C, (58) A, (59) A, (60) A, (61) C, (62) B, (63) D, (64) C, (65) C, (66) D, (67) C, (68) B, (69) D, (70) A, (71) C, (72) B, (73) C, (74) C, (75) B, (76) A, (77) D, (78) C, (79) A, (80) A, (81) A, (82) D, (83) C, (84) B, (85) B, (86) C, (87) B, (88) A, (89) D, (90) C, (91) D, (92) D, (93) B, (94) A, (95) B, (96) C, (97) C, (98) D, (99) B, (100) A, (101) A, (102) C, (103) D, (104) B, (105) A, (106) C, (107) B, (108) D, (109) C, (110) A, (111) B, (112) C, (113) B, (114) A, (115) D, (116) C, (117) D, (118) A, (119) B, (120) D, (121) A, (122) D, (123) B, (124) C, (125) A, (126) C, (127) B, (128) C, (129) D, (130) A, (131) D, (132) B, (133) C, (134) D, (135) A, (136) A, (137) C, (138) C, (139) B, (140) \*, (141) A, (142) D, (143) C, (144) B, (145) B, (146) D, (147) C, (148) D, (149) B, (150) A, (151) B, (152) C, (153) D, (154) B, C, (155) A, (156) B, (157) C, (158) A, (159) C, (160) A, (161) D, (162) B, (163) B, (164) C, (165) D, (166) D, (167) C, (168) A, (169) C, (170) D, (171) A, (172) B, (173) C, (174) B, (175) A, (176) D, (177) C, (178) B, (179) A, (180) D, (181) C, (182) B, (183) D, (184) C, (185) A, (186) B, (187) C, (188) A, (189) D, (190) B, (191) C, (192) B, (193) A, (194) D, (195) C, (196) B, (197) A, (198) C, (199) B, (200) A.

\* Stricken out.



30 ELIGIBLES

from the Attendant-Messenger list were given qualifying tests in roller and ice-skating at the new rink at the World's Fair. They're being examined for jobs as attendants at the rink. Most of the men had difficulty with the test, especially in executing backward movements and in coming to a graceful stop. Not a few went kaplunk! on the ice. There're 10 jobs for ice skaters; eight for roller skaters. The Civil Service Commission didn't get enough good skaters, so they'll hold the tests again soon.

**Exam On Way for Jr. Actuary**  
Refuse to Use Statistician List

A request of Sidney Tretkoff of the Junior Statistician Committee that the competitive and promotion lists for Junior Statistician be used, by a selective certification process, to fill vacancies as Junior Actuary, was denied this week by the Municipal Civil Service Commission. A competitive exam for Junior Actuary was ordered recently by the Commission and is now pending.

Assigned to study the request, an examiner of the Commission admitted that there were sound contentions for the use of selective certification to fill Junior Actuary positions, and that such a policy would

be an economic one. However, he added that if this method were adopted, it would bar many candidates who were well qualified for the position.

"In spite of the strong argument of economy it does not seem desirable to grant the request," he wrote. "The grade of Junior Actuary is the entrance grade to the Actuarial Service. Promotions from this grade are made to Actuary at \$2,400 and from there to Senior Actuary at \$3,000. It seems desirable, therefore, to provide as wide a recruiting base as possible for the position of Junior Actuary. Granting the request of the Junior Statisticians would eliminate candidates whose major interest is Actuarial Science rather than Statistics."

# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## First Details of Coming Clerk, Typist Tests

### High School Graduates to Be Eligible for Thousands of Jobs

(Exclusive)

Hidden in the fat, 886-page budget bill just made public are two short lines which give the first definite indication that exams for Clerk, Stenographer, and Typist jobs in the State service are to be held during 1941. The next to the final item of appropriations for the State Department of Civil Service reads: "For services and expenses in connection with clerical and stenographic examinations, \$90,000."

It's of course much too early for any specific details, and prospective candidates are urged not to contact the State Civil Service Commission at this time. However, here are some predictions on what will happen:

First, it is likely that the titles of the tests to be given will be Junior and Assistant Clerk, Junior and Assistant Stenographer, and Junior and Assistant Typist. When these tests were given in 1937, senior grades were included, to meet provisions of the Social Welfare Law. Very few appointments have been made from the senior lists, and it is doubtful if open tests for this grade will ever be held again. Also,

the File Clerk title will probably be abandoned as an open test, as the File Clerk lists have also been rarely used. Future Assistant File Clerk jobs will probably be filled by promotion from among Junior Clerks.

#### Takes a Year

The tests themselves will probably be held toward the end of 1941. The \$90,000—assuming the budget passes without legislative paring—is given to the Department of Civil Service for the period from July, 1941, to June, 1942. But the present Clerk, Steno, and Typist lists expire in the fall of 1942, and past experience shows that it takes nearly a year to establish the lists. The Commission would certainly hope to get the new lists out before the old

lists die, to avoid the necessity of making provisional appointments, always a serious Civil Service headache.

Requirements for the preceding exams allowed men and women with less than high school education to compete. It is probable that these requirements will be somewhat tightened so as to call for at least high school graduation or a minimum of experience. But hundreds of jobs must be filled from the resulting lists, and thousands of young men and women throughout the State will undoubtedly qualify.

Just as in 1937, candidates will probably be allowed to compete in two grades. However, experience has shown that the Junior lists are much more used, and candidates will

probably be urged to concentrate on the Junior tests. The same clerical test will probably be given for stenographer and typist examination, and candidates will be able to compete in all titles.

#### 150,000 Candidates

The 1937 exams attracted a total of some 150,000 candidates. The figure will surely be cut this time, with private and public employment at a much higher level today than it was during the intensive depression year of 1937.

There are, of course, no guarantees today that the tests are to be held this year. The Civil Service Commission will probably get the money to use if it sees fit. On the other side of the ledger is at least one factor: the Commission may be forced to conduct another Hospital Attendant test, which would divert its employees and funds.

However, indications point to popular tests for Clerk, Stenographer and Typist jobs in the State service before 1942 rolls 'round.

Latest certifications and appointments from the present lists appear weekly in *The Leader* in the feature "Where Do I Stand?"

*The Leader* will continue to publish latest developments on this important matter.

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## Hints for Hospital Attendants

### When You Come Up Against the Medical Test

Last week we discussed a number of the ailments which may disqualify Hospital Attendant eligibles, after they have been certified for positions, from appointment. In all, 14 ailments were listed by the State Civil Service Commission when the exam was first announced. It is possible for many eligibles to remove ailments in time for the physical test by undergoing a medical examination and then taking steps recommended by competent physicians.

Here are some further hints on the causes for rejection:

#### Hernia (Rupture)

A hernia is a tear in the abdominal wall. It is usually brought on by lifting heavy objects or by excessive coughing. The only way to cure a hernia is by operation.

#### Rectum

Eligibles with hemorrhoids (piles) or fistula will be rejected. Hemor-

rhoids are enlarged veins of the rectum. They may be identified as protrusions or little lumps which may bleed on evacuation of the bowels. In treating hemorrhoids, do not use drastic cathartics or patent medicine. Go to a clinic or physician. It is advisable to use mineral oil internally. You may also use a mild ointment known as nut gall, an astringent which will relieve the condition temporarily. Where the condition is so bad that the hemorrhoids must be removed, they can be treated by surgical methods, by injection, or by diathermy.

If surgery is used, the patient should be well within four or five days, while injection may take two weeks.

A fistula may be identified by a wet discharge from places other than the rectum. A surgical operation is necessary. The period of recovery is about two weeks.

#### Mental Diseases

Epilepsy (often known as falling sickness) and other forms of mental

deficiency are cause for rejection. Epilepsy cannot be cured. The symptoms may be recognized as frothing at the mouth, having convulsions and falling down in a faint. Where there is any suspicion of epilepsy or any other mental illness, rejection is certain.

#### Flat Feet

If the physical deficiency is mild, the candidate may not be ruled ineligible. The examining physician uses his judgment. Bowlegged or knock-kneed persons will not be disqualified. Curvature of the spine, if not too pronounced, will not lead to rejection. Treatments by an orthopedist will help cure this affliction. Often curvature of the spine can be corrected by exercise alone. If a finger is missing, the candidate probably will be judged eligible if he can close his fist properly and has complete use of his hand.

Other ailments that may cause rejection of Hospital Attendant eligibles will be discussed next week.

## Over 200 Attendants Selected 2,500 Jobs in One Year

Well over 200 appointments have already been made from the Hospital Attendant list that went into effect January 1, 1941. At this rate, *The Leader's* predic-

tion of 2,500 jobs a year, made when the test was first announced, will be amply borne out.

It is impossible to give the exact number of appointments, as declinations and resignations are frequently submitted to the Department of Civil Service a week or more after they have occurred.

By the end of last week, questionnaires had been sent to zone 4 eligibles as far down as 2,430. On these questionnaires, the eligibles record in what institutions they will work and how soon they will be available. Latest appointments in this zone: men, 1,560; women, 778. Latest certifications: men, 1,836; women, 1,342.

This was the situation in zone 1: 390 questionnaires have been sent to eligibles, down to 3,642 of the men eligibles, and 2,764 of the women, 21 men eligibles have been certified, 2,502 the last; 20 women eligibles certified, 777 the last. Appointments have gone to 13 men eligibles, down to 1,951, and to eight women, 743 the last.

In zone 2, 1,059 was the last number certified, 729 the last appointed, and 1,457 the last eligible to receive a questionnaire.

In zone 3, two men and 12 women have been appointed, and 13 men and 23 women certified. Lowest numbers certified: men—857 (zone rank 85); women—4,203 (zone rank 365). Lowest numbers appointed: men—62 (zone rank 8); women—3,076 (zone rank 291).

### State Employees May Look at Their Papers

State employees working in Albany's State Office Building who wish to examine their examination papers may do so on Fridays if they notify the files unit of the Department of Civil Service on the day before. This is from Frank H. Densler, executive officer of the department.

## Civil Service Committees

ALBANY.—Here are the Civil Service committee appointments in the Senate and Assembly at this session of the State Legislature:

Senate—Seymour Halpern (Queens Republican) chairman; Earle S. Warner (Phelps Republican), William H. Hampton (Utica Republican), Thomas C. Desmond (Newburgh Republican), Walter J. Mahoney (Buffalo Republican), Chauncey B. Hammond (Elmira Republican), Charles O. Burney (Buffalo Republican), Elmer F. Quinn (Manhattan Democrat), Edward J. Quinn (Brooklyn Democrat), Edward J. Coughlin (Brooklyn Democrat), and Phelps Phelps (Manhattan Democrat). The late Senator John J. Howard, Brooklyn Democrat, was also a member.

Assembly—Emerson D. Fite (Poughkeepsie Republican) chairman; William H. MacKenzie (Belmont Republican), Jerome C. Kreinheder (Buffalo Republican), Lawrence W. Van Cleef (Seneca Falls Republican), Edmund R. Lupton (Mattituck Republican), Dutton S. Peterson (Odessa Republican), Harold C. Ostertag (Attica Republican), James E. Owens (Ossining Republican), William B. Mann (Brookport Republican), William Kirnan (Brooklyn Democrat), Mario J. Cariello (Queens Democrat), John V. Downey (Queens Democrat), Arthur Wachtel (Bronx Democrat), and Harry Gittleson (Brooklyn Democrat).

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# Civil Service Being Extended

## Plans Available for Upstate

Members of the Fite Commission have been hard at work on a bill which would extend Civil Service to 4 counties and thousands of villages throughout the State, now have an additional 20 days for their deliberations. Originally scheduled to report on February 1, the commission has now until February 20, following legislative action last week.

Although no advance report on the Commission's proposals will be made until the Legislature receives the bill next month, it is known that a number of alternate suggestions were submitted to the Commission:

A county commission of three members named by the Board of Supervisors, two members of the majority political party, the third from the minority party.

A regional commission embracing two or more contiguous counties.

A county personnel officer serving for six years after appointment by the Board of Supervisors. This is set up in Westchester.

Administration by the State Civil Service Commission.

Further, it is possible that any one of the cities of the State, all of which

now have municipal commissions, may be allowed to elect to come under one of these proposed county forms.

### Public Hearings

Sentiment for each of these four proposals was expressed at the public hearings held throughout the State by the Fite Commission last fall.

If the Legislature accepts or amends the proposals of the Fite Commission this session, it is likely that all New York State would be under a merit personnel system by January 1, 1942. This would finally

put the State in keeping with the State Constitution, which holds that all public employees must be chosen by examinations wherever practicable. The Court of Appeals, notably in the Palmer case, has insisted upon this.

Should the Legislature wrangle over how to extend Civil Service and do nothing about it this session, the courts may step in and insist that the State Commission do the job. In a recent case, Madden v. Reavy, the Court of Appeals overruled the Appellate Division decision holding that the State Commission extend the merit system immediately; the highest court argued that the Fite Commission was hard at work on this very problem. It is doubtful, though, if further postponement would be permitted.

# State Troopers Salary

## It's Low; Seek to Improve It

It's bad news for State Trooper eligibles and candidates who thought they saw a ray of hope last week in Governor Lehman's announcement that the budget makes provision for 100 additional members of the State Police. These 100 men were appointed last summer, after Lehman got promises from legislative leaders that the money would be appropriated at the 1941 session of the State Legislature.

There haven't been any Trooper appointments in many months now, number 236 the last to get a job. Rumors are rampant that an additional 100 will join the force in the spring, but there's nothing definite as yet.

A bill to improve the lot of the State Troopers has meanwhile made its way into the Legislature. Sponsored by Assemblyman Hammer, it proposes to give troopers six instead of seven annual increments, thus bringing them from \$900 to a maximum salary of \$2,100 rather than to \$1,900. In addition, troopers in the Bureau of Criminal Investigation would get \$250 further salary.

Further information on what happens to the present State Trooper list, as well as progress in establishing the new list, will appear regularly in *The Leader*.

# What's the State Budget Like?

## Here's a Quick Glance At It

Faced with a proposed budget that gives them some but not all of what they hoped for, State employees plan to attend a public hearing on the budget next Wednesday—Lincoln's Birthday—in Albany.

A reduction in appropriations over the 1940-41 figures does not leave out \$1,400,000 increments for State employees, includes \$550,000 salary differential for drafted State workers who are members of the National Guard, and provides an overall salary increase for departments just short of \$3,000,000.

The salary differential for all drafted employees, something recommended by Governor Lehman at the opening of the session and subject of much pro and con discussion since, is left out. The Legislature itself is yet to declare itself on this matter.

### Cut in State Aid

Object of most attack by employees will be the two percent cut in State aid for education. In his message accompanying the budget, Governor Lehman explained: "Your action at that time (the 1940 session) must be accepted as indicative of the maximum amount that the Legislature is willing to provide for the support of the public schools."

The Department of Civil Service,

which wins a sizeable increase of one-sixth over the 1940 personal service appropriations, gets three lump sums: \$30,000 for transferring employees of State institutions (i.e. Hospital Attendants) to the competitive class; \$20,000 for the Municipal Service Bureau which aids local

Civil Service commissions; \$90,000 for clerical and stenographic exams (discussed at length elsewhere in this issue).

Here are the 1940 personal service appropriations and recommended appropriations for 1941 for all State departments:

Department.	1940.	1941.	Decrease or Increase.
Executive .....	\$3,699,600.00	\$3,761,055.00	+ \$61,455.00
Law .....	946,710.00	977,420.00	+ 30,710.00
Audit and Control.....	546,525.00	840,040.00	+ 293,515.00
Legislature .....	1,236,641.66	1,247,008.86	+ 10,367.20
Judiciary .....	3,847,114.40	3,811,930.62	- 35,183.78
Agriculture and Markets....	742,185.00	777,280.00	+ 35,095.00
Banking .....	979,200.00	934,600.00	- 44,600.00
Civil Service.....	301,580.00	348,960.00	+ 47,380.00
Conservation .....	1,656,739.00	1,813,934.00	+ 157,195.00
Correction .....	7,247,883.69	7,458,209.80	+ 210,326.11
Education .....	7,428,592.51	7,564,056.66	+ 135,464.15
Health .....	2,828,402.00	3,146,168.33	+ 317,766.33
Insurance .....	877,320.00	909,790.00	+ 32,470.00
Labor .....	2,990,701.00	3,494,270.00	+ 503,569.00
Mental Hygiene.....	22,531,058.59	23,354,565.00	+ 823,506.41
Public Service.....	1,064,246.82	1,090,940.00	+ 26,693.18
Public Works.....	4,817,702.30	4,913,192.91	+ 95,490.61
Social Welfare.....	1,410,391.00	1,468,657.00	+ 58,266.00
State .....	469,829.00	480,200.00	+ 10,371.00
Taxation and Finance.....	3,700,860.00	3,909,341.67	+ 208,481.67
Miscellaneous .....	75,080.00	55,600.00	- 19,480.00
Totals .....	\$69,398,361.97	\$72,357,219.85	+\$2,958,857.88

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# Status Of DPUI Lists

The Assistant Unemployment Insurance Claims Examiner list, long-awaited promotion, is expected by next week, according to DPUI officials.

300 papers submitted in the Unemployment Insurance Referee test (approximately 10 percent) are being studied by the examinations division of the State Civil Service Commission. On the basis of what they find, an adjusted marking scale will be made up. In this way the Commission hopes to satisfy candidates who protested at the alleged lack of time. Experience on the Payroll Ex-

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# Coming Lists

Here are a pair of late flashes from the examinations division of the State Civil Service Commission:  
Factory Inspector—Experience is not yet rated, and it will be several months yet before the list appears.  
Photostat Operator, Kings County—Practical tests will be given those on the top of the list within the next few weeks. The list should be out sometime after February 15.

# New Eligibles

The Board of Examiners placed twelve names on eligible lists for holders of high school licenses last week. The names follow: Electrical Installation and Practice—John J. Callahan, Brooklyn, 81.64%; Charles Jones, Bronx, 77.07%; Arthur J. Braun, Brooklyn, 76.82%; Seymour Berlow, Bronx, 74.84%; Vincent Doherty, Verplanck, 73.5%; Michael V. Pascal, Brooklyn, 72.3%; John W. Stevens, Yonkers, 71.09%. Merchandising of Foodstuffs—Wendell C. Felber, Brooklyn, 75.88%. Plumbing—Gerald J. Griffin, Bronx, 75.01%. Radion Mechanics—John K. Brennan Jr., Belleaire, 73.24%; Algernon P. Henry, Corona, 71.42%; William R. Wellman, Jackson Heights, 65.76%.

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This examination is expected to be held in April. Females, in all probability, will be admitted to the examination.  
Classes form Tuesday, February 4, at 1:15, 6:15 and 8:30 p.m., Tuesdays and Thursdays thereafter at same hours. Anyone interested is invited to attend a class session without obligation.

# FIREMAN

The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than June, or five months from now.  
The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.  
Our mental classes are meeting three days weekly in Manhattan and Jamaica—physical classes twice weekly at hours to suit the convenience of the student.

# PATROLMAN

The present list for Patrolman should be exhausted by January 1, 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.  
**Draftees:** Any person who is registered for military training may enroll with the understanding that if he has paid the full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.  
The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

# ACCOUNTING & AUDITING ASSISTANT

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# ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

## 300,000 Placements

### Air Corps Civilians, Navy Police Included

WASHINGTON.—U. S. Civil Service Commission roughly estimates that it'll be called on to make 300,000 placements during the 1942 fiscal year that begins on July 1. It also predicts that before the 1941 fiscal year ends on June 30, 300,000 placements will have been made. These estimates were made by the Commission before the House Committee on Appropriations and they were generally believed to be conservative.

Chairman Harry B. Mitchell told the committee that the only specific figures on personnel needs for the 1942 fiscal year was a total of 50,326 jobs. He broke the figure down as follows: Civil Aeronautics Authority, 6,000; Coast & Geodetic Survey, 179; National Advisory Committee on Aeronautics, 501, and Navy Department, 43,646. Moreover, the commission figured the War Department would be good for 50,000 new jobs, which would make a total of

100,000 new jobs in the five agencies. The Commission estimates the turnover in defense jobs at 25 per cent, which would be 25,000. A turnover of 25 per cent in existing defense jobs is added, which would make a total of 250,000.

Added to that is another 50,000 to care for placement in the remaining agencies. It all adds up to 300,000 placements.

However, several days later Commissioner Arthur S. Flemming, GOP member, gave the committee some enlightening information. He testified:

#### Air Corps Civilians

"At the present time the Army Air Corps has 8,000 civilian employees as mechanics. They tell us that sometime in 1942 they will need 20,000 additional civilian personnel over and above their present personnel. At the same time the Navy's figures indicate that during the fiscal year 1942 they will need 8,000 additional civilians in order to take care of the operations of their own air bases. Now we are told that during the next few months it will

be necessary for us to recruit 22,000 civilians in connection with the Surgeon General's work. Just the other day the Secretary of the Navy told us that the department had decided to take all the marines out of the navy yards and put them on active duty, and informed us of a decision to recruit a Navy Department police force which will approximate 2,500."

#### Conditions Changing Fast

The point of the story is that conditions are changing so fast in Washington nowadays that the Commission isn't able to give more than a very rough guess of the number of new employees that will be needed during the new fiscal year that begins on July 1, 1942. The Commission, as was stated here before, estimates that 300,000 persons will be appointed to jobs during the year, but it's a good guess that the number will be much higher.

Anyway, persons who would like to get into the Federal service had better get themselves prepared so they'll be able to meet qualifications for tests when they come up.

## After Defense Program

### What Happens

(Exclusive)

An unprecedented number of appointments to federal Civil Service jobs are being made in New York City and New York State. In a single day last week 425 jobs were filled from Civil Service registers. On that day the U.S. Civil Service Commission received 33 requests for new employees from 23 different government agencies—22 of which are engaged in national defense. In one day last week 42 stenographers and typists were appointed. An average of 1,000 to 1,500 eligibles are receiving jobs each week.

Officials of the Commission predict that the peak in appointments will not be reached until sometime next year. The major problem facing the Commission today is no longer recruitment, but rather the training of newly-appointed employees. There exists an almost constant need for certain types of skilled workers, such as tool and gauge designers, loftsmen, shipfitters, machinists, etc. In some of the more highly skilled trades it will soon become impossible to secure any more trained men, and the defense agencies will then attempt to break these jobs down into component parts, training men to perform various stages of the work.

#### What Happens After?

As the defense program speeds forward, a big question is in the minds of those men and women who

have received jobs recently. They want to know when the defense program will begin to slacken, and what happens to their jobs when it does. An exclusive survey by the LEADER among responsible government officials reveals that the effort of the Army and its related agencies will not be reached until 1942; the peak effort of the Navy Department will not be reached until 1944. And in all cases, once the peak is reached, effort will remain more or less steady for a long time afterwards.

#### Long Range Policy

However, the government has a long-range policy with regard to the defense program and is prepared for the day, not long removed, when the current projects begin to wind off. At the present time the normal public works program, which includes such projects as construction of Post Office buildings, conservation, irrigation projects, power projects, waterways, construction of public buildings, and so on, of other peacetime pursuits, has reached a virtual halt. But when and if the defense effort begins to lessen, the government will resume work on these various projects, and will thus be able to take up the slack in employment that occurs

#### For the First News—

Of all City, State and Federal examinations, read The LEADER. Full official requirements, all dates, and other important information appear first in The LEADER.

## U. S. Commission Heeds Eligibles

### How One Eligible Association Has Gotten Results

Because so many eligibles on federal lists complain that, once having taken a test, they never know what's going on; and because the Customs and Immigration Eligibles Association has been singularly ingenious in its dealing with the U. S. Commission, The LEADER asked Louis A. Sigaud to write a resume of his organization's accomplishments with the Commission to date. Mr. Sigaud is chairman of the information committee for the Customs eligibles. What he says is of absorbing interest to all eligibles on U. S. lists. The Customs eligibles have set up branches throughout the country, increased their strength by lining up with other Civil Service organizations, elicited the support of legislatures, made a careful search for appropriate jobs in a variety of U. S. agencies and departments. Mr. Sigaud's article follows:

The objective of any association of eligibles is to get favorable action for its members. One of the great difficulties such associations ordinarily face is the "What's the Use?" attitude of those who feel nothing what-

ever can be done. Such a defeatist tendency usually breeds a willingness to believe any rumor if it is unpleasant enough.

This difficulty is one that gives the Customs and Immigration Eligibles Association no concern. Its members are not at all impressed by Dame Rumor. They are aware that in Washington, New York and other large centers it has been whispered persistently for some time that the U. S. Civil Service Commission has decided to make no use whatever of eligibles on some of the General Investigator registers. They are also aware, fortunately, that the record discredits the rumors conclusively.

#### Events

Since the formation of the Customs and Immigration Eligibles Association and its first contact with the Commission in early December, the following significant events have occurred:

1. A large number of General Investigator eligibles have been asked whether they would accept Navy Police positions at \$1,680;
2. One eligible, and doubtless others, received a telegraphic inquiry regarding a \$1,200 position in the uniformed section, U. S. Secret Service;
3. One eligible, and presumably more, received an invitation to call immediately regarding a position as Immigration Examiner at \$2,600;
4. Within the past ten days several eligibles have been interviewed regarding positions as Investigator, Selective Service Board;
5. The Commission has manifested symptoms that its stand that Federal registers of eligibles need not be open to public inspection must be modified to satisfy legitimate demands for information;
6. The Commission has recognized openly the need for information by resuming the custom of answering individual inquiries for relative standings;
7. The Commission now follows a practice suggested by the Customs and Immigration Eligibles Association that it inquire of eligibles appropriate for positions now available of their present attitude toward acceptance even when originally the eligible specified a higher salary as his minimum.

#### More Opportunities

The Association does not feel these events indicate that the eligibles it represents are receiving all the opportunities they should get to offset the adverse effect upon them of certain "emergency" measures taken by the Commission with respect to the Immigration Patrol. But it knows these eligibles are actually receiving some consideration from that body and it is confident this consideration is on the verge of being translated into real action. It has no information yet regarding developments with respect to office and

clerical positions for which the Commission promised eligibles would receive consideration, and it would like to see appointments of that type as well as greater activity with respect to positions of all kinds for which its eligibles have appropriate qualifications.

To whatever extent the Commission discharges its moral obligation to the eligibles, this Association will always be glad to make public acknowledgement and express satisfaction. To whatever extent the obligation may not be discharged in a manner consistent with the normal and legitimate expectations of the eligibles, this Association will continue to place their claims and the relevant facts frankly before the Commission and other appropriate government agencies.

The Association has full confidence

in the fairness, integrity and ability of the U. S. Civil Service Commission. For this reason, and on the face of the record as it is now being written, it brands as unequivocally false the rumor that the Commission has decided not to make appointments from the General Investigator Lists.

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## New U. S. Lists

New U. S. Civil Service registers established and the number of eligibles on each: Junior Wage and Hour inspector, 934; physiotherapy aide, 44, and junior physiotherapy aide, 93.

## No Promotion Plan

### Slap-Happy Method Continues

WASHINGTON.—The House Appropriations Committee, sad to relate, has ignored the Budget Bureau uniform promotion plan for Federal employees that would have raised the salaries of 159,000 employees.

Instead, the committee ordered the present slap-happy promotion plan to continue for another year. What this means is that agencies that have funds can raise their employees and

those that haven't funds simply can't.

#### Ramspeck to Hold Hearings

It's possible that the Senate will approve the Budget Bureau promotion plan, though it's very doubtful. Meantime Chairman Robert Ramspeck of the House Civil Service Committee plans to open hearings on the budget plan. He has introduced it as an amendment to the classification act. Hearings will start, he says, after the "lend-lease" bill is disposed of.

## Patronage Boys Get Hungry

WASHINGTON—With the Ramspeck Bill enacted into law and just about all defense jobs under tight Civil Service, the patronage hounds on Capitol Hill are getting hungry, very hungry indeed.

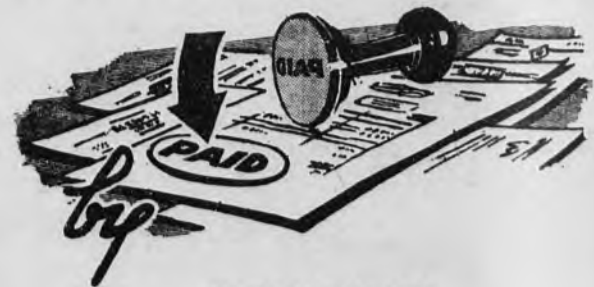
The patronage boys have prepared themselves a gravy bowl to loll in, but there is a chance that they'll never get a chance to enjoy it. Briefly, what the patronage hounds want to do is to put defense on a political basis.

Now the big question is whether President Roosevelt will permit it. Best guess is that he won't.

The Independent Offices Appropriation Bill carries \$100,000,000 for the President to use on defense projects, but the House committee wrote in the highly-important proviso: "without regard to civil service and classification laws."

The sum would open up tens of thousands of jobs to the patronage boys if FDR is willing. But once FDR gets the money it is a safe guess that he'll direct that employees be hired from Civil Service rolls.

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# POLICE CALLS

By BURNETT MURPHEY

## New Book of Rules and Regulations

The new and revised one-volume edition of the Police Department's Rules and Regulations and the Manual of Procedure will be ready early in March.

It is being published in loose-leaf form, bound in heavy, durable cover. It will have the complete and annotated rules and manual provisions revised as of December 16, 1940.

An annual supplement in loose-leaf form will be issued each year with changes, thus enabling owners of the book to keep it up-to-date. The book is being published by the Civil Service Commission under the authority of the Police Commissioner and distributed by THE LEADER to the general public and students as well as to members of the Police Department, the book will be particularly helpful to those members of the department who will take the Sergeant's examination in March, and it makes more-or-less "must" reading for rookie cops. Printed on a good quality book paper and in larger, more readable type than the existing separate book of rules and manual.

A blank index tabs, adjustable to any page, will be provided in an envelope attached to the inside front cover of the new one-volume edition, enabling any reader to select and mark for ready reading any portion of the book.

The current book of rules and manual were printed in 1936 and amendments and changes available only to members of the Police Department were in inconvenient form and could not be inserted in the volume as bound.

Anyone interested in obtaining a copy of the new Rules and Regulations and Manual of Procedure of the Police Department can make arrangements by sending \$1 in care of this column.

## Bill New on 11-Squad

Something new on the 11-squad bill which is slated to be introduced in City Council soon. Councilman Joseph E. Kinsley has the measure and is considering it.

## Bill of Entertainment

The eighth annual entertainment and ball of the Queens Police Post, American Legion, will be held Saturday, February 15, at the Lost Battalion Hall, 94-28 Queens Boulevard, Elmhurst, L. I.

An excellent bill of entertainment has been promised for the event. Many prominent Legionnaires and Police officials are expected to attend.

## Where's Joe?

Wonder what ever became of Joe Burkard. Hasn't been around for a couple of weeks. Maybe the PBA Ball got him down.

## Shrim

The annual entertainment and ball of the Police Shomrim Society will be held at the Astor Hotel on March 29.

## Vogel Resolution

The resolution calling for the immediate appointment of 522 new Patrolmen to fill all existing vacancies, introduced in the City Council by Councilman Edward Vogel, comes up before that body for consideration today, Tuesday, February 4.

A public hearing was heard on the resolution last week. In discussing his resolution, Vogel this week declared: "The administration has virtually conceded the complete merit of my resolution by its failure to raise one opposition voice . . . I want to crush crime by bringing a powerful internal defense—not nurture it by delays and inactivity. We have been informed . . . that the criminal is ever growing."

What excuse can there be for one moment's further delay? This time the administration can not cry 'Budget' because last April the money was appropriated to provide for filling every vacancy in the Police Department.

For months nothing was said or done and no reasons were even offered for the delay. Now we are told to wait still longer until the dispute between the Mayor and the Local Draft Boards concerning deferment of policemen and firemen is thoroughly ironed out. But facts were brought out at the public hearing which proved that this is a specious excuse as twenty men out of 1,000 patrolmen eligibles would be conscripted. Can't think the possibility of drafting twenty men is as vital to this city as are unanswered burglar alarms and inadequately patrolled streets."

## Sheridan Police Post

The Sheridan Police Post will hold its 15th annual ball on February 14 at the Columbus Club, 1 Prospect Park West, Brooklyn.



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# Welfare Department News

By HENRY TRAVERS

## In-Service Training Course For Administrative Supervisors

February 14.  
Responsibilities and methods of control over the occupational unit:  
Mr. Alpert.  
Miss Emerson.  
Mr. Silverstein.  
Mrs. Wicht.  
Responsibilities and methods of control over the resource consultant:  
Mr. Sokol.  
Miss Deutch.  
Miss Earp.  
Miss Ortenberg.

February 28.  
Responsibilities and methods of control over the medical social work unit:  
Miss Glogau.  
Miss Allen.  
Miss Drapkin.  
Miss Frank.  
Miss Newhall.  
Responsibilities and methods of control over housing advisers and home economists:  
Miss Glogau.

Mr. Becker.  
Miss Friedman.  
Miss Sadow.  
Miss Swanson.  
March 14.  
Evaluation and rating of personnel:  
Mr. McAvoy.  
Miss Brophy.  
Miss Flangan.  
Mrs. Friedman.  
Miss Galpern.  
Miss Rafalsky.  
Miss Zimmerman.

March 28.  
Problems or disciplinary action. When should it be taken? The role of the administrator:  
Mrs. Mayer.  
Mrs. Dirnfeld.  
Miss Flanagan.  
Mrs. Mason.  
Mr. Ranen.  
Miss Shakow.

April 11.  
The handling of individual per-

sonnel problems by the administrator:

Miss Drapkin.  
Miss Authier.  
Mr. Kuttner.  
Mr. Ross.  
Miss Sweeney.

April 25.

The function of the administrator in staff relations with organized groups:

Mr. Ranen.  
Miss Deutch.  
Miss Edelstein.  
Mrs. Hamilton.  
Mrs. Mayfield.  
Miss Werner.

May 9.

The administrator's responsibilities and relationships with organized client groups:

Mr. Hand.  
Miss Margolies.  
Mrs. Mayer.  
Miss Stein.  
Mrs. Sylvander.  
Mrs. Wicht.

# Mental Hygiene Notes

By JOHN F. MONTGOMERY

## Budget

Budget days are with us. Here's what Governor Lehman had to say about the Mental Hygiene Department in his Constitutional Budget for 1941-42:

The department suffers a loss of \$6,957.58 in recommendations for the current expense for administration: \$360,692.58 this year is reduced to \$353,735.00.

An increase of \$1,812,329.40 is called for in the current expense for institutions, with the department seeking \$37,452,477.99 where it now works on an appropriation of \$35,640,148.59. The increase is made necessary by an addition of 3,400 patients for whom room must be made, and by contemplated opening of the Willowbrook State School, out on Staten Island.

The capital outlay program lists \$1,814,500.00 for the Mental Hygiene Department. This figure includes \$745,000 for furnishings and equipment at Willowbrook, \$550,000 for water supply at Rockland State Hospital and Letchworth Village, and three items at Pilgrim State Hospital: \$50,000 equipment for new buildings, \$60,000 equipment and an addition to the bakery, and \$20,000 for the waterproofing of buildings.

## Registration

Fourteen gals were graduated last September from Hudson River State Hospital School of Nursing. Last week they each heard they had passed the exams of the State Board of Regents, and are now registered professional nurses. They are:

Mary Apuzzo, Winifred Caire, Marian Crotty, Dorothy Bargeski.

## School Workers In Civil Service?

Upstaters who are about to be brought under Civil Service by the work of the Fite Commission think that it might not be a bad idea for school employees also to come under the merit system. Here's what some of them said, in answer to a questionnaire of THE LEADER:

"Should include all employees of the educational system."

"Why not Civil Service for district superintendents of schools now that the Attorney-General has ruled that they are state officials?"

"In union free school districts employing a superintendent of schools, all school employees should be covered by Civil Service. This should be the same as in the cities. We have four schools with 1,400 pupils. Employees have to wait until school elections are over to know if they are going to hold their jobs because of the political situation. Janitors and other employees who have work to do during the summer months don't feel like doing this work when they have to look forward to the school elections which may decide whether they are to lose their present jobs. I am sure employees would be more efficient if they knew they didn't have to worry every year along about July."

Audrey Billingham, Marie Ellsworth, Emily Flanagan, Dorothy Hilger, Mary Hoffman, Eleanor Poucher, Victoria Osika, Dorothy Reardon, Florence Scoma and Emily Schetter.

Mrs. Gladys E. Russell is principal of the training school.

## Thespians

"Hell Bent for Heaven," Hatcher Hughes' dramatic classic, is the coming production of the Dramatic Club of Harlem Valley State Hospital. Officers of the club were chosen last week: President, Mrs. Thomas Adamiec; Miss Alyce Kowalski, secretary-treasurer. Direction and production of the play are in the hands of Gordon Carlies. . . . Recent resignations: Edna Stoddard, Mrs. Mary Carroll, Mr. and Mrs. Edward Killman. . . . Norman Lewis and George Osika are at Fort Dix, N. J., for their year's training.

## Legislation

Already the Mental Hygiene Department has been the subject of proposed legislation at the State Capitol. Here are two important bills:

S. I. 151, by Senator Bechtold. Rochester Republican—Permits any member of the family of an incompetent person to have him committed to a State institution.

S. I. 233, by Senator Muzzicato. Manhattan Republican—Permits the superintendent of a Mental Hygiene institution to have an autopsy made on the death of a patient; next of kin no longer have the right to object within 48 hours of death.

## Signal Foremen Barred From Inspector Jobs

A request by Matthew E. White, secretary of the Signal Section Employees Committee of the IND Division, N.Y.C.T.S., that the promotion list for Foreman (Signals and Lighting) be declared appropriate for Signal Inspector, has been denied by the Municipal Civil Service Commission. The Commission pointed out that there are no vacancies in the title and that the Board of Transportation intends eventually to eliminate it from the classification.

## Sees Public Employees As Preservers of Democracy

Employees selected by the merit system are universally "efficient and play a vital role in preserving the democratic form of government," Henry Feinstein, president of the Federation of Municipal Employees, said in a radio interview Friday afternoon over the WNYC Public Service Hour. He continued:

"Quietly and calmly, they operate the most efficient governmental services in the world without paying fealty to any political organization. We, the Civil Service employees, are living proof of the virility, the strength and efficiency of democratic self-government."

Next Week: More revelations about conditions in the Sanitation Department.

## First Time

The auditorium of Wassaic State School was the scene of the America birthday ball Thursday night, the first time that the town's affair has been held at the institution. Superintendent Raymond G. Wearne was assistant chairman of the function. . . . Newcomers at Wassaic: Mrs. May Rau, former employee, and Jacqueline Lapphere.

## Doing Their Bit

When five employees at Willard State Hospital left yesterday for Rochester where they are entering the anti-aircraft division of the National Guard, it brought to 23 the number who entered service this week. The quintet is Glenn Corcoran, Paul Waters, Laverne Brown, Donald Moon, and Lewis Nealon.

A group of 18 joined the 134th Medical Regiment at Corning earlier in the week: Elijah Grace, Harold Cuer, Marvin Cuer, Joseph Charock, Arthur Bennett, John Worden, Wallace Hughey, John Doyle, Harold Covert, Ettore Morganti, Frank Rose, Grant Bailey, William Sheldon, Arthur Christensen, Arthur Stout, Lewis Brewer, Roger Van Nostrand, and Gerald Van Nostrand.

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# Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS

Tuesday, February 4, 1941

## Important for Every U. S. Employee

**A** LETTER appears in this week's Postal Column that should be carefully read by every federal Civil Service employee. The letter discusses, among other things, the proposed Board of Appeals. Our correspondent writes that when a postal worker is brought up for disciplinary action, "the Department makes the charges, the Department prosecutes him, the Department acts as judge and jury, the Department imposes and executes the penalty, the Department reviews the case, the Department does everything."

For many years, postal workers have strived to obtain a Board of Appeals to which charges of unfairness or discrimination or harsh punishment could be referred. Senator Mead has introduced a bill to accomplish this purpose. Behind the measure are not only the postal workers, but the entire A.F.L., with whom they are affiliated.

The Board which would be set up under the terms of the bill is simplicity itself. It involves no great outlay of moneys. The Board consists of a representative of the U.S. Civil Service Commission, a representative of the aggrieved employee, and a third person agreeable to both parties. The Board of Appeals would be used only after every other means of settling the dispute had been tried. It is, in effect, a kind of Supreme Court for federal workers.

And that's the point of this editorial. The Board of Appeals isn't something for the exclusive benefaction of postal workers. It would apply to all U.S. Civil Service employees. And because this is so, why should the postal workers alone carry the burden of getting the bill passed? The answer, of course, is that they shouldn't. In self-interest, every federal employee, every organization of federal employees, ought to get behind Mead's bill and push.

The Mead of Appeals bill can be passed. All that's needed is the right kind of cooperation among those who will gain most from it.

## The Stahl Case

**O**N the heels of charges that the Welfare Department, or certain important sections of it, is dominated by Communists, comes the announcement that Commissioner of Investigation William B. Herlands is making an investigation. The LEADER believes this investigation should be promptly made, and the full facts reported to the Mayor and released publicly. The Welfare Commissioner has asked for the facts. The public deserves to know them without any delay.

### A Petition to the Mayor On the 11-Squad Chart for Cops

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

Name.....  
Precinct.....  
Home Address.....

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

## Merit Men



NEW YORK CITY residents are probably the most provincial in the world, in the considered judgment of Richard Lomax and Myron Greene, two local boys who have come back after making good in the outside academic world...As district representatives of the State Civil Service Commission in working with the Hospital Attendant list in zone 4 (taking in the Greater New York area), they canvass eligibles, certify them to the nine institutions in the zone, answer questions on every conceivable subject...Most bothersome problem is finding New Yorkers to work in institutions outside the five boroughs... Next, in order, are: eligibles didn't know what the Hospital Attendant job would be like; eligibles are sore that they aren't getting the outside maintenance as provided in the Mental Hygiene Law...Lomax and Greene, both born in New York City, were graduated from local high schools...Chubby Dick Lomax studied voice at NYU's Washington Square College, sang in Gilbert and Sullivan operettas, sold bonds...A former government professor persuaded him to accept a fellowship at the Institute of Politics of Indiana U...Here he decided to make a career of public administration, met his wife, was the first person to sing "God Bless America" at a political meeting...Serious Mike Greene was meanwhile getting degrees from the University of Virginia and Harvard, then working for the Department of Commerce in Washington...The two met in Albany last summer, when they and three others now in charge of upstate zones learned the intricacies of the State Commission's certification bureau...They've since come to one conclusion: each will use the experience of working with the Hospital Attendant list as the basis for the Ph.D. thesis he plans to write.

"THERE'S PLENTY OF ROOM for improvement in the Post Office." . . . Tall, energetic, mephistophelian-like Charlie McLaughlin, secretary of local 10 of the Federation of Post Office Clerks, believes that "this improvement will come about with the active cooperation of Postal employees with their respective organizations" . . . A strong union man, Charlie believes that "grievances should be handled

through federal labor organizations" . . . Charlie learned the principles of unionism as an apprentice with Newark Typographical Union at an age when most kids were trotting through Caesar's Gallic Wars. . . . He has been working steadily since he was thirteen years old. In his six years before becoming a P.O. Clerk at the age of 19, Charlie worked as a Wall Street runner, a checking clerk, a stock checker, Newark *Evening News* apprentice and life guard at his mother's place, the Crane House, Belmar, N. J. . . . Charlie doesn't know the meaning of the word "unemployment." . . . In the past six years he has been a delegate, executive board member and secretary of local 10. . . . After his eight-hour stint in the



Transportation Section of New York's Morgan Annex P. O., he spends five to six hours on Federation business. . . . In his spare time, this human dynamo manages to get in a little swimming, horseback riding, badminton, roller-skating. . . . Not like the old days, though. . . . In his youth, Charlie played basketball, football, baseball, track, while attending Robert Treat Junior High School in the daytime, setting type at night. . . . Of all his interests, his hobby is. . . . You've guessed it. . . . the Federation. . . . Katie, his wife, is just as interested in local 10. She's the union's official mascot.

### Examiners to Form Eligibles Group

At the request of a number of persons on the lists for Junior, Assistant, and Senior Examiners of State Expenditures in the Department of Audit and Control, The LEADER has invited eligibles to use its office, 97 Duane Street, New York City, for the purpose of forming an eligibles association. The meeting is called for Friday night, February 14, at 7:30 o'clock.

## letters

### 'Overtime for U.S. Clerks'—Sen. Mead

EDITOR: HAVE RECEIVED SEVERAL PROTESTS THAT WHILE TECHNICAL AND PROFESSIONAL EMPLOYEES AT THE BROOKLYN NAVY YARD ARE RECEIVING TIME AND A HALF FOR OVERTIME U. S. CIVIL SERVICE STENOGRAPHERS MESSENGERS AND CLERKS ARE BEING WORKED FORTY-EIGHT HOURS PER WEEK AND ARE RECEIVING NO OVERTIME PAY OR TIME OFF. THIS SITUATION DEVELOPED BECAUSE THESE PARTICULAR EMPLOYEES WERE EXCLUDED FROM PROVISIONS OF ACT PASSED LAST JUNE. BILL HAS NOW BEEN INTRODUCED BY CONGRESSMAN MAGNUSAN OF WASHINGTON TO CORRECT THIS SITUATION. COMMITTEE HAS ASKED DEPARTMENT FOR ITS OPINION OF THE BILL AND THIS WILL SOON BE SUBMITTED. I

INTEND TO FOLLOW UP THE MATTER CAREFULLY. JAMES M. MEAD U. S. SENATE

### Wants Promotion Before List Dies

Sirs: It is rather discouraging for those who have taken a promotion test, as nothing is ever done to promote those who are eligible. I refer to the Second Grade list for Attendant-Messenger, which will expire in July, 1941, and from which few if any were ever promoted. Each time an examination is taken a fee must be paid and if you are bright enough to pass the test, your name is placed on a departmental list and there you remain until the list expires. Cannot something be done toward promoting these men who pass these tests, and thereby make future ex-



**M**AYOR LA GUARDIA the knot at the nuptial Sarah Brisbane Mead sister of editor Seward Brisbane and Deputy City Treasurer Mellen, Jr. . . . Members of the legislature are receiving the largest number of letters in . . . Councilman Bob Strawn coined a phrase that will be hearing more of: "The Wonderland" . . . It turns out that a good many of the Hospital Attendant eligibles took the "just for the fun of it" . . . But taxpayers want to know the head of the Civil Service Administration of the State of New York (not to be confused with ASCSE), who is on their payroll on his own or theirs. . . . Paul Kern has taken to wearing a gray-white 10-gallon hat reminiscent of the LaGuardia chapeau. . . . The Stock Exchange uses the State Employment Service—and likes it! . . . What's behind the complaints of Sanitation employees on their group life insurance policies?

**History Dept.** It was a New York State Senator—not Andrew Jackson—started the expression: "The victors belong the spoils". . . . The subway Maintenance Helper George Lewis pilots planes in his spare time. . . . Employees in more than a dozen cities throughout the country enjoy a five-day 40-hour week. In one of the big eligibles associations, there's a feud about should get the publicity on going releases. . . . Ellis Rabinowitz on management-employee relationships in public service may soon appear in a big national monthly.

**Defense News** Governor Lehman, in his defense message, promised that vacancies caused by draft would be filled without permission of the Budget Director. That's how all vacancies must be filled. . . . Commissioner Valente who heads the city's District Control Program, has asked city departments to give a breakdown of personnel and equipment available. . . . Experts predict that Washington will be the scene of all important happenings in the administrative field for the next decade. Hence influx.

aminations more interesting, or we remain in Grade One forever. GRADE TWO EMPLOYEES  
**Telephone Eligibles**  
**Ask: 'What's Holding Up?'**  
Sirs: Now that the Appellate Division has decided in its recent decision that the eligible telephone erator list should be used for all police switchboard appointments why in heaven's name shouldn't eligibles receive the positions immediately? What or who is stopping Commissioner Kern's regulation hand?  
And, as it has been suggested the case is carried to the Court of Appeals, who is going to pay the cost?  
Isn't it a bit ironic that those who sole duty is to uphold the law are doing their utmost to avoid obeying the constitution of the civil service and the authority of the court?  
JAMES RAYMOND



# Question, Please?

by H. ELIOT KAPLAN  
CONTRIBUTING EDITOR

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

## N. Y. Eligibles On U. S. Lists

S. W. H.—Eligibles on the federal Civil Service registers for positions in the New York district are not eligible for certification to departmental positions in the District and agencies in the District of Columbia. So that if you are on a list for the New York District only, you should also take the tests announced for the departmental positions if they are held at a different time. The Federal Commission tries wherever possible to hold both the district and departmental examinations at the same time for reasons of economy and convenience.

## Skilled Labor Gets No Increments

E. R. T.—Those holding positions in the so-called skilled labor groups in the competitive class and paid on an annual basis are not entitled to annual salary increments under the McCarthy law, even if the entrance salary is under \$1,800, according to a recent decision of the court.

## Peace-Time Veterans'

R. V. A.—Veterans of the regular army, navy, marine corps and coast guards are entitled to preference in examinations in the federal Civil Service, in the same manner as is accorded to war veterans. These "peace-time veterans," as they are usually referred to by the Commission, receive ten additional points added to their earned rating in the examination if they are disabled, and five points if

not disabled. Disabled peace-time veterans, like disabled war veterans, go to the head of the list, regardless of their ratings in the examination, and are certified for appointment ahead of all non-disabled veterans and non-veterans. No such "preferences" are accorded to peace-time veterans in the N. Y. State or city service.

## Salary Differentials

J. A. C.—It is doubtful whether any State or city employee who was out on leave of absence at the time of his induction in the military service may receive the difference in salary between his regular Civil Service pay and his military pay until after the leave of absence has expired. I do not recall any case where there was any ruling on this point by the Attorney General. I believe that a person on leave of absence inducted in military training during the period of the leave will be entitled to reinstatement in the Civil Service after his discharge, even though the period of the leave of absence expired while he was in the military service. This applies, of course, only to those entitled to the privileges under the present law, such as enlisted men and national guardsmen inducted into the federal military service.

## Salary Change After Resignation

M. M. F.—One who has resigned from his position in the city service and is later reinstated in another department at a lower salary may not, after one year of further service, claim the salary based on his former position before resigna-

tion. He may, of course, be entitled to the annual increments thereafter on the same basis as a new entrant, if his position comes within the provisions of the McCarthy law.

## Retirement for Physical Disability

T. J. B.—We cannot answer your specific query, for that would be involving us in giving legal advice, which we must avoid. The determination of whether an employee shall be retired for physical disability is a matter within the discretion of the department after examination by the medical examiners of the retirement board. The privilege of being assigned to "light duties" where one is physically impaired is a matter within the discretion of the department.

## Belonging to Political Club

C. S.—While the New York City Charter prohibits all employees of the city—exempt, competitive, non-competitive, labor, and unclassified—from making contributions to political parties or political campaigns, the Charter does not prohibit them from belonging to a political club or being members or officers of political clubs or from running for public office. Special classes of employees are prohibited from engaging in any kind of political activity, such as policemen, firemen, court clerks in many cases, etc. The so-called Hatch laws apply only to Federal employees or State or local employees paid out of Federal funds or through Federal grants.

## County Employees Not Under McCarthy Law

P. T.—Employees of county offices within New York City are not within the provisions of the McCarthy salary increment law. Transfer from the county to a city department does not bring the employee within the terms of the McCarthy law until the date of his city employment, so that time spent in the county office may not be included within the period of service to be counted for increments.

## Tunnel, Bridge Authorities Not City Agencies

M. S.—Neither the N. Y. C. Tunnel Authority nor the Tri-Borough Bridge Authority are strictly speaking a "city department or agency" within the meaning of the city charter, it would appear. Rather are they agencies subject to control of the city authorities generally. They both are subject, however, to the provisions of the Civil Service law and the rules of the Municipal Commission.

## Ramspeck Act Doesn't Adjust Salaries

H. F. K.—The Ramspeck law recently signed by the President does not automatically adjust the salaries or grades of positions of guards or other employees in the Immigration and Naturalization service. What you have in mind is the extension of the Classification Act of 1923 to positions in the field services authorized under the terms of the new law. Extension to the field service is not operative until the President determines to do so in his discre-

tion. It is doubtful whether this phase of the Ramspeck law will be invoked by the President during the present national emergency, at least not for some little time.

## When an Eligible Is Not an Eligible

A. A.—The practice of the State Civil Service Commission is to continue an eligible on the list for further consideration for appointment to a higher grade position where he has been certified and appointed to a lower grade position. It is only where the eligible has been appointed to a position in a similar grade, or where the list is certified as an appropriate list for a relatively similar position, that the eligible after appointment is no longer carried on the eligible list. The determination as to whether the appointment is one warranting continuance of the eligible's name on the list for further certification is within the discretion of the Commission.

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## Future City Tests Barber, Accountant, Gardener Included

A series of 59 examinations—86 competitive, 20 promotion, and three labor class—have been ordered by the Municipal Civil Service Commission. Requirements and filing dates for these tests have not yet been set. As soon as they are they will appear in The LEADER.

The following is a complete list of all the pending examinations.

### COMPETITIVE

- Air Traffic Control Operator.
- Assistant Director of Public Assistance (Care of Homeless and Transients).
- Assistant Engineer (Specifications), Grade 4 (College Equipment and Supplies).
- Assistant Librarian (Music).
- Barber.
- Bridge Painter.

- Cancer Research Assistant.
- Car Maintainer—Group E, N. Y. C. Transit System.
- Chief Air Traffic Control Operator.
- Chief Dental Supervisor.
- Civil Service Examiner (Civil Engineering).
- Director of Air Traffic Control and Airport.
- Director of Bureau of Child Hygiene.
- Director of Cancer.
- Director of Medical Social Work, Grade 6.
- Electrician.
- Foreman of Pavers.
- Hospital Helper (Orange County and New York City).
- Junior Actuary.
- Junior Administrative Assistant (Office Planner).

- Junior Administrative Assistant (Real Estate Research).
- Junior Civil Service Examiner (Civil Engineering).
- Junior Engineer (Civil), Grade 3.
- Junior Engineer (Electrical), Grade 3.
- Junior Epidemiologist.
- Laboratory Assistant (Biochemistry).
- Mechanical Draftsman (Electrical), Grade 3.
- Office Appliance Operator (I.B.M. Alphabetic Key Punch), Grade 2.
- Office Appliance Operator (Remington Rand Bookkeeping Machine), Grade 2.
- Power Brake Maintainer, N.Y.C. Transit System.
- Principal Pediatrician (Administrative, School Health).
- Prison Locking Device Maintainer.
- Resident Physician.
- Road Car Inspector, N.Y.C. Transit System.
- Supervising Air Traffic Control Operator.
- Ventilating and Drainage Maintainer, N.Y.C. Transit System.

### PROMOTION

- Accountant, Grade 2 (Bd. of Trans.).
- Air Brake, Maintainer, IND Division, N.Y.C. Transit System.
- Assistant Resident Building Superintendent (Housing), Grade 3 (Housing Authority).
- Bookkeeper, Grade 1 (City-Wide).
- Car Maintainer—Group E, IND Division, N.Y.C. Transit System.
- Chief, Fire Department.
- Chief Towerman, IND Division, N. Y. C. Transit System.
- Electrician (City-Wide).
- Foreman of Porters (Dept. of Public Works).
- Gardener (Department of Parks).
- General Foreman (City-Wide).
- Inspector of Dock and Pier Construction, Grade 3 (Ducks).
- Power Maintainer, IND Division, N.Y.C. Transit System.
- Road Car Inspector, IND Division, N.Y.C. Transit System.
- Sanitation Man, Class B.
- Senior Bookkeeper (Bd. of Trans.).
- Senior Porter (Tentative Title), Department of Public Works.
- Senior Supervisor, Grade 4 (Social Service), City-Wide.
- Tailor (City-Wide).
- Ventilating and Drainage Maintainer, IND Division, N.Y.C. Transit System.

### LABOR CLASS

- Change of Title to Plumber's Helper (Parks).
- Electrician's Helper.
- Laborer (Open only to residents of Orange County).

## Study Corner

The Municipal Reference Library has published a bibliography on Bookkeeping and Accounting. It includes sections on Governmental Accounting, Cost Accounting, Auditing, Mathematics and Civil Service.

All the schools are registering as fast as the clerks can work this year.

New courses ordered beginning February include Gardening (N.Y.U.), Traffic Management (Traffic Managers Institute), Electricity and Mechanical Drafting (Textile High School). Eron Prep. has added Dr. Richard H. Heep to its faculty.

"How You Can Get a Better Job" is the intriguing title of a new book by Lasker Richards just published by the American Technical Society. Based on the theory that a man or woman gets paid not just "what he deserves," but on the basis of his ability to "sell himself" the book deals with such subjects as conversation, getting personal, clock watching, getting a job, asking for a raise, letter writing, etc. Vital chart in the text.

Of 100 men starting out at the age of 25, 40 years later, one will be wealthy, 4 will be comfortably fixed, 5 will be self-supporting, 54 will be dependent on others, 36 will have died.

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# Teachers Newsweekly

PAGE TEN

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS



## You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

**W**HAT a great disappointment it was to learn that Governor Lehman recommended the continuance of 2 per cent cut in state aid for education.

The Democratic state platform carried a plank for full state aid—we therefore believed that the governor would include such in his budget.

In the present emergency the schools are the bulwark for the preservation of democracy. It is the schools that are training the men and women for the defense program—it is the schools that are guiding the youth of America for the responsibilities which will be theirs in the years ahead.

The surprise was greater and totally unexpected because of the fine financial condition of the state. Such a cut might be expected were there a financial emergency, but certainly not under the conditions prevailing today.

### Unscientific

This lopping off of state aid haphazardly is most unscientific and a most unbusinesslike procedure.

We are definitely in favor of eliminating waste in any budget and if there is any waste in the educational budget we say by all means eliminate it—but we insist it must be studied by an impartial committee of experts, not politically dominated.

You are aware that there is a committee of the legislature investigating state aid for education. We have had no report, as yet, as to the progress they have made. Rumor has it, however, that they do not contemplate reevaluating the present state aid formulas.

### Lump Sums Slashed

For the past two years lump sums have been slashed from the educational budget without regard for the damage done to our educational system. If the legislative committee is sincere it will be necessary for them to study the present formulas and recommend changes to meet conditions now existing. When state aid formulas were established the consolidated school districts upstate were not an issue. Many changes have been made since 1924, the year the Dick-Rice bill was passed (the present state aid law).

If the present committee does not fully investigate the entire problem they would be smart to accept the Regents Report on state aid, or the governor should appoint a new committee really to settle the question.

In any event we are shocked that the governor did not recommend full state aid until the present legislative committee had made its report. We will ask the governor to restore the cut until a full report has been made by some authentic committee.

### Parents Object To Budget Cut

In an open letter to Governor Lehman, Mrs. Jacob Schechter, president of the United Parents Association, objected to the Governor's recommendation for a 2 per cent cut in the education budget. Mrs. Schechter pointed out that a reduction of \$1,000,000 in State aid, added to the normal curtailment caused by declining school registers, would result in a total reduction of approximately \$2,000,000.

Mrs. Schechter said that budget reduction would mean elimination of many essential school services, inasmuch as 93 per cent of the budget is allocated to teachers' salaries. She insisted that the brunt of this curtailment would be borne by New York City, which is already bearing the heaviest portion of the state tax. The letter stated:

"We urged the legislature last year to setup a commission that would study the whole relationship of State Aid with regard to New York City's share of the education cost. We have not swerved from this position. We have repeatedly been assured by the commission leaders and by other legislators that no cuts in State Aid would be effected by the Legislature until this commission had the opportunity to render its report. We, therefore, regard your recommendation to the State Legislature as premature and definitely inimicable to the best interests of the children."

### Altman Gets It

Several years ago Dr. Emil Altman, chief medical examiner of the Board of Education, was quoted as saying that 1,500 school teachers were physically, mentally or emotionally unfit to teach. Immediately, teachers and organizations of teachers throughout the city protested vigorously. Later, Dr. Altman declared that he had been misquoted and misunderstood. However, similar statements were periodically attributed to him.

Last week, Dr. Altman retired. On the day of his retirement, the Joint Committee of Teachers Organizations issued an edition of its "Bulletin," which carried an article likewise attacking Dr. Altman. The article reviewed the history of the unfit teacher illusion, pointing out that after a thorough investigation by the Board of Education, only 250 teachers out of a possible 37,500—a mere two-thirds of one percent—

were found unfit to teach. The article further explained that a committee headed by Commissioner Johanna M. Lindlof of the Board of Education, and containing four members of the Joint Committee, has been organized to uncover the really unfit teachers and thereby "assure the tenure and peace of mind of the rank and file of the city's teaching staff."

### Bill Prohibits Seizure of Lists

Introduction of a bill by American-Laborite Assemblyman J. Eugene Zimmer, of Troy, to prohibit seizure of labor union membership lists by legislative committees was the first step in the fight initiated by the Teacher's Union after their recent defeat in the Court of Appeals.

Dr. Bella V. Dodd, legislative representative of the Union, called for labor's cooperation in the drive to forestall "establishment of official blacklists." "The Teacher's Union used every legal means to protect its membership lists," Dr. Dodd said. "The decision of the Court of Appeals left no further recourse in the courts."

"The Rapp-Coudert Committee has won a temporary legal advantage. All labor must carry the fight for this legislation and thus secure permanent victory."

"When we call on labor to fight against official blacklists we mean blacklists," President Charles J. Hendley of Local 5 stated. "The Teacher's Union will hold Mr. Paul Windels to his promise not to make its membership lists public."

Labor union groups throughout the city have petitioned Mr. Windels to keep the list of Local 5's members strictly confidential. Windels insisted that the roster would only be used by the committee for its investigation and would not be open to inspection by any curious citizen.

### Mrs. Healy Honored

City, state and Board of Education officials joined 1,200 teachers in honoring Mrs. May Andres Healy, president of the Bronx Boro-Wide Association of Teachers, at a dinner in the Hotel Astor. Speakers included Lieutenant Governor Charles Poletti, Senate minority leader John J. Dunigan, Assemblymen Frank J. Costello and John A. Devany, Jr., Board of Education Commissioner Johanna

M. Lindlof, Assistant Superintendent Hazen Chatfield, Bronx Borough President James J. Lyons and Councilman Joseph E. Kinsley. Dr. Frank E. Whalen, president of the Joint Committee of Teachers' Organizations, was toastmaster.

Mrs. Lindlof, praising the guest of honor, said, "Mrs. Healy has never been afraid to tackle anyone, no matter who he or she may be, on a matter pertaining to the schools. We need people with courage to go to Albany and truly represent us." The Commissioner congratulated the Bronx-Boro Wide Association for selecting a classroom teacher as its head.

Borough President Lyons recommended the discontinuance of municipal radio station WNYC and the Municipal Information Center so that the funds saved could be transferred to meet the needs of the schools. Councilman Kinsley advocated government economies in other fields so that the schools might be better supported.

### In-Service Course For Health Teacher

The New York City Health and Physical Education Teachers Association will conduct three in-service training courses in the teaching of golf, tennis and modern dance in relation to rhythmic body mechanics and fundamental movement. The courses, open to members and non-members, have been approved by Superintendent Jacob Greenberg and Dr. Meeney.

Golf courses will be held in the A. G. Spalding Bldg. Wednesdays and Fridays at 4 p.m.; tennis courses in Textile High School girls gym Tuesdays at 4:15 p.m.; modern dance in relation to rhythmic body mechanics and fundamental movement in the girls basement of Washington Irving High School, Tuesdays at 7 p.m.

Bob Morrison has been engaged to teach the golf classes; Eli Epstein will instruct the tennis classes, and Miss Portia Mansfield will supervise the modern dance, etc., courses. Candidates for golf must register by February 8th; for the other two courses by February 4th. Tennis enthusiasts are requested to register early as this course is limited to 25 members.

### Board of Ed Courses

Free courses in 19 different subjects are now being conducted under the auspices of the Board of Education at Theodore Roosevelt Evening High School, 500 E. Fordham Road. Registration is under way.

### Newark Credit Union

For the fourth successive year, the Newark State School Federal Credit Union declared a dividend of 6% on all paid up \$5.00 shares. Ninety-two loans totaling \$14,393 were extended to the 203 State school employees who are members of the cooperative loan society. Loans ranged from \$25 to \$950.

The credit union is entering its sixth year with a balance of \$10,383.20 in savings and \$9,012 in outstanding loans. Officers are Mary W. Bidwell, president; Benn Townley, Jr., vice-president; Ora S. Cutting, clerk; M. Jean Williams, treasurer.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau. It's at 97 Duane Street, just off Broadway, New York City.

## PARK TOPICS

By B. R. MEEHAN

### Promotion to Gardener

Study Series No. 9

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

93. A spud is (a) used for cutting tap roots of weeds (b) used for clipping grass along fences (c) a small seed flat (d) to whip bent lawns.

94. One of the following which is false is (a) wood ash is a good soil conditioner (b) night time is best for fumigating greenhouses (c) aluminum sulphate is a soil acidifier (d) light soil requires less potash than heavy clay soils.

95. A soil with a pH value of 4 indicates (a) neutral soil (b) slight alkaline soil (c) very strong acid soil (d) strong alkaline soil.

96. Inarching is (a) approach grafting (b) aerial layering (c) a term relating to stooling of grass (d) a leaf propagation method.

97. Of the following statements, the one least correct is (a) loam consists of humus, silt and clay (b) soil consists chiefly of very fine particles of disintegrated rock (c) cover crops thrive on poor soil (d) hairy vetch is controlled by working arsenate of lead into soils.

98. Pollarding is (a) the process of cutting back trees close to their trunks to promote a dense head of foliage (b) a mechanical method of broadcasting lawn seed (c) a method employed to scarify the soil.

Directions: Fill in the answers as required in each of the following:

99. Three common methods of applying fungicides are .....

100. Plants that become spindly

from too rapid growth are referred to as .....

101. Soils neither acid nor alkaline in reaction are referred to as .....

102. Calurea is a .....

103. Kelp potash is obtained from .....

104. Philadelphia (Mock orange) is pruned in .....

105. Three functions of plant roots are .....

106. Define and discuss the terms "long day" and "short day" as applied to the culture of greenhouse plants.

107. Professor Alex Laurie of Ohio State University states that "the soil is a manufacturing plant." Explain what is meant by this expression.

108. Briefly explain the term "puddling" as applied to shrubs. Are evergreen and deciduous shrubs ever puddled? State some of its advantages and disadvantages.

109. Define each of the following gardening terms: (a) bole of a tree (b) explain (c) herbaceous perennial (d) pricked-out.

### Answers

Answers to study series No. 6 are as follows: 53. (A), 54. (A), 55. (B), 57. (weed), 58. (bulb), 59. (flats), 60. (seed & stolens), 61. (transplanting seedling), 62. (tender), 63. (cornels), 64. (mulching), 65. (slumps).

Answers to study series No. 7 are as follows: 69. (fungus disease), 70. (ferns), 71. (black spots & mildew), 72. (runners), 73. (dormant), 74. (winter kill), 75. (C), 76. (D), 77. (A), 78. (D).

Questions to study series numbers 6 and 7 appeared in the January 14 and January 21 edition of the LEADER.

### Practical Test For Female Playground Directors

The practical test for female playground directors (permanent service) will be continued to February 5 and 6 at Evangeline Residence, 132 W. 13th Street, Manhattan.

All candidates have been informed to appear with gym suits and shoes.

### Letter to The Editor

Sirs: Kindly inform me when the Promotion to Park Foreman, Grade 2 written test was held. What were the requirements?

What was the scope of the written test? What was the salary?

J. S.

The written test for Promotion to Park Foreman, Grade 2 was held June 1, 1940. The test was open to the following employees who had served the required periods of time in the titles and classes on or before June 1, 1940: Automobile engine-man, 1 year; Assistant gardener, 1 year; Attendance Service, (Grades 1 and 2), 1 year; Gardeners, 6 months; Instructor (Farming), 6 months; Auto Lawn Mower Engineer, 1 year; Tractor Operator, 1 year; Ticket Agents, 1 year; Labor Class, 3 years. All persons on the preferred list for the titles included above were likewise eligible to participate in the examination.

The written test comprised the following duties of the position: Supervision of men engaged in general park work; familiarity with depart-

mental procedure and regulation; knowledge of factors of maintenance and operation; alertness in regard to improved methods of park work.

Record and Seniority carried a weight of 50; with the written portion of the test carrying the same weight. Salaries are \$1,800 up to but not including \$2,400 per annum.

### If You Belong To Climber-Pruners, Read This

Through unavoidable circumstances, officials of the Climber and Pruners Eligible Association misplaced the names of members. All eligibles are urged to send their name immediately to Charles Liotta, 3108 Winkilson Ave., Bronx. The next meeting of the organization will be held Thursday, February 6, at 8 p.m. in Germania Hall, Third Ave. and 16th St. Members are requested to attend.

### Skating At Flushing Meadow Park

Since the opening day, January 12, more than 25,000 skating enthusiasts have made use of the skating rinks in the New York City Building at Flushing Meadow Park, Queens.

Ice skating will cease in May but roller skating will continue through summer. The rink area may be later made available for basketball, softball or tennis.

### Think It Over

From a recreational standpoint New York is no longer at the foot of the list of American cities. Much still remains to be done before its

recreational system can be called adequate but it has gone a long way toward a proper goal. On the other hand, our maintenance standards have not kept up with this growth and expansion. Already the present staff works long hours of overtime during busy seasons without extra pay and hundreds of employees are required, in summer, to travel long distances from home to reinforce undermanned facilities. There is, however, a minimum below which the City cannot afford to go. If it does the public cannot use the parks with safety, nor can the parks be properly protected from deterioration and vandalism.—From Six Years of Park Progress.

These Men Passed the Auto Enginemman Test

- 1. Lawrence Schonberg, 94.56. 2. Sol S. W. Sabin, 94.36. 3. S. W. L. Lohmohl, 93.48. 4. Morris H. Kremer, 93.32. 5. Ernest H. Martyn, 92.28. 6. Jesse J. W. Brezenoff, 92.24. 7. Samuel E. Goodman, 92.24. 8. Louis C. Carroll, 92.20. 9. Anthony Cohen, 92.18. 10. Joseph B. Lieber, 92.12. 11. Carl Herrmann, 92.12. 12. Joseph J. MacClave, 92.00. 13. James E. Elliott, Jr., 91.88. 14. Howard P. Richter, 91.76. 15. John W. Cassell, 91.60. 16. Daniel Katz, 91.52. 17. Herbert Kasey, Jr., 90.84. 18. W. J. Mahoney, Jr., 90.84. 19. John T. Weiss, 90.84. 20. Henry F. Abruzzo, 90.80. 21. Joseph P. Lutz, 90.52. 22. Oscar P. Schlengerbaum, 90.44. 23. H. M. Perlmutter, 90.32. 24. Samuel C. Cohen, 90.28. 25. Robert K. Franz, 90.28. 26. Ralph Miller, 90.28. 27. Norman O. Sunden, 90.20. 28. Arthur R. Helmers, 90.12. 29. Frederick G. Schnepf, 90.12. 30. Orestes Hantilles, 90.08. 31. Arthur Lorenz, 89.96. 32. Samuel Engelmeier, 89.92. 33. Samuel Waldorf, 89.88. 34. Vincent J. Venturo, 89.88. 35. Vincent J. Venturo, 89.88. 36. Bernard Spenger, 89.84. 37. George A. Donovan, 89.80. 38. William Schenega, 89.80. 39. William H. Merz, 89.80. 40. Leonard W. Terrone, 89.72. 41. William J. Sutcliffe, 89.60. 42. Frank Huegle, 89.56. 43. Joseph C. Chupke, 89.56. 44. Sidney P. Robinson, 89.56. 45. Hyman Aptaker, 89.52. 46. Harold E. Smith, 89.44. 47. Max Mandel, 89.44. 48. Abraham Nadler, 89.40. 49. Giuseppe Sadalmeri, 89.32. 50. Stephen Porcari, 89.28. 51. Harry V. McKnight, 89.28. 52. Sidney Cohen, 89.28. 53. Robert Kupfersmith, 89.28. 54. William A. Brown, 89.24. 55. William W. Garrett, 89.20. 56. William Hoffman, 89.16. 57. J. O. Grauerhager, 89.12. 58. Charles E. Gallagher, 89.12. 59. Sam Rund, 89.04. 60. Michael Wrzesce, 89.04. 61. Stanley Anderson, 89.00. 62. Allen D. Miller, 89.00. 63. Forrest W. Leslie, 88.92. 64. Sam Schlank, 88.84. 65. Raymond Davis, 88.84. 66. Joseph G. Lee, 88.84. 67. Robert B. Stradling, 88.84. 68. Vincent Castellucci, 88.84. 69. Vincent A. Hooper, 88.84. 70. Arthur Drescher, 88.84. 71. Francis J. Grant, 88.80. 72. Daniel A. Fink, 88.80. 73. Harry Friedman, 88.76. 74. Harry B. Wright, 88.76. 75. Nathan B. Delise, 88.64. 76. Roy J. Hilgeman, 88.64. 77. Charles M. Fyfe, 88.60. 78. William V. Martino, 88.60. 79. Joseph H. Stankaitis, 88.60. 80. Edward H. Smith, 88.56. 81. Patrick C. Moore, 88.52. 82. Walter R. Krueger, 88.52. 83. William F. Coyle, 88.48. 84. Benjamin Albert, 88.48. 85. Frederick L. Hegney, 88.44. 86. Charles Pardi, 88.44. 87. Walter J. Konopka, 88.44. 88. Louis Malignente, 88.40. 89. Harold H. Olson, 88.36. 90. Herbert W. Connor, 88.32. 91. Harry Marcus, 88.32. 92. Charles Gent, 88.28. 93. Gershon Adelevitch, 88.24. 94. Arnold D. Catanzaro, 88.24. 95. Albert P. Stenson, 88.16. 96. Lawrence Monus, 88.16. 97. Emil N. Helne, 88.12. 98. Louis Miller, 88.12. 99. Louis H. Lincoln, 88.12. 100. Douglas W. Fraser, 88.08. 101. Albert Herkholtz, 88.08. 102. John G. Bruck, 88.08. 103. Morton Blumberg, 88.08. 104. Selomon B. Lewis, 88.08. 105. Arthur Bier, 88.08. 106. Alton C. Ericson, 88.04. 107. Paul J. Draper, 88.04. 108. John D. Arbeit, 88.04. 109. Uno E. Stoit, 88.04. 110. Abraham Ruckman, 88.00. 111. Eli Lucash, 88.00. 112. John Clarke, 87.96. 113. Vincent Danni, 87.92. 114. Aloysius Cuthy, 87.92. 115. William N. Cassidy, 87.92. 116. Aloysius H. Berndt, 87.92. 117. Aloysius R. Clyne, 87.88. 118. Richard P. Lynch, 87.88. 119. Sol Aronow, 87.84. 120. Frank M. Hoose, 87.84. 121. Henry W. Freyer, 87.84. 122. William T. Klein, 87.80. 123. Malcolm T. Blumberg, 87.80. 124. Frank, 87.76. 125. Phyllis Holmstock, 87.76. 126. John J. Fagan, 87.72. 127. Alfred M. Scheliff, 87.68. 128. Kurt K. Straus, 87.68. 129. Henry F. Fusciger, 87.68. 130. Anthony L. Meleski, 87.68. 131. Thomas A. Ford, 87.64. 132. Samuel Nugent, 87.64. 133. Sidney A. Kawaletic, 87.64. 134. Thomas J. Kerr, 87.60. 135. Thomas Hayes, 87.56. 136. Oscar W. Mueller, 87.56. 137. James J. McLoughlin, 87.56. 138. Louis Lustig, 87.52. 139. John Perkins, 87.52. 140. George Shaw, 87.48. 141. Walter M. Monsees, 87.48. 142. Fritz W. Kuhling, 87.48. 143. Joseph H. Tully, 87.48. 144. Charles A. Rossmann, 87.48. 145. Edward A. Woska, 87.44. 146. Fred A. Schmiedel, 87.44. 147. Edah Friedman, 87.40. 148. Emil J. Reich, 87.40. 149. George L. Rider, 87.36. 150. Solomon Grossman, 87.36. 151. Anthony J. Migliacotto, 87.36. 152. Harold Moller, 87.32. 153. Harold F. L. Kay, 87.32. 154. Frank A. Poskonka, 87.28. 155. Joseph E. Reschner, 87.24. 156. Gabriel Marcus, 87.24. 157. John E. Haspel, 87.24. 158. Ben Florenza, 87.24. 159. Daniel Silverstein, 87.16. 160. William Metzger, 87.16. 161. Alfred Davidson, 87.12. 162. Andrew Wohl, 87.08. 163. Arthur Isaken, 87.08. 164. Chester Shaw, 87.04. 165. Nicholas Iannicelli, 87.04. 166. Frank J. Campbell, 87.00. 167. Frank J. Pacifico, 87.00. 168. Victor C. Brennan, 87.00. 169. Henry H. Toma, 87.00. 170. Joseph A. Mrowka, 86.96. 171. Phillip Mendelson, 86.96. 172. Gilbert Daddario, 86.96. 173. Alfred Reller, 86.92. 174. Peter Millitello, 86.92. 175. Arthur P. Junge, 86.88. 176. Edwin P. Higgins, 86.88. 177. Charles M. Reed, 86.88.

(Continued on page 12)













# Large Number of Defense Jobs Available

(Continued from Page 16)

which included operation of high speed radio communication equipment. Maximum age, 48 years. Applications may be filed until further notice.

**Junior Occupational Therapy Aide, \$1,620 a year.** Requirements: Completion of 36 hours of study in occupational therapy school plus 6 months of experience in administrative or occupational therapy; or completion of 2 years of college study and 1 year of occupational therapy and 1 year of experience; or the equivalent. Maximum age, 45 years. February 10th.

**Junior Veterinarian, \$2,000 a year.** Requirements: Applicants must have completed a full course of study in a veterinary college. Applications from senior students will be accepted. Maximum age, 45 years. February 17th.

**Machinist, \$6.72 to \$8.88 a day.** Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

**Master-at-Arms, \$1,362 a year.** Requirements: Applicants must have had at least 1 year's experience at Master-at-Arms. One year of experience as Seaman, second class, or 6 months as Seaman, first class, in the U. S. Navy is acceptable. Applicants must be certified lifeboat men. Maximum age, 50 years. February 14th.

**Medical Guard Attendant, \$1,620 a year; Medical Technical Assistant, \$2,000 a year.** Requirements: Graduation from a school of nursing; or 3 years of experience as attendant or guard-attendant in the federal service; or completion of at least 3 years of active service in the Medical Corps. Age limits, 25 to 53 years. February 17th.

**Occupational Therapy Aide, \$1,800 a year.** Requirements: Graduation from a school of occupational therapy in a Veteran's Administration Facility; or the equivalent. Maximum age, 45 years. February 10th.

**Physiotherapy Aide, \$1,800 a year; Junior Physiotherapy Aide, \$1,620 a year.** Requirements: Satisfactory experience in physiotherapy is necessary. Maximum age, 45 years. February 17th.

**Principal Inspector (Subsistence Supplies), \$2,600 a year; Senior Inspector (Subsistence Supplies), \$2,300 a year; Inspector (Subsistence Supplies), \$2,000 a year; Assistant Inspector (Subsistence Supplies), \$1,800 a year; Junior Inspector (Subsistence Supplies), \$1,620 a year.** Requirements: Satisfactory inspectional experience is necessary. The lengths of experience vary according to the grade of the position. Laboratory experience or college training may be substituted for part of the required inspectional experience. Maximum age, 53 years. Applications may be filed until further notice.

**Psychiatric Nurse, \$3,200 a year.** Requirements: Applicants must have had at least 7 years of satisfactory experience in the nursing field. Maximum age, 53 years. February 17th.

**Refrigerating Engineer, \$2,250 a year.** Requirements: Applicants

must have had 3 years of experience in the operation, maintenance, and repair of ice making machinery. In addition, a service certificate issued by a Board of Local Inspectors and a continuous discharge book or certificate of identification is necessary. Maximum age, 50 years. February 20th.

**Sanitary Technician, \$1,800 a year; Assistant Sanitary Technician, \$1,620 a year.** Requirements: Satisfactory experience as a sanitary technician. Medical school training may be substituted for part of the required experience. Maximum age, 53 years. February 10th.

**Senior Consultant in Social Services, \$4,600 a year; Consultant in Social Services, \$3,800 a year; Associate Consultant in Social Services, \$3,200 a year.** Requirements: Applicants must have completed a 4 year course leading to a bachelor's degree, including or supplemented by 1 year of study in a school of social work, or the completion of certain specialized courses. In addition, responsible paid experience is necessary. The length, kind and quality of experience vary according to the grade of the position. Maximum age, 53 years. February 10th.

**Senior Inspector, Ordnance Material, \$2,600 a year; Inspector, Ordnance Material, \$2,300 a year; Associate Inspector, Ordnance Material, \$2,000 a year; Assistant Inspector, Ordnance Material, \$1,800 a year; Junior Inspector, Ordnance Material, \$1,620 a year.** Requirements: Applicants must have had satisfactory experience in the inspection and testing of raw or ordnance materials. Collegiate training in mechanical or civil engineering or

metallurgy may be substituted for experience. The degree of difficulty of work performed and length and specialization of experience vary according to the grade of the position. Maximum age, 55 years. Applications may be filed until further notice.

**Student Dietitian, \$420 a year; Student Physiotherapy Aide, \$420 a year.** Requirements: Applicants must have completed a 4-year course leading to a bachelor's degree with major work in dietetics or physical education. Applications will be accepted from senior students who will meet the eligibility requirements prior to September, 1941. Age limits, 20 to 28 years. February 24th.

**Toolmaker, \$7.20 to \$9.36 a day.** Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

**Translator (14 optional languages), \$1,800 to \$2,300 a year.** Requirements: Ability to make close idiomatic or literal translations from or into one or more of the optional languages. Age limits, 18 to 53 years. February 10th.

**Under Library Assistant, \$1,440 a year; Minor Library Assistant, \$1,260 a year.** Requirements: Formal training in a library school; or completion of a library apprenticeship course; or paid library experience. Age limits, 18 to 53 years. February 10th.

## N. J. Issues 61 Tests

The State of New Jersey has released a schedule of 61 tests in its February series, covering a wide variety of job openings throughout the state.

The tests, together with the days on which they will be held, follow:

**Thursday, February 13 (Promotion Exams)**

Investigator, Motor Fuel Division—Open to Junior Investigators in Division (\$2,820-\$3,000).

Head Corporation Tax Clerk—Open to certain clerical categories in State Tax Department (\$2,820-\$3,860).

Senior Clerk-Stenographer—Open to clerk-typists and stenos in State Board of Tax Appeals (\$1,380-\$1,680).

Truck Driver—Street Department, Rahway (55c-60c an hour).

Food and Drug Inspector—Open to Food and Drug Inspectors of lower salary, Public Works, Newark (\$2,001-\$2,500).

Meat Inspector—Open to Meat Inspectors in \$1,501-\$2,000 grade (\$2,001-\$2,500).

Attendant (Life Guard)—Department of Public Works, Newark (\$1,501-\$2,000).

Principal Supervising Inspector—Department of Public Works, Newark (\$3,200).

Public Health Nurse—Newark (\$1,501-\$2,000).

Principal Clerk—Department of Pub-

lic Works, Newark (\$2,001-\$2,500).

Janitor, Class A—Board of Education, Newark (\$2,800-\$3,600).

Police Sergeant—Police Department, Morristown (\$2,600).

**Monday, February 17 (Competitive Exams)**

Game Conservator (\$1,200-\$1,500).

Tabulating Machine Operator (male) (\$1,200-\$1,500).

Junior Civil Engineer (\$1,500-\$1,920).

Junior Biochemist (\$1,500-\$1,920).

Tinsmith (prevailing rates).

General Duty Nurse—Medical Center, Jersey City (\$900-\$1,080, plus maintenance).

Supervising Nurse—Medical Center, Jersey City (\$1,080-\$1,500, plus maintenance).

Druggist—Medical Center, Jersey City (\$2,000).

X-Ray Technician—Medical Center, Jersey City (\$1,200).

Supervisor of Operating Room Nurses—Medical Center, Jersey City (\$1,500, plus maintenance).

Laboratory Helper—Public Works, Newark (\$960).

Public Health Nurse—Public Works, Newark (\$1,200).

Graduate Nurse—Atlantic City (\$1,080).

**Thursday, February 20 (Competitive)**

Gardener (\$1,500).

Assistant Dietitian (female)—State Hospital, Greystone Park (\$1,380-\$1,680).

Library Clerk (female)—State Hospital, Greystone Park (\$1,080-\$1,440).

Dairyman—Manual Training School, Bordentown (\$600 plus maintenance).

Registration Clerk and Cashier (female)

(Continued on Page 18)

## Other U. S. Tests Open for Filing

**Aeronautical Engineer, \$3,800.**

**Anglesmith (Heavy Fires), \$8.54 to \$9.50 a day.**

**Anglesmith (Other Fires), \$7.58 to \$8.54 a day.**

**Artistic Lithographer, \$1,800.**

**Associate Aeronautical Inspector, \$3,500.**

**Associate Air Carrier Inspector (Operations), \$3,800.**

**Associate Air Carrier Maintenance Inspector, \$2,900.**

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

**Associate Inspector (Powder and Explosives), \$2,000.**

**Associate Medical Officer, \$3,200.**

**Associate Naval Architect, \$3,200.**

**Blacksmith (Other Fires), \$7.58 to \$8.54 a day.**

**Boatbuilder, \$7.87 to \$8.83 a day.**

**Chemist (Explosives), \$3,800.**

**Chief Engineering Aid (Aeronautical), \$2,600.**

**Chief Engineering Draftsman, \$2,600.**

**Chief Engineering Draftsman (Aeronautical), \$2,600.**

**Chief Engineering Draftsman (Ordnance), \$2,600.**

**Chipper and Caulker (Iron), \$7.58 to \$8.54 a day.**

**Civil Engineer, \$3,800.**

**Coppersmith, \$8.45 to \$9.40 a day.**

**Die Sinker, \$8.83 to \$9.80 a day.**

**Driller, \$6.34 to \$7.30 a day.**

**Engineer, \$3,800.**

**Engineering Aid (Aeronautical), \$1,800.**

**Engineering Draftsman, \$1,800.**

**Engineering Draftsman (Aeronautical), \$1,800.**

**Engineering Draftsman (Ordnance), \$1,800.**

**Flange Turner, \$8.06 to \$9.02 a day.**

**Frame Bender, \$8.06 to \$9.03 a day.**

**Gas Cutter or Burner, \$6.62 to \$7.58 a day.**

**Inspector, Engineering Materials, \$2,000.**

**Inspector, Engineering Materials (Aeronautical), \$2,000.**

**Inspector of Clothing, \$2,000.**

**Inspector of Hats, \$2,000.**

**Inspector of Textiles, \$2,000.**

**Inspector (Powder and Explosives), \$2,300.**

**Inspector, Ship Construction, \$2,000.**

**Inspector (Signal Corps Equipment), \$2,600.**

**Instructor, Air Corps Technical School, \$3,800.**

**Instrument Maker, \$7.44 a day to \$1.24 an hour.**

**Junior Airway Traffic Controller, \$2,000.**

**Junior Artistic Lithographer, \$1,440.**

**Junior Copper Plate Map Engraver, \$1,440.**

**Junior Engineer, \$2,000.**

**Junior Graduate Nurse, \$1,620.**

**Junior Inspector Engineering Materials, \$1,620.**

**Junior Inspector Engineering Materials (Aeronautical), \$1,620.**

**Junior Inspector of Clothing, \$1,620.**

**Junior Inspector of Textiles, \$1,620.**

**Junior Inspector (Powder and Explosives), \$1,620.**

**Junior Inspector (Signal Corps Equipment), \$2,000.**

**Junior Instructor, Air Corps Technical School, \$2,000.**

**Junior Procurement Inspector, \$1,620.**

**Lens Grinder, \$5.92 to \$8.00 a day.**

**Loftman, \$1.04 to \$1.12 an hour.**

**Marine Engineer, \$3,800.**

**Marine Surveyor, \$3,200.**

**Mechanical Engineer (Industrial Production), \$3,800.**

**Medical Officer, \$3,800.**

**Metallurgical Engineer, \$3,800.**

**Metallurgist, \$3,800.**

**Molder, \$8.93 to \$9.88 a day.**

**Naval Architect, \$3,800.**

**Negative Cutter, \$1,800.**

**Physicist, \$3,800.**

**Pipe Coverer and Insulator, \$7.78 to \$8.74 a day.**

**Principal Chemist (Explosives), \$5,600.**

**Principal Engineering Aid (Aeronautical), \$2,300.**

**Principal Engineering Draftsman, \$2,300.**

**Principal Engineering Draftsman (Aeronautical), \$2,300.**

**Principal Engineering Draftsman (Ordnance), \$2,300.**

**Principal Marine Engineer, \$5,600.**

**Principal Metallurgical Engineer, \$5,600.**

**Principal Metallurgist, \$5,600.**

**Principal Naval Architect, \$5,600.**

**Principal Physicist, \$5,600.**

**Procurement Inspector, \$2,300.**

**Puncher and Shearer, \$6.05 to \$7.01 a day.**

**Radio Monitoring Officer, \$3,200.**

**Riveter, \$7.78 to \$8.74 a day.**

**Saw Filer, \$9.02 to \$9.93 a day.**

**Sheet Metal Worker, \$8.45 to \$9.41 a day.**

**Shipfitter, \$6.81 to \$8.93 a day.**

**Shipwright, \$7.97 to \$8.93 a day.**


**Civil Engineer (Senior, \$4,600; Civil, \$3,800; Associate, \$3,200; Assistant, \$2,600). Optional branches: Cadastral; Construction; Safety; Sanitary; Soil Mechanics; General.**

**Medical Officer (Senior, \$4,600; Medical, \$3,600; Associate, \$3,200).**

**Engineering Draftsman (Chief, \$2,600; Principal, \$2,300; Senior, \$2,000; Engineering, \$1,800; Assistant, \$1,620). Optional branches: Electrical; Hull Structures; Marine Engines; Piping (Ship); Ventilation (Ship).**

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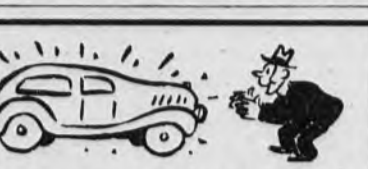
Make..... Year.....

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**Grade 4 Engineers Become Civil**

The Municipal Civil Service Commission last week declared the 11st for Assistant Engineer, Grade 4, appropriate for positions as Assistant Civil Engineer.

# BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

## Committee Members Of Sanitation Employees

At a recent meeting of the Association of Competitive Employees of the Department of Sanitation President George Torre announced the complete list of members of the following committees: Frederick Miller, Chairman of the Entertainment Committee, with Messrs. Golden, Murphy and Bancone assisting; Nathan Cantor, Chairman of the Grievance Committee, with Messrs. Fromer, Cooke and Feeney assisting; Charles E. Smith, Chairman of the Welfare Committee, will have William Hepting and Henry Pfeiffer to help him; Mrs. Emma Cronin, Chairman of the Membership Committee, has Messrs. Baker, Walsh, Heisel, Nagle, Schain, Wilfert, Von Huegel, Obenchain all doing a good job of dues collecting; Edward F. X. Peyton, Chairman of the Legislative Committee, will have Meyer Popp, Arthur Hemmer and Bill McLee doing the legal work of the association; William Grogan, Chairman of the Public Relations Committee, has Jim Dempsey, Johnny Mullen, Edward Nottage and Rose Foglietta to assist him with the publicity.

Among the subjects discussed and acted upon were those of snow, second grade clerk promotions, third and fourth grade promotions; a lengthy discussion was held in regard to getting the maximum of the grade for the foreman of mechanics, with President Torre reporting excellent programs with the Commissioners and the Budget Director's Office in this matter.

All future meetings will be held on the second Friday of the month at the Hotel Edison, as per the by-laws of the new constitution as adopted last month.

## Foremen Condemn Replacement Practice

The Queens Amalgamated Foremen's Association at its regular meeting last week at the Lost Battalion Hall went on record condemning the practice of replacing Foremen with men from other titles as long as an eligible list exists for the position.

## Federal Workers Sponsor Labor Forum

Osmond K. Fraenkel, president of the N. Y. Chapter, National Lawyers Guild, and Daniel Allen, secretary-treasurer of the SCMWA, will be guest speakers at a forum sponsored by the United Federal Workers of America, Local 19 (Social Security Board), on Tuesday, February 4, at 6 p.m. The topic will be: "What are the problems facing labor in the present defense program?"

## Fingerprint Society Meets on Thursday

The Fingerprint Society of America will hold meetings on Thursday evenings, February 6 and 20 in the headquarters at the Pulitzer Building, 63 Park Row, Manhattan, at 8:30 p.m.

An interesting program has been arranged for both meetings. The committee on Science and Practice will be in charge.

## Navy Yard Group Meets in Brooklyn

A joint membership meeting of the Navy Yard Civil Service Association and its affiliated organization, the Federation of Architects, Engineers, Chemists and Technicians, Chapter 24, will be held Thursday, February 13, at 6 p.m. in the auditorium at 592 Fulton St., Brooklyn. The delegation to Washington will present a report on progress made on the revised wage scale for technical men and overtime pay for clerks.

## Asst. Gardeners Meet

The five Borough Assistant Gardeners organization (permanent) will hold its next meeting on Tuesday, February 4, at 8:30 p. m. at 52 Chambers St., Manhattan.

An election of officers is scheduled for the meeting. Other important matters will also be considered.



**OFFICERS AND COMMITTEE CHAIRMEN** of the Association of State Civil Service Employees. Seated, left to right: John F. Powers, 2nd Vice President, State Insurance Fund; J. Earl Kelly, President, Motor Vehicle Bureau; Ruth A. Hawe, Recording Sec'y., Taxation Dept.; Bernhard C. Riffell, 1st Vice President, Education Dept.; standing, left to right: John J. Adler, Chairman, Publicity Committee, Motor Vehicle Files Bureau; George Mencher, Treasurer, Law Department; Theodore D. Gold, Corresponding Sec'y, Labor Dept.; Lawrence Epstein, Financial Sec'y, Taxation Dept.; James Slavin, 3rd Vice President and Chairman of D.P.U.I. Committee; Milton Schwartz, Chairman, Legislative Committee.

## Fire Eligibles Re-Elect Officers

At the balloting of the Fire Eligibles Association, held last Friday evening, the incumbent slate was re-elected. Names of the officers: Edward J. Quinn, Jr., President; Joseph Keogh, Jr., Vice-president; Joseph J. Nichols, Secretary; Warren Smith, Treasurer. Borough Representatives: Bill Wrightson for Queens; Albert Vottinelli for Bronx; Steve Golas for Brooklyn; Andrew Kerner for Manhattan; Francis Hamm for Richmond; James Harvey for Richmond. The incumbents won by a 4-1 vote. The opposition slate then moved to support the organization fully. President Quinn appointed Bob Bausch chairman of the Employment Survey Committee.

Plans were adopted to urge the Mayor to fill all existing vacancies. There were 419 vacancies as of December 1. A careful survey will be made to have the Fire list declared appropriate for as many jobs as possible.

## Attendant-Messengers To Meet Friday

The Attendant Messengers Eligible Association will hold a meeting Friday evening, February 14, at the Hudson Public Library, 10 Seventh Avenue South. Daniel Kulansky, president of the Association, stated that the eligibles have succeeded in having their list certified for appointment as Hospital Attendants. Kulansky urged all eligibles to attend the next meeting.

## Clerks Elect

The annual election of officers of the Head Clerks Association (Department of Welfare) was held on January 28. The new officials are: Philip Kippel, president; Thomas Baer, 1st vice-president; Bernard Leffler, 2nd vice-president, and Marco Corigliano, secretary-treasurer.

The association reports that through conferences with Ellis Rannen of the Division of Staff Relations, the following advances have been made: 1) status of head clerks to be maintained. Head clerk clerks in other job categories due to consolidation are to be placed on a preferred list and assigned to the next head clerk vacancy in the order of seniority; 2) more local participation between head clerks and office managers; 3) validity of Civil Service Ratings submitted by head clerks upheld; 4) representation on the second committee on clerical procedure has been secured.

The next meeting is to be held Saturday, February 15 at 12:45 p.m. at the Rand School, 7 E. 15th St., Manhattan.

## ASCSE to Hear Legislative Report

The New York City Chapter of the Association of State Civil Service Employees will meet tonight, Tuesday, February 4, at 5 o'clock in room 500, State Office Building, 80 Centre St., N. Y. C. Reports of the Legislative Committee and the Budget Survey Committee will be rendered by Milton Schwartz and Bernhard C. Riffel.

## Old-Time Uniforms At He- and She-Cop Dance

A collection of policeman and policewoman uniforms of yesteryear will be on display Saturday night when a joint dance of the Patrolmen and Policewomen eligibles is held at the Hotel Pennsylvania. Eligibles themselves are to wear the uniforms in a pageant.

The uniforms belong to John W. Donaldson, retired member of the Police force. They were on exhibition during the World's Fair at the New York City Building.

Don Henri's orchestra will provide the dance tunes, and a modern dance group is among the entertainment features.

Invitations have gone out to Mayor Franklin D. Roosevelt, Mayor La Guardia, city commissioners, police and police officials, members of the bench, and members of the City Council.

## Machinists Meet

The next regular meeting of the Brotherhood of Certified Civil Service Machinists and Helpers of the City of New York will be held at Germania Hall, 160 3rd Ave., Friday, February 7 at 8 p.m.

An installation of officers will feature the meeting.

## New Jersey Tests

(Continued from Page 17)

male)—Weights and Measures, Bergen County (\$1,200). Graduate Nurse (X-Ray Technician)—Passaic County Welfare Board (\$1,000 plus one meal). Patrolman—Atlantic City (\$2,000-\$2,550). Fireman—Atlantic City (\$2,050-\$2,350).

**Monday, February 24**  
(Competitive)

Inspector—Department of Motor Vehicles (\$1,800-\$2,700). Junior Statistical Clerk (\$1,080-\$1,440). Junior Research Assistant (\$1,440-\$1,800). Hoisting Engineer (Apprentice) (\$30 a week). Mechanic's Helper (prevailing rates). Supervisor—City Home Property, Newark (\$2,000). Supervisor—Lodging House, Newark (\$2,000). Engineer in Charge (prevailing rates). Policewoman—Trenton (\$1,850).

**Thursday, February 27**  
(Competitive)

Jail Keeper—Bergen County (\$2,000-\$2,800). Referee—Workmen's Compensation Bureau (\$2,500). Operator, Patrol Boat—State Department of Health (\$100-\$125 per month). Institutional Repairman (prevailing rates). Junior Library Assistant—Union Township (\$720-\$900). Family Visitor—Newark (\$1,200-\$1,680). Investigator, Venereal Disease—Newark (\$1,620). Superintendent of Baths—Newark (\$2,000). Janitor—East Orange (\$1,200-\$1,800). Assistant Civil Engineer (promotion)—Open to engineers in State Highway Department (\$1,980-\$2,520). Engineering Draftsman—Promotion open to draftsman in State Highway Department (\$1,500-\$1,920). Senior Draftsman—Promotion open to engineering and map draftsman in State Highway Department (\$1,800-\$2,520). Senior Draftsman (\$1,980-\$2,520).

All persons interested in applying for New Jersey examinations must file not less than five days before the announced date of the test. For complete requirements concerning any specific test, write to the New Jersey State Civil Service Commission, State House, Trenton, N. J. Only residents of New Jersey are eligible.

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## Where Do I Stand?

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

	Ranking	Percentage
<b>Junior Clerk</b>		
Permanent—New York—\$900	518	86.90
Permanent—Albany—\$900	2,446	82.70
Temporary—New York—\$900	1,224	84.825
Temporary—Albany—\$900	2,696	82.40
<b>Junior Stenographer</b>		
Permanent—New York—\$900	771	87.10
Permanent—Albany—\$900	2,014	81.90
Temporary—New York—\$900	1,024	86.20
Temporary—Albany—\$900	2,101	81.40
<b>Junior Typist</b>		
Permanent—New York—\$900	841	88.20
Permanent—Albany—\$900	1,133	87.36
Temporary—New York—\$900	1,145	87.30
Temporary—Albany—\$900	1,214	87.10
<b>Assistant File Clerk</b>		
Permanent—New York—\$900	100	89.50
Permanent—Albany—\$900	1,102	85.60
Temporary—New York—\$1,200	472	87.30
Temporary—Albany—\$1,200	584	86.90
Temporary—Albany—\$900	658	86.60
Temporary—Albany—\$900	1,284	85.30
Latest appointments from these lists are:		
<b>Junior Clerk</b>		
New York—\$900	863	87.45
Albany—\$900	2,056	83.25
<b>Junior Stenographer</b>		
New York—\$900	498	88.30
Albany—\$900	1,889	82.60
<b>Junior Typist</b>		
New York—\$900	576	89.20
Albany—\$900	840	88.20

# Amusement Parade

By JAMES CLANCY MUNROE

**Stuff and Fun**  
 Holdovers form the greater part of the menu this week. Of "PHILADELPHIA STORY" is featured dish. Other specials: "TY FOYLE" continuing at the Globe and "NIGHT TRAIN" motor-roller and "ONE WITH THE WIND" remains at the Capitol.  
 "PHILADELPHIA STORY'S" success becomes even more obvious when it is disclosed that it is only second picture in the history of Music Hall to be held over for weeks. The first was "RECCA."  
 Leading the list of new dishes of the week is "VIRGINIA," playing at Paramount. At the age of two southern belle, whose later stages depicted by Madeline Carroll, is rooted and transplanted to the north. Finally returning to the family mansion in Virginia, Madeline has almost decided that the homestead is not worth keeping; she does not see the faithful heart beats behind the weeds and the. Almost, we say; but not for fate in the character of neighbors, one a southerner and

one a northerner, steps in and influences of Fred MacMurray and Stirling Hayden are brought to bear. But what picture of the south would be complete without a southern mammy. This department is handled very nicely thank you by Louise Beavers with little Carolyn Lee rounding out the cast.  
 The picture is photographed in Technicolor with the natural beauties of Virginia landscape brought out. All in all "VIRGINIA" holds good entertainment value.

"WESTERN UNION," a story of the old west and the spanning of the Continent with telegraph, opens at the Roxy this Thursday. Leading roles are played by Randolph Scott, Robert Young, Virginia Gilmore and Dean Jagger. The Roxy theatre is showing a very interesting exhibit in the lobby; it is made up of old telegraph equipment and other mementos . . .

**Old Favorites**  
 A couple of old American favorites are making their appearance on the screen. Lum and Abner opens this week at local RKO theatres while Clarence Kelland's Scattergood Baines goes into production.



"... TAKE A TELEGRAM" Randolph Scott, appearing in the world's premiere of Western Union, to begin at the Roxy on Thursday.

## Your Chances for Appointment

The latest certifications of the Municipal Civil Service Commission are given below. An asterisk (\*) with the last number certified, indicates that certification has been made during the past week. The letters P and T stand for probably permanent and temporary.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, COrtlandt 7-8880.

Title	Dept.	Salary	P or T	Last No.
Accountant, Grade 2	Welfare	\$2,400	P	132
Assistant Alienist	Hospitals	2,040 w/m	T	25
Assistant Chemist	Health	960	P	79
Assistant Engineer, Gr. 4 (pro.)	Water Supply	3,120	P	*8
Assistant Gardener	Hunter College	1,200	P	226
Attendant-Messenger	Parks	.50 hr.	P	*1,043
Bacteriologist	Hospitals	2,160	P	16
Blacksmith	Sanitation	9.50 day	P	7
Bridgeman and Riveter	Public Works	13.20	P	29
Carpenter	Boro. Pres. Rich.	2,000	P	41
Clerk, Grade 2	For appointment	500	P	1,732
"	Health	840	P	4,741
"	Hospitals	840	T	*4,013
" (night work)	Hospitals	840	P	*5,163
"	Hospitals	600 w/m	P	*5,911
" (female)	Hospitals	600 w/m	P	*5,338
Court Attendant	City Mag. Court	1,800	P	106
Electric Repairman	Transportation	.75 hr.	P	30
Elevator Mechanic (approx.)	Housing & Bldgs.	2,100	P	35
Fan Maintainer	Tunnel Authority	.75 hr.	P	3,300
Fireman F. D.	Fire	2,000	P	3,300
" (approx.)	Water Supply	1,800	T	*3,324
Inspector of Masonry and Carpentry	Water Supply	1,800	P	75
Inspector of Plumbing	Water Supply	1,800	P	*75
House Painter	Education	9.50 day	T	*24
Janitor Engineer	Education	7,110-5,232	P	27
Junior Accountant	Boro. Pres. Queens	1,800	P	141
Junior Architect	Transportation	2,160	P	*29
Junior Assessor	Tax	1,920	P	24
Junior Bacteriologist	Hospitals	1,500	T	111
Junior Engineer, Electrical, Gr. 3	Tunnel Authority	2,160	P	169
Laboratory Assistant	Health	960	P	*93
Laboratory Helper (women)	Hospitals	360-480 w/m	P	*1,857
"	Hospitals	780-720	P	*665
" (Approx.)	Hospitals	540	P	*682
Machinist	Public Works	9 day	T	76
Medical Inspector (cardiol)	Health	5 session	P	*22
" (pediatrics)	Health	5 session	P	156
Patrolman	Police	1,200	P	360
Patrolman, P.D. No. 3	Civil Service	150 month	T	*92
Pharmacist	Hospitals	1,800	P	52
"	Health	1,200	T	72
Physio Therapy Technician	Hospitals	1,200	P	28
Policewoman	B. P. Bldg.	1,200	P	*140
"	Parks	.50 hr.	P	*206
Porter	Brooklyn College	1,200	P	*555
"	Hospitals	780	P-T	*1,957
"	Hospitals	720	P	*2,650
Sanitation Man, A, List No. 1	B. P. Man.	1,500	P	*218
"	Sanitation	1,800	P	210
"	Education	5.50 day	P	*184
Sanitation Man, List No. 2	Health	1,140	P	*802
Sp. al Patrolman	Transportation	.50 hr.	P	1,200
"	Correction	1,760	P	*274
Station Agent	Transportation	1,800	P	*276
Stenographer and Typewriter, Gr. 2	Sanitation	1,200	P	1,802
"	Hospitals	1,200	T	1,339
Telephone Operator	Water Supply	1,200	P	*36
Third Rail Maintainer	Transportation	.70 hr.	P	15
Typewriting-Copist, Grade 2	"	960	P	2,005
"	"	960	T	2,617
Watchman-Attendant, Grade 1	Hospitals	1,200	T	*626
"	Hospitals	840	P	*877
"	Hospitals	600 w/m	P	1,090

w/m means with Maintenance.

## Is Your Exam Here?

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

### COMPETITIVE TESTS

**Administrative Assistant (Welfare):** The rating of Part II of the Public Relations Specialty has been completed. The oral interview for specialty held last week. The rating of Part II of the other specialties is in progress.  
**Airport Assistant:** 170 candidates qualified on the written test.  
**Asphalt Worker:** Appeals on tentative key under consideration.  
**Inspector (Railroad):** Rating of written test completed.  
**Inspector (Utility Buildings):** Written test rated.  
**Assistant Director (N. Y. C. Information Center):** Written test held. Answers in this issue. 376 candidates appeared.  
**Assistant Engineer (Designer):** Board of Water Supply: All key approved.  
**Assistant Engineer (Drill Operator):** Grade 4: The rating of experience has begun.  
**Automobile Engineman:** List appears in this issue.  
**Baker:** Rating of written test completed.  
**Buildings Manager (Housing Authority):** Written test scheduled for Feb. 8.  
**Car Maintainer, Group G:** All parts of examination completed except final experience.  
**Clerk, Grade 2 (Board of Higher Education):** Rating of Part A of written test completed.  
**Continuity Writer:** Rating of written test completed. The experience interview will be administered soon.  
**Book:** Rating of written test completed.  
**Court Stenographer:** Rating of Part A held up pending clarification of court determination.  
**Scientist (Part Time):** Tentative published elsewhere in this issue.  
**Scientist:** Rating of qualifying experience nearly completed.  
**Gasoline Roller Engineer and Asphalt Roller Engineer:** Written test scheduled for February 18.  
**Inspector of Blasting, Grade 2:** Written test scheduled for February 6.  
**Administrative Assistant (Engineering):** Part II of the maintenance specialty Feb. 15.  
**Administrative Assistant (Welfare):** (See Administrative Assistant.)  
**Junior Assessor (Engineering):** Written test rated.  
**Junior Engineer (Mechanical):** Grade 3: Appeals on tentative key considered.  
**Junior Engineer (Sanitary) Grade 4:** All parts of examination held.  
**Junior Engineer (Signals) Grade 4:** Written test completed.  
**Junior Psychologist:** Rating of written test nearly completed.

**Maintainer's Helper, Group A:** Competitive physical completed.  
**Maintainer's Helper, Group B:** Rating of written test completed. Competitive physical will be completed February 6.  
**Maintainer's Helper, Group C:** Written test completely rated. Competitive physical completed.  
**Maintainer's Helper, Group D:** Competitive physical completed.  
**Mechanical Maintainer, Group B:** Practical test completed.  
**Office Appliance Operator:** Practical tests for various office appliances in progress.  
**Playground Director (Female):** Permanent Service: Oral practical tests continued through this week.  
**Section Stockman (Welfare):** The rating of Part I completed. Part II now being rated.  
**Senior Maintainer (Office Appliances—Typewriters):** Written test administered.  
**Signal Maintainer, Group B:** All parts of this examination are completed.  
**Stenotypist, Grade 2:** Part A of written test completely rated.  
**Structure Maintainer:** All parts of this examination are completed.  
**Supervising Tabulating Machine Operator (I.B.M. Equipment) Grade 4:** Written test has been given.  
**Telephone Operator, Grade 1 (Female):** A list is now being constituted as a result of selective certification from the list for Clerk Gr. 2.  
**Typewriting Copyist, Grade 1:** Rating of written test is completed.  
**X-Ray Technician:** Rating of written test is in progress.

### PROMOTION TESTS

**Assistant Director of Public Assistance, Grade 5:** Rating of written test is completed. The oral interview will begin soon.  
**Assistant Station Supervisor:** Tentative key published.  
**Assistant Supervisor, Grade 2 (Social Service):** Examination held in abeyance pending clarification of litigation.  
**Assistant Train Dispatcher:** The rating of the written test completed.  
**Bridge Sergeant (Triborough Bridge Authority):** Rating of written test in progress.  
**Captain (Fire Department):** Part I completely rated. Parts II and III now being rated.  
**Car Maintainer, Group G:** All parts of examination completed.  
**Conductor:** Rating of written test begun.  
**Court Clerk, Grade 3 (Magistrates' Court):** Rating of written test in progress.  
**Court Stenographer:** Rating of written test held in abeyance pending outcome of litigation.  
**Elevator Operator (Department of Hospitals):** Report on final key answers being prepared.

**Head Dietitian:** Rating of written test under way.  
**Junior Administrative Assistant (City-Wide):** Objections to tentative key answers being considered.  
**Junior Assistant Corporation Counsel, Grade 3 (Law Department):** Written test rated. The experience interview will be conducted soon.  
**Junior Counsel, Grade 3 (New York City Housing Authority) and (Division of Franchises, Board of Estimate):** Written test rated.  
**Senior Dietitian:** Rating of written test begun.  
**Senior Psychologist:** Examination held in abeyance pending a final reclassification determination.  
**Senior Supervisor, Grade 4 (Social Service):** Examination held in abeyance pending clarification of litigation.  
**Station Supervisor:** Rating of written test begun.  
**Supervising Tabulating Machine Operator, Grade 3:** Written test has been given.  
**Supervisor, Grade 3 (Social Service):** Examination held in abeyance pending outcome of litigation.  
**Towerman:** Rating of written test begun.  
**Train Dispatcher:** Rating of written test in progress.  
**Yardmaster:** Rating of written test completed.

### LICENSING TESTS

**Master Plumber:** Drawing of the panel for the Advisory Board was held last week.  
**Master and Special Electrician:** Rating of both parts of the written test in progress.  
**Oil Burner Installer:** A report on final key has been approved by the Commission.

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## Your Income Tax

By Philip Cohen, Tax Expert

This year the United States Government has dropped the exemption in connection with the federal income tax. Formerly a married man had to file a return if he had a gross income of \$2,500; a single man had to file if he grossed \$1,000. Uncle Sam has now reduced these gross figures to \$2,000 and \$800 respectively for married and single persons.

Every married person living with husband or wife as the case may be must file his, her or their joint return if they grossed \$2,000 during 1940 or more. Against this income \$2,000 is allowed as an exemption. Nevertheless, the return has to be filed whether or not a tax is due. The same is true in the case of a single person except that the minimum is \$1,000.

The United States government still allows an exemption of \$2,500 to a married person and \$1,000 to the single person on their state income tax return. As with the United States government the state requires a return to be filed whether or not a tax has to be paid as long as the married man grosses \$2,500 and a single man \$1,000.

## Classified Advertisements

(Rates: 25c for each six words. Minimum \$1.00. Copy must be submitted before noon on Friday preceding publication.)

### REAL ESTATE FOR SALE—N. Y.

**CHILDREN'S CAMP**—30 beautiful acres, 7 modern buildings, athletic facilities, swimming pool; inspection invited, \$8,500. Terms, Homestead, 9 acres, \$2,250. A. F. ARTHUR, Realty, 19 Foxhall, Colonial Kingston, N. Y.

### PHILATELICS

**FREE** — U. S. COMMEMORATIVES, Battleships, Civil War Revenues, \$1, \$2, \$4, \$5 Stamps, plus illustrated 1941 Price and Check List to U. S. approval applicants. METROPOLITAN STAMPS, 195-F Broadway, N. Y. C.

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## VACATION!

Please send information that will help me plan my vacation.

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Where are you planning to go?.....

Have you any particular hotel or resort in mind?.....

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## Federation Plans Budget Battle

The Federation of Municipal Employees is preparing its annual war with the Board of Estimate. At a recent meeting of the Federation, President Henry Feinstein told the men he had a plan even more spectacular than the movie-showing which enlivened the Estimate hearings last year. One of the Federation's demands will be to retain in the budget a \$50 raise for laborers in the Borough President's office and an increase from \$1,690 to \$1,980 for snow laborers in the entire city. The Federation plans to show motion pictures of pumpers and sewage disposal workers in the Department of Public Works. Feinstein's group is also preparing a radio program to acquaint the public with the work of the sewage disposal laborer.

## Brind Resigns

Charles A. Brind, Jr., recently appointed to the post of chief counsel to the Board of Regents, has just announced his resignation as pres-



Charles A. Brind, Jr.

ident of the Association of State Civil Service Employees. Harold J. Fisher, chief finance officer of the State Department, who was elected vice-president of the ASCSE a few months ago, succeeds Brind.

Brind explained his resignation on the ground that he no longer fills a competitive position. Under his leadership during the past six years, the Association has grown to membership of 34,000 State employees.

## State Promotion

The State Civil Service Commission has just opened the following promotion tests for filing:

Senior Examiner of Municipal Accounts, Bureau of Municipal Accounts, Department of Audit and Control. (Usual salary range, \$3,120-\$3,870.) File by February 15. Fee, \$3.

Senior Account Typist, New York State College of Forestry, Syracuse University. (Usual salary range, \$1,600-\$2,100; appointment expected at minimum, but may be made at less.) File by February 15. Fee, \$1.

Parole Officer, Department of Correction. (Usual salary range, \$2,400-\$3,000; appointments expected at minimum, but may be made at less.) File by February 15. Fee, \$2.

Assistant Account Clerk, Department of Correction. (Usual salary range, \$1,200-\$1,700.) File by February 15. Fee, \$1.

## Suggest Indefinite Term For Rensselaer Secretary

The secretary of the Rensselaer Civil Service Commission should be appointed for an indefinite period and should not be a member of the Commission itself, recommends the State Civil Service Commission after an exhaustive survey by Catherine E. Shanahan, Senior Municipal Research Assistant. Argued the State Commission:

"The learning of the Civil Service procedures and the requirements of the Civil Service Law takes time. Whenever there is a change in the incumbent in the position of Secretary, the learning process has to be gone through with the inevitable confusion and inefficiency which the lack of knowledge of the procedure and law involves."

Among other recommendations: revision of the 1918 rules; revision of the application form; establishment of an eligible list book; establishment of a payroll card; establishment of a classification plan.

## WANTED: More Desirable Girls to Train for Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

### THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

### BEING INTELLIGENT ISN'T ENOUGH

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

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

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

### GETTING A JOB—SCHOOL OR EXPERIENCE?

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

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

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

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


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

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

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

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

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