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Civil Service **LEADER**

Vol. 4 No. 5 ★★★ New York, October 13, 1942 Price Five Cents

Urgent!
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Wanted
To Work in Hawaii

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H.S. GRADS

Government Will Train You
as INSPECTOR

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FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

NYC Clerical Supply Surveyed; More U.S. Offices Coming to Big City

(Exclusive)

WASHINGTON.— The New York regional office of the U.S. Civil Service Commission, it's reported on good authority in Washington, has made a survey of the clerical labor supply in the world's largest city.

If the survey shows a surplus supply, as has been widely predicted, it's a foregone conclusion that more Federal offices will be moved out of Washington to the Big City.

The LEADER broke the story several weeks ago that the War Department was thinking seriously of moving its Allowance and

Allotment Branch to New York City. This office alone is expected ultimately to have approximately 10,000 employees, mainly in the lower paid clerical categories.

And when the unit gets to NYC it's estimated that from 6,000 to 7,000 clerical employees eventually will have to be hired.

War Dept. Moving

While the War Department is thinking about decentralization, it is looking into the possibilities of moving more of its offices out of Washington. The department is now moving more than 1,200 of its Signal Corps employees to Philadelphia, for example, and more moves are in the wind.

The Office of Price Administration and the War Production Board both are again looking to NYC for office space. WPB snapped out a vast decentralization program sometime ago but it fell flat on its face. Now, however, WPB itself has ruled that no more Federal buildings can be built in Washington and WPB doesn't want to break that rule and have one built for itself. Space is needed urgently and it was planned to build another large building that would be shared by WPB and OPA. Now the construction is off.

Members of Congress recently asked Commissioner W. E. Reynolds of the Public Buildings Administration if further decentralization was planned. His answer:

"I do not know how you can avoid it. I think it is absolutely impossible to avoid it."

Now that taxes will be multiplied several times and the tax law is being changed, the Bureau of Internal Revenue will be greatly expanded and much of this expansion will take place right in NYC. The bureau will set up a training school for its employees so they can tell us taxpayers how much we owe and why. The bureau plans to have one of these schools in NYC.

NYC is one spot—and about the only one near Washington that has a surplus labor supply—and with labor tight in Washington, New Yorkers can expect a large influx of Federal establishments.

Suggest Longer Work-Week for Federal Employees

WASHINGTON—That overtime pay bill is being revived again, Senator James Mead is attempting to give it a new lease on life. Members of his committee are trying to tie it on to a longer work week.

The Senator knows full well that he has a first rate fight on his hands, but he's willing to take it on as he's convinced that Federal workers who have fixed incomes are taking it on the chin in this period of inflation. And he also knows that morale and efficiency in the Government isn't what it should be.

One of the toughest issues has been presented by the postal employees who demand a flat 10 per cent raise plus overtime. The Senate Civil Service Committee met in secret session last week and it was tentatively agreed to refuse that demand. It was generally agreed among Committee members that flat 10 per cent raises should be given to postal employees who couldn't work more than 40 hours a week and that time and a half be paid to those the Postmaster General decided could work longer hours.

Longer Work Week

The committeemen also discussed the possibility of placing the Federal service on a longer work week, a flat 48-hours. Government employees have been told for a long time that they were going to have to work longer and harder but a lot of them haven't had to pitch in yet.

Several senators gave it as their point of view that the country would accept the bill if it provided for a longer work week but if the emphasis were placed on overtime pay at a time when the Government itself was trying to stabilize the Nation's economy that it would have a terribly bad effect on the country generally. After all, the bill, though thoroughly justified, wouldn't be explained to the country-at-large, and stories would be put out that the Government was raising the salaries of its own employees.

Does Wage-Freezing Include U. S. Workers?

WASHINGTON—A hot controversy is raging among Federal lawyers over whether the anti-inflation bill covers Federal workers. Some insist that it does but most now agree that only employees in the Army arsenals and Navy yards are covered by it.

The President would have the power to fix Federal salaries if it is decided that the bill gives him power over employee salaries, but if that happens, it's generally agreed that the Ramspeck-Mead automatic promotion act would be laid aside for the duration.

It Looks Like War Dept. at Public School 73

Over at Public School 73, at 209 East 46th Street, Manhattan, where the U. S. Office of Education—directed training course for typists and stenographers is in progress, they're trying to simulate War Department environment as much as possible.

In short, the students taking these "refresher" courses for work in Washington, D. C., at \$1,440 a year, are proceeding through their tasks "as if they are already on the job," according to Mrs. Catharine Dwyer, supervisor at the school.

Individual dictation rather than group dictation is in order whenever possible, points out Mrs. Dwyer, in explaining the methods being utilized to obtain a high degree of efficiency.

Moreover, says she, dictation material from actual War Department files and correspondence is

Probe of Personnel Policies on the Way

WASHINGTON.— A full-dress investigation of Federal personnel policies and all its work will be made by the House Civil Service Committee in collaboration with the Civil Service Commission.

The recent report by the Civil Service Commission that the talents of thousands of Federal workers were being "wasted" was too much for Chairman Robert Ramspeck, and he introduced a joint resolution which called for the inquiry. The House Rules Committee is certain to approve the investigation and Ramspeck

is slated to be made chairman of the investigating committee.

Ramspeck said he would inquire into the growth of the Federal machinery from a million to more than two-and-a-half million employees since the war program began and the necessity for the increase. He wants to make sure that the Government is using properly the talents of all its employees before it hires many more.

Wants to Know About Turnover

Civil Service officials now estimate that Federal employment will be close to three millions by the end of the 1943 fiscal year if the present rate of hiring continues.

Ramspeck also wants to know about the turnover rate and the

USES Losing Many Employees

WASHINGTON—The U. S. Employment Service is in bad shape. It shrank last 1000 employees a month during the past four months. Paul McLennan, head man of the organization, tried to talk the House into permitting him to raise the salaries of the ES employees who were taken over by the Federal government to the classification rates of all other Federal workers but the House wouldn't permit it. The committee said, despite the mass resignations, that there was no "significant change in the situation."

reasons for the high figure. He wants to know the answers to a lot of questions. Ramspeck is a friend of the Federal worker and he can be counted on to be constructive.

Post Office Creates Artificial Manpower Crisis, Subs Charge

The following article concerns the plight of the postal substitute. It is built around a recent conference on the subject between the men and authorities in Washington. It was submitted to The LEADER by Samuel Appelbaum, chairman of the Substitutes Committee, Branch 36, National Association of Letter Carriers.

The suspension of post office appointments to regular jobs brought angry representatives of 30,000 "subs" to Philadelphia and Washington, October 4 and 5. 133 delegates, subs and officers of the AFL postal unions in 14 states and 65 cities came from as far as California, Texas and Minnesota to demand enactment of the Scanlon Bill, HR.7404. The bill calls for the filling of all postal vacancies promptly, with vacancies resulting from military leaves filled on a provisional basis for the war.

Originally scheduled as a one-day conference in Philadelphia, the impetus of the meeting carried the protest on to Washington the next day, October 5. The action was decided on after William I. Horner, legislative representative of the National Federation of Post Office Clerks, told the Philadelphia meeting he was delaying action on the Scanlon Bill.

See Assistant Postmaster

In Washington a delegation of 27 laid the desperation of the subs before Jesse Donaldson, Deputy First Assistant Postmaster General; Clinton Uttley, chief of post office personnel; Leo R. Werts, the Manpower Commission's assistant director of operations and the members of the House and

Senate Post Office Committees.

The Congressmen were impressed by the volume of the demand for the Scanlon Bill. All were for it. Senator Chavez of New Mexico and Senator Reed of Kansas promised to introduce a companion bill to HR.7404 in the Senate.

The Post Office Department offered not a word of encouragement. The present plan stands, the subs were told. None are to be appointed until almost all regular employees are working six days a week. As to the reasons, whatever enlightenment was gained from the interviews with Donaldson and Uttley consisted of statements "off the record." However, it is no violation of this understanding if one correlates what was learned at the Manpower Commission with what Donaldson and Uttley did not say.

Married Men With Shop Training

We learned that the Manpower Commission wants married men with basic shop training, which takes in almost 18,000 substitutes, although the post office apparently neither needs these subs, nor wants to let them go. The Manpower Commission also frowns on the inefficient utilization of labor such as is inherent in the sub system, Mr. Werts told us. It aggravates the manpower crisis. The Commission has learned, said Mr. Werts, that it is far easier to get private industry to change its ways in the present crisis than government agencies.

We found out that the Post Office is going directly against Manpower Commission policy in New

York, which is to relieve unemployment here by bringing in such work as army uniform contracts. The Post Office Department, by lengthening hours instead of filling vacancies here, is reducing the number of jobs while the Manpower Commission is trying to increase them.

To Use Pressure

On the basis of what was learned at the Manpower Commission, subs are now preparing to put public pressure on Washington through the Regional Manpower Boards, for the filling of vacant jobs and the granting of furloughs to enter defense industry.

Neither in Washington, Philadelphia or New York have we gotten a direct answer as to what it is all about. But by putting two and two together it probably adds up to this: The Department is pursuing the present "freeze" policy in order to bring about an artificial manpower crisis, disrupting postal service to such an extent that postmasters are driven to curtail service drastically. Such curtailments have taken place in Washington, San Francisco, Omaha, Detroit and Newark.

The postal personnel mess therefore interferes with the war effort. The subs intend that the public shall become aware of it.

Uncle Sam in Urgent Need Of 3A, 4F Men For Hawaii

The Hawaiian Department of the Army has plenty of attractive jobs in America's Pacific base if prospective applicants will be convinced of one thing: the cost of living in Hawaii is high but it can be combated by the fact that the Army, according to Robert Merriam, recruiting representative, provides free room and board.

Though no one in 1-A, 2-A or 2-B is being accepted, opportunities exist for laborers at wages amounting to \$35 a week. Pay is at the rate of \$.70 an hour for a 40-hour week with time and a half for overtime. Men with 3-A or 4-F draft classification are wanted in particular.

At the end of a year's contract, those employed are free to return home at Government expense.

Wages start the day before applicant leaves New York. They

receive \$6 a day allowance made for meals on the train to the Pacific Coast. They receive about \$125 on arriving in Hawaii before they actually go to work.

Workers are quartered in barracks. The food is Army rations. There is no closed shop in Hawaii. Workers, therefore, do not have to join a union. The Army teaches the men various trades; thus, no experience is required. Chances for advancement are brilliant.

The U. S. Civil Service Commission is still looking for skilled workmen for employment at the Panama Canal and Pearl Harbor. Work is in the shipbuilding trade and the general wage is \$1.58 an hour. Those qualified should apply in Room 915, Federal Building, Christopher Street, Manhattan.

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CIVIL SERVICE IN NEW YORK CITY

City to Issue Exam for Deputy Sheriff

An open-competitive examination for Deputy Sheriff will be announced by the Civil Service Commission and applications issued as soon as approval of Budget Director Kenneth Dayton is obtained, Samuel H. Galston, assistant director of the examinations division of the Civil Service Commission, stated this week.

In addition to the deputy sheriff test, five other open-competitive exams and one promotion test will be announced by the Commission when approval of the budget director is obtained. The five other open-competitive tests include exams for assistant maintainer, (office appliance operator), engineering assistant, laundry bath attendant, radio operator, grade one, and District Health Officer, grade four. The promotion test will be for district health officer, grade four.

Experience for Deputy Sheriff
 "About two years of experience along the duties of the job, or graduation from law school will admit candidates to the deputy sheriff test," Mr. Galston said.

One Year for Maintainer

One year of experience in the repair of typewriters will be required of candidates who wish to file for the assistant maintainer (office appliance operator) examination. A radio operator's license plus practical experience and the ability to repair and maintain equipment will be necessary for radio operator grade one candidates, Mr. Galston indicated. Experience in public health administration will be required of medical doctors who participate in both the open-competitive and promotion tests for district health officer, grade four.

Equivalent experience on equipment in large modern laundries will be demanded of candidates who file for laundry bath attendant.

As soon as the examinations are officially announced by the Civil Service Commission, following approval by the Budget Director, the full requirements, including dates for the issuance and filing of applications, will be published in The LEADER.

The First Shall Be Last

A clarification of age requirements for City examinations was announced by the Civil Service Commission as a result of a decision reached at its meeting last week.

In the future, on examinations where a minimum age is specified in the advertisement of the examination, candidates must meet that minimum age by the last date for the filing of applications for

Here's What Happened When City Looked Over 550 Police Prospects

By MICHAEL SULLIVAN

The investigation of the first 550 eligibles on the patrolman list was completed this week by the Civil Service Commission. As a result of the investigation, the Commission will be able to supply a list of at least 216 eligibles qualified to accept appointment to the Police Department. A request for the certification of sufficient eligibles to make 200 appointments is expected to be made by the Police Department this week.

Most of the 216 qualified eligibles have 3-A draft classifications. As the Police Department adhered strictly to the letter of the law in passing over only those in 1-A when their last group of

appointments were made in June, there was never any doubt that they would appoint 3-A men from the new list.

Only 37 of the eligibles in the first 550 have 1-A draft classifications. An additional 25 are registered in class 2-A and 2-B. Whether the Police Commissioner will appoint men with these occupational deferments is not known, as they undoubtedly will be reclassified into 1-A if they quit their present positions.

The largest number of unavailable eligibles in the first 550 are those in military service. Eighty-four of this number are already serving Uncle Sam in some branch of the armed forces or are members of the enlisted reserve of one of the military organizations. Under the Halpern amendment to

the State Military Law, the appointing officer of the Police, Fire or Correction departments is permitted to pass over men in the enlisted reserve as well as men in 1-A.

No License

Paradoxically, one of the delays which slowed up the investigation of the patrolman eligibles had nothing at all to do with military service or draft status. The delay was caused by the failure of otherwise qualified eligibles to produce their automobile operators licenses. When the patrolman examination was announced by the Civil Service Commission last June, the instructions specifically stated that successful candidates would have to possess an automobile operator's license before they could be certified for appointment. During the investigation which

has been in progress since the establishment of the eligible list on September 16, many eligibles who at first failed to produce an operator's license, reappeared in the offices of the Commission a few days later with the required license.

Another snag in the investigation of the first 550 eligibles was the fact that reclassifications of draft status are constantly being made by local draft boards. It is expected that reclassifications on a much larger scale will be made by New York City draft boards in the latter part of this month. Reliable sources in the Police Department, however, have informed The LEADER that 200 patrolman appointments will definitely be made before the end of this month. Approval for the appointments has already been obtained from the Budget Director.

Police Gals Ask 200 Jobs

A plea that appointment be made of an additional 200 policewomen from the eligible list was made this week by Mary Ellis, president of the Policewomen's Eligibles Association.

Calling attention to the fact that the need for trained policewomen is more urgent now than at any other time in the City's history, that the New York Police Department is understaffed by more than 1,000 men, and that the majority of patrolman eligibles are of draft status, the head of the Policewomen's Eligible Association demanded that Mayor LaGuardia and Police Commissioner Lewis J. Valentine consider the situation seriously.

The policewomen's list "is ready and waiting for appointment," said Miss Ellis. "Under proper guidance, the city may be awakened to the necessity of making these appointments, thereby really helping in the defense of our city and its inhabitants."

She urged appointment of the women to help clear up the juvenile delinquency situation that has also foisted itself upon the City. She said New York's policewomen, totaling 184 even including appointments provided for in the 1942 budget, are "woefully inadequate to meet the present need."

the test. When a maximum age is set forth in the test announcement, candidates must meet that maximum age by the first date of the filing period.

Sharkey Accused of Stalling Employee Grievance Measure

By ARTHUR RHODES

Councilman Louis P. Goldberg this week hammered away at Majority Leader Joseph T. Sharkey for hiding the machinery intended to generate legislation providing for employee-management conferences throughout city departments.

At the same time, Mr. Goldberg called upon civic and labor organizations to write to the Majority Leader, impressing him with the need to discuss the collective negotiations bill and to enforce labor's rights. The bill provides merely for conferences between department heads and representatives of employees' own choosing—nothing more. Councilman Goldberg asked that letters be addressed to him so he may read them in Council if this move becomes necessary.

Said the Councilman, one of the sponsors of the bill slowly being strangled in the Civil Employees' Committee: "Mr. Sharkey's refusal to set a meeting date for a public hearing in committee, made at this week's Council meeting, is proof that his action is not consistent with any intention to expedite disposal of the matter."

In short, Mr. Sharkey's excuse in Council that "we have just had a meeting on the bill" seems to be tantamount to some very fancy stalling, as Mr. Goldberg views it. Added Mr. Goldberg: "If the matter is important, it ought to be disposed of immediately. If the Democrats intend to pass the bill at all, we are entitled to know it as soon as possible."

Councilman Goldberg pointed out that, if Mr. Sharkey continues to delay action on the bill, he may have to take the risk of forcing the measure out of committee and causing it to be debated promptly. Because this would prevent discussion by anyone other than Councilmen, Mr. Goldberg would have to read letters expressing the views of organizations in order to permit them to state their cases.

King Accuses Sharkey
 James V. King, acting Secretary-Treasurer of the SCMWA,

Raise Hospital Pay Say City Official

A minimum salary bill for Department of Hospital workers has Councilwoman Gertrude Weil Klein's "whole-hearted favor," she said this week.

Pointed out Mrs. Klein: "I recognize the straits to which civil employees in the low-wage levels are put at the present time of rising prices, and I will do my utmost in support of a comprehensive and practicable measure for increase in their wage levels."

put the responsibility for "stalling" upon Mr. Sharkey, said he:

"Responsibility for blocking a public hearing on the organizational rights bill rests squarely on the shoulders of Vice-Chairman Sharkey. How else can we interpret his blunt refusal to arrange for another meeting of the Committee on Civil Employees after he had been requested to do so by Councilman Louis Goldberg from the floor of the last Council meeting?"

"Despite repeated violations by administrative officials in various city departments of basic employee rights, Sharkey keeps this bill buried in committee and even flaunts the democratic process by refusing to schedule a public hearing."

"This bill simply gives to city employees the elementary, human right to join organizations of their own choosing and to be represented by their elected officials in the solution of grievances. What can be wrong with that?"

If Sharkey's against the bill, he should stop stalling and have the 'guts' to say so publicly."

Lower Pass Mark Approved

"I got 69½ on my test. The passing mark was given as 70 percent. Did I pass or did I fail?"

"Brother, you passed!"

From now on, this will be the good word for candidates who take New York City civil service tests. The State Civil Service Commission at a meeting on September 25, approved the action of the Municipal Civil Service Commission in amending its rules so that candidates who get a rating within any fractional part of the next lower whole mark shall be considered as having received a passing grade. The resolution was adopted by the City Commission on September 9, approved by Mayor LaGuardia on September 22.

The new rule is not retroactive. It applies only to tests held subsequently to September 25 of this year. The official wording of the new rule, which is known as paragraph 4a of Rule V, Section V, follows:

"Whenever the pass mark either in the scoring of a test or the final average of an examination has been established in terms of a percentage, candidates obtaining a rating within any fractional part above the next lower whole number shall be considered as having attained such pass mark."

Cars Must Be Saved, So City Shows How

A Wartime Automotive Conservation and Maintenance course has been announced as part of the Municipal Civil Service Commission's in-training program.

Full day sessions, from 9 a.m. to 4 p.m. began Friday, October 9.

There is no fee for taking the course, and the place of instruction is the Central Motor Repair Shop, 280 Avenue C, Manhattan. Assignment will be made by departmental memorandum.

The course, sponsored by the Mayor's Committee on Simplification of Procedures, and chaired by Commissioner Albert Pleydell, of the Department of Purchase, is offered to designated personnel from City departments.

Automotive repair and supplies, including 15,000,000 gallons of gasoline, cost the City almost \$5,000,000 a year until the war emergency. Problems relating to the conservation of automotive equipment, gasoline and tires thus are outstanding at the present time. For vehicles and their equipment must be conserved if automotive transportation facilities are to be maintained.

"We have been told by the Federal authorities that...no matter

how badly we think we need more trucks or passenger cars, we are just not going to get them," says Commissioner Pleydell. "Unless we can maintain our equipment, we will gradually wear out the City's motor transportation services."

Specialists in the fields of automotive maintenance and conservation are to give instruction.

Content of the courses: The latest and best methods of preventive maintenance, repair, and service of parts and equipment will be presented. Emphasis will be given to methods of repair and salvage of defective parts. Training will consist primarily of each enrollee's performing under supervision the operations involved at the test stations established. Training will also include lectures on maintenance schedules, inspection and conservation procedures, and related wartime practices. Testing equipment and inspection procedures will be demonstrated using city vehicles. As a by-product of the testing and inspection performed during this course, a number of city vehicles will be assured of optimum performance during the emergency. In addition, representatives of all city departments participating will have been trained to perform this service on all city cars.

May Change School for Clerk Test at Own Risk

Although the Civil Service Commission will not change the schools assigned clerk, grade 1, candidates who are scheduled to take their examination Saturday, November 7, candidates who wish to take the exam in a school nearer their home may report to such a school at their own risk. The LEADER learned this week. If there is room in the school, they will be examined. If no room is available, the candidates will be required to report to the school assigned them.

The clerk, grade 1 test is scheduled for 1 p.m. If the candidate reports to a school of his own choice and no room is available for him, he must get to the school assigned him by 2:30 p.m. in order to be admitted to the examination. The Commission will take no responsibility for a candidate who misses the examination be-

cause of the lack of room in a school of his own choice.

36,500 candidates filed applications for the test. The list established as a result of the examination may be used to fill vacancies to many other titles in addition to clerk (grade 1) jobs. It may be used for messenger, attendant, telephone operator, office appliance operator, and other appropriate positions under the process of selective certification. Appointments as grade 1 clerks are made in most city departments at salaries of \$960 a year. Appointments to appropriate positions are expected to be made at various salaries up to \$1,200 a year.

The written examination for clerk, grade 1 will contain questions designed to test the candidate's mental alertness, vocabulary, spelling, arithmetic, knowledge of civic affairs and capacity to follow written instructions. The rating received on the written test will determine the candidate's standing on the eligible list.

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Subway Engineers Obtain New Titles

A resolution reclassifying maintenance engineers in the New York City Transit System into a separate service of the competitive class to be known as Part 39, The Rapid Transit Service, was adopted by the Municipal Civil Service Commission at its meeting Wednesday, October 7.

Adoption of the resolution followed a lively public hearing in the offices of the Commission on Thursday, September 24, at which members of both the Municipal and State Civil Service Commissions sat. Chief point of issue at the hearing was whether the maintenance engineers of the transit system should be placed in a separate classification of their own or placed into respective categories within the framework of the recently established engineering and architectural service. The maintenance engineers immediately affected by the resolution are those who were formerly employed in the IRT and BMT and whose reclassification into the competitive class of the city civil service was ordered by the Wicks Act.

Delaney For It

Leading proponent for the establishment of a separate railroad engineering service was John H. Delaney, chairman of the Board of Transportation. Opposing Delaney at the public hearing was John C. Reidel, chief engineer of the Board of Estimate who was a member of the Special Committee which performed the

gigantic task of reclassifying the city's engineers. The work of reclassifying engineers and architects in other city departments was furnished July 1 of this year.

At the public hearing Delaney had maintained that the work of subway maintenance engineers was a "separate, unusual, necessary, distinct engineering service, not found in the type of work performed by engineers in other services." Reidel contended that the establishment of a separate service for subway maintenance men would set a precedent for the creation of other specialized engineering services and would lead to a breakdown in the structure of the engineering and architectural service.

Under the resolution adopted by the city, the following titles and salary ranges will be assigned subway maintenance engineers:

Maintenance Engineering Assistant, \$1,800 to \$2,400 a year.

Junior Maintenance Engineer, \$2,401 to \$3,000 a year.

Assistant Maintenance Engineer, \$3,301 to \$4,000 a year.

Maintenance Engineer, \$4,001 to \$6,000 a year.

Six specialties which will be attached to any or all of these titles except maintenance engineering assistant include Cars and Shops, Buses and Shops, Power, Track and Structures, Line Equipment and Signals.

In order to become official, the resolution must still be approved by Mayor LaGuardia and adopted by the State Civil Service Commission.

No Decision Yet in 3-A Case

As The LEADER went to press, no decision had as yet been handed down by Supreme Court Justice Benedict D. Dineen on the legality of the Fire Department's skipping certain 3A eligibles for appointment. Argument on an order obtained by the eligibles compelling their appointment and nullifying the appointments of men higher on the list was heard by Justice Dineen in Special Term, Part 1, Supreme Court, Friday, October 2. Briefs were filed by David Savage, attorney for the eligibles, and Jeremiah Eyarts of the City's Law Department on Monday, October 5.

The eligibles passed over on September 15 are those with 3-A draft classifications who were married subsequent to September 15, 1940 or who are single and have others dependent upon them. A total of 147 eligibles was skipped because of a 3-A draft status. An amendment to the State Military law permits appointing officers in the Fire, Police and Correction Departments to pass over eligibles classified as 1-A.

The reason given by Chief Walsh in passing over the fire eligibles is that they would soon be reclassified into 1-A. Jeremiah Eyarts, representing Walsh, stated that the appointments of the men in 3-A would create a hardship on the city. He contended that the public welfare was benefited by Walsh's action.

David Savage, attorney for the eligibles, pointed out that the law specifically mentions eligibles in 1-A and that the Fire Commissioner acted illegally in passing over men in 3-A. He insisted that the law would have been written to include men in 3-A if such was the intention, when it was adopted by the State legislature last Spring.

Hagan Condemns 'Coolie' Wages

The Civil Service League is behind the stand taken by its president, John J. Hughes, disapproving the placing of non-citizens in the Department of Hospitals at "coolie" wages, its executive committee announced this week through its secretary, Thomas A. Hagan.

"Our executive committee," said Hagan, "stands solidly behind Hughes who condemned the salaries paid for certain city positions which forced citizens to refuse the 'coolie' wages, and compelled the Department of Hospitals to seek legislation permitting non-citizens to hold such positions."

Added Mr. Hagan, "Four dollars a day is less than a living wage in the City of New York. Yet, by offering four dollars a day, we believe a sufficient number of employees could not be enlisted from among unemployed American citizens. Offering less than four dollars a day to a matured person, citizen or non-citizen, is an un-American practice."

And Still Going Strong

Employees of the Department of Sanitation have made over 4,400 donations to the Red Cross Blood Bank.

For objective civil service and war job information, follow The LEADER every week.

Fingerprint Society To Meet October 15

The next meeting of the Fingerprint Society of America will be held on Thursday evening, October 15 at 8:30 P. M. at its headquarters in the Pulitzer Building, 63 Park Row, New York City.

At its meeting of October 1st, the Committee on Science and Practice outlined its program for the Fall lectures. Particular attention will be given at future lectures on the proper method of taking, classifying, filing and searching fingerprint records. Lectures will be supplemented with charts, illustrations and slides as to the proper technique in mastering these phases of the fingerprint science.

All persons who have completed courses of instructions in the basic fundamentals of the science and who wish to further their knowledge of this science are welcome to attend these lectures.

Trackman Boys Form Organization

Trackman eligibles, not to be outdone by the boys on the conductor list, whose first meeting got under way with a bang last Friday, are making plans to form an organization of their own. Successful trackman candidates are requested to write to J. M., Box 150, the Civil Service LEADER, 97 Duane Street, New York for the purposes of forming this association. The trackman candidates intend to impress the Civil Service Commission with their mechanical ability in attempts to have their list declared appropriate for as many jobs as possible.

The rating of the trackman test has been completed, according to Samuel H. Galston, assistant director of examinations for the Civil Service Commission. The list is being compiled and will be published in the near future.

Hospitals to Employ Filipinos, Aliens

The employment of Filipinos in the Department of Hospitals was approved by the Civil Service Commission at its meeting Wednesday, October 7. A request to employ Filipinos as hospital helpers and hospital attendants had been made to the Commission by Dr. Edward M. Bernecker, Commissioner of the Department of Hospitals.

The question of the employment of Filipinos in civil service positions has long been a controversial issue in New York. Under civil service law, citizenship is required of all applicants for New York City positions. Filipinos can only acquire American citizenship if they have served for three years in the Navy, Marine Corps, Naval Auxiliary Service or Coast Guard. Although lacking the privileges of citizenship, Filipinos are classed as "nationals" of the United States.

An amendment to the Administrative Code of the City, adopted last week by the City Council, permits the employment of aliens in the Department of Hospitals provided that they have taken out their first papers or that they have filed declarations of inten-

tion to become citizens. As Filipinos cannot become citizens, it was pointed out that the filing of first papers on their part would be an empty gesture.

The Commission based its decision in the employment of Filipinos on an opinion submitted by Corporation Counsel William C. Chanler last March 7, when a similar situation arose in the Board of Transportation. At that time Chanler ruled that the Commission had been in error in ordering the dismissal of three Filipino employees with long service in the private transit lines upon unification because the Filipinos failed to meet the citizenship requirements of the Wicks Law. Chanler advised the reinstatement of the Filipinos.

In making his request to the Civil Service Commission, Commissioner Bernecker, of the Department of Hospitals, pointed out that the United States Employment Service is prepared to refer a number of well-qualified Filipinos to the Department for employment as hospital helpers and hospital attendants. He stated that the department was very eager to employ these people in view of the difficult employment situation and the necessity for maintaining well-qualified help at all times.

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Warning to Cop And Conductor Eligibles

A warning to eligibles on the patrolman and conductor lists who were rejected conditionally, that they will be passed over for certification and appointment unless they notify the Civil Service Commission when their defects are corrected, was issued this week by Paul M. Brennan, director of the medical and physical bureau of the Civil Service Commission.

Mr. Brennan said: "A great many candidates, sometimes very much to their keen regret, do not read the regulations published concerning examinations and labor under false impressions concerning just what procedure will be followed. In order to remove a conditional rejection, a candidate must cure the defect for which he was rejected by seeing a private doctor or going to a hospital or clinic for treatment. If he has had his varicose veins treated, or his teeth fixed etc., he then must write a letter to the Civil Service Commission requesting re-examination, giving in such letter his list number and application number and the position for which he applied. He then receives a card in the mail directing him as to the time and place to appear for such re-examination. If he is passed on re-examination he will be cleared and ready for future certification. If he does not request a re-exam his name is passed over on the list. Some can-

First Appointments from Conductor List to Be Made in BMT Division

First appointments as conductor from the 8,240 name open-competitive list for conductor will be made in the BMT division of the New York City Transit System, a spokesman for the Board of Transportation said this week. The appointments will be made as soon as vacancies are filled by promotion from among the eligibles on the recently established promotion lists for conductor.

In an effort to replace the 1,295 provisionals employed as conductors, railroad clerks, and street car operators, the Board is com-

pleting its canvass of the eligibles on the three promotion lists this week. There are 162 eligibles on the IND promotion list, 27 on the IRT list and 1 on the BMT list. It is expected that some eligibles on the conductor promotion list may decline the offers of appointment because they are on promotion lists for other higher-paying jobs.

Most in BMT

The largest number of vacancies as conductor is in the BMT division. There are approximately 300 provisionals holding both permanent and temporary jobs in this division, according to the Board of Transportation. These vacancies will be filled by eligibles on the open-competitive list, as there is only one name on the BMT promotion list. The vacancies in the IND division, all of which will be filled by men on the IND division promotion list, are both permanent and temporary. The vacancies in the IRT are all of a temporary nature, created by the absence of the regular employees on military leave.

It is expected that most of the jobs filled from the conductor list as soon as the list is certified to the Board of Transportation will be in the title of street car operator. At present, there are 661 provisionals working as street car operators in the BMT division of the transit system.

Replacement Comes Slowly

The replacement of the 1,295 provisionals holding jobs as conductors, railroad clerks, and

street car operators will have to be done systematically, an official of the Board of Transportation informed The LEADER. The official indicated that the safe operation of the railroad would be seriously jeopardized if 1,000 provisionals were dropped at once and replaced by ambitious but inexperienced men.

Meeting of Eligibles

Friday night, a large number of the eligibles on the conductor list attended the first mass meeting of the newly-formed Conductor Eligibles Association in the main auditorium of Washington Irving High School, 40 Irving Place, Manhattan. President A. Sherwood Dahlbender stressed the importance of organization to help obtain appointments as quickly as possible for the men on the list. He pointed out that the eligibles on the list passed both a stiff mental and a stiff physical test and were well-qualified to hold a variety of positions requiring both mental and physical abilities. His talk was enthusiastically received by the eligibles in attendance.

Many of the eligibles present brought their questionnaires with them and were able to obtain assistance in answering some of the questions which had them puzzled. Questions on civil service technicalities were answered by a LEADER reporter.

Next meeting of the eligibles association will be held November 6 in Washington Irving High School, 40 Irving Place, Manhattan.

City Orders 5 New Tests

One open-competitive and four promotion examinations were ordered by the Civil Service Commission at its meeting Wednesday, October 7.

The open-competitive test ordered is for assistant chemist. The promotion tests are for chemist (Hospitals), chemist (toxicology), Office of Chief Medical Examiner, alienist, grade 4, Dep't of Hospitals, senior supervisor (medical social work), Department of Hospitals.

As soon as the dates are set for issuance of applications and the requirements announced by the Civil Service Commission, full details will be published in The LEADER.

Albert Di Stefano Made 100% on Conductor Test

Albert Di Stefano, a LEADER reader who finished No. 116 on the conductor list, is highly indignant—and justly so! Last week we printed the name of 11 men on the conductor list who obtained perfect scores on the physical test. We didn't print Albert's name.

A check of the records show that Albert Di Stefano also got 100 percent on the conductor physical, one of a handful of the more than 13,000 candidates able to hit the top mark in this test. Such an achievement deserves recognition. We hope Albert, who lives at 327 Brooks Avenue, the Bronx, isn't mad at us any more.

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St. George Assn., Parks Department

Park Department employees are awaiting the second annual entertainment and dance of the St. George Association to be held at the Hotel Riverside Plaza, 253 West 73d Street, Manhattan, on Saturday evening, October 17. Entertainment will commence at 9 p.m. Popular William H. Sleeper, Jr., is president of the St. George Association of the Parks. Founder and spiritual director is Reverend Hamilton E. Nesbit.

Asst. Foreman Eligibles Urge All to Attend

The executive board of the Department of Sanitation Assistant Foremen Eligibles Association met in the Columbia Association meeting rooms last week, with the following officers present: Anthony LaVeglia, president; Frank Connelly, vice president; Thomas O'Dea, secretary; Joseph Guidice, treasurer, and Al Dalman, David Rich and Peter Keogh, executive members. The next meeting is set for the same place the last Tuesday of this month. All men on the list are urged to be present.

Prevailing Wage Hearings Set

Hearings on prevailing wage rates of pay for the following types of skilled laborers in the city service will be held in the office of the Comptroller on the dates listed below:

- Cement Masons, October 8.
- Elevator Mechanics, October 15.
- Mechanical Maintainers, Group B, October 19.
- Elevator Mechanics Helpers, October 26.
- Armature Winders, October 29.
- Electricians, November 9.
- Painters, November 16.
- Carpenters, November 23.
- Crane Men, November 30.

Union Men Enter Army; Women to Take Over

One hundred and twenty-five women members of the State, County and Municipal Workers of America, CIO, last week went back to school to be trained to replace male officials of the union who have entered military service.

PATROLMAN

While the eligible list for this position has only been promulgated recently, it may be necessary to hold another examination in the near future, due to the fact that so many men on the present list are in the armed service, under age or of such draft status as to prevent their appointment.

Men who are in a draft-deferred status and within the age limits of 21 and 28 (see note below) if interested in this position should begin physical training at once as this phase of the examination is very difficult and only those who spend months in preparation can hope to attain a high mark.

Free Medical Examination. Anyone interested is invited to call and, without obligation, be examined by our physician. If, after being examined, he is found fit, or has some slight medical defect which can be remedied, he may enroll and start physical training immediately.

THE FEE IS REASONABLE, AND PAYABLE IN INSTALLMENTS.

NOTE: Owing to war conditions, the age limits may be increased in the coming examination. Therefore, men who are 34 years or under may enroll, with the understanding that, if they are not eligible to compete when the examination is announced, one-half of the fee they have paid will be returned.

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'Prompt Report' Asked by Lehman In Sally Mann Case

Governor Lehman has asked the Commissioner of Mental Hygiene to furnish him with a "prompt report" on the suspension of Sally Mann from her job at Creedmor State Hospital.

Miss Mann was suspended on charges of insubordination by Superintendent Mills of Creedmor State several weeks after the LEADER published her letter describing the poor quality of food served at that institution. Although there was no reference to this letter in the charges, officials of the SCMWA feel that her suspension may have been motivated by a desire for revenge on the

part of the hospital authorities. Refused Representation

After Miss Mann was informed of her suspension, she requested permission to be represented by a union official. Mills, according to Miss Mann, flatly refused her request without offering any reasons for his action. Thereupon, James V. King, acting secretary-treasurer of the union, wrote to Governor Lehman protesting her suspension and urging him to use his good offices to correct "a flagrant violation of your announced policy in connection with the right of employees to representation of their own choosing."

Last week, King received a reply from Nathan R. Sobel, counsel to the Governor, informing him that the Commissioner of Mental Hygiene had been requested "to furnish a prompt report to the Governor" on the Mann case.

Can Department Compel Employee To Take Training?

Can the Department of Mental Hygiene compel its newly-appointed attendants to take a training course on their own time without violating the provision of the State Labor Law setting up the 8-hour day, 48-hour week for Mental Hygiene employees?

Attorney General John J. Bennett was called upon this week to render a legal opinion on this question by attorneys for the State, County and Municipal Workers of America. The union attorneys, in their letter to Bennett, expressed the belief that the practice followed at Central Islip Hospital was in violation of the labor law.

The labor law arose after Superintendent David Corcoran of Central Islip dismissed one of his attendants, Isidore Watts, for protesting the hospital's regulation compelling all new attendants to take a training course, five days a week for a period of three months. According to this regulation, new attendants must report at 8:30 A. M., attend class for an hour, and then work until 6:30 P. M.

Although Watts protested that this practice was in violation of the labor law, he agreed to attend the training classes. Nevertheless, charges were filed against him by Corcoran and he was dismissed 10 months after his date of appointment.

In the letter to Bennett, it was pointed out that other State institutions have adopted the practice of conducting the training class during the regular 8-hour work day.

3 State Troopers Are Promoted

ALBANY—Major John A. Warner, superintendent of state police, this week announced the promotion of three members of Troop G, State Troopers. First Sergeant J. Walter Wheeler is promoted to lieutenant and transferred from Troy to Troop D, Oneida; Sergeant George R. Kerr is promoted to First Sergeant, Troop G, Troy, and Trooper E. T. Hanchett of the same troop to sergeant. Wheeler enlisted in 1925; Kerr in 1920, and Hanchett in 1930.

Welfare Dept. Has 3 Captains

ALBANY—State Welfare Department is represented in the Army by three captains: Abbott Ingalls, former assistant to Commissioner David Adie, Stanley E. Karp, principal stores clerk, Albany office, and Peter F. Birkel, senior public welfare physician.

Fourteen other employees of the Albany office of the department are in the army, one is in the navy, and Hazel M. Ames, formerly inspector of welfare institutions, is now a second lieutenant nurse at Camp Fustis, Va.

To Compete in Promotion Exam

The last date for filing is October 20 for promotion to principal payroll examiner, Division of Placement and Unemployment Insurance, Department of Labor.

The usual salary range is from \$3,120 to \$3,870. Application fee is \$3.

Candidates must be permanently employed in the Division of Placement and Unemployment Insurance and must have served on a permanent basis in the competitive class for one year immediately preceding the date of the exam in Service 10b, grade 2, as senior payroll examiner. They must be familiar with the New York State Unemployment Insurance Law, too, as well as with the general purposes and scope of unemployment compensation. Their records, in addition, must show ability in the supervision and training of a number of subordinates.

Increase for State Workers

Attorney-General John J. Bennett ruled last week that low-paid employees in institutions under the jurisdiction of the Department of Mental Hygiene, Health, Education, Social Welfare and Correction are entitled to both the \$100 increase provided for by Chapter 721 of the Laws of 1942 and the budgetary boosts outlined in the General Appropriation Act for the fiscal year starting July 1, 1942 which don't represent time service or other statutory increments.

The opinion was given in reply to a query by the State Department of Health.

The increase noted in Mr. Bennett's statement is described as justifiable in addition to any compensation to which the employees involved are "entitled by law."

It was noted that provision has been made for deduction of the amount of any statutory or time service increment.

Appropriations made in the General Appropriation Act, in line with recommendations in the budget, provide for increases over the appropriations of the preceding year, thus benefiting a number of low-paid workers whose salaries are not fixed by statute.

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Minimum Qualifications: Candidates must meet the requirements of one of the following groups: Either (a) eight years of satisfactory high grade experience in a large public or private enterprise of which two years must have been in an administrative capacity in the fields of Unemployment Insurance, Workmen's Compensation, Taxation, Adjustment of Claims under the Federal Social Security Act or the Acts applicable to the operation of the Railroad Retirement Board or in similar public administrative fields; or in the fields of Underwriting, Reinsurance, Casualty, Surety, or other similar branches of private insurance, and graduation from a standard Senior High School; or (b) six years of experience as described in (a) including the two years of supervisory experience and the four years of specialized experience, and graduation from a recognized college or university; or (c) a satisfactory equivalent combination of the foregoing education and experience including the supervisory and specialized experience.

The four years of administrative experience must have been in positions requiring individual initiative and the exercise of individual judgment which necessitated the ascertainment of facts and the application of laws, rulings, regulations and contract provisions thereto for the purpose of determining status, obligations and rights in individual cases; or for the purpose of settling administrative problems of a general nature or for the purpose of settling claims, disputes, and complaints; or for the purpose of establishing administrative standards and plans of general application with respect to such determinations and settlements.

Candidates must have a thorough knowledge of the Unemployment Insurance Law. They must have the ability to analyze the law and facts concerning benefits due employees protected by such law and the responsibility and liability of employers under such law. They must have detailed knowledge of administrative processes required in connection with the administration

of a program of social insurance or in diversified fields of other forms of insurance. They must have demonstrated a skill in developing, preparing for presentation, and presenting clearly and forcibly the salient points of a problem involving both administrative and legal elements.

Subjects of Examination: Written examination on the duties of the position, relative weight, training and experience, relative weight, 5.

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WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

Wartime Opportunities in Vocational Training Schools

Private schools throughout the metropolitan area are training the youth of our nation to fit into a completely new economy founded upon mechanics and war time needs.

Up to the time of lend lease, courses were equipping a limited number of students in the latest scientific methods and requiring three to four years to produce diligent workers; today—under a war-inspired speedup—schools are turning out efficient work-

men and women inside of six to 13 weeks.

Progressive teaching methods and rigid specialization have succeeded in turning out thousands of students a year, making them efficient parts of the war machine despite handicaps of limited equipment and teaching personnel.

Private schools, in short, are doing a terrific job in supplementing the war needs of the nation. They're doing it every day, some of them keeping their equipment and machinery functioning from 7 a.m. to midnight.

Welding for shipyards, machine shop operation for tank parts and machine tools, and sheet metal work for aircraft construction have been the nations greatest needs—and the schools have met those needs.

Blueprinting and drafting come next.

Even the clerical schools are called on to do their part, producing stenographers and typists for Government agencies and expanding industries forced to keep a myriad of records in connection with their Government business.

Older People Coming In

Because war industries are insisting on two years of experience before consenting to make a request for an individual's deferment, there's a steady turnover in these fields, with older men and women replacing those drawn by the draft.

Dexterity rather than strength can help older men and women become efficient enough workers to fill almost any gap. Women are especially capable at instru-

ment assembly and inspection. They have been swell electric arc welders for some time (though the Navy Yards still find use for men in welding on heavier pieces).

Fields in which the private schools also are specializing include communications, which have placed a large demand on men and women both in military circles and on the home front; airlines, communication (teletype operation, telephonic hookups, radio receiving), optics and precision lens grinding and ship-fitting.

Signal Corps

So keen is the demand for men skilled in communication, the Army Signal Corps permits students to remain in a reserve status as long as eight months to complete their courses.

Clerical Needs Great

To meet the clerical needs of an expanding government force and defense industry, the secretarial schools have been faced with a demand for many times the number of graduates they have been able to turn out. In Washington, government agents have been accused of "cradle snatching" students before graduation. In the New York area, the schools have had to compete with factories and defense industry training schools for students, but they have shortened courses and added material to produce an army of stenographers for the nation's needs.

In many specialized fields, too, the schools have done heroic work turning out traffic managers, lens grinders and optical specialists, dietitians, physicians' aides, camouflage experts, and the host of other trained technicians needed by a nation at war.

Optics—A Good Field to Learn

One of America's swiftest, mushrooming industries at the moment is concerned with the manufacturing of optical instruments used by the armed forces in binoculars, telescopes, gun sights, cameras, range-finders, height-finders and bomb sights.

It was the wrecking of the German monopoly and control of this industry that gave rise to the opening of hundreds of new optical plants in this country. Of this number, almost 80 percent have settled in this city.

The only approved school in America offering practical instruction in all phases of the grinding, polishing, testing and inspecting of optical instrument lenses and prisms is the School of Optics, 182 Henry Street, Brooklyn.

The courses are approved by State and Federal agencies. Graduates are recruited by the U. S. Civil Service Commission without written examination, also in ap-

proximately 50 civilian plants, including the outstanding key plants of the optical industry.

Don't forget—precision lens grinders are on the list of vital trades issued by the War Manpower Commission for the guidance of selective service.

Drafting, Radio At N. Y. Tech

Drafting, radio, electric welding and refrigeration comprise the courses being offered at New York Tech, 108 5th Avenue, Manhattan. Women draftsmen and radio workers are getting training along with men. The big call is for draftsmen.

The school has 225 students and claims it places every graduate in a job. The courses last a minimum of 12 to 13 weeks and a maximum of 10 to 12 months.

Open day and night, the school permits hours of study to be arranged individually. Drafting calls for 400 hours, radio 300, electric welding 150 in practice and 50 in theory, and refrigeration three months.

Words with Wings

Day and night, while humanity toils and sleeps, the voice of aviation sends its words winging through space—always vigilant in that efficient work of communications which means so much to the aircraft of war or peace. Thanks to the foresight of Frank Melville, the school that bears his name is now a dependable source of training for men and women in radio communications for aviation—now more important to the safety and progress of America than ever before!

MELVILLE

Aeronautical Radio School, Inc. 45 W. 45th St., New York City

Training Men for Radio in the Service of

Airlines - Army - Navy - Merchant Marine - Coast Guard - Industry

Women Want He-Men Jobs; Technical School Leads Way

To help meet the increasing need in war industries for women workers who can do their jobs on a par with men, the Metropolitan Technical School, 260 West 41st Street, Manhattan, is opening to women its courses in machine-shop practice and in instrument making.

In order to accustom them to working in war plants on the

same level with men, the women students will receive the same training as men students, Mr. Grey said. In addition to learning how to use the common measuring tools, such as the various types of calipers, scales, and fixed gages, the women students will be trained in the use of the micrometer, the Vernier calipers, the Vernier micrometer, the depth gage, the height gage, the universal square, the protractor, and other precision tools used in turning out machine and instrument parts.

"Today, in England and Russia, hundreds of thousands of women are proving that this World War II is a woman's as well as a man's war," says Arthur J. Grey. "And now the women of America, in the characteristic spirit of our country, have already begun to outdo their European sisters by tackling even more of the typical masculine jobs than were ever attempted before."

No 'Boudoir' Jobs

"None of those 'boudoir' occupations for the women workers of America! It is the engine lathe, the milling machine, the shaper, and the grinder that they want to operate. They want to do the he-man jobs that are lady-like only in that the machines and instruments they produce are turned out with the care, precision, and native conscientiousness of the American woman entrusted to carry out a responsible task. This is why our plants are now clamoring for women workers."

Careers in Refrigeration

The YMCA Trade and Technical School, 5 West 63rd Street, Manhattan, has begun a 12-week course in refrigeration servicing, in preparation for a sudden need for trained men to keep America's refrigerators in action for the duration.

Emphasis in the course is being placed on the maintenance of a wide variety of commercial and domestic refrigeration methods. Installation work will of necessity be stressed, in anticipation of needs arising out of post-war adjustment to normal living.

Approximately one-third of the courses are being devoted to theory and study and two-thirds to practical work. Each student is to follow a number of installation servicings, and shop method jobs including dismantling, repairing, assembling and trouble shooting on various systems.

MEN AND WOMEN

Gov't & War Industry Jobs Waiting

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\$1.50 STARTS YOU WELDING NO DOWN PAYMENT

IF you are interested in getting a Defense job with big pay—this is the **CAREER FOR YOU!** BEDFORD is the only Welding School in New York teaching SHIP CHIPPING and CAULKING. OUR STUDENTS ARE INDIVIDUALLY AND ECONOMICALLY TRAINED.

JOBS OPEN! BIG PAY!

Assure your future with the training that qualifies you for a vital War Industry NOW and the reconstruction work that will boom in Peacetime LATER. Phone, write or call.

BEDFORD WELDING SCHOOL

788-L Southern Boulevard, Bronx, N. Y. DAYton 3-6157
(15 Minutes from Mid-Manhattan)

The ONLY OUTDOOR WELDING SCHOOL in New York

MILLIONS for VICTORY!

Trained Welders Are Urgently Needed in

WAR PRODUCTION JOBS

Bay Ridge's only Welding School will train you to fill a responsible job. Complete course in Electric Arc and Oxy Acetylene Welding & Burning. Individualized day & evening instruction. Placement service. REASONABLE FEE. TERMS ARRANGED.

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WELDING and BURNING

MEN - WOMEN

Intensive Wartime Training Courses!

\$2.50 Per Week, or Pay After Graduation.

Welding is needed now and offers a bright future after the war. Train now at New York's First School, to teach welding exclusively! 100% Practical—Individual! Free Placement Service. Visit or write for Booklet "L".

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Study Radio Before Being Called to Active Service

Our Graduates are Now Actively Engaged as Radio Operators or Instructors in the

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U. S. AIR FORCES
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EIGHT MONTHS' TRAINING COURSE

Instruction by Federally Licensed, New York State Approved Instructors

AMERICAN RADIO INSTITUTE

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Sincere patriotism has prompted us to sacrifice profit, so that you, who are urgently needed to build ships, tanks and planes, may be trained, in the shortest possible time, to bolster our war efforts.

We are one of the leading schools, long known for our variety of

MODERN, HEAVY DUTY EQUIPMENT

and the kind of graduates industry demands. We are Licensed by N. Y. State and an accredited school complying with the demands of the War Production Board.

We are not trying to cut prices, but are doing this purely as a patriotic duty to fill the great need for trained welders demanded by our country.

Every true American should answer the call. The cost is small . . . the time is ripe . . . the job is waiting . . . what else do you want?

Investigate Not Tomorrow . . . But Today

Bronx Welding School

Do not confuse us with other schools. Be sure you go to our only school located at

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(Block E, Southern Blvd.-158th)

Civil Service LEADER

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MEMBER AUDIT BUREAU OF CIRCULATIONS

Tuesday, October 13, 1942

NYC Clerical Supply Can Help Win War

THE New York Regional Office of the United States Civil Service Commission has been quietly surveying the available supply of clerical workers in New York City. Main purpose of the survey, we understand, was to determine whether there are enough clerical workers in the Big City to accommodate a number of agencies contemplating removal from Washington.

The LEADER has many times argued the feasibility of bringing more Federal agencies to New York City. Earlier this year, we carried a special insert showing the importance to the war effort of decentralizing Federal offices out of Washington, and bringing them to New York.

While no official information concerning the results of the Commission's survey has yet been made public, all facts point to an ample supply of clerical personnel in NYC.

This business of overcrowding and hectic operation in Washington has had a bad effect on everybody, and the resultant publicity has added to the difficulties of recruiting men and women to work there. At the same time, the policy of moving offices "all over creation" without rhyme or reason, sets up other problems which don't help to run the war efficiently. The answer has been obvious from the beginning: Make New York City the second capital.

Next Week
**A SURVEY OF NEW YORK CITY'S
Hospital Department**
The Kind of Work It Performs and
the Employees Who Do It . . .
The Problems of Attendants,
Helpers, Nurses . . .
Unsung Acts of Heroism . . .
Who's Who in Hospitals?

Don't
Repeat This!



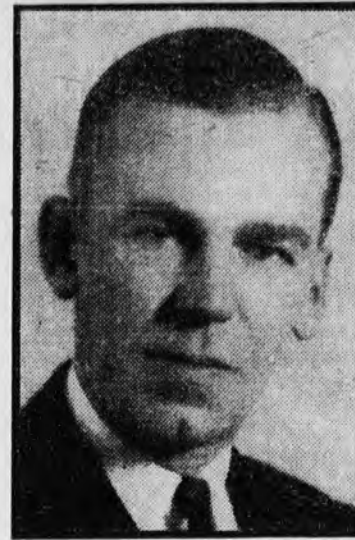
Hospital News

Several persons are conspiring to learn the head-size of Hospital Commissioner Bernecker. They want to buy him a new hat. . . . Liveliest place for the sale of war bonds is the City Morgue, yassuh! . . . Doc William F. Jacobs, head of Bellevue Hospital, has a son ferrying bombers across the Atlantic. . . . The Lincoln Hospital used to be part of the underground railway during the Civil War. . . . Gene Canudo, Hospital Dept. sec., loves that story about his private privy during his college days. . . . Shortly after Tom Whelan of the Municipal Civil Service Commission was drafted he sold his new car for \$400, bought \$400 worth of bonds from the Commission's War Aid Committee. . . . Wonder why so many examiners of the Board of Education have a flabby handshake?

Solving the Problem

Outside the door of Senator James Mead in Washington is a sign reading: "Office Hours: 9 to 12. Owing to the inadequate office force permitted by Congress, which affects adversely the more populated states, I am forced to establish office hours and thereby limit the service I would otherwise enjoy extending to the people of New York State. . . . Jim Mead spends \$5,000 a year out of his own pocket for office help. . . . Down in the Savoia on Mulberry Street the other week were Judge Jonah Goldstein, Paul Frankfurter of Finance, Mike White and Gene Canudo of Hospitals, Paul Kern of Paul Kern, Max Mencher of Markets. The restaurant's one and only waiter was indisposed. So the boys pitched in, went to the kitchen, sliced the bread, brought out the dishes, waited on each other . . . and saved the tip.

Merit Men



THERE IS NO MENTION of Robert J. Carlin in the Little Green Book, the official directory of the City of New York. Which, of course, is almost unpardonable.

It so happens that Robert J. Carlin is responsible for solving some of the problems arising out of the heaviest figuring in the City; he's chief of the examining division of the Bureau of the Budget, working closely with those other industrious giants of mathematics, Budget Director Ken Dayton and Assistant Director Thomas J. Patterson. It was the latter's advance to his present post that resulted in Carlin's being "upped" one notch into Patterson's former job.

Carlin has had almost more promotions than he can remember since entering city employ as a combination clerk, grade 1, office boy in the Retirement System on the 13th floor of the Municipal Building (he's now on the 12th); he was 15 then and chose that sort of work because he had already "had some experience with figures and the actuarial system working in Dad's real estate office and other places." (One of the other places was a Wall Street brokerage house, where he was a stock clerk.)

That City career of his, Carlin tells you, began about 1919. He isn't any too good on remembering exact dates despite the fact his life is practically wound up in arithmetical data.

Likes Figures

"I chose that sort of work because I like it, practically love it," he tells you. "My whole life is wrapped up in it and don't think this sort of existence isn't tough on one's social life. Your hours aren't hours at all when you can work till 7 or 9 p.m. any night and during budget seasons,

you work all night and Saturdays and Sundays some time."

The Legal Mind

Robert Carlin believes he has some sort of a legal mind. "Maybe that accounts for my love for keeping records and accounts and balancing things so justice is done all around; right now we're completing the distribution of the funds set aside by Mayor LaGuardia for raises for the lower paid people in the City." Carlin tells you he had to skip over the idea of becoming a lawyer merely because he "didn't have time."

Born in South Brooklyn in 1903, Carlin attended Holy Family Parochial School and Manual Training High. He didn't go to college, preferring, instead, to take "any number" of short, private school courses in business administration, city accounting methods, public speaking and business machines as applied to business. Some he got free.

Wanted Security

He decided to enter City employment because of its security, a fact he certainly doesn't regret because he has a wife and young daughter for whom to provide. They live in the Bay Ridge section of Brooklyn.

From office boy at \$480 a year (a job that pays \$960 today), he rose to clerk, grade 2; grade 3; examiner on a Department of Hospitals budget survey under Harold Brockway (his first real budgetary experience), in which job he was still doing budgetary work, and examiner, grade 5. About the time Paul Loeser took over as Director of the Tri-Boro Bridge Authority, Carlin became Mr. Patterson's assistant.

One of Carlin's most difficult feats was in helping to consolidate the emergency taxation budget of the Emergency Relief Bureau with the regular expense budget of the Welfare Department. They finally got the two departments working together in 1938 but their budgets remained separated until this year. Result: greater efficiency and less expenditure for the City.

He's a friendly, amiable gentleman who stands 5 feet, 11 and weighs 160 pounds and has blue eyes and blond hair. He claims he "is no politician" and, aside from being a member of a poker club among business associates, he refrains from tieups with groups. He likes to swim and watch football and baseball games and he eats "all sorts of food." He drives his own car and likes to read mystery stories (though, frankly, he likes books concerning the theory of his business).

When Carlin was a clerk, grade 3, he performed work comparable to that done by a current junior budget examiner. But he didn't mind. The fact is, he confides, he is so interested in his job he has often considered remuneration second in importance.

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. All letters should be signed, but names will be kept confidential if requested.

The 'Draft' of U. S. Employees

Sirs: There is no reason, generally speaking, why many Federal employees should be drafted. That's why I don't agree with the LEADER's favoring the government's policy of drafting employees. After all, many men who hold Federal jobs, even though those jobs may not be something super special, are performing work vital to the war effort. Too many people in this branch of Government are necessary to keep the wheels of home machinery moving.

HARRY WILCOX

(Editor's Note: This is war. If it is necessary to exercise more rigid control over where the employee shall work in order to aid most in winning the war, we believe that step is justified.)

Let's Talk It Over

Sirs: I like the way you refer to the "Let's-Talk-It-Over-Bill," calling for conferences to settle grievances when they arise to both city employees, conferences with department heads. I don't belong to any association or group, but think it entirely unfair of any department head not to

want to sit down and talk over problems with his employees or their representatives. This is the kind of thing that leads to bad feeling between employees and employers. Doesn't Councilman Joe Sharkey know that? J. W.

The Question of Hospital Wages

Sirs: It is nice of the Department of Hospitals to want to take non-citizens into its employ. But, in doing so, it is paralleling the manner in which the Southern States were willing to import slave labor from Africa. The Department of Hospitals, in short, wants to have workers at "slave" wages, at atrocious stipends that pass under the law for salaries.

Of course, you can't expect the aliens—unable to qualify for defense jobs because of a lack of citizen papers—to turn the Hospital offers down and to say they will hold out for more money. In the first place, they have no efficient way of holding out, even if they wanted to do this. In the second place, they no doubt would not get anywhere.

The pressure must come from civil service people in general and from employees in the Department of Hospitals themselves. The cost of living in itself is sufficient

argument for an end to these sub-subsistence wage levels.

The main fact is that, once these aliens are thrown into the breach, they are going to be doing work formerly performed by American citizens and at the same "coolie" wage; in brief, they are going to be made the "goats" for maintaining the same atrocious wage scales in the Department of Hospitals. Exploited is the word.

How about doing something about this, Mr. LaGuardia and you members of the Board of Estimate, who are now in a position to spend some \$15,000,000 to \$200,000,000 on a Staten Island power plant. How about some of that money for Department of Hospitals "slaves" and for some of the other very low paid workers in this city?

DOROTHY REAGAN.

Hospital Workers Earn Less Than Fighting Men

Sirs: It is unbelievable, but some Department of Hospital workers are getting less in salary—\$480 a year—than the boys in the armed forces. I think this is a condition that calls for instant correction. The time to delay is gone; this is war and the cost of living has made it practically impossible to live on such wages.

MRS. FLORENCE HALL

QUESTION, PLEASE

Disciplining State Workers

S.M.: Heads of State departments have the power to suspend, fine, or dismiss employees. The employees, in turn can appeal such fines, suspensions, or dismissals to the State Civil Service Commission. If you believe that you have been unjustly suspended and fined, even though you have since been reinstated, you may appeal to the State Civil Service Commission for the payment of wages due you during your period of suspension.

Don't Have to Accept This Appointment

J. L.: You do not have to accept appointment as an aqueduct patrolman from the recently established special patrolman list, even though your name has been certified by the Civil Service Commission to the Board of Water Supply to fill a vacancy in this title. You may decline this particular certification on the grounds of location. We cannot estimate your chance for appointment to the Board of Transportation or to any other particular city agency using the special patrolman list at this particular

time. Complete news of the activity of this list appears in the news columns on other pages of this paper.

More Than Two From Same Family

J. K.: There is no rule preventing more than two members of one family from holding city civil service positions. The U. S. Civil Service Commission rule preventing more than two members of one family from holding federal civil service positions applies to persons living under one roof. A son, or daughter who is married and maintaining a separate household is not considered to be a member of the same family under civil service interpretation of this rule.

Temporary Appointment Doesn't Count

K. M. D.: Your service during a two-months temporary appointment from the clerk, grade 2 list will not be credited to your probationary period in your present permanent appointment. You will be required to serve the full six-months probationary period stipulated in all permanent appointments.



Working on the usage of a plane is this serious young miss intent upon performing a good day's work in Delehanty's. From here on it's just a matter of a few finishing touches and then, perhaps, hell for Hitler.



Here's a student at the Machinist Trade School, 250 West 54th Street, Manhattan, obtaining individual instruction in surface grinding, a vital piece of work because it is upon its accuracy that the entire operation of the engine lathe depends.

Smith Welding Places Women

The Smith School of Welding, 250 West 54th Street, Manhattan, states that it has obtained approval of the State as a training center for women acetylene welders.

As a matter of fact, the school is calling women for interviews now, to supplement the men being trained there.

Courses in drafting and blue print reading are also going to be thrown open to women inside of a few months.

The school boasts 137 male students, with 99 percent placements. It offers courses in burning as well as gas and electric welding. The latter two consume 100 hours, the former 10 to 20 hours. A course may be concluded in anywhere from four to eight weeks' time (a minimum of 10 hours a week).

The hours are 10 a.m. to 11 p.m., and a student may attend at their leisure.

Students have been placed with the following companies: Federal Shipyard, Kearney, N. J.; Port Newark Shipyard, Port Newark, N. J.; Bethlehem Steel, Hoboken, N. J., and Staten Island, New York Shipbuilding Corp., Camden, N. J., and others.

Hercules Welding Goes on All Day

You get the first ten hours as probation time at The Hercules Welding School, 153rd Street and Grand Concourse, the Bronx.

You may even get 10 more hours, if you're a borderline case. Then you're set for a welding course.

The school has 45 welding machines in operation and offers courses in electric and acetylene welding which requires 120 hours of practical preparation. As much theory as desired may be had. Aluminum welding calls for 170 hours.

All allied steel welding for airplanes is one of the school's prime features.

The school operates from 8 a.m. to 10 p.m., and the courses may be taken day or night.

Enrollment amounts to 175 pupils and is increasing at a pace of 60 a month. All graduates, it is reported, are placed by the school's own placement bureau.

Traffic Officers Attractive Career

Believe it or not, there are some women taking the traffic management training course at the Traffic Managers Institute, 154 Nassau Street, Manhattan. Of course, the great majority of students is men being skilled in the fundamentals of domestic traffic management.

Other courses are concerned with export and import, Interstate commerce, law and procedure, and motor carrier transportation.

There's a special emergency course, made necessary because of the war, that runs for a minimum of six months. The standing course is 12 months. Day or night, the least you can absorb is an hour and a half session twice a week.

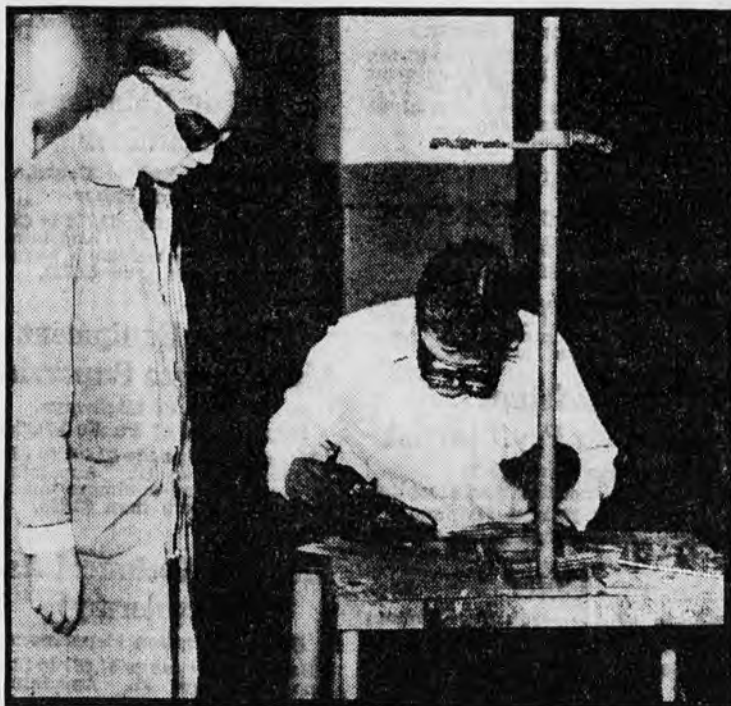
The school maintains its own placement bureau, specializing in equipping students with the tools of the trade.

Opportunities for Older Persons

A specialized course of study designed for middle-aged and elderly women who want to take their part in the war effort or are faced with new responsibilities as a result of the national emergency, is planned by Leonard Seymour Friedman, president of Abbe Institute. Seeing the need of returning a vital part of the nation's labor force to effective work, Dr. Friedman finds there is a ready demand for mature persons as bookkeepers, business machine operators and executive secretaries. He decries a short course for such persons because he feels that the older woman should not start as a "beginner," and salaries are generally entirely dependent on previous training.



Former designer and secretary, Dorothy Kaufman, of 420 Beverly Road, Brooklyn, is being assigned to the Radio Communication group among the WAVES. She received her second-class radiophone license through the intensive training she received at Melville when only half through her course.



The sort of individual instruction that has made Smith Welding School students important workers in key war industries is being given here. The art of acetylene welding is consuming this young man. The school's at 250 West 54th Street, Manhattan.



Instruction in welding is the topic of the moment here, with Philip C. Siebel (right), director of the Bedford Welding School, 788 Southern Boulevard, the Bronx, giving tips to Nathan Hamiltin and Malachy McLeavey, students.

Civil Service Accepts Traffic Schooling for Experience

Traffic school students who have pursued their study at a resident traffic school such as the Academy of Advanced Traffic will be permitted to substitute their training for experience on the same basis as recognized colleges.

This is the effect of an announcement made by the United States Civil Service Commission amending its announcement No. 252 (1941) calling for rate clerks:

The titles of the tests are: Freight Rate Clerk (Land Grant), \$2,600 a year; Passenger Rate Clerk (Land Grant) \$2,600; Freight Rate Clerk, \$2,300; Passenger Rate Clerk, \$2,300.

As amended the new announcement reads: "B. Substitution.—For any of these positions applicants may substitute for each six months of the general experience (up to a maximum of one year of experience) the successful completion of a one-semester course in transportation at a college or university of recognized standing or at a residence traffic school. In no case will any substitution be

permitted for the required 'Special' experience."

The Academy of Advanced Traffic is a specialized school offering intensive training in Traffic Management. Classes are conducted at 299 Broadway in resident classes exclusively. Corresponding instruction is not offered. Students work under the direct guidance of prominent traffic executives who are the instructors. Both evening and day classes are available.

Cutting School Finds Jobs for Almost All

The Bronx School of Welding at 730 Eastern Boulevard, has already prepared itself for the expected onrush of women welding students. It experimented with one woman welder a number of weeks back, offering her free training.

Instead of completing the stipulated 100 hours, the young lady got herself a job as an electric arc welder at Western Electric after only 55 hours. That proves something.

The course at the school requires from six weeks to two months, and the machines are going from 9 a.m. to 11 p.m. You can take the course either day or night.

Examination Requirements

City Test

Promotion Test

Foreman, Department of Sanitation. This examination is open only to employees of the Department of Sanitation.

Salary: \$2,400 up to but not including \$3,500 per annum. Appointments are usually made at the minimum salary of the grade.

Applications: Issued and received from 9 a. m. Monday, Oct. 5, to 4 p. m. Saturday, October 21, 1942. Fee: \$2.00.

Vacancies: Occur from time to time.

Date of Test: The written examination will be held November 21, 1942.

Requirements: Open to all assistant foremen in the Department of

Sanitation who shall have served for not less than six months in the position on the day of the examination and who are otherwise eligible.

Duties: To supervise the cleaning of streets, the collection and disposal of refuse, the operation of garages, landfills, and waterfront dumps, perform other duties as are required of foremen in the department.

Subjects and Weights: Record and seniority, weight 50, 70 percent required, written weight 50, 70 percent required.

Applications: Issued and received from 9 a. m. Monday, Oct. 5, to 4 p. m. Saturday, October 21, 1942. Fee: \$2.00.

State Tests

The following examinations will be held by the New York State Department of Civil Service on November 21. Applications can be obtained by writing to the New York State Department of Civil Service, Albany, N. Y.

Final date for filing applications will be Nov. 6 for written tests, Nov. 20 for unwritten exams.

The requirements for the Nov. 21 tests are printed below.

Assistant District Health Officer

Department of Health. Usual salary range \$4,000 to \$5,000. Application fee \$5. Appointment expected at the minimum but may be made at less than \$4,000.

Associate Research Neuropathologist

Dept. of Mental Hygiene. Usual salary range \$5,200 to \$6,450. Application fee \$5. Appointment expected at the New York Psychiatric Institute and Hospital at \$3,370 without maintenance.

Canal Maintenance Foreman

Div. of Canals and Waterways, Dept. of Public Works. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800.

Assistant Research Psychiatrist

New York State Psychiatric Institute and Hospital, Dept. of Mental Hygiene. Usual salary range \$3,120 to \$3,870.

Chief Bureau of Research for Women in Industry, Div. of Women in Industry, and Minimum Wage, Dept. of Labor

Usual salary range \$3,500 to \$4,375.

Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,500.

Director of Higher Education

State Education Department. Usual salary range \$5,200 to \$3,450. Application fee \$5. Appointment expected at the minimum but may be made at less than \$5,200. This examination is open to residents and non-residents of New York State.

Labor Relations Examiner

Labor Relations Board, Dept. of Labor. Usual salary range \$2,760 to \$3,360. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,760.

Motor Equipment Maintenance Supervisor

Division of Highways, Department of Public Works. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

Museum Technical Asst. (Taxidermy)

State Education Department. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may

be made at less than \$1,650. One appointment expected.

Medical Social Worker Dept. of Health

Usual salary range \$1,800 to \$2,300 without maintenance, or \$1,500 to \$2,000 with maintenance. Application fee \$1. Appointment may be made from this list to the position of Social Investigator, Department of Health. At present a vacancy exists at the Homer Folks Tuberculosis Hospital at \$1,500 with maintenance. If eligible, candidates may compete also in No. 4213, Senior Medical Social Worker. A separate application and fee must be filed for each.

Orthopedic Public Health Nurse

Div. of Public Health Nursing, Dept. of Health. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. This examination is open to residents and non-residents of New York State.

Public Health Nurse County Service, wherever vacancies occur

Salary varies, usually from \$1,500 to \$1,800. Application fee \$1. The eligible list resulting from this examination will be used in counties

for which the list resulting from the last examination has been exhausted. At the present time, the list has been exhausted for the following counties in which vacancies exist: Alleghany, Cattaraugus, Greene, Herkimer, Niagara, Rensselaer, Steuben, Ulster, Washington. The new list will be used for the remaining counties when the existing list becomes exhausted for those counties.

Supervising Nurse (Operating Room)

Department of Health. Usual salary range \$2,000 to \$2,500. Application fee \$1. At present, a vacancy exists at the New York State Reconstruction Home at \$1,200 and maintenance.

Sr. Med. Social Worker

Dept. of Social Welfare. Usual salary range \$2,700 to \$3,360. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,760. If eligible, candidates may compete also in No. 4208 Medical Social Worker. A separate application and fee must be filed for each.

Institution Teacher (Child Care)

Dept. of Correction. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. One appointment expected at Westfield State Farm at \$1,250 and maintenance.

Foreman

Blister Rust Control, Bureau of Forest Pest Control, Conservation Departments. Usual salary range \$4 to \$6.24 a day. Application fee 50 cents. Several appointments expected.

UNITED STATES CIVIL SERVICE EMPLOYMENT OPPORTUNITIES

CONSULT ANNOUNCEMENT FOR COMPLETE INFORMATION. For announcements and application forms, apply to the Board of U. S. Civil Service Examiners at first- or second-class post offices, to the United States Civil Service Commission, Washington, D. C., or at 641 Washington Street in New York City. SALARIES given below (annual unless otherwise specified) are subject to a retirement deduction of 5 percent. AGE requirements are given in the announcement. There is no maximum age limit unless given below. APPLICATIONS MAY BE FILED WITH THE CIVIL SERVICE COMMISSION, WASHINGTON, D. C., UNTIL FURTHER NOTICE UNLESS A SPECIFIC DATE IS MENTIONED BELOW. Qualified persons are urged to apply at once.

Aeronautical

See also Announcements 122 and 173 under "Engineering"

AIR SAFETY INVESTIGATOR, \$3,800.

Civil Aeronautics Board. Closing date—December 31, 1942, or before, upon public notice. Announcement 208 (1942) and amendment.

INSPECTOR, Engineering Materials (Aeronautical), \$1,620 to \$2,600 (Various options). Navy Department (For field duty). Announcement 54 Revised, 1941 and amendment.

The following positions are in the Civil Aeronautics Administration:

AIR CARRIER INSPECTOR (Operations), \$3,500 and \$3,800. Announcement 140 of 1941 and amendment.

AIRCRAFT INSPECTOR (Factory), associate, \$2,900.

AIR CARRIER MAINTENANCE INSPECTOR, associate, \$2,900. Announcement 140 of 1941 and amendments.

FLIGHT SUPERVISOR, \$3,500 and \$3,800. Announcement 151 of 1941 and amendments.

GROUND SCHOOL SUPERVISOR, \$3,200 and \$3,500. Announcement 152 of 1941 and amendment.

LINK TRAINER OPERATOR INSTRUCTOR \$3,200.

LINK TRAINER OPERATOR, \$2,900. Announcement 126 of 1941 and amendment.

MAINTENANCE SUPERVISOR, \$3,200 and \$3,500. Announcements 156 of 1941 and amendments.

TRAINEE, AERONAUTICAL INSPECTOR, junior, \$2,600. Maximum age—30 years. Announcement 202 (1942) and amendment.

Automotive

AUTOMOTIVE SPARE PARTS EXPERT, \$3,200. Quartermaster Corps, War Department. Announcement 76 of 1941 and amendments.

INSTRUCTOR, \$2,000 to \$4,600. Armored Force School, Fort Knox, Kentucky.

Options: Radial engines, Internal-combustion engines, Motorcycles, Automotive (chassis less engine), Radio operating, Radio electrical. Announcement 147 of 1941 and amendment.

INSTRUCTOR, Motor Transport, \$2,600 to 4,600. Quartermaster Corps, War Department.

Options: Diesel engines; Internal-combustion engines; Motorcycles; Blacksmith and welding; Tire recapping and sectional repair; Fender, body, and radiator; Automotive parts; Automotive electrical and carburetion; Body finishing and upholstery; Automotive machine-

Announcement 215 (1942) and amendment. ALPHABETIC CARD-PUNCH OPERATOR, \$1,260. Announcement 86 of 1941 and amendments. BLUEPRINT OPERATOR, \$1,260 and \$1,440. PHOTOSTAT OPERATOR, \$1,260 and \$1,440. Announcement 108 of 1941 and amendment. FREIGHT RATE CLERK, Land Grant, \$2,600. PASSENGER RATE CLERK, Land Grant, \$2,600. FREIGHT RATE CLERK, \$2,300. PASSENGER RATE CLERK, \$2,300. Announcement 252 (1942). GRAPHOTYPE OPERATOR, under, \$1,260. Announcement 201 (1942) and amendment. HORIZONTAL SORTING MACHINE OPERATOR, \$1,260. Announcement 123 of 1941 and amendment. MIMEOGRAPH OPERATOR, under, \$1,260. Announcement 227 (1942). MULTILITH CAMERAMAN and PLATEMAKER, \$1,620. MULTILITH PRESS OPERATOR, \$1,440. Announcement 94 of 1941 and amendment. STENOGRAPHER, junior, \$1,440. TYPIST, junior, \$1,260. Announcement 224 (1942) and amendment. TABULATING MACHINE OPERATOR, \$1,260 and \$1,440. Announcement 223 (1942).

Engineering

See also announcements under "Aeronautical" and announcements 104 under "Scientific"

CHEMICAL ENGINEER, \$2,600 to \$5,600. Any specialized branch. Announcement 163 of 1941 and amendment.

ENGINEER, \$2,600 to \$6,500. All branches of engineering except chemical and marine, and naval architecture.

Closing date—December 31, 1942, or before, upon public notice. Announcement 173 of 1941 and amendments.

ENGINEER, junior, \$2,000. All branches of engineering except aeronautical, and naval architecture and marine engineering.

Announcement 172 of 1941 and amendments.

ENGINEER, junior, \$2,000. Options: Aeronautical, and naval architecture and machine engineering.

Announcement 122 of 1941 and amendment.

ENGINEERING AID, \$1,440 to \$2,600.

Options: Photogrammetric, Topographic. Announcement 206 (1942) and amendment.

INSPECTOR, Signal Corps Equipment, \$2,000 to \$3,200. Signal Corps, War Department (For field duty). Announcement 108 of 1940 and amendment.

TECHNICAL ASSISTANT (Engineering), \$1,800. Announcement 177 of 1941 and amendment.

Architectural and Drafting ARCHITECT, \$2,000 to \$3,200. Options: Design, Specifications, Estimating. Announcement 222 (1942).

ARCHITECT, Naval, \$2,600 to \$5,600. Navy Department; Maritime Commission. Announcement 246 (1942).

ENGINEERING DRAFTSMAN, \$1,440 to \$2,600.

All branches of drafting. Closing date—December 31, 1942, or before, upon public notice. Announcement 174 of 1941 and amendments.

(Continued from Page Eleven)

Advertisement for New York Business School. COMPLETE AND THOROUGH TRAINING FOR PRIVATE AND GOVERNMENT POSITIONS. COURSES include I.B.M. CARD PUNCH BUSINESS MACHINES—BURROUGHS BOOKKEEPING and BILLING MACHINES Nos. 7890 & 7200. SECRETARIAL ACCOUNTING ALL OFFICE MACHINES. FRENCH and SPANISH • STENOGRAPHY. Intensive 3-MONTH Short-hand Course. "WE HAVE PLACED EVERY GRADUATE". Call, Write or Phone for Catalogue. 11 West 42nd St. Corner 5th Ave. New York City. OPEN ALL YEAR • DAY AND EVENING. Wilsconsin 7-9757.

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U. S. Tests
(Continued on Page Thirteen)

of filing application, applicants: (1) Must have reached their 18th birthday. (There is no maximum age limit for this examination.) (2) Must be citizens of or owe allegiance to the United States.

Physical Requirements - Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow employees.

How to Apply-(A) File the following form with Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York City: (1) Application Card Form 4000-ABC.

Note: Applicants who desire their records of service in the armed forces to be considered, should be prepared to present documentary proof of their claim if and when requested.

(B) Necessary forms may be secured (1) From the Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York City. (2) From the Secretary, Board of U. S. Civil Service Examiners, Eastern Procurement District, Army Air Forces Materiel Center, 90 Church Street, New York City. (3) At any first or second-class post office in which this notice is posted.

Textile H. S. Gives Photography Courses

A number of Board of Education free photography courses are being readied at Textile High School, 18th St. and 8th Ave., Manhattan. Registration has already started. Courses tied up with the war effort, will be divided into elementary, advanced, portrait and medical sections. There are no requirements.

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Request Catalog 44

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BROOKLYN, NEW YORK Main 4-4211

Supermen Ride Again

After a vacation of two months, the Sanitation Eligibles Association is making plans to function again. Although no definite date has been set yet, the first meeting of the Fall season will probably be held on the last Friday of this month. The supermen are battling for the city to fill 103 vacancies in the Sanitation Department as junior sanitation man. Recent attempts by the eligibles to persuade Mayor LaGuardia and Budget Director Kenneth Dayton to authorize the filling of these vacancies have proved unsuccessful.

As soon as the date for the next meeting is announced, it will be published in the LEADER.

Federal Retirement Problem Comes Up

Sirs: I'd like to know what is so sensible about the idea of discontinuing the practice of permitting a Federal employee to capitalize on money placed into a pension fund if at any time he were to quit working for the Government?

Under a rather new regulation, Federal employees face a situation like this: we can work here for two years or so and accumulate a rather nice "nest egg". If we should leave the Federal service, we can't pull out that money until we retire at around 65. There's something wrong here, it seems, and, if there is, we'd like the Retirement System of the U. S. Commission to say so.

J. TERENCE CONROY.

Teachers, Editors Released From Hatch Act Restrictions

Teachers and country editors on Federal payrolls in any capacity are exempt from the Hatch Act banning political activity, following Congressional action last week. Teachers sometimes are paid from Federal funds; some country editors have part time Federal positions.

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- 3.—Training**
If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.
- 4.—Jobs Open**
Exams which open in the City, State and Federal government service, and some defense openings in private industry, for which, in the opinion of our job-finding expert you qualify will be personally brought to your attention by mail. We try to make this service as complete as we can.
- 5.—How to Prepare**
Proper study methods and study material will from time to time be suggested to help you pass the test for which you file, if you so request. Also, you get every aid in filling out your application.
- 6.—Question Service**
You may call upon us to answer any question with regard to civil service or defense jobs. We endeavor to answer these questions as completely as available information permits. For eligibles and employees, we answer questions relating to lists, transfers, promotions, etc.

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This Week's New York City and State Eligible Lists

New York City Lists PROMOTION TO JR. BUDGET EXAMINER

- (Bureau of Budget). Subject to Investigation. 1 John J. Casey, 85,900

PROMOTION TO PILOT

- Fire Department 1 John D. Burns, 91,000 2 Moffitt L. Matson, 90,500

PROMOTION TO MAINTAINERS HELPER GROUP B

- 1 Horton Smith, 87,000 2 C. W. Kelley, 86,770 3 George B. Gordon, 85,025

- 41 Michael Russo, 81,500 42 Sam. H. Portnoy, 81,475 43 Isidore Frankel, 81,375

- 1 Reynolds, Francis, 85,500 2 Holmberg, Kermit L., 83,000 3 Lange, Fred T., 83,000

- 14 Travis, Daniel P., 80,000 15 Berkowitz, Ira L., 80,000 16 McGovern, Owen, 80,000

- 125 Michael R. Iuzzolino, 74,375 99 Washington McCray, 74,375 124 Robert Gamble, 74,250

- 27 Meyer, Charles A., 70,500 28 McNeill, John, 70,500 29 Smith, Charles V., 70,000

PROMOTION TO MAINTAINERS HELPER GROUP B

- Trolley-BMT Division, N.Y.C.T.S. 1 Podwyezynski, Walter J., 84,750

PROMOTION TO MAINTAINERS HELPER GROUP B-N.Y.C.T.S.

- Subways and Elevators, BMT Div. 1 McKenna, Francis P., 82,375

PROMOTION TO MAINTAINERS HELPER GROUP B-N.Y.C.T.S. Buses-BMT Division

- 1 Tucci, Michael J., 73,500

PROMOTION TO MAINTAINERS HELPER GROUP B-N.Y.C.T.S. IRT Division

- 1 Atherton, Thomas, 85,700 2 Petrottil, Oreste A., 85,125

New York State Lists SPECIAL ATTENDANT TELEPHONE OPERATOR Mental Hygiene-Promotion

- 1 Osborn, Ceilia, 99,752 2 Rayno, Marion, 88,500

ASSISTANT PRINCIPAL School of Nursing

- 1 Osborn, Ceilia, 99,752 2 Rayno, Marion, 88,500 3 Ferguson, Margaret, 86,400

ASSISTANT ACTUARIAL CLERK

- 1 Lieblein, Julius, 91,680 2 Cohen, Jos. E., 91,376 3 Redio, Norma, 90,098

- 14 Lerner, Naomi, 87,528 15 Cavaliere, Alice, 87,426 16 Mallon, Joan, 87,278

HEAD PRINTING CLERK Executive Dep't (Promotion)

- 1 McClure, Edward, 85,710 2 DeRusso, Salvador, 82,000

ASSISTANT CLERK Insurance Dept., Albany Office (Promotion)

- 1 Gruskin, Sara, 85,880 2 Lazaroff, Doro by, 85,400

ASSISTANT PHYSICIAN County Tuberculosis Sanatoriums

- 1 Keenan, John, 87,100 2 Orton, Sarah, 87,000

BEDDING INSPECTOR Labor Division

- 1 Lerner, Sara, 85,700 2 Pusfeld, Sigmund, 80,000 3 Lowitt, Oscar, 88,040

- 16 Abramowitz, H., 83,500 17 Heyman, Isidore M., 83,400 18 Stuckey, George, 83,300

SR. EDUCATION EXAMINER Div. Exams. Educational Dept.

- 1 Bookheim, Arnold, 77,450 2 Templeton, Hugh, 77,050

JUNIOR CIVIL ENGINEER Transit Commission (Promotion)

- 1 Haynes, George, 89,250 2 Hilary, H. Richard, 88,480 3 Budd, Rob't. D., 88,000

SPECIAL ATTENDANT Dietitian Mental Hygiene (Promotion)

- 1 Doscher, W., 84,270 2 McCarthy, Iona, 77,640

ARMY - NAVY COAST GUARD HAVE TAKEN OVER All of our facilities from Coast to Coast are now being utilized by the U. S. Army, Navy and Coast Guard in the training of enlisted personnel in the maintenance and repair of Diesel engines.

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For objective civil service and war job information, follow The LEADER every week.

Is Your Exam Here? Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known. Open Competitive Tests Assistant Civil Engineer: Rating of the written test is about 90 percent completed. Assistant Pharmacist: Applications for this examination closed. The written test will be held soon. Bus Maintainer, Group A: The written test is scheduled for October 17, 1942. Cashier, Grade 3 (Sheriff's Office): The written test will be held as soon as practicable. Clerk, Grade 1: The written test will be held on November 7, 1942. Dental Hygienist: The practical test will be held in October, 1942. Dietitian: The training, experience and personal qualifications test will be held in October, 1942. Electrician: All parts of this examination have been completed. Exterminator: Applications for this examination closed on September 29, 1942. Head Dietitian (Administrative): Applications for this examination closed on September 29, 1942. Head Dietitian (Teaching): Applications for this examination closed on September 29, 1942. Inspector of Elevators, Grade 3: All parts of this test have been administered. Inspector of Printing and Stationery: The training, experience and personal qualifications test will be held in October, 1942. Inspector of Plumbing, Grade 3: The written test will be held in October, 1942 if practicable. Junior Civil Engineer: The training, experience and personal qualifications test will be held on September 25 and 26, 1942. Junior Electrical Engineer: Rating of the written test has been completed. Junior Physicist (Radiation): Applications for this examination closed on September 29, 1942. Laboratory Assistant (Specialties-Bacteriology, etc.): Applications for this examination closed on September 29, 1942. Law Assistant, Grade 2 (Torts): Applications for this examination closed on September 29, 1942. Marine Engineer: The practical test was held on September 17, 1942. Marine Oiler: Rating of the written test has begun. Medical Social Worker, Grade 1: The written test was held on October 8, 1942. Office Appliance Operator, Grade 2 (Addressograph): Applications for this examination closed on September 29, 1942. Playground Director: Objections to the tentative key answers are being considered. Property Manager: The rating of Part 2 has been completed. Psychologist: The written test will be held as soon as possible. Stationary Engineer: Rating of the written test is about 75 percent completed. Stationary Engineer (Electric): Rating of the written test is about 75 percent completed. Telephone Maintainer, N.Y.C.T.S., All Divisions: The written test was held on October 10, 1942. Telephone Operator, Grade 1 (Women): The rating of the written test is about one-third completed. Trackman: All parts of this examination have been completed. Typist: Rating of the practical typing papers has been completed. The list will be out soon. Weighmaster: Rating of the written test will begin shortly. X-Ray Technician: Applications for this examination closed on September 29, 1942. X-Ray Technician (Out of New York City): Applications for this examination closed on September 29, 1942. Promotion Tests Airbrake Maintainer: The practical test will be held in October, 1942. Assistant Civil Engineer: The rating of the written test is about 90 percent completed. Assistant Counsel (Torts), Grade 4, Board of Transportation: The written test will be held on October 31, 1942. Assistant Station Supervisor, N.Y.C.T.S., IRT & BMT Divisions: Rating of the written test has been completed. The practical oral test will be held as soon as possible. Assistant Supervisor (Electrical Power), N.Y.C.T.S., All Divisions: Rating of the written test is in progress. Assistant Supervisor (Mechanical Power), N.Y.C.T.S., IRT & BMT Divisions: The written test will be held on October 23, 1942. Assistant Supervisor (Track), N.Y.C.T.S., IRT Division: Rating of the written test is about 50 percent completed. Bus Maintainer, Group A, N.Y.C.T.S., BMT Division: The written test will be held on October 17, 1942. Captain, P.D.: The rating of the written test is in progress. Car Maintainer, Group E, N.Y.C.T.S., All Divisions: The practical test will probably be held in October, 1942. Clerk, Grade 2: Rating of the written test has been completed. Claim Examiner, Grade 2, Board of Transportation: Rating of the written test is in progress. Clerk of District, Municipal Court: Rating of the written test has been completed. Deputy Warden: The written test will be held on October 14, 1942. Electrician: All parts of this examination have been completed. Examiner, Grade 4, Office of the Comptroller: Rating of the written test has been completed. Foreman (Buses and Shops), N.Y.C.T.S., BMT Division: The written test was held on September 23, 1942. Foreman (Electrical Power), N.Y.C.T.S., All Divisions: Rating of the written test is in progress. Foreman (Lighting), N.Y.C.T.S., All Divisions: The practical oral test will probably be held in October, 1942. Foreman (Mechanical Power), N.Y.C.T.S., IRT & BMT Divisions: The written test will be held on October 25, 1942. Foreman (Telephones), N.Y.C.T.S., All Divisions: The written test was held on October 7, 1942. Inspector of Combustibles, Grade 3, F.D.: Rating of the written test is in progress. Inspector of Fire Prevention, Grade 3, F.D.: Rating of the written test is in progress. Inspector of Housing, Grade 3: Rating of the written test is about 75 percent completed. Inspector of Plumbing, Grade 3, (Dept. of Housing and Buildings): The written test will be held in October, 1942, if practicable. Junior Chemist: The written test will be held on October 17, 1942. Junior Counsel, Grade 1 (Torts), Board of Transportation: The written test will be held on October 24, 1942. Law Assistant, Grade 2 (Torts), Board of Transportation: The written test will be held on October 17, 1942. Light Maintainer, N.Y.C.T.S., All Divisions: The practical test will probably be held in October, 1942. Mechanical Maintainer, Group C, N.Y.C.T.S., IRT & BMT Divisions: The written test will be held on November 14, 1942. Motorman, N.Y.C.T.S., All Divisions: The qualifying practical test will be held in November, 1942. Power Maintainer, Group A, N.Y.C.T.S., IRT & BMT Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible. Power Maintainer, Group B, N.Y.C.T.S., All Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible. Power Maintainer, Group C, N.Y.C.T.S., IRT & BMT Divisions: The written test will be held on November 28, 1942. Property Manager: Rating of Part 2 has been completed. Sergeant, P.D.: Rating of the written test is completed. The list will be out soon. Signal Maintainer, Group B, N.Y.C.T.S., All Divisions: Rating of the written test is in progress. Special Patrolman, Grade 2, N.Y.C.T.S.: Rating of the written test has been completed. The list will be promulgated in October, 1942. Stationary Engineer: Rating of the written test is about 75 percent completed. Stationary Engineer (Electric): Rating of the written test is about 75 percent completed. Stenographer, Grade 2: Rating of the practical test papers will begin shortly. Stenographer, Grade 3: The practical test will be held on October 17 and 24, 1942. Stock Assistant: All parts of this examination have been completed. Telephone Maintainer, N.Y.C.T.S., All Divisions: The written test will be held on October 10, 1942. Train Dispatcher, N.Y.C.T.S., IRT & BMT Divisions: Rating of the written test is in progress. Ventilation & Drainage Maintainer, N.Y.C.T.S., All Divisions: The practical test will be held within the next two months. Change of Title Butcher (Labor Class), Dept. of Hospitals: The written test will be held on October 24, 1942. Junior Civil Engineer: The written test was held on September 19, 1942.

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POLICE CALLS

Sergeant Failure Marks this Week?

Failure notices on the Sergeant's test may be sent out this week! If you hear that some of the candidates have received cards from the Civil Service Commission notifying them of their marks and you haven't received yours, don't complain. Instead, consider yourself lucky and keep your fingers crossed. It will mean that the recipient of the card has failed and that you have passed!

It has always been the practice of the Commission to send out notices of failure a short time before notices of passing are mailed and the list is released for publication. Among other things, this gives the boys who failed a chance to check their test papers and find out if a mistake has been made before the list is actually published. For the precise method used in checking your test paper and filing an appeal see last week's Police Calls column.

Only 43 Pass Subway Test

Only 43 special patrolmen in the Board of Transportation passed the promotion examination to Special Patrolman, grade two. A total of 287 candidates took the examination. The list will be out in a week. Let's hope a better percentage of candidates pass the promotion examination which was

held for patrolmen in the Police Department on June 14, 1941.

Prediction

The special patrolman, number two, list will be declared appropriate to fill jobs as patrolman in the Police Department as soon as the patrolman, number 1, list is used up. Of course, this won't take place until the patrolman list is exhausted of all available eligibles. If you're on list two, don't get excited and pass any permanent jobs offered you, which you might otherwise accept. Actually if you decline the offer of a permanent appointment without sufficient reason your name won't even be on the special patrolman list when the time comes for it to be declared appropriate for cop jobs.

The justice in combining lists 1 and 2 has been stressed in this column many times in the past, dating back far into the life of the last patrolman and special patrolman lists. On examinations as stiff as recent patrolman tests, the limiting of patrolman appointments to candidates who receive an average of 80 percent or better, which is what the arbitrary passing mark amounts to in actual practice, seems grossly unfair. Any candidate who gets the recognized average of 70 percent or better on both the mental and physical parts of the patrolman test should be entitled to a place on the patrolman eligible list. If the practice of separating patrolman eligible lists in two parts had been followed for the past 30 years on less difficult examinations, we know that many competent, respected high-ranking officers of the department would not have been appointed patrolman to begin with. The city would have been the loser, not the officers.

Policewomen

Oral examinations for girls on the policewomen list were concluded last week by the Civil Service Commission. The oral test is merely qualifying. It is highly doubtful if any of the girls on the list failed in their oral tests. They are asked a lot of questions but they are not rated on their answers. Their rating which cannot affect any changes in their average assigned them in February, 1939, is made on the manner, speed and judgment with which they answer replies to questions. As a spokesman for the Civil Service Commission explained, "It's not what they answer, but how they answer that counts!"

YMCA Course For Teachers

Special late afternoon classes in Radio Construction and Code Communication for New York City school teachers preparing to participate in the High School Victory Corps training program and other school war efforts will be offered by the YMCA Trade and Technical Schools, 5 West 63rd Street, it was announced today by Louis L. Credner, principal.

The Radio courses, scheduled to begin during the week of October 19, will be the first teacher training courses for men and women offered by the YMCA Schools in their 47-year history, Mr. Credner said. They were planned as a result of a score of requests from New York City vocational teachers.

The Radio Construction course will include radio physics and such practical work as analysis of sets and trouble shooting. It will meet in two hour sessions three times a week for ten weeks.

The class in Code Communications will meet for two-hour sessions twice each week for 20 weeks, and will qualify the successful student for an amateur operator's license.

The Radio courses for teachers have been modeled after the specifications of the armed forces for trained radio operators and radio servicing technicians.

If you're capable of doing hard work, and not in 1-A, 2-A, or 2-B draft classification, you can help your country by applying for work in Hawaii as a laborer. Pay is good; chances for advancement are excellent. For information, go to Room 015, Federal Building, 641 Washington Street, New York City.

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are vacancies.

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it. The department to which you were certified will notify you when you are about to be reached for appointment.

Table with columns: Title, Department, Salary, F.I., Latest No., and Last Expires. Lists various job titles like Able-Bodied Seaman, Airport Assistant, Chief Life Guard, etc., with their respective departments and salaries.

More Asst. Gardeners Certified As Guards

The entire list for assistant gardener, established by the Civil Service Commission on August 19 for employment outside of the New York City limits has been certified by the Commission to the Board of Water Supply to fill vacancies as guards on upstate reservoirs. The jobs are temporary and pay at the rate of \$125 a month.

The Commission sent over the names of 496 eligibles on the list to the Board last week, beginning with eligible number 601 right down to the last man on the register, number 1096. Previously the Commission had certified the first 600 names on the list.

SCMWA Plans Meeting To Increase Wages

A meeting of all chapter and local executive boards of the New York District of the SCMWA will take place this Thursday night, October 15th, at Manhattan Industrial High School, 22d St. and Lexington Ave. A wage increase will be discussed, and plans will be mapped out to win passage of Council Print No. 212 which gives city employees the right to organize and to be represented in the adjustment of grievances.

Park Guild Meets On October 13

The second meeting of the Jewish Guild of the Parks Department is set for Tuesday, October 13, in the East Side Jewish Centre, Stanton and Essex Sts., Manhattan.

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Age Minimum Dropped For NYA Training

They've dropped the age minimum down to 16 years, nine months, for young men and women seeking war training in the National Youth Administration, according to exclusive information reaching The LEADER this week.

The idea, of course, is to provide war workers to defense industries in swifter fashion than ever; also, to enable young men and women to go to work in war plants at the ripe age of 17.

The briefest training course at NYA lasts three months. That would make the applicant 17, when he finishes. The way things are today, even at that age there are not many bars to employment in New York State in vital industries. Too many employers are looking for young material to aid the war effort.

The Courses.

Training in machine tool operation, and arc acetylene welding, sheet metal work and radio communications are the big things open to these young men and women who will now seek to take advantage of the liberal minimum. Radio is the only field requiring as much as six months in some cases.

Successful applicants are transferred from local NYA work to resident placement centers before being grabbed up by employers. Two of the most popular resident placement zones are in Nepaug Village, just outside Hartford, Conn., and in Springfield, Mass. (the former only for boys, the latter for both). Employers "raid" those places regularly.

Massachusetts has been especially outstanding in this grab-them-while-they're-young field. Girls, in particular. Upper New

York State also has a great labor shortage and doubtless will be calling upon these trainees. Machine shop and welding have been producing most of the applicants for out-of-town assignments growing out of NYA training.

"Where an applicant indicates his willingness to accept out-of-town employment in an area of labor stringency," points out E. K. Delp, manager of the War Production Training Program, "he will be accepted for training in these shops at 16 years and nine months, making possible his employment on his 17th birthday in a war plant in a State where laws permit."

To apply at NYA, contact that agency at 145 E. 32d St., Manhattan.

Provisionals To Fill Jobs In Subways

The Civil Service Commission, at its meeting Wednesday, October 7, approved a request by the Board of Transportation to make provisional promotions in seven non-operating titles pending the establishment of promotion lists for these titles.

The jobs which may be filled by provisional promotions are in the titles of cashier, grade 3; clerk, grade 2; clerk, grade 4; clerk, grade 5; assistant chemist; stenographer, grade 2 and stenographer, grade 3.

Tests for assistant chemist and stenographer, grades 2 and 3 have already been held by the Commission, but the lists have not as yet been promulgated. Tests for clerk, grades 2, 4 and 5, have been ordered by the Commission but not yet held. The provisional who accepts the cashier, grade 3, promotion will be replaced by an eligible from the cashier examination now being conducted for the Sheriff's office. The Commission indicated that the Sheriff's office cashier list would be certified to the Board of Transportation under the process of selective certification.

Subway Helpers, Clerks Certified

Fifteen jobs as grade 1 clerks in the Board of Transportation were offered girls as the clerk, grade 2, list this week. To fill the fifteen permanent posts, the Civil Service Commission certified the names of 49 eligibles on the female list for clerk, grade two. Highest eligible reached was number 9230. Appointments are being made at annual salaries of \$960 a year.

Other certifications to the Board of Transportation by the Civil Service Commission included the sending of names on the lists for maintainer's helper, groups A and D, for permanent and temporary jobs at \$63 per hour. 37 eligibles, up to number 1,054, were certified from the group A list for permanent jobs, while the names of 22 lads in the D group were forwarded for temporary jobs. Highest reached was number 768.

If you're capable of doing hard work, and not in 1-A, 2 A, or 2-B draft classification, you can help your country by applying for work in Hawaii as a laborer. Pay is good; chances for advancement are excellent. For information, go to Room 915, Federal Building, 641 Washington Street, New York City.

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Dates for U. S. Tests

The Federal mechanic learner, radio, exam has been set for Tuesday, October 13, at 6 p.m. in Room 1021 in the Federal Building, Christopher Street, Manhattan. There are 250 candidates.

The same exam will be held Oct. 14, 15 and 16 for additional candidates.

Another test slated for Wednesday, October 14, is the junior investigator exam, scheduled for 8.30 a.m., with 127 candidates. Same room and same building.

For objective civil service and war job information, follow **The LEADER** every week.

Study CORNER

Vocabulary Building. By J. M. Steadman, Jr. (Turner, Smith & Co.) A textbook and exercise manual of 200 pages that aims to make for better speech and better use of words. It deals with finding the right words, pronouncing and spelling them, choosing and learning them. Jam-packed with exercises, rules and suggestions, the book is an A to Z text on words, at a good civil service level. Getting the meaning from roots and affixes, different accents for different meanings of a word, synonyms and antonyms, idioms, pronunciation and meaning, capitalization, etc.

Handwork in Wood. By William Noyes. (Manual Arts Press, \$3.) Intended primarily for teachers of woodwork, but interesting and profitable, even to amateurs. It contains chapters on logging, sawmilling, lumber, hand tools used in woodwork, wood finishings, etc., with numerous illustrations and charts and photographs.

The Finances of the City of New York. By Cushman McGee. (K. W. Pressprich & Co.) The material given in these chapters is based principally upon official City records up to 1940, together with the provisions of the constitution and statutes of the State and of the City charter. Illustrated with charts and tabulations. Chapters include: Public Housing, Expense Budget Appropriations, Provision for the Payment of Funded Debt, Transit Unification. The volume is a tribute to New York City's credit position, tabulated with ample statistical and market data.

POSTAL NEWS

By DONALD McDOUGAL

This—Or Else

The post office workers still feel just like this: "We've got to get a flat, 10 percent bonus increase over and above all overtime on a 260-day basis, and a 40-hour week."

The straight overtime bill now being mulled over in Washington won't do any good at all, they tell you.

The post office boys also are still shouting for time-and-a-half for any overtime over 40 hours a week in order to safeguard the eight-hour day and the 40-hour week.

The way things have been delayed in Washington, you're told, it's no wonder the morale of postal employees is sinking lower at an alarming rate. They feel they have been handled in a shabby manner on the part of the Administration on this increased pay legislation business.

Until the overtime pay bill is dragged out of Committee in the amended fashion deemed necessary to meet the rising cost of living, disparities are going to continue to exist in the Post Office Department regarding overtime for certain workers and none for others, the boys charge.

The mere fact, they add, that the Post Office Department itself through official spokesmen has come out in unprecedented style for wage increases for postal workers reveals the necessity for some such thing immediately. A 15 percent increase has already been predicted.

All other Government employees work a 40 or 48-hour week in comparison to the generally indefinite hours put in by the men in gray. This alone, they claim, is reason enough to give the postal men a "break." As if, they conclude, the mere fact that raises haven't been forthcoming for so

many years isn't sufficient reason in itself.

New Delegate

John R. Gibson, the carrier delegate of the College Point post office in the Bronx, has gone into the army (O.C.S. School, if you must know, at Fort Custer, Mich.) and Carlton S. Davis, collector of the MBA in Branch 36, NALC, has assumed his duties of delegate.

Congrats, Sam!

Sam Yurman, letter-carrier in the Church Street Annex, practically is bursting those vest buttons because his three-year-old daughter, Trudy Pearl, grabbed a prize cup in the Coney Island Mardi Gras the other day in the walking costume division. Just like dad, the little lady does a lot of walking.

If you're capable of doing hard work, and not in 1-A, 2-A, or 2-B draft classification, you can help your country by applying for work in Hawaii as a laborer. Pay is good; chances for advancement are excellent. For information, go to Room 915, Federal Building, 611 Washington Street, New York City.

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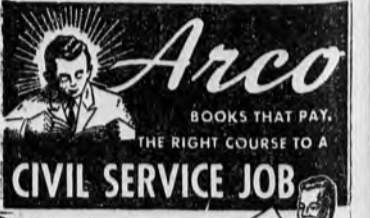
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Hearings On Title Changes

A public hearing on a proposed amendment to the rules of the Civil Service Commission to place the position of Director of Staff Relations, Department of Welfare, in the exempt class will be held in the offices of the Civil Service Commission at 2:30 p. m. Wednesday, October 14. At present this position is filled by a provisional, Ellis Raner.

Immediately following, at 3 p. m., the Commission will hold another public hearing to change the titles of junior announcer and announcer in the Radio Broadcasting Service to announcer, grade 1, and announcer, grade 2, respectively. The salaries for these positions will not be changed. The salary for junior announcer is \$1,800 to \$2,400 a year, for announcer, \$2,400 to \$3,000 a year.

Both scheduled public hearings will be conducted in Room 712 of the Commission's offices at 289 Broadway. Anyone interested may attend.

Supermen Go To Transit Board

724 eligibles on the sanitation man list have been certified by the Civil Service Commission to the Board of Transportation to fill permanent jobs as railroad porter at \$57 per hour. Included in the certification were names of available supermen from number 2615 on the list to number 7415.

Fifty permanent jobs will be filled from this large certification, according to officials of the Board of Transportation. Appointments will be limited to those eligibles who are over 21 years of age. All who accept appointment will have their names removed from the sanitation man list for a period of one year, in compliance with a ruling adopted by the Civil Service Commission just about a year ago.

Board of Ed. Seeks Lunchroom Helpers

To fill 15 jobs as lunchroom helpers in the Board of Education, the Civil Service Commission last week certified the names of 32 eligibles on the female list and 30 eligibles on the male list. Highest eligible reached on the female list was number 403, on the male list, number 860.

Fourteen of the vacancies are in Brooklyn and one in Queens. Lunchroom helpers are paid at the rate of 50 cents per hour. The jobs open are permanent.

State Employees Get Time Off to Pick Apples

ALBANY. — Employees of the State Department of Agriculture and Markets are being given time off to pick apples in nearby commercial orchards. Workers in the claims bureau of the DPUI along with employees of some other departments and agencies are using their week-ends to help harvest the apple crop. Most of them get from 8 to 10 cents a bushel and most of them are turning their earnings over to the USO or other war funds.

Speed Shorthand Course

A special two-hour class in Speed Shorthand will be given at the Washington Irving Evening High School each night from 6 to 8 p. m., commencing October 5. There is no tuition fee. Registration is now open.

The class will be conducted by Murray Sanders, a member of the faculty for many years and a veteran law reporter.

Conservation

In line with the War Production policy of "Make Old Things Do," Jack Gorta, of the United Pledge Society, has given personal attention to the care and storing of uniforms. He makes these suggestions—good uniform material will be increasingly hard to obtain—therefore, store in moisture proof vault.

When not in use—dry clean before storing—a closet or moth proof bag is not enough. The vaults upon inspection proved this point and it should also apply to valuable civilian clothing of men from civil service families joining the armed forces.

Amusement Parade

By Joseph Burstin



SONJA HENIE
Star of 20th Century-Fox's production, "Iceland," which opens at the Roxy Theatre tomorrow.

HOLLYWOOD Facts Between Acts

Philip Merivale, Nancy Gates, Una O'Connor and Robert Donat's nine-year-old son, John, have been cast for supporting roles to Charles Laughton in RKO Radio's "This Land Is Mine." . . . Jane Darwell, 1940 Academy Award winner for her performance in "The Grapes of Wrath," gets a top spot in RKO Radio's "The Great Gildersleeve." . . . Constance Bennett will be seen in the leading role in Warner Bros. film version of "Forty Whacks," to be directed by William Clemens with William Jacobs producing. Joel Malone and Richard Weil have written the screen play based on the novel by Geoffrey Homes. . . . Allan Jones draws stellar billing in Universal's "When Johnny Comes Marching Home," which will feature the Phil Spitalny all-girl orchestra. Others set for top roles include: Gloria Jean, young Donald O'Connor, and Peggy Ryan, singing-dancing comedienne. Bernard Burton is the associate producer. . . . Charles Winninger wins one of the prize roles of the season with his signing by Universal to join Charles Boyer and Barbara Stanwyck in the second episode of Boyer's and Julien Duvivier's co-producing effort tentatively titled "Flesh and Fantasy." He will portray a circus impresario. . . .



GEORGE BRENT
who is co-starred with Brenda Marshall in Warner Bros.' Comedy-melodrama, "You Can't Escape Forever," opening at the N. Y. Strand Theatre, on Friday.

New Movie Attractions:

Beginning tomorrow, the Roxy Theatre presents "Iceland," 20th Century-Fox's production, starring Sonja Henie. Supporting Miss Henie are John Payne, Jack Oakie, Osa Massen, Joan Merrill, Fritz Feld and Sammy Kaye and his orchestra. The film was directed by Bruce Humberstone, with music and lyrics by Mack Gordon and Harry Warren.

Following the current run of "Tales of Manhattan" at the Radio City Music Hall, will be Columbia's screen version of "My Sister Eileen," with Rosalind Russell, Brian Aherne, Janet Blair, George Tobias, Allyn Joslyn, Grant Mitchell and Elizabeth Patterson.

Gene Krupa and Band At N. Y. Paramount

Because of prior booking commitments, Tony Pastor and his band, and the Andrew Sisters, will not continue in person with "The Major and The Minor." Gene Krupa and his orchestra and Beatrice Kay will replace these headliners when the film starts its fifth week run tomorrow.

Jack Carson and the 3 Stooges in Person At New York Strand

Jack Carson, Warner Bros.' comedy star, and the 3 Stooges, better known as Moe, Curley and Larry, will begin a personal appearance engagement at the N. Y. Strand Theatre, on Friday, with the Stan Kenton orchestra. The screen feature will be the Warner Bros. comedy-melodrama, "You Can't Escape Forever," starring Brent and Brenda Marshall.

Nite Life

Ross MacLean, baritone singing star of George White's "Scandals" will inaugurate a nightly community sing at Jack Dempsey's **BROADWAY RESTAURANT**, when he opens there tonight for his third return engagement. The room will be entirely redecorated. The McFarland Twins and their orchestra and the Milt Herth Trio will continue to dispense dance rhythms.

Georgie Price is back again at Jack Harris' **LA CONGA**, after a year's absence. During his engagement Price plans to hold several Discovery Nights on which occasions he will unearth undiscovered young talent and spotlight it. Appearing with Price are Estrelita, Carmen de Rivero, Jerri Vance and Machito's rumba band, plus Jack Harris' orchestra.

The new Frank Shepherd revue at **LEON & EDDIE'S**, starring Eddie Davis, include the Hoffman Sisters, acrobatic dancers; Martin and Florenz, puppet manipulators; Primrose and Gold, comedians; Melinda De Mayo, Cuban singer; Pauline Bryan, dancer, and Gloria Hope, songstress.

Accounting by Machine

A post war revolution in accounting and business procedure as a result of greater use of card punch and other accounting machines, was emphasized by H. D. Dharte, director of the Accounting Machines Institute. These machines are already in use by large defense plants and government bureaus, he says.

H. D. Dharte, director, described the card punch system as the speediest method of compiling yet devised. Information, much as sales records, payrolls, etc., are entered on a small 3 1/2 x 5 inch card by the card punch operator. It is then possible, through the use of the Accounting Machines Tabulator, Sorter and other machines to compile any particular information in whatever form desired.

Graduates of the school are employed in private and war industries and are accepted for different Civil Service exams without examination.

Women Workers Trained to Be Mechanics

To help meet the increasing need in war industries for women workers who can do their jobs on a par with men, the Metropolitan Technical School, 260 West 41st Street, New York City, is opening to women its courses in machine-shop practice and in instrument-making, according to Arthur J. Grey, director of the school.

State to Pool Typewriters

ALBANY. — Savings of nearly \$400 in the care and repair of typewriters was reported for August by the newly-formed State Typewriter Repair Bureau, created by order of Governor Lehman and a special act of the 1942 Legislature.

The 7,000 typewriters now in State use "must meet our needs for the duration of the war without replacement," Governor Lehman wrote all departments and agencies.

Faced with the hard fact that no new typewriters, so essential to the performance of State business, will be available, Commissioner Higgins, with the approval of the Governor, has ordered: all typewriters not regularly used be pooled; all surplus machines to be picked up and stored with the repair unit; all spare parts to be picked up and stored; pooled machines to be used on 90-day loan only; use of pooled machines and surplus stock, when regular typewriters are turned in for overhauling.

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An Appeal to My Boss

You are unaware of me, although you see me every day.

You do not know me, although you speak to me, and we are very friendly.

You are not conscious of my existence, although, frequently, you look for me.

When you look for me, you know that you will find me. For I am always on the job. You can depend on me.

I like you to depend on me, because I appreciate your trust. I am proud of your faith in me.

I like to see the smile that lights your face, when I am of service to you. I get a kick out of working for you.

There is only one thing, Boss. I am afraid you have forgotten me.

I know that you are busy, that you are thinking of your sons in the service, that you are struggling against the high cost of living, that you are wondering how you can purchase more war bonds and stamps to help your country.

You have your responsibilities. Your families to clothe and feed. Your churches to support. Your children to educate. You can be excused for forgetting me.

But, still, Boss, you have forgotten me.

I, too, have my sons in the service. I, too, am struggling against the high cost of living, wondering how I can purchase more war bonds and stamps to help our country in its hour of peril.

I, too, have my responsibilities. My family to clothe and feed. My church to support. My children to educate. And, I am not able to meet my responsibilities because of my salary.

You see, Boss, I have been working for the same salary for the past seventeen years. You have not given me a raise since 1925.

In 1932, when you were up against it, Boss, I worked a full month for you without pay.

In 1933, when you were still hard-pressed, I took a fifteen percent cut in salary. Again, in that same year, I went on a nine-day furlough without pay.

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STANDARD OILED CLOTHING CO., INC.
810 East 152nd Street
New York City

BRASS & BRONZE, INC.
340 Jackson Street
Bronx, N. Y.

FLOWER - EDWIN, INC.
216 William Street
New York City

BENART MAIL-SALES SERVICE, INC.
235 East 45th Street
New York City

**COMPLIMENTS OF
BENRUS WATCH COMPANY**
200 Hudson Street
New York City

PACKINGHOUSE WORKERS UNION
Local No. 5
A. F. of L.

SIEVERING - PHILLIP, INC.
199 Lafayette Street
New York City

SANITARY FEATHER & DOWN CO., INC.
340 Columbia Street
Brooklyn, N. Y.

FRED HASLAM CO., INC.
83 Pulaski Street
Brooklyn, N. Y.

AMERICAN MAST & SPAR CORP.
East River and 149th Street
Bronx, N. Y.

NUESKE & WOODWORTH
187 Lafayette Street
New York City

S. WATERBURY & SON CO.
62 Schenectady Avenue
Brooklyn, N. Y.

MABEN BAGS
14 East 32nd Street
New York City

GUARDINO TANK PROCESSING CORP.
38 Kenmare Street
New York City

JOS. MARTINSON & CO.
85 Water Street
New York City

HARVEY RADIO CO.
103 West 43rd Street
New York City

CLIP THIS COUPON AND MAIL

Hon. M.C.
House of Representatives
Washington, D.C.

Will you please vote for a salary increase to postal employees?

NameAddress

City State.....