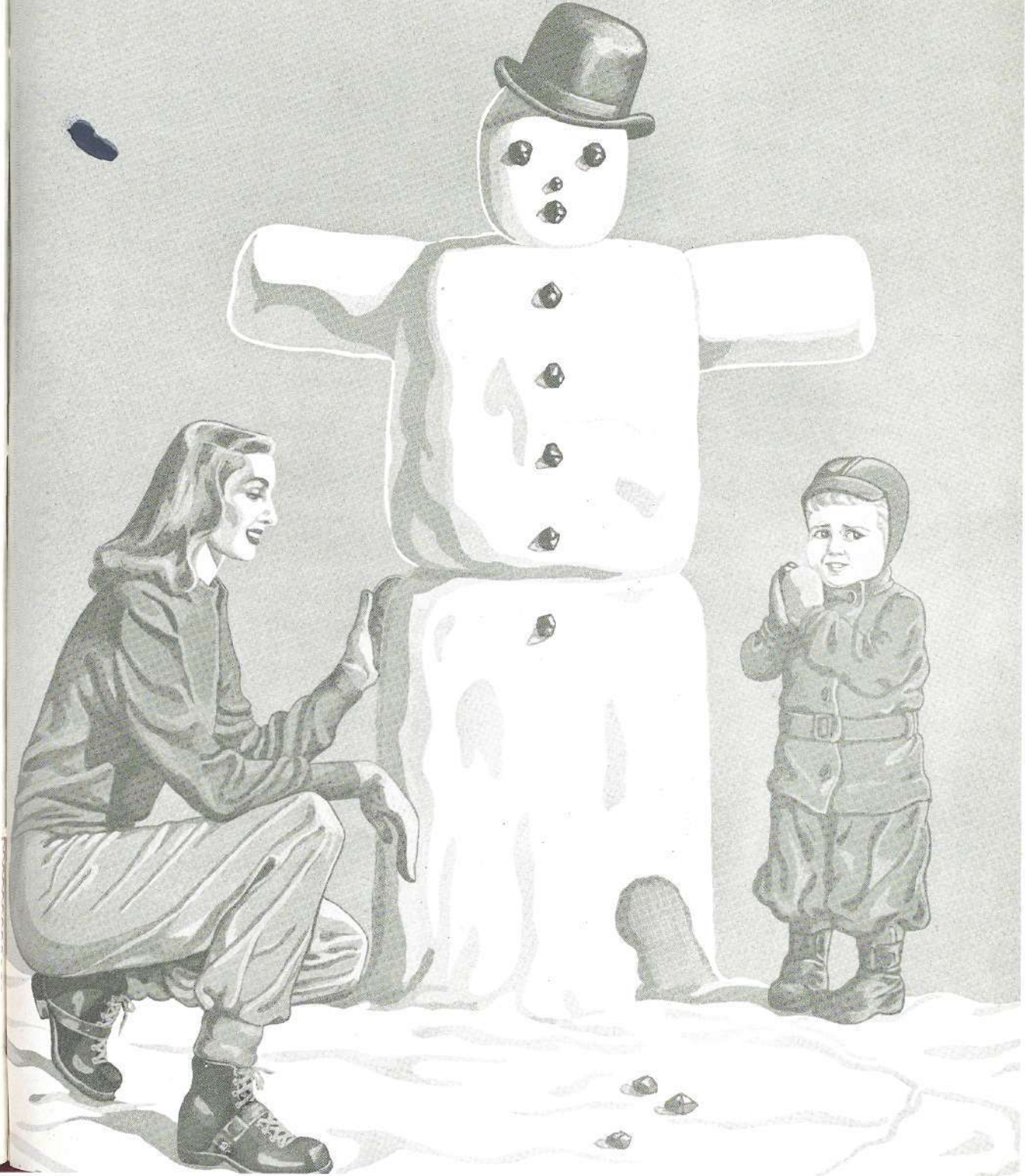


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# The State Employee

January 1944 - Volume 13 - 10 Cents



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HEADQUARTERS, STATE CAPITOL, ALBANY, N. Y.**

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# The State Employee

VOL. 13, Number 1

JANUARY, 1944

10 Cents a Copy

## The Governor's Message

On January 5th, Governor Thomas E. Dewey appeared before the 1944 Legislature and reviewed some accomplishments of his administration and outlined plans for future action.

The completion of Governor Dewey's first year as Governor reveals a fine record of progressive accomplishment and a vigorous, clear-cut program for the future.

The message did not touch upon civil service matters directly, and recommendations relative to such are undoubtedly reserved for his later budget message or special messages.

Transcripts from the message follow:

Since we last met, the armed forces of our country and our Allies have made great strides on the road toward victory. In that progress our state, with its 13,500,000 people, has taken a vital and increasing part. In every aspect of the relations between city and country, between capital and labor, between agriculture and business, between your state government and its people, between men of good will in both great political parties there has been unity in the war effort in the State of New York. I have absolute confidence that this precious unity will continue and grow even stronger as we enter the final, desperate stages of this dreadful conflict and that victory will surely and before too long rest on the arms of the free people of the world.

One year ago we pledged ourselves to a program of grave and formidable tasks. Thanks to the wholehearted and generous cooperation of your honorable bodies, every one of those pledges was fulfilled. But this is a continuing task. The end is not in sight. Since the bloodiest battles are still ahead on the fighting front we shall need to put

forward even greater effort and sacrifice on the home front.

Moreover, the advances of our fighting forces have already brought closer the inevitable problems of a victorious peace. Some of those problems are not merely ahead of us; they are right here on our doorstep. We must proceed, forthwith, not merely to meet them but to welcome them.

### STATE FINANCES

In its finances our state is more happily situated than it has been at any time since the late 1920's. Every department of state government has tightened its belt, worked harder, been more careful in its handling of the public's funds. I can confidently report that good management has started to show up better in service to our people.

The financial position of the state has also been much aided by the full employment of men and of industries arising out of the war effort and by reduced expenditures resulting from the necessity of postponing normal purchases, repairs and new undertakings so as not to interfere with the war effort.

As a result, I am happy to report to you that I expect the cash balance in the general fund on March 31, the end of this fiscal year, to amount to some \$140 millions.

Naturally there have already been many helpful suggestions about how to use the state's surplus. In general they are of two kinds: some groups suggest that the surplus be used to reduce taxes; other groups are eager to see the surplus given away to aid them or their particular cause. Either tax reduction or increased spending at this time would, in my judgment, be unsound and irresponsible. We must never forget that this is not a normal surplus. It does not reflect either normal receipts or normal expenditures. It has come to us out of

the hurricane of war. It can be, it must be, safeguarded to meet post-war needs.

Too often fiscal policy has followed the treacherous course of reducing taxes in relatively good times only to be confronted with the black necessity of increasing taxes in hard times. We must avoid that pitfall. The existing level of taxes can be borne more easily now than could higher taxes after the war. The incomes from which taxes must be paid are today at the highest point in our history. It is to be hoped that income after the war will continue favorable, but that is something no one can know for sure. One thing we do know for sure. After the war the state will be called upon to meet many increased demands and the present tax structure will again be under the age-old pressure for expansion.

The specter of continually threatening deficits robbed our highways of proper maintenance and needed expansion. When men and materials are again available the state's surplus will bring them together. It can and must be a vital factor in contributing to post-war employment in our state.

The highways are being taken care of on the surface but many of them are wholly inadequate to meet the demands of modern traffic. Steel structures and woodwork on state properties cannot be painted and floors and roofs are receiving only temporary repairs. Many of these conditions had existed for years before we entered the war. Some we have improved for the efficient operation of the state government but most remain to be done. If we seem, here and there, to be fighting a losing battle with wear and tear it is because we do not wish to use any of the men and materials needed to win the more important battles that

are being fought around the world today.

Our mental hospitals, with more than 100,000 patients, are overcrowded by 20 per cent and the buildings and equipment are deteriorating at an accelerated pace. After the war we must expand the capacity of these institutions to provide more space for the care of patients and restore the physical plant on a broad basis. The shortage of manpower and other war conditions have prevented the opening of some new state facilities and have forced the closing of sections of other institutions. But these facilities are not idle. They are being used by the Federal government. The War Department is using for hospitals, supply depots and training, three large state institutions and portions of others. When the war is over these properties will again have to be manned by the state.

All of this means that we are building a great backlog of construction, repair, deferred services and equipment purchases that must be financed after the war.

When the men in our armed forces and the workers in our war plants return to their peacetime occupations they have a right to expect that we, at least, shall have done our part to help create employment opportunities.

Ordinarily it takes many months to perfect measures for financing capital outlay programs, to secure their adoption by the Legislature and, after that, actually to raise the needed funds. That is true whether the financing comes from taxation or from borrowing. But the State of New York is in the fortunate position of being able to face the responsibilities and the opportunities of the post-war period strengthened by a large accumulated surplus.

If we were to dissipate this money now we would be adding fuel to the threatened forces of inflation; we would be wilfully injuring the war effort; we would be contributing to the economic dislocations which may follow the war.

If, on the other hand, we husband these savings against the inevitable rainy day, we can help to finance out of them a post war program of necessary deferred works. Let us not forget that the stimulus of public spending can be nullified by the burden of taxes and debt

erected to finance it. But a post-war program of public works and of rehabilitation financed out of wartime savings can be a real, a healthy and a sound stimulus to our economy. By the proper use of these funds at the proper time we can contribute to the economic and social rehabilitation of the men and women who will return from our armed forces, seeking once more to find their places in a going peace-time economy.

This state surplus is not ours to spend at this time or to give away in the remission of taxes. It has come to us out of savings and out of the war. As such we hold it only as trustees. It belongs as much, indeed more, to the men who are fighting this war. When they return it must be available to meet the needs of that critical period.

Accordingly, I recommend that your honorable bodies create a post-war reconstruction fund, separate from the general fund, and that you transfer to this reconstruction fund the entire surplus of \$140 millions. Appropriations should, of course, be made from this reconstruction fund as they are needed for the purposes for which it is created and temporary borrowing by the state during low income months within a fiscal year should be from this fund, and accordingly, without interest, rather than from private lenders at interest.

I earnestly hope that for the sake of the state's 1,000,000 fighting men, for the sake of the working people of our state, for the sake of the safe financial future of the state itself, we can make this \$140 millions reconstruction fund, Chapter 1, of the Laws of 1944.

Most of this money will not be needed until peace comes. I therefore propose, further, that all the unappropriated balances in the reconstruction fund be made available for immediate investment in the securities of the United States government.

Thus our state surplus will go to work at once to help our country finance the war and will then be available at once to help finance the peace.

#### SIMPLIFIED TAX RETURN

Over the years our income-tax forms have become more and more complex.

To correct this situation our able, progressive, newly constituted State

Tax Commission has prepared a simplified form for the use of taxpayers whose income is derived from wages, salaries, commissions, pensions, interest, dividends, partnerships, estates or trusts. It is a simple one-page return, easily understood and capable of being filled out by an average taxpayer in five or ten minutes. This form will permit all the usual deductions. It will be available for optional use in reporting the tax due on income earned during 1943.

#### INCOME TAX REDUCTION

As a further measure to relieve the taxpayers of the state, I recommend that the Legislature continue the 25 per cent reduction in the personal income tax for another year.

\* \* \*

#### VETERAN'S INSURANCE

In this year 1944 it is expected that about 100,000 New York veterans will be released from service. Of this number about one in five is likely to be unemployed and in search of a job for varying periods of time.

Under our unemployment insurance law, unemployment benefits depend on prior record of employment. Members of our armed forces who were covered by unemployment insurance prior to induction continue to be entitled to benefits. But, unfortunately, only about half of those in military service from this state have unemployment insurance. Half of the able-bodied veterans seeking work in 1944 will be without unemployment insurance protection as the law now stands.

To the limit of our capacity we should extend proper aid to them now. I respectfully submit that the unemployment insurance law should be amended so as to grant equal protection to all unemployed veterans upon their release from service. Every veteran who lived in this state at the time of his induction should be entitled to the maximum benefits now provided by the law so long as he is seeking work in the State of New York or until the national government acts to take over its proper responsibility for discharge allowances to all veterans.

#### POST-WAR EDUCATION

The Board of Regents has submitted proposals for the establishment of new technical institutes for war service schools, for the increased

(Continued on page 22)

# A New Department

**EDITOR'S NOTE:** At the 1943 election, the people approved the creation of a new department of State Government — the Department of Commerce. A legislative act, formally creating the department, awaits approval by the present Legislature.

The following excellent article relating to the new addition to the family of State Departments was prepared by Joseph J. Horan of the Staff of the present Division of Commerce:

The creation of a new department in the government of New York State is something which only a few present State employees have witnessed.

Ever since the maze of governmental bureaus, agencies and departments were reorganized almost 20 years ago under Governor Alfred E. Smith, no new departments have been created. Although the government of the State has greatly increased in complexity since that time and numerous new divisions and bureaus have been added, all of these new agencies have fitted into the pattern of State government as it was set up at that time.

So the anticipated creation of the full-fledged New York State Department of Commerce by the Legislature some time during the present session is evincing more than passing interest among the thousands of State employees, most of whom are witnessing the promotion of a State agency to departmental status for the first time.

But in Room 204 of the State Office Building, where the present New York State Division of Commerce is located, there is no more than a buzz of excitement. Not that the staff members of Commissioner M. P. Catherwood's Division are not flattered by the adoption last November of the Constitutional Amendment permitting the creation of the State's nineteenth department. They just do not anticipate any startling changes. The provisions of the bill carrying out the Constitutional provision are the same as the law creating the Division of Commerce, and it carries over to the new Department the existing personnel of the Division.

The changeover is largely technical. The Division of Commerce has been plugging away for two-and-

a-half years, helping commerce and industry in New York State produce the weapons of war. Functionally and organizationally, the promotion to departmental status is not going to change the picture very much. The chief significance of the new step is that the business life of the State is now to be recognized in the State government on an equal status with the other elements of the economic life of the State.

"Of course, we have a bigger job ahead of us," Commissioner Catherwood says, "bigger even than war production. That job is to help the industry of the Empire State get back into peacetime production. We weren't set up as a war agency, but the demands of the times forced us to concentrate a large part of our activities on war production. With the arrival of peace, we hope to concentrate our efforts on maintaining a high level of productivity and a high level of employment in New York State."

The history of the Division of Commerce goes back several years to the time it was only an idea in the mind of Irving M. Ives, Majority Leader of the Assembly. New York State was beginning to suffer from the migration of business to other states. The Joint Legislative Committee on Industrial and Labor Conditions, of which Assemblyman Ives is chairman, was studying the reasons for that trend.

As a result of the committee's deliberations, a recommendation was made for the creation of an administrative agency to aid business and commerce in the State. The outcome of this recommendation was the unanimous passage by the 1941 session of the Legislature of an act creating the State Division of Commerce. On May 1, 1941, it started functioning, with Commissioner Catherwood, until then chairman of the State Planning Council, as its first head.

The Division immediately buckled down to the job of aiding war or "defense" production as it was then called. It was eight months before Pearl Harbor but the resources of the United States were being turned into the "arsenal of democracy" that was to turn the

tide of victory for the United Nations.

The primary job of the Division of Commerce at that time was to bring together the purchaser and the producer. Since the federal government, through the armed forces, was the greatest purchaser of all times, the Division of Commerce set about aiding the manufacturers of the State supply the demands of war.

That this has been highly successful is seen in the fact that New York State has been consistently high in the amount of war contracts placed since 1940. Although New York State has never been essentially what is known as a "heavy industry state" (i.e., steel, automotive equipment, etc.), it has throughout the war ranked second or third in war contracts.

Today, while the Division of Commerce has by no means slackened its efforts on behalf of war production, it has also trained its sights on post-war business. It has no blueprints for the easy solution of conversion to peacetime manufacturing. The problems ahead will be just as limitless as America's own future. The Division's program is keyed to two main principles:

1. The measure of the task is jobs. The chief emphasis is on productive employment for the men and women returning from the armed services and for everyone else seeking a gainful occupation.

2. The measure of success in coping with these problems is in the cooperation of businessmen in each community on the local level. The Division operates on the theory that any program is doomed to failure if it approaches the task from the top down—if it assumes that centralized national handling can solve the economic problems of our varied cities and towns. The Division is working from the opposite end of the funnel. Its activity is geared to a community-wide basis throughout the localities of the State.

First step in arriving at a solution of the employment problem was seen in the publication by the Division of a booklet "A Man Can't Live on Glory." This booklet, which was widely distributed to businessmen and labor groups throughout the

State, pointed out that the free enterprise system must provide 6,000,000 jobs in New York State after the war, or 1,000,000 more than there were in the State in 1940, the last full peacetime year.

To help business meet this challenge, the Division of Commerce, upon the recommendation of Governor Thomas E. Dewey, established regional offices. These offices, manned by business consultants, have been opened in Buffalo, Rochester and Syracuse and field men were added to the staffs of the Albany and New York City offices. The Washington office of the Division still concentrates on activities within the national capital.

The regional representatives of the Division are giving their first attention to war boom communities. They are considering with business, labor and civic leaders in these communities the steps that should be taken to anticipate the impact of the war's end, to spot threatened areas of unemployment and to provide the fullest possible productivity.

The Division is also working with the Committee for Economic Development to obtain an estimate of employment possibilities after the war in communities throughout the State. Through the local post-war business committees, a check sheet is being distributed to manufacturers on which this estimate can be made. This check sheet asks for the number of employees in 1940, the number now employed, former employees in the armed services, the total of present and former employees who may be available after the war and an estimate of how many will be needed for the contemplated post-war volume of business. This survey is expected to serve as an indicator of unemployment, if any, after the war and need useful public works.

Another important phase of the post-war activities of the Commerce Division is a systematic industrial development program, designed to encourage business in New York State to expand, and to inform business outside the State of the advantages of expanding here. For this purpose information is being collected by the Division dealing with the economic factors influencing business in New York State. A cross-section of business firms

throughout the State are being asked for their frank appraisal of these economic factors as they affect their business. From this information it is hoped to get a true picture of what is good and what is bad about business conditions in the Empire State. The objective of this is to try to remedy what is bad and to tell the rest of the country what is good so as to bring more business into the State.

The post-war era will present many challenges to the State of New York. Part of the job of the Commerce Division—and of the new Department—is to plan for the utilization of the State's natural resources to the best advantage. This task also calls for help in planning the expansion of industry so that no economic disruption will result.

In this connection the Division of Commerce, in cooperation with the State Geologist who has a vast store of knowledge about the State's natural reserves, has played a part in the revival of the mining industry in the Adirondacks. The vast iron ore deposits in these mountains are being mined after a lapse of many years. It has been found that improved mining techniques make possible the mining of the Adirondack ore on a profitable basis. In the last half century iron ore mining shifted to the Middle West because it was cheaper to mine the ore there, since it was close to the surface.

The quality of the Adirondack ore is claimed to be vastly superior to any other found in the country and as a result the mining industry has expanded rapidly to meet the demands of war. Much of the field work in exploring reported finds of minerals has been done by the Division of Commerce. The Division is continuing its promotion efforts to interest firms in further developing the mineral resources in the State.

The Commerce Division is also studying many fields that are expected to be of increasing economic importance after the war. The development of commercial aviation within the State, as well as means to keep New York State's large aircraft manufacturing plants operating, and the use of new materials in manufacturing such as plastics and light metals are among the subjects with which it is concerned for post-war development.

## Heroes' Honor

From Dr. Vincent I. Bonafede, president of Craig Colony Chapter, has come a worthy suggestion that is almost certain to see fruition.

Aware that numerous post-war projects are scheduled for State institutions, Dr. Bonafede, in a letter to Governor Dewey, suggested that the State name at least one new project at each institution in honor of the first casualty of each respective institution.

The first honor at Craig Colony, he suggested, go to the memory of Lt. Mildred Allen, who entered State service there in 1929 and left in October, 1942, to join the Second Army Nurse Corps. While on duty with a Third General Hospital unit in North Africa July 17, 1943, she died of pneumonia.

Governor Dewey studied Dr. Bonafede's suggestion and directed his secretary, Paul E. Lockwood, to turn it over to Dr. Frederick MacCurdy, State Mental Hygiene Commissioner, for the latter's careful consideration.

**How about increasing your pay-roll Bond deductions?**

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# Cost of Living

## Ripe Old Age I

"The Government Standard" has noted the passing of Mark Thrash, for many years the oldest annuitant under the civil service retirement system. He died in mid-December at the age of 122, death having cheated him of the 123rd birthday celebration he had looked forward to on Christmas Day.

Mark Thrash was a Negro, born in slavery, and a house servant for a wealthy southern family at the start of the Civil War. He was caught between the two armies at the Battle of Chickamauga, and went through three days in a sort of No Man's Land. After the war he found employment at the national cemetery there, and the last years of his life were spent in a little cabin the government provided.

Thrash, down through the years, took unto himself five wives and had numerous children and grandchildren. Even to the last he was in full possession of his faculties although rheumatism bothered him somewhat.

## Which Are You ?

- Are you an active member, the kind that would be missed,
- Or are you just contented that your name is on the list?
- Do you attend the meetings, and mingle with the flock,
- Or do you stay at home and criticize and knock?
- Do you take an active part to help the work along,
- Or are you satisfied to be the kind that "just belong"?
- Do you ever go to visit a member who is sick.
- Or leave the work to just a few and talk about the clique?
- There's quite a program scheduled that I'm sure you've heard about,
- And we'll appreciate it if you, too, will come and help us out.
- Think this over, member. You know right from wrong.
- Are you an active member, or do you just belong?

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## Buy War Bonds

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tion as to a satisfactory reclassification and reallocation in the case of institutional employees brought under the Career Law as of October 1st, 1943, and as to the other employee matters laid before you by President Fisher on November 10, 1943."

The Association officers are carrying the facts and the needs to executive and legislative officials and are hopeful for favorable action with regard to the much needed cost of living relief.

The following statement of Cost of Living Index Numbers as of November 15th, 1943, the latest available as we go to press, will help you to keep up-to-date the very complete cost of living data contained in the December "State Employee":

ITEM	United States	New York City	Buffalo
All items .....	124.1	124.7	125.8
Food .....	137.3	139.3	137.8
Clothing .....	133.0	136.4	132.4
Rent* .....	108.0	103.4	114.6
Fuel, electricity and ice .....	108.0	112.7	104.8
House furnishings .....	126.5	120.6	126.7
Miscellaneous .....	117.7	117.4	122.3

\* Date for rent as of September 15, 1943.

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\* \* \*

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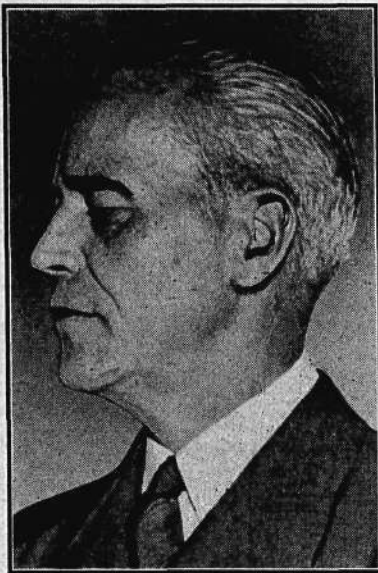
Frank H. Brown, Manager

# Cabinet Completed

Governor Dewey, since the last issue of "The State Employee," has officially completed his cabinet with the reappointment of two holdovers, both Democrats.

The reappointments were those of John A. Lyons as State Commissioner of Correction, and Dr. Edward S. Godfrey as State Commissioner of Health.

Mr. Lyons has headed the Department of Correction since his appointment by Governor Herbert H. Lehman on March 1, 1939. Dr. Godfrey has headed his department since he was appointed on April 21, 1936.



HON. JOHN A. LYONS

As commissioner of correction Mr. Lyons, former famous New York City police detective, supervises the management of seven State prisons, two reformatories, three institutions for defective delinquents, a vocational institution and two hospitals for the criminal insane.

Dr. Godfrey, health commissioner, is responsible for administering and enforcing of the Public Health Law and the State Sanitary Code, and has general supervision of the work of local health authorities except in New York City.

J. Victor Skiff, career man in the State Department of Conservation, has been appointed as deputy



HON. EDWARD S. GODFREY

commissioner at \$8,200 a year, effective February 1.

Mr. Skiff succeeds John L. Halpin, long time secretary to the department and its deputy commissioner since December 7, 1942. Mr. Halpin has resigned to enter private business.

Mr. Skiff, native of Wyoming County, entered the department 11 years ago as a game research investigator. In 1938 he became Superintendent of Inland Fisheries, and is the author of many articles on conservation.

William E. Haugaard, for the last 16 years State Commissioner of Architecture, has resigned that post to engage in private business in New York City.

Mr. Haugaard, whose resignation is effective January 31, was appointed on February 11, 1928, by the late Col. Frederick Stuart Greene, former superintendent of public works. Mr. Haugaard is a native of New York City.

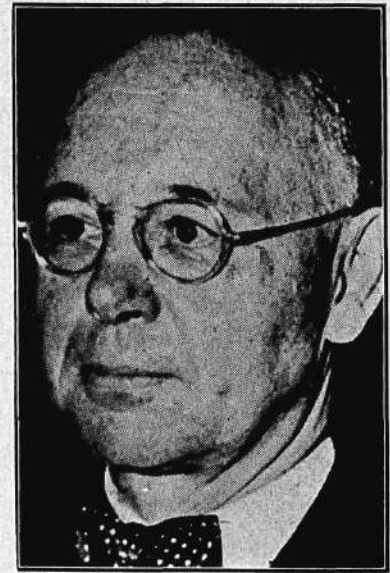
Dr. Frederick MacCurdy, who has been New York State's Commissioner of Mental Hygiene since his appointment by Governor Dewey last June, was one of the original members of the administrative board that planned and constructed the

\$25,000,000 Columbia Presbyterian Medical Center in New York City.

He also is a member of the group of operating executives associated with the Center since it was opened in 1928.

Dr. MacCurdy was born at Sidney, Nebraska, the son of U. L. and Hannah MacCurdy, but his family moved to Seattle when he was just a boy. He attended the University of Washington and received his B.S. and Ph.G. degrees, later studying medicine at Columbia University, from which he graduated in 1912.

After interning at several hospitals,



HON. FREDERICK MACCURDY

Dr. MacCurdy took a postgraduate course in pathology at St. Luke's Hospital. He specialized in neurology and psychiatry during his first years of private practice in New York City, and is still a registered psychiatrist.

During World War I, Dr. MacCurdy saw service in France with a medical unit. At the close of the war he became interested in public health work, and spent three years in Poland, Montenegro and Albania, where he was active in health organizational work. He also participated in rehabilitation work with the American Red Cross in France and in 1922, returned to America.

(Continued on page 9)



## SALARY APPEALS

On January 11th, as this magazine is being printed, the Chairmen of the occupational sub-committees, appointed by delegates at meeting called by the Association on September 15, 1943, are meeting at Albany. The meeting, presided over by the Vice-President of the Association, Clifford C. Shoro, who is also chairman of the General Appeals Committee, will be addressed by Dr. Tolman of the Salary Standardization Board, J. Earl Kelly, Director of the Classification Board, and President Fisher. This meeting was called for the express purpose of summarizing and putting in proper form the group appeals for presentation of the appeals to the Salary Standardization Board.

The sub-committee chairmen, and the groups represented, follows:

Attendants.....	Owen W. Jones, Rome
Nurses.....	Cathryn Jones, Utica
Maintenance.....	John Rice, Wingdale
Medical.....	Dr. Arthur M. Sullivan, Wingdale
Office & Clerical Employees.....	Arthur Gifford, Orangeburg
Stores and Accounting.....	Lee Keyes, Ogdensburg
Laboratory and Pathology.....	Wm. E. Kelly, M.D., Middletown
Pharmacists.....	Leo Gurry, Marcy
X-ray and Photography.....	Carl Soraci, Wingdale
Social Workers.....	Mrs. Ethel Bellsmith, Central Islip
Occupational Therapy.....	Mrs. Virginia Scullin, Brentwood
Teachers, Librarians, etc.....	Mrs. Irene St. John, Rome
Dietitians.....	Mrs. Hilda Bailey, Utica
Meat Cutters.....	Harper Reed, Willard
Cooks.....	Edward Costigan, Ogdensburg
Bakers.....	Carl Sabo, Wassaic
Industrial Shop.....	John Thompson, Wingdale
Seamstresses.....	Mrs. A. Giblin, Orangeburg
Tailors.....	Victor Burgiel, Poughkeepsie
Housekeepers, Cleaners, etc.....	Mrs. Nettie Corbett, Brentwood
Carpenters, Painters, Masons.....	Christopher Doscher, Brentwood
Roofers, Tinsmiths, Sheet Metal.....	William Jones, Wassaic
Blacksmiths.....	George Loker, Middletown
Power Plant.....	Charles McBreen, Orangeburg
Plumbers & Steamfitters.....	Julius Reinwald, Middletown
Electricians.....	Walter Huntzinger, Marcy
Welders.....	Steve Norbert, Wassaic
Machinists.....	James Skane, Poughkeepsie
Sewage Plant Operators.....	Reginald Murphy, Willard
Refrigeration Plant Operators.....	Frank DeJulio, Wassaic
Police & Patrolmen.....	Raymond Puff, Poughkeepsie
Firemen.....	Frank W. Bell, Binghamton
Farm Employees.....	Leslie Ware, Thiells
Laundry Employees.....	Charles Mahoney, Brentwood
Operators & Chauffeurs.....	Stanley Hobbs, Ogdensburg
Barbers and Beauticians.....	Sam Decker, Middletown
Shoemakers.....	Lewis Jones, Syracuse

The problems of the extension of the career service law to the institutions as of October 1st, 1943, are still uppermost in State service employment matters. This is true not only because of the need to do justice to each worker affected, but also because the maintenance of the integrity of the career service principles, vital to the whole State service and the whole employee body, is an over-all essential.

## Cabinet Completed

(Continued from page 8)

In 1927 Dr. MacCurdy was appointed lecturer on hospitals administration at Columbia University, and had remained in that position until his appointment to the mental hygiene post in addition to being director of the Vanderbilt Clinic, ad-

just of the Columbia Presbyterian Medical Center.

He has been active in affairs of the American Hospital Association, and is the author of many papers on organization, statistics and operation of hospitals during the last 15 years.

## Dannemora and Matteawan Still Wait!

As we go to press, no definite word has been received in answer to the plea of the Association, and the direct petitions of all of the workers of Dannemora and Matteawan State hospitals, directed to the Governor, for the placing of the employees at Dannemora and Matteawan upon the same salary scales as apply to prison workers. The petitions were acknowledged by the Governor's office with the statement that they were being referred to the Director of the Budget for attention.

The justice of this request is so outstandingly evident that it does not seem conceivable that it will not be granted. But why the further delay? These workers have been unduly penalized by delays since 1938. The principle of like pay for like work adopted by the people was sound when they approved the career service law in 1937, and is sound now. It is so fair and so realistic that it has not been openly challenged at any time.

The Clinton County Board of Supervisors, in annual session on December 31, 1943, adopted unanimously a resolution recommending to the Director of the State Budget that workers in Dannemora State Hospital be accorded the salaries now ruling in the prisons of the State.

What applies to Dannemora State Hospital also applies to Matteawan State Hospital, Beacon. These are prisons in every true sense of the word so far as guards and other employees are concerned.

The resolution adopted by the Clinton County Board of Supervisors follows:

**"WHEREAS, the penal institution designated as the Dannemora State Hospital is an institution maintained by the State of New York, and operated under the Department of Correction for the housing and imprisonment of convicted felons, and**

**WHEREAS, the aforesaid Dannemora State Hospital is utilized by the Department of Correction as a segregation unit to which are transferred all convicted felons who became insane during the service of their sentences in other State penal**

(Continued on page 15)

# State Employee — Authors

"The State Employee" this month presents, for the literary edification of its readers, some of those State employees whose writing talent has won them the monthly awards in the Short Story Contest sponsored by this publication.

First on the list is Fred Petersen, institution steward at the Woodbourne Institution for Defective Delinquents. Mr. Petersen, incidentally, has just rung the literary bell again, for his short story was selected as the winning entry for this month, and he had one published a few months ago.

Mr. Petersen entered State service



**FRED PETERSEN**

in May, 1935, as stores clerk at Woodbourne. In November of that year he was promoted to storekeeper. In 1941 he was classified as senior stores clerk and, in April, 1942, having passed a promotional examination, became institution steward. Said Mr. Petersen in a query from "The State Employee":

"I got a hankering for writing a couple of years ago. I am working hard on a novel, but I am afraid it will take me another full year to complete it. In the meantime it is my intention to bat out a few more short stories."

Then there is Mary M. Brophy, another Short Story Contest winner, whose address is Box 522, Monticello. Five years an employee of



**MARY M. BROPHY**

the State Department of Health, three of which were served in Essex County, the last two in Sullivan County, she writes:

"I have always been keenly interested in fiction writing, stimulated by the vast material afforded me in my work as public health nurse. I have been taking a course in writing which has started me in realizing the goal but I still have much to achieve before I reach even the atom of the finale of a successful writer."

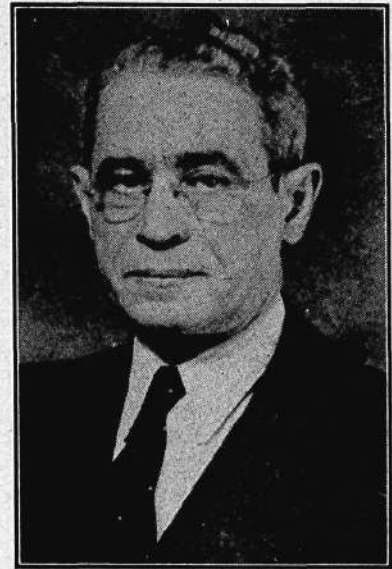
Another monthly winner was Mary L. Mason, of the State Education Department in Albany. Her civil service career began slightly over six years ago, as an assistant statistical clerk in the bureau of Apportionment, Education Department. Shortly afterward she was transferred to the Bureau of Statistical Services and, after about three years of compiling statistical information, was transferred to the Bureau of Field Services, where she presently is employed.

"The power of suggestion is responsible for the story, I guess, because it was at someone else's urging that I wrote it," she told "The State Employee" of her winning entry.

"It was my first attempt at such a thing so I was as surprised as everyone else at the results. An idea just

popped into my head and I put it down on paper—but not without a struggle."

Nathaniel Gold, whose story, "The Aftermath," was the first contest winner, is a member of the New York Bar and holds Bachelor of Science and Bachelor of Laws degrees. He was a statistician with the Public Service Commission, First District, from 1919 until 1922; lecturer at the College of the City of New York evening session on public utility accounting from 1928 to 1940, and from 1934 to date has been a Public Service Commission accountant.



**NATHANIEL GOLD**

His published writings, over a 20-year period, have been on economic subjects, mostly Public Utility Regulation. Of his prize-winning short story he said: "I wrote it in a quarter of a lunch hour, when challenged by a fellow Association member to try my hand. He liked the manuscript, and gloated when he saw it first in print and brought it to my attention."

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# The Winning Short Story

Fred Petersen, institution steward at Woodbourne, has done it again—his literary contribution has been adjudged the winning entry in the Short Story Contest of "The State Employee" this month.

Mr. Petersen was a winner a few months ago, which proves amply what we have said so many times—that fame and fortune may be yours for the asking.

Why not get into the Short Story Contest today? You may easily be the winner, just as were Mr. Petersen and the other Association members whose literary works have won the contest on previous months.

The rules are simple. The story must be fiction, preferably about some phase of State service, and must be not more than 600 words in length. The contest is open only to members of the Association of State Civil Service Employees, and all manuscripts become the property of "The State Employee."

Read Mr. Petersen's winning entry in the adjoining columns, study his literary style, then get into the contest yourself. The monthly award of \$10 awaits you. Don't tarry—do it today!

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## An Honored Guest

The place looked peaceful. It was, nevertheless, a place where pick-pockets, gunmen and other criminals rested between jobs.

A stocky man around forty was telling his story to an appreciative audience. A pallid expression and flabby jowls indicated a sheltered life in night clubs on the Main Stem. He was "Slippery" Jim Heiser.

"At twelve I was the slickest dip in town," he related, "I'd clean a guy's pocket in less time than it takes to say 'Hello Babe.' By the time the sucker missed his wallet, I'd be far away."

"You never did time?" one listener asked.

"I did a bit in reform school." Heiser looked scornfully at the interrogator. "Out again, at twenty, liquor was the thing. At two hundred bucks per week I drove a truck for one of the largest outfits, that of 'Frenchy' Cartell. Less than six months later, instead of driving his trucks I was hijacking 'em. Frenchy had to take me in on a small cut deal. In less than a year I was a full fledged partner of his, and one sunny day when he foolishly stepped in front of a slug from a thirty-eight I was headman of one of the greatest rum running combines in town."

"Got away with it again?" the same listener persisted.

"A stretch in the pen and I was ready for business again." Heiser began to dislike his tormentor, but he controlled his feelings. "Liquor petered out. I had to look around in other fields. The numbers racket was just the thing and dough kept rolling in again."

"Just then I met up with the swellest girl on the North Side. A little Scandinavian dish, Olga Larson, pretty as a picture. Blue eyes, big and flirty. Hair as golden as a haystack on a sunshiny day, and stems that had every guy twisting his neck for a second look."

"She played it smart. Hard to get. I bought her mink and other finery. All I got in the bargain was a little peck on the cheek. I began to wonder if she played me for a sucker, but I was too wrapped up in her to play tough, until one of my mobsters told me I was being two-timed. She was running around with Mike Hogan, the cop on our beat."

A gasp of astonishment went up from the crowd. A cop stealing a dame away from "Slippery" Jim. Unbelievable.

"Something had to be done," Jim continued, "I ordered one of my torpedoes to finish off Hogan. He muffed the chance and bit the dust himself. I decided to complete the job myself. One dark night I waited in a hallway up on West Street. I saw Hogan come out of the Station House. Imagine my surprise when I saw Olga on his arm. They were talking and laughing like a couple of school kids. I stepped out from the hiding place, leveled the gun straight at the cop. When finished with him I would take care of the little double crossing Swede. I am ready to pull the trigger . . ."

Jim Heiser failed to finish the sentence. A tall man in blue uniform had joined the group without being noticed.

"Come on Heiser," he interrupted, "with twenty years to do the Warden decided you should learn a trade. Since you used to make lots of dough he instructed me to put you to work in the bakeshop."

The prison guard led his prisoner away.

"What happened to Hogan?" Someone yelled.

Heiser turned for a minute.

"He married Olga. She was one of them dumb lady cops."

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# The Editorial Page

RHS

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## Inflation

Writing in the New York Times Magazine in November, 1943, Clair Wilcox, Professor of Economics, Swarthmore College, said in part:

"Americans have not forgotten the disastrous sequence of inflation and deflation which accompanied and followed the First World War. From 1914 to 1940, the level of prices was doubled and the value of the dollar was cut in half. In 1920, the boom collapsed. Within a year, prices fell by 45 per cent, visiting business with bankruptcy, labor with unemployment, and agriculture with widespread foreclosures and prolonged depression. It is not surprising that people are asking whether this experience must be repeated in the months that lie ahead. \* \* \* We know more now than we did then about the causes and the results of inflation. We have never ceased to preach its dangers, during the years since war broke out again. Every poll of public opinion points to the same conclusion: The American people are afraid of runaway prices; they are well-nigh unani-

mous in their belief that inflation must be controlled."

The many who have lived through the experiences of the first World War, the panic and depression of the early 1930's, the slow economic recovery from both, and World War Two thus far, should be a very wise and cautious people. They ought to display so much hard common sense that all of the younger generation would be favorably affected.

Thus far, the people have done much to keep our economy from yielding to the false prosperity stimulated by the making of war products. It is easy to understand the loss of human energy and of materials so far as necessities of living are concerned, just by visualizing the countless guns, planes, bombs that are completely destroyed each day. Citizens generally have curtailed spending to liquidate debts; savings are at an all time high; substantial taxes are supporting our Government, and charitable and community services are being served at a high level. Bidding against each other for goods that are scarce is left to Tories and ingrates only.

If the need for sound citizen action was great on December 7, 1941, it is just as great today. Every time a man or woman joins the armed forces our responsibility increases to see to it that such a one is given every facility to do the utmost for the Nation, that each has the utmost of protection of life and well-being under the exigencies of war, and that our National economy is preserved in a sound condition for all when the conflict is ended.

There is no room for complacency or even any freedom from anxiety until victory is actually won. How can we do other than "lean backward" in conserving whatever resources we have and in conforming conscientiously with the war time regulations of our Government? The total sacrifices of the American people are small indeed as compared with the people of war afflicted countries. Everyone knows that. And knowing it makes the

substantial sacrifices we do make the easier.

State employees are hoping for salary adjustments this year, that will make it possible for them to support and to contribute to every worthwhile governmental and social need while maintaining the line against the evil of inflation.

## Your Responsibility

Every so often the State civil service employee has to reorient himself as to worker organization allegiance. A little thought, a very little thought, indicates that the State employee must have his own organization entirely free from outside industrial unions.

First of all, the civil employee of the people—and every such employee is one of the people just like the butcher, the baker, and the plane maker—may not sensibly strike against the people. Who can justify a sane person "striking" against himself!

But, allegiance to an outside union calls for adherence to the right-to-strike principle and indirect support of outside strikes through the dues which go to the central headquarters of the union. Also, collective bargaining which is the backbone of industrial organization strength is not now provided for public employees.

Thus, the two attributes of labor unionism upon which industrial workers rely—legal collective bargaining, and strike pressure—do not apply to any public employee group.

Also, John L. Lewis and others have made political contributions by union headquarters a more or less common but wholly undesirable practice. Under such union philosophy and action, the State employee affiliated with an outside union may become indirectly a political partisan against his own conscientious choice as to elective officials.

There are many situations arising in labor unions as now constituted that make public employee allegiance to such unions a direct challenge to the merit system.

## What Victory?

From sources scored as high and sources scored as low, intelligent people are amazed and often dumb-founded to hear the statement, "We may win the war but lose the peace," or word jumbles of such sort.

Is this simply the result of grinding out so many radio reports, so many news columns, so many war interviews every day, that some people just haven't time to say what they mean? Or, is it moronic thinking born of wasted experiences in living?

We must face the facts of the situation sooner or later and it would seem to be best to fix firmly in our minds now just why we are fighting this war—and—just what victory means.

We are fighting this war to assure decency in human relations everywhere and a decent standard of living everywhere. We know that this goal means the development of religion, of education, of human restraint, and also of reward for every human effort that leads to higher standards of human conduct and human well-being. Not to win these things which imply equal opportunity for all—political and economic opportunity—with protection of the weak, is not to win the war, of course. It is so plain that military success alone is only winning an armistice that we must be harshly critical of the minds that speak of "winning" the war and "losing" the peace. We just could not win the war without tangible results assuring lasting peace.

Selfishness and ignorance alone can lose the war for us just as it is selfishness and ignorance in Germany that is losing the war for them. Their leaders began to lose power when they adopted hatred of the Jews and later hatred of the people of all religions. They began to lose the war when they began ignorantly to revere themselves in a ridiculous form of racial idolatry. They began to lose the war when they placed their faith in force alone.

We must decide while we are yet fighting, what victory we seek and make sure we get it before we stop fighting. Peace, after this conflict, must see a recognition of the importance of religion and of science, and of true human aspirations. It will be common sense to see to it that our victory is made real and

lasting, and that the decision that it shall be such a victory is made before we lay down arms. Human beings, though they enjoy but a brief sojourn on earth, have not up to this time been unselfish enough to bequeath to their children a heritage of adequate educational, cultural and religious possessions. There is no soundness in a philosophy which limits such possessions to the few; the many must have them if we are to enjoy security. Will this war develop such wisdom? If not—there will be no victory, only the old imitation—an armistice!

## A Bit of Praise

The following letter, from Wesley C. Smeal of the Utica State Hospital, delighted the editorial board and is self-explanatory:

"Just a word of commendation in respect to your editorial, 'Christmas Comradeship,' in the December, 1943, edition of 'The State Employee'—Excellent! The poem, too, 'We Cannot Put His Presence By,' is most appropriate.

"At present I am night watchman at the Utica State Hospital. I have been in this capacity for the past six months, working on a 12-hour shift. Also I am pastor of one of Utica's churches and taking an extension course with one of America's University Foundations.

"May God bless you and your spiritual literary contributions."

## Right on the Job

Miss Dorothy Smith of Saratoga County, who was personal secretary to the late Lieut.-Gov. Thomas W. Wallace, functions these days as secretary of the Civil Service Commission.

Miss Smith, first of her sex to serve the Commission as secretary in many a year, succeeded George B. Hitchcock, veteran in State service, whose job was abolished after his retirement. The position Miss Smith fills combines the duties of the former secretary with others.

## ABC Staff Busy

The State Liquor Authority, at its New York City office, will be receiving each month, starting in January, a report of operations relating to whisky and neutral spirits. The reports must be filed no later than the 15th of the following month, by distillers, rectifiers and liquor wholesalers.

## SO LONG AS THERE ARE HOMES

By Grace Noll Crowell  
So long as there are homes to which men turn  
At close of day;  
So long as there are homes where children are,  
Where women stay—  
If love and loyalty and faith be found  
Across those sills—  
A stricken nation can recover from Its gravest ills.  
So long as there are homes where fires burn  
And there is bread;  
So long as there are homes where lamps are lit  
And prayers are said;  
Although people falter through the dark—  
And nations grope—  
With God himself back of these little homes—  
We have sure hope.



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**"Salvage is service"**

# Civil Service Notes

By THEODORE BECKER  
State Department of Civil Service  
**SENIORITY RULING**

Under a decision of the Court of Appeals in the case of **Doering v. Hinrichs** (decided July 29, 1942), service for purposes of lay-off is deemed broken by a resignation, followed by reinstatement within a year, under civil service rules, so that seniority thereafter has to be computed from the date of reinstatement. This principle has been extended by the State Department of Civil Service to apply to the computation of seniority for the purposes of eligibility for promotion, seniority ratings, and salary adjustments. However, under a recent ruling of the department, if an employee's reinstatement occurred prior to July 29, 1942, the date of the Court's decision, the resignation will not cut off service prior thereto so far as his eligibility for promotion, his seniority ratings, and his salary adjustment are concerned. So far as computing seniority for the purpose of determining lay-off rights is concerned, the Court's decision that such prior service cannot be credited will apparently be strictly followed, even where the reinstatement took place prior to the date of the decision.

Legislation to remedy the effects of the Doering decision is expected to be introduced at the present session of the Legislature.

## PROBATIONARY TERMS FOR MILITARY SUBSTITUTES

Section 246 (5) of the Military Law, as amended by Chapter 326 of the Laws of 1943, provides, in part, that:

"A public employee restored to his position \* \* \* after the termination of his substitute appointment shall thereafter be entitled to the rate of compensation he would have received had he remained in his position continuously \* \* \* during such period of service as a substitute and shall be deemed to have rendered satisfactory and efficient service in such position during the period of his leave of absence and shall not be subjected directly or indirectly to any loss of time service, increment, or any other right or privilege, or be prejudiced in any way

with reference to promotion, transfer, reinstatement, or continuance in office."

According to a departmental ruling construing this provision of law, a State employee who is appointed as a military substitute before completing the probationary term of his permanent position will be deemed to have satisfactorily completed such probationary term if he continues in the substitute position for a period equivalent to the balance of his probationary term.

## SEPTUAGENARIANS BARRED

Although the Civil Service Law prohibits civil service commissions from establishing maximum age limits for positions which do not require extraordinary physical effort, the Attorney General has recently ruled that persons over age 70 cannot obtain original appointment to non-competitive class positions in State service. Noting that all persons in the non-competitive class must join the State Retirement System and must be retired at the age of 70, unless their service is **extended** by the State Civil Service Commission, the Attorney General held that although service may be authorized to **continue** beyond age 70 it cannot be authorized to **commence** after that age. Accordingly, under existing law **original** appointments cannot be made of persons over age 70. (**Formal Opinion, November 13, 1943.**)

Inasmuch as competitive class employees must also join the State Retirement System and are also subject to the mandatory retirement provisions, it is evident that the Attorney General's opinion is applicable to original appointments to competitive class positions.

## CIVIL SERVICE CASES A Little Too Late Too Often

State employees with a tendency toward tardiness are admonished that the Supreme Court of Albany County has recently ruled that whether or not a record of tardiness has reached such proportions that it affects an employee's service is a matter of administrative judgment, and where an employee was late 34 different times from August, 1942, to February, 1943, the Court cannot say judicially that this does not consti-

tute justification for removal on grounds of incompetency. Accordingly, the Court upheld a removal based on these charges and additional charges of absence without leave or sufficient excuse and of offering false statements to excuse absence without leave (**Fisher v. Moore, November 18, 1943.**)

## "Incompetency" v. "Misconduct"

In another removal case, the Albany County Supreme Court was called upon to determine whether or not a State employee could be removed from his position as guard in a vocational institution under the Department of Correction on charges of "misconduct" arising out of the employee's conviction, on undisputed facts, for striking a woman, outside the institution grounds, who was challenging the employee's right to certain property. The Court held that conviction involved could not form the basis of a charge of incompetency because:

"Incompetency would seem to have a rather close integration with the performance of duty. A lifetime of aptitude in private affairs would not destroy an adequate performance of public duty. Competency relates to the manner in which the job at hand is done, and I cannot presently conceive a way in which an employee could be removed for general acts suggesting incompetency to do his work where the work itself was in fact done with uniform competency."

The Court went to say:

"But misconduct implies wrongdoing in some degree, and is inclusive, of course, of acts prohibited by law. I think a statute which authorized removal for misconduct includes both misconduct in the employment and misconduct beyond employment which reflects discredit upon the public service or tends to impair the standing of the employee or the respect in which he is held. A serious crime, involving moral turpitude and reflecting on the character of the employee and upon the public service he represents, for instance, would seem to fall within the scope of the statutory 'misconduct,' although perchance the employee might be competent enough in all matters that relate directly to

his work. The kind of misconduct having this effect is a matter of degree."

The Court pointed out also that:

"There is one distinction to be observed between this kind of a case and misconduct directly involving public employment. The misconduct charged cannot rest merely upon the disapproval of the removing officer of the act, or whether it deviates from his personal standard of private conduct, but must reasonably be treated as reflecting adversely on the public service. And, in turn, the court cannot impose on the officer its standard of what reflects upon the public service or undertake to supervise in detail the administrative control over employees. This is no part of the judicial function. The power of removal rests elsewhere than here, and only when it may be shown that the removal is so arbitrary and unfounded that no unreasonable man would have reached the result complained of, or where the proof at least approximates this may the court intervene to direct a different result." (*Wagner v. Lyons*, November 10, 1943).

#### Skipping 3-A's

The Court of Appeals recently reversed a decision of the Supreme Court of New York County, reported in these columns (December, 1942), and held that the New York City Fire Commissioner could not skip over the names of eligibles 3-A in the draft even where he believed their induction was imminent, inasmuch as Section 246 (7a) of the Military Law authorized the skipping of these only who were already classified 1-A when making appointments to uniformed forces of a police department, fire department, or a department of correction. (*Berger v. Walsh*, November 24, 1943).

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THE FOURTH WAR BOND  
DRIVE THAN EVER BEFORE.**

**JOHN G. MYERS**

## Dannemora and Matteawan

(Continued from page 9)

institutions throughout the State, and

WHEREAS, the attendants at the Dannemora State Hospital are performing public services similar to, and commensurate with, the services being performed by the guards in each of the other several State penal institutions, and

WHEREAS, a discrimination is now, and has been, for many years past, existent in the salary schedules of the employees of the Dannemora State Hospital, and the other penal institutions throughout the State, and

WHEREAS, the State Classification Division established standard titles for the positions in this institution and the Salary Standardization Board determined appropriate salaries, and

WHEREAS, the acceptance of the recommendations of the aforesaid government agencies, by the Division of the Budget, would equalize the pay schedules of the employees of the Dannemora State Hospital and the pay schedules of prison guards doing similar service, and thereby eliminate the existing discrimination, and

WHEREAS, the Association of Employees of the Dannemora State Hospital have heretofore and are

now seeking to abolish such discrimination, and

NOW, THEREFORE, BE IT RESOLVED, that the Clinton County Board of Supervisors approve and recommend to the Director of the Budget of the State of New York, that the established salary allocations applying to the attendants at Dannemora State Hospital on a parity with prison guards, and other appropriate allocations in the service be used in the next quarterly segregation."

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# State Police

Many new faces may be found today in key positions in the New York State Police, as the result of transfers and retirements that have taken place recently, in line with Governor Thomas E. Dewey's re-organization of the unit.

Since the last issue of "The State Employee," Governor Dewey has appointed Capt. John A. Gaffney, who had been acting superintendent, to the post of superintendent. He re-



CAPTAIN JOHN A. GAFFNEY

places Maj. John A. Warner, long-time State Police chieftain now in military service.

Chief Inspector A. B. Moore, more than 25 years a member of the State Police, has retired and is being succeeded as acting chief inspector by Capt. Francis S. McGarvey, who had been captain of C Troop, Sidney.

Captains Winfield Robinson, A Troop; John M. Keeley, D Troop, Oneida, and Stephen McGrath, G Troop, Troy, also have retired. Lieutenant Merritt E. Doescher, 26-year-veteran of G. Troop, Troy, also has retired.

Superintendent Gaffney appointed Inspector John J. King, who has been assigned to Albany headquarters of the Bureau of Criminal Investigation, to take acting command of L Troop, Babylon, L. I. He sent

Lt. Hervey A. Keator, G Troop veteran, to Babylon as King's assistant.

Lieutenant Walter A. Reilly, who has served for some years at K Troop, Hawthorne, was appointed acting captain of G Troop, Troy, where he formerly served as a trooper.

Captain Gaffney, native of New York City, is a veteran of State Police ranks. He had an enviable record with the Marines in World War I. He played a prominent role in solution of the Downey kidnaping and murder case in Suffolk County, and the Hannewahl kidnaping in Dutchess County in 1937, as well as in the capture of four Sing Sing Prison convicts who escaped in 1941.

FORM 5226—Ed. 1933

## STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC., REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24, 1912, AND MARCH 3, 1933

THE STATE EMPLOYEE published Monthly except April  
(Insert title of publication.) July and August  
(State frequency of issue.)  
 at Albany, N.Y. for October 1 19 43  
(Name of post office and State where publication is entered.)  
 STATE OF New York  
 COUNTY OF Albany

Before me, a Notary Public in and for the State and county aforesaid, personally appeared Harold J. Fisher who, having been duly sworn according to law, deposes and says that he is Editor of the STATE EMPLOYEE  
(State whether editor, publisher, business manager, or owner.)  
 and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management (and if a daily paper, the circulation), etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in section 537, Postal Laws and Regulations, printed on the reverse of this form, to wit:

1. That the names and addresses of the publisher, editor, managing editor, and business managers are:

Publisher The Association of State Civil Service Employees of the State of New York, Inc. Room 156, State Capitol, Albany, NY  
 Editor Harold J. Fisher " " " " " "  
 Managing Editor " " " " " "  
 Business Manager William F. Mc Donough 35 Chestnut St., Albany, N.Y.

2. That the owner is: (If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding one per cent or more of total amount of stock. If not owned by a corporation, the names and addresses of the individual owners must be given. If owned by a firm, company, or other unincorporated concern, its name and address, as well as those of each individual member, must be given.)  
 The Association of State Civil Service Employees of the State of New York, Inc.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: (If there are none, so state.)  
 None

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner; and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

5. That the average number of copies of each issue of this publication sold or distributed, through the mails or otherwise, to paid subscribers during the twelve months preceding the date shown above is:  
(This information is required from daily publications only.)

Sworn to and subscribed before me this 5th day of January 1943

[SEAL]

*Harold J. Fisher*  
(Signature of editor, publisher, business manager, or owner.)  
 (My commission expires March 31, 1944.)

NOTE.—This statement must be made in duplicate and both copies delivered by the publisher to the postmaster, who shall send one copy to the Third Assistant Postmaster General (Division of Classification), Washington, D. C., and retain the other in the files of the post office. The publisher must publish a copy of this statement in the second issue printed next after its filing.

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## Committees

Two important committees—Legislative and Insurance—appointed by the President, will give attention to their respective fields for the Association year. The personnel of the committees follow:

**LEGISLATIVE COMMITTEE**  
 John A. Cromie, Tax Dept., Chairman

Dr. F. L. Tolman, Education Dept.  
 Milton Schwartz, Insurance Dept.  
 John A. McDonald, Mental Hygiene  
 Christopher J. Fee, Labor Dept.  
 Henry Cohen, Public Works  
 Jesse B. McFarland, Social Welfare  
 Theodore Becker, Civil Service  
 John W. Hewes, Public Works

**INSURANCE COMMITTEE**  
 Charles C. Dubuar, Insurance Dept., Chairman

Milton Schwartz, Insurance Dept.  
 Harry S. Deevey, Insurance Dept.  
 John F. Miller, Labor Dept.



# Military Service-State Employees

*Editor's Note: This is a revision of chapter from "Representatives' Handbook" and states all facts as of January 1, 1944.*

**A. Leave of Absence and Reinstatement**—A public employee inducted into military service is deemed to be on leave of absence for the duration of such service, and shall be reinstated to his position provided he makes application for such reinstatement within sixty days after the termination of his military duty.

**B. Rights upon Reinstatement**—When reinstated, the employee shall be entitled to the rate of pay he would have received had he remained in his position, and shall be deemed to have rendered satisfactory service in such position during his military leave, and shall not be subjected directly or indirectly to any loss of time service, increment, or any other right or privilege, or be prejudiced in any way with reference to promotion, transfer, reinstatement or continuance in office.

**C. Service and Efficiency Ratings**—An employee absent on military duty will be credited with the average of efficiency ratings which he received for the three periods immediately prior to his absence, but such ratings shall not be less than a passing grade. In figuring seniority and service requirements for promotion eligibility, the period of military duty shall be counted as service in the position held by the employee.

**D. Probationary Service**—If an employee enters military service before the expiration of a probationary service, the time he is absent shall be credited as satisfactory service during such probationary period.

**E. Pensions**—Time during which a member of the retirement system is absent on military duty does not constitute an interruption of continuous service and will be counted in determining total service if the member contributes to the retirement system the amount he would have been required to contribute if he had stayed in his position. Such contribution, or any part thereof, may be paid at any time and from time to time when in military duty or within five years after date of reinstatement to his position.

**1. Privilege of Borrowing Retirement Contributions**—Prior to July

1, 1944, any member of the State retirement system absent on military duty, as defined in section 246 of the Military Law, may borrow all except one dollar of his accumulated contributions in the retirement system. The amount so borrowed must be repaid by payroll deductions, with interest at 6% per annum, when the member returns to State service. No such deduction shall be required to exceed 10% except to the extent necessary to complete his repayments by the time the member is eligible for retirement.

**2. Outstanding Loans**—If there is an unpaid balance of a loan from the retirement system outstanding when employee enters military service, repayments on the loan must be made as part of regular contributions when made.

**3. Employees on Differential Pay**—Required retirement contributions will be deducted from differential pay remitted to employees in military service entitled to such pay under Section 245 of the Military Law.

**F. Substitute Appointments**—The position of an employee in military duty shall, so far as is practicable, be continued in existence, but shall be deemed temporarily vacant and be filled only when the public interest requires. Any appointment to fill such vacancy shall be designated as a substitute appointment.

**1. Rights of Substitutes**—An employee who accepts a substitute appointment shall be granted a leave of absence from his former position until the termination of his "substitute" appointment, and his position shall continue and be filled the same as explained heretofore for the employee on military leave, and his rights of reinstatement to his position at the end of his substitute appointment are protected.

**2. Substitute Appointment Termination**—The substitute appointment terminates (a) upon return of the former incumbent to his position or (b) upon death or total disability of former incumbent or (c) upon failure of former incumbent to return to his position within sixty days after termination of

military duty or (d) upon the appointment or promotion of former incumbent to another position, and upon the happening of any such events the position shall be filled in the manner provided by law.

**G. Appointment or Promotion of Employees in Military Service**—Any appointing officer or body may, in his or its discretion, fill a vacancy by the appointment or the promotion of an employee absent on military duty, if the employee is legally eligible for such appointment or promotion. Such employee, upon the termination of his military service shall have the same rights, privileges and obligations as if he had served in such position continuously from the date of his appointment thereto.

**H. Status of Existing Eligible Lists**—If the name of an employee in military service is reached for certification on an eligible list, it shall be placed on a special eligible list in the order of his original standing, provided he makes request therefor within sixty days after termination of his military duty. The special list shall be certified before the use of a subsequent eligible list. Such names shall remain on the special list for a period of two years after the termination of military service.

A person on an eligible list for appointment to the uniformed force of the Correction department or State Police who was refused appointment because of a 1-A draft classification or membership in any of the reserve military or naval forces of the United States, is placed on a special eligible list. If such a person subsequently is appointed from a special eligible list, he is entitled to seniority, dating from the time when he would have been reached for appointment from the original eligible list.

**I. Abolishment of Positions, Preferred Lists, Military Reemployment Lists**—If the position occupied by an employee is abolished prior to the termination of his military duty, his name shall be placed on a preferred list, providing the abolished position was in the competitive civil service classification. If the position is not in the competitive class, and is abolished or is no longer

(Continued on page 20)

# News From All

## State College at Ithaca Chapter

At a regular meeting of the State College Chapter at Ithaca, held in the Seminary Room of Fernow Hall, a Christmas supper was served. The meeting was attended by 37 chapter members and friends. Due to a heavy snow storm, slippery streets and hills, as well as an epidemic of "flu," 30 other members were unable to attend.

Following supper, a business session was held. President Paul Swartwood gave a report of the activity of the Chapter for 1943 as well as a report of the Annual Meeting held in Albany on October 19th. After reports of the Officers, the following officers were elected for the year 1944: President, Fred Horton; Vice President, Clarence H. Dickens; Secretary, Elmer Alvord; Treasurer, Ira Reed.

A rising vote of thanks was given the retiring President. The chapter is growing with many new members signing up.

Due to gas rationing, as well as food rationing, regular meetings are now held every two months. Executive Council meetings are held monthly. The members are watching the progress of the resolutions which were adopted by Association delegates at the Annual Meeting in Albany in October, very closely and there is keen interest in Association activities on behalf of the program.

## Matteawan Chapter News

Dr. George A. Sharp, who has been seriously ill, is able to be about again. Dr. Sharp is Ward Physician for the Woman's Building.

Joseph Bolander, former employee, has joined the Beacon Police Force.

Pvt. Andrew Jablonsky, former employee, is a prisoner of war in Germany. Soldier Jablonski, a member of the Medical Detachment of the Army, was reported missing in action on September 19, in the invasion of continental Europe, presumably in the attack on Salerno.

Thirty-two Ground Observation post operators who manned posts of

the Army Air Force at Matteawan State Hospital will receive medals symbolic of their having served more than 250 hours, on Tuesday, December 21, in the Women's Building. Recipients will be Dr. John F. McNeill, Dr. Francis Shaw, Veronica Bolander, Helen Briggs, Mary Devon, Angelina Didio, Julia Eraca, Thomas Greene, Sue Hannon, Rita LaVallee, Thomas LaVallee, Jané Macewicz, Florence Matthews, Rose Morgese, Emily Orris, Charles Peattie, Patterson Peoples, Mabel Powell, Rose Raymond, Dora Sinopoli, Madeline Smyth, Helen Talbot, Williams Timmons, Clarence Bedell, Louise Boyea, Irene Dolson, Anna Hoffart, Yvonne Lahey, Jane McNeill, Joseph Mullin, Frances Pechosak and Stella Zaleski.

## St. Lawrence State Hospital Chapter

The following officers were elected at a meeting held by this chapter, January 6:

President, Lee W. Keyes; Vice-President, Ernest Richardson; Treasurer, Charles Mitchel; Delegates, Robert D. Silverman and Bert Dodge.

Members of Executive Council: Robert Kinch, William Rehome, Thomas Fields, Amber Huntley, Janet Brainard, Edward Costigan, Newton Goold.

## Barge Canal Chapter

John Carroll, of Clyde Lock No. 26, was elected president at a meeting of the Central Unit of the Barge Canal Chapter. Other officers elected for 1944 were: Charles Bornheimer of Lock 30, Macedon, Vice-President, and John Wolvin of Lyons, Secretary and Treasurer.

## Newark State School News

We welcome back Cpl. Harold Och, who spent 14 months in the European Theater of war, also Pvt. Francis Fitch, who has been given a medical discharge from Camp Chaffee, Arkansas.

Miss Emma D'Amato has joined the WAVES and is receiving her basic training at Hunter College, New York City.

Ann Sydoriak Walker has been commissioned 2nd Lt. in the U. S. Army Physical Therapy Corps and will report to Percy Jones Hospital, Battle Creek, Michigan, January 13th. Mrs. Walker has been in the Physical Therapy Department nine years.

The following former employees were recent visitors at the School: Lt. Murray Pulver, Lt. Edward Hart, Cpl. Robert Walls and Pvt. James Carlyle.

At the monthly meeting held December 1, 1943, the following were elected officers for the coming year: President, Harold Och; Vice-President, Harland Craver; Secretary, Charles Emerson, Jr.; Treasurer, Frederick Coomber; Executive Council: Melaine C. Purdy, Viola Verbridge, Gordon Munn, William Verbridge, George Benjamin, Doris Fortmiller, Dorothy Dilcer, Donald Sigsby, Walter Dennis; Auditing Committee: Robert Soper, Floyd Fitchpatrick, and Edna Van De Velde.

## Civil Service Department ALBANY DIVISION

Cpl. Margaret Culver, who joined the Marines last Fall, has completed her basic training at New River, N. C., and is now assigned to Cherry Point, N. C.

Pvt. Lou Drexler, senior personnel technician in charge of the Research and Valuation Unit, is receiving his basic training at Camp Lee, Va.

Pvt. Judy Soffey, who joined the WAC last September, completed her basic training at Daytona Beach, Fla., and has been assigned to Fort Jackson, S. C.



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# Over the State

## Hornell Chapter

The first annual dinner of the newly formed Hornell Chapter of the Association of State Civil Service Employees was held at the Hotel Sherwood in Hornell on December 14, 1943, at 7 P. M.

The dinner was attended by about eighty guests, members and their husbands or wives, and an excellent evening was enjoyed by all, and the thanks of the local organization are extended to the Committee, which consisted of Charles W. Maher, Chairman, and Mrs. Harold F. Kenney, for their efforts. Also to Harry Tolan, John W. Gould and "Norm" White, who also assisted in the arrangements.

Although most of the Civil Service employees in this area have been members of the Association for many years past, this is the first real "get together" of the new chapter, which was chartered this past June. Present membership includes the State Department of Public Works, its Engineering, Clerical, Shop, and Maintenance forces, the State Agricultural College at Alfred, the State Police, State Department of Health, Local employees of the Department of Agriculture and Markets, State Fish Hatchery, Alcoholic Beverage Control Boards in Steuben, Allegany, Chemung, Schuylers, Yates and Tioga Counties, and other incidental employees of the State in this area.

The officers of the new chapter, as designated at a recent election, are as follows: President, Alan M. Trax; Vice-President, Richard C. Gorman; Secretary, Mrs. Gladys McCullough; Treasurer, H. J. Post; Delegate, John W. Gould. The Executive Council consists of the following members: K. W. Cosgrove, Engineering; Maurice Fitzgerald, Clerical; John J. Siffinger, Shop; George Van Dusen, Maintenance; Harry Tolan, Alcoholic Beverage Control Boards; and Wade Alexander, State Department of Health.

At the dinner President Trax presided and, after a message of welcome to the members and guests, introduced the following local members who spoke briefly: O. J. Dempster, former District Engineer, dis-

trict No. 6; Dr. John A. Conway, District Health Officer, State Department of Health; A. L. Blades, County Board Member, Steuben County A. B. C. Board; Arden Page, Investigator, Department of Agriculture and Markets; and H. F. Brumm, District Engineer, State Department of Public Works. President Trax then called on Mr. E. J. Ramer of Albany, who is the Department of Public Works member of Executive Committee in the State Association. Mr. Ramer spoke briefly, congratulating the new organization and its officers and offering any future assistance.

The principal speaker, William F. McDonough, present executive representative and past president of the State Association, was then introduced and spoke at some length on the proposed legislative program of the Association and its effects on employees. He also gave a brief history of the Association, and its present advantageous set-up. He concluded with congratulations and assurances of assistance to the local chapter and its officers.

## Manhattan State Hospital

Pvt. John Wallace, popular President of the Manhattan State Hospital Chapter until the date of his induction in September, has been writing cheery letters to friends at this hospital describing the vicissitudes of life in the army and particularly in the medical detachment. An excerpt from one of his recent letters (which, by the way, never reveal any military secrets), reads as follows: "Army life is O.K. . . . A soldier who had completed 30 years of faithful service retired with a comfortable fortune of \$60,000. He amassed this large sum through courage, enterprise, initiative, attention to duty, faithfulness, military efficiency, the careful investment of his savings—and the death of an uncle who left him \$59,000."

A resolution of thanks and appreciation of his leadership and service was passed by this chapter.

Mrs. Frances Tracy, bereaved widow of William Tracy, hospital chauffeur, who departed this life

October 14th, promptly received a group-life insurance check from the Association in the amount of \$1,000. We hope this together with the collection made by our employees will assist her in the acute problems confronting her and her brood of infants at this time.

In line with our policy of fraternizing with other chapters of the Association, our chapter invited Mr. Frederick J. Walters of Middletown State Hospital, to address our meeting on October 29th. Many illuminating remarks were made by this gentleman concerning reclassification, reorganization, and both title and salary allocation appeals.

Charlotte Jones, one of our very industrious attendants, has prepared an effective salary allocation appeal which is being used by her occupational group throughout the hospital.

(Continued on page 20)



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## News from All Over the State

(Continued from page 19)

### Dannemora State Hospital Chapter

The Dannemora State Hospital Chapter is very grateful to Mr. Donald Breyette, Supervisor of the Town of Dannemora for having submitted to the Board of Supervisors of Clinton County, resolutions to the Budget Director, for acceptance of the salary allocations for employees of the Dannemora State Hospital. The resolutions were adopted unanimously.

The Rev. Ambrose R. Hyland has resumed his duties as Catholic Chaplain at the Dannemora State Hospital and Clinton Prison, after having spent several weeks in Hollywood, Cal., where negotiations were completed for the sale of movie rights to his copyrighted book which contains the story of the building of the Church of St. Dismas, the Good Thief, at Clinton Prison.

Among the employees now in service who visited Dannemora State Hospital during the past month were: Pvt. Maurice Fifield, and Kenneth J. Cumm, H.A. 1/c.

Word has been received from Pfc. Russell Brennan from somewhere in England. Francis E. Lareau writes that he is in "Boot" training in Williamsburg, Va.

The chapter membership drive which has been on for the past several weeks has been very successful. The executive committee which is in charge of the campaign give unselfishly of their time in the renewal job, and they are to be congratulated on the splendid work which they have accomplished.

A large number of employees have been absent from duty due to illness during the past month. Howard J. St. Clair, Secretary, is expected to return to work within a short time.

## Barge Canal Workers' Annual Convention

The Barge Canal Chapter of The Association of State Civil Service Employees, held their annual convention at Albany, N. Y., December 20, 21, 22, 23, 1943.

Delegates present:

Central Unit, Arthur Fischette and Allen Lamphere.

East Central Unit, T. J. Connors and Karl Trowbridge.

Eastern Unit, Seldon Phillips and George Warner.

Champlain Unit, J. W. Savage and Joseph E. LaPann.

The delegates had a conference with the Hon. Guy W. Pinck, Commissioner of Canals and Waterways, and the pending appeal of the Electrical Supervisors, Chief Operators, Canal Structure Operators, and Bouy Light Tenders, was taken up with the Commissioner; who has already recommended to The Temporary Salary Standardization Board that, this appeal be granted, and these employees be raised one civil service grade. Commissioner Pinck said he would try to have Superintendent of Public Works Sells also recommend this raise.

A conference was had with Association Counsel DeGraff, and the appeal of canal workers discussed, and action to be taken decided upon. Mr. DeGraff said he would appear with Mr. Connors and Mr. Savage before The Temporary Salary Standardization Board which promised a hearing early in January, 1944.

Officers elected for 1944 were:

President, T. J. Connors, 627 Albany Street, Little Falls, N. Y.

Vice-President, Arthur Fischette, Baldwinville, N. Y.

Secretary, John W. Savage, 100 East Street, Fort Edward, N. Y.

## Military Service

(Continued from page 17)

in existence upon the termination of the employee's military duty, he shall, upon filing a written request within sixty days after termination of military duty, have his name placed forthwith upon a military re-employment list for the position last held by him or any similar position. Separate military reemployment lists shall be established for positions in the non-competitive and labor classes of the classified civil service.

Military reemployment lists established shall be made available to appointing officers, and bodies, and no position shall be filled until the appointing officer or body certifies to the Civil Service Commission, or to the disbursing officer, as the case may be, that no person on such military reemployment list, who formerly held the same or similar position, is qualified to fill and willing to accept appointment to the vacancy.

The Civil Service Commission shall refuse to approve the payroll for such position until such certificate is filed. Appointments may be made from a military reemployment list without regard to standing on the list. Refusal to accept an offer of appointment to a similar position to that formerly held by the employee shall cause the removal of his name from the list.

Failure or refusal to properly use the military reemployment lists empowers the Supreme Court, upon the filing of a petition or other appropriate pleading by the employee entitled to the appointment from the list, to specifically require compliance therewith, and may, as an incident thereto, compensate such employee for any loss of wages suffered by reason of such unlawful action.

This procedure relative to military reemployment does not apply to positions in the exempt class of the classified civil service.

**J. Temporary and Seasonal Employees**—The provision relative to substitute appointments and the rights of employees upon reinstatement do not apply to temporary and seasonal employees inducted into military duty, but such employees, however, may be placed on military reemployment lists as provided heretofore, and so far as practicable be restored to positions similar to that

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held when they entered military service.

**K. Public Employees Appointed for a Definite Term or to Exempt Positions**—Such employees going into the armed forces are entitled to a leave of absence and all rights and privileges of the Military Law until the end of their term of office and until their successors have been appointed, but not thereafter. Persons in the exempt class shall be deemed to have a leave of absence until their positions have been filled by other than a substitute appointee, but not thereafter.

**L. Rights of Persons in Military Service Released on Condition They Engage in Essential War Work**—Such persons shall be entitled, while engaged in such work, to all the rights and privileges to which they would have been entitled had they continued to perform military duty. A certificate of the war manpower commission, or of the United States employment service, or of the proper authorities in the armed forces of the United States, or any other authorized federal agency, that any such employee is or has been engaged in such work, shall be required in order to confer upon such employee or person the above rights and privileges. Such certificate shall be presumptive evidence of such facts.

**M. Vacation Pay**—Accumulated vacation may be granted only prior to actual induction and during the furlough period when an inducted employee is not receiving pay from the Federal Government.

**N. Employees Eligible to Foregoing Rights**—The rights outlined in the foregoing paragraphs apply to any State employee who entered military service in the military, naval, aviation or marine service of the United States after July 1, 1940. This includes, WACS, WAVES, SPARS, and women in the Marines. Persons in service with the American Red Cross are entitled to the above rights while with the armed forces of the United States on foreign service. Persons in temporary and intermittent gratuitous service in any reserve or auxiliary force are not entitled to the above rights.

**O. Differential Pay**—Differential pay is provided by Section 245 of the Military Law for employees who

were members of the National Guard, or Reserve Forces, prior to April 1, 1942, and who are ordered to active military duty. No public employee is entitled to differential pay unless he was ordered to active duty by virtue of his membership in one of the Reserve Forces specified in Section 245.

“Substitute” employees are not entitled to differential pay unless they qualify as above and had a permanent status in the New York State Civil Service prior to their “substitute” appointment. The differential pay is based on the salary of the position in which they have permanent status.

In calculating differential pay maintenance received and commutation paid is considered as part of the employee's salary as a State employee, but base pay (not including any subsistence allowance), is considered in figuring the amount of military pay received.

### Hopkins Overseas

Since “The State Employee” presented its last edition, the current war has taken from New York State one of its best known officials.

Arthur S. Hopkins, assistant director of the Division of Lands and Forestry in the State Department of Conservation since 1927, has been granted military leave to work abroad with the American Red Cross.

Mr. Hopkins will serve as budget adviser to the Red Cross delegate in one of the war theaters.

From 1914 to 1926 Mr. Hopkins was a forest ranger with the Conservation Department. He was named commissioner of Long Island State Park in 1926, and in 1927 took the Lands and Forestry post, where

he has been in charge of the reforestation and historic sites program.

Mr. and Mrs. Hopkins, whose home is in Albany, have a son, Aviation Cadet John H. Hopkins, in the Army Air Force.

Mr. Hopkins is known to hundreds of State employees as a member of the executive committee of the Association of State Civil Service Employees, in which he had taken an active part.

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## Governor's Message

(Continued from page 4)

use of existing vocational schools, and for the provision of counseling service. These measures for meeting the educational needs of the men and women returning from the armed services and from war industries are desirable, particularly if they can be conducted in existing school facilities and, so far as possible, with existing personnel. I commend them to you for your careful study.

Other portions of the program recently published by the Board of Regents will require more time for study and will, I am sure, receive careful consideration.

### POST-WAR EMPLOYMENT

When the military war is over we will be confronted by a new war—a war against unemployment and economic dislocation. In shaping our battle lines for that war we shall be guided by two major principles: (1) We must be ready to co-operate through every legitimate branch of public effort with the people of the state in their business endeavor; (2) we must avoid any steps that interfere with or hinder the fullest possible productivity and employment of our people. In accordance with these principles the state administration is already at work. The Division of Commerce is engaged upon a program to encourage business development, to stimulate job opportunities and to help create a sound, profitable, industrial climate in New York State.

\* \* \*

### RIGHTS-OF-WAY

This question has been given careful study in recent months. I now recommend that the state be authorized to acquire and pay for necessary rights-of-way in order that the post-war program of highway construction may be carried out. In this connection I also recommend that the state should pay for the building of those parts of its arterial highways which are to pass through cities.

The Legislature has previously authorized the construction of a system of connected thru-ways intended to give our state the best highways in the world. The time has now come when funds should be appropriated to permit work to be started on these thru-ways as soon as men and material are available.

### FLOOD CONTROL

The present system of co-operation with the Federal government in flood-control work has proved its value. It should be continued.

### FOOD

We must be sharply aware, however, that the success of 1943 will be more difficult of achievement in 1944. Deterioration of farm machinery will be still more acute. The shortage of farm manpower is likely to call for still greater volunteer and summer help. The feed shortage still threatens our dairy and poultry farms and the essential supply of milk butter, eggs and cheese for our people. There is even more intensive work ahead.

The work of the Emergency Food Commission and of the Office of Farm Man Power must be continued.

### PUBLIC WELFARE

Our present system of welfare services is a patchwork.

A more effective attack upon our present day and future responsibilities in the field of social security requires that we bring related activities into an effective working team and that we simplify our administrative machinery. I commend to you for your earnest study and consideration the plain necessity of an integration of our social services.

### MEDICAL CARE

I have spent many hours in the last year, conferring with leaders in the field of medical care, searching for the solution which will broaden the availability of medicine and hospitals and at the same time will preserve the integrity and the freedom of the medical profession. I believe the problem can and must be solved. There is a strong will to meet the needs of our people. There is an equally great need. The two must be brought together.

In the field of medical care I believe the state has an essential function. That we may soundly and promptly meet the need, I respectfully recommend the creation of a commission to propose a program at your next session. This commission shall consist of members from each of your honorable bodies, members of the medical profession, the Commissioners of Health and Social Welfare, a bed side and a hospital nurse and a hospital administrator.

### WORKMEN'S COMPENSATION

We are taking steps to make sure that injured workers receive justice and the proper treatment that is due them.

It will be my duty later to recommend to you methods of making any repetition of the conditions disclosed last year impossible in the future.

\* \* \*

### WAR EMERGENCY

Many thousands of citizens of our state have given liberally of their time and effort during the last year in the gigantic labor of making New York a most effective part of the national war effort. I wish to acknowledge with deep gratitude debt of the state and its people to those who have contributed so much through the many activities of civilian protection, and all of the services under the New York State War Council. I recommend that the existing war emergency legislation and the State War Council be continued for another year.

### CONCLUSION

Finally, may I again say how deeply I appreciate the cooperation and good will which the executive branch of the state government has received this past year from both houses of the Legislature. There has been a spirit of cordial understanding and of teamwork which has helped all of us to play our part in putting this state into the war effort. For myself I pledge you the same cooperation and good will in this coming session. There is much work to be done. Let us do it together.

Our meeting here today is a part of the process of free government. It is a sobering and humbling thought that men are laying down their lives all over the world that we may exercise those functions of government in freedom here at home.

Let us together ask God to give us the understanding and purpose to carry out this high trust. Let us resolve that we will labor together to fulfill our responsibilities as those who are now fighting to preserve free government would have us do. Then, just as we are proud of them they shall not be ashamed of us.

# Job Specifications

(Continued from December issue)

## **BANDMASTER** 2-2b Salary Range \$1650-2150 Inc. \$100

*Definition:* Organizes a band among the inmates of an institution; does related work as required.

*Distinguishing Features:* This position involves discovering inmates who have skills in music and getting them to play together effectively as a unit. The Bandmaster is responsible for the custody and welfare of inmates while they are under his supervision.

*Example:* Conducts the band at practice sessions; instructs the regular members of the band in new arrangements and new pieces; gives elementary instruction to new students; prepares arrangements of current favorites for the band; repairs band instruments; instructs the glee club; conducts the band in programs for Occupational Therapy parties, baseball games, picnics and other special events.

*Minimum Requirements:* 2 years of satisfactory experience as a professional musician.

*Desirable Qualifications:* Some experience in the care of inmates of an institution; skill and versatility in playing band instruments; ability to adapt arrangements for the type of band available; ability to secure cooperation from inmates, and to give them elementary band training.

## **LIBRARY ASSISTANT** 2-2b Salary Range \$1650-2150 Inc. \$100

*Definition:* Performs a variety of library tasks as assistant to professional librarians of higher rank in one or more sections of the State Library; or is independently in charge of an institution library of small or moderate size or of a departmental library; does related work as required.

*Distinguishing Features:* This class is the entrance level to the professional library service in the state. The work involves the application of elementary library science and techniques. In the State Library it is usually of miscellaneous character calling for little specialization, and any knowledge of specialized subject matter should be learned on the job. The incumbent is subject to immediate supervision on general and specific assignments. Occasionally the duties may include straw-boss supervision over clerks.

In an institution the Library Assistant is responsible for the satisfactory operation of a relatively small library suited to the needs of the inmates and staff.

*Example:* During assigned hours is responsible for the loan desk, charging, recalling, following-up, or reserving books; directs readers to reference desk and other places of information; files catalog cards, correspondence, pamphlets, bibliography slips; does some reference work requiring knowledge of bibliographical tools; assists readers in locating and selecting books; does simple cataloging and shelf listing; restores and repairs manuscripts;

prepares periodicals, loose-leaf services, and supplements for binding; in legislative reference library, classifies and indexes public documents according to government printing office classification; assists in preparation of special bibliographies on public affairs, aids public in use of documents.

In an institution, guides inmates in a program of selective reading; maintains card catalog, shelf lists, and charge and circulation records; maintains pamphlet, picture, clipping, and periodical files; selects and recommends additions to the library; takes inventories and orders supplies; acts as advisor to inmate clubs.

*Minimum Requirements:* (a) Graduation from a recognized college or university with specialization in library science; OR

(b) A satisfactory equivalent of the foregoing education.

*Desirable Qualifications:* Elementary knowledge of library organization and procedure and of the general functions of the various departments of the library; familiarity with standard reference books, library catalogs, indexes, and current newspapers and periodicals; general knowledge of literature; ability to meet and deal successfully with the public; accuracy; neatness; resourcefulness; tact; patience; good memory.

## **TRANSPORTATION**

### **MOTOR EQUIPMENT MAINTENANCE FOREMAN**

9b-2b  
Salary Range \$1800-2300 Inc. \$100

*Definition:* Is in charge of the operation and maintenance of a fleet of trucks and/or other motor equipment; does related work as required.

*Distinguishing Features:* A Motor Equipment Maintenance Foreman supervises Motor Vehicle Operators, and usually one or more Motor Equipment Repairmen and Chauffeurs in the transportation division of a state institution; or, in the Department of Conservation or Department of Public Works, is in charge of repairmen in a motor maintenance shop. A position in this class requires an incumbent who is a skilled motor vehicle operator and who also is a proficient automobile mechanic.

*Example:* Assigns Motor Vehicle Operators to various tasks such as collecting laundry or garbage, delivering material from the storehouse, hauling farm produce, or transporting inmates or employees from place to place; supervises repair work on trucks, passenger cars, fire engines, bulldozers, ambulances, tractors, and snow plows; requisitions gas, oil, lubricants, and repair parts; keeps the time of employees under his supervision; may personally operate vehicles occasionally.

*Minimum Requirements:* 4 years of satisfactory experience as an automob-

ile mechanic; possession of a New York State Chauffeur's license.

*Desirable Qualifications:* Thorough knowledge of the automobile mechanic's trade; considerable mechanical aptitude; good judgment; especial skill in operating motor vehicles.

### **MOTOR EQUIPMENT REPAIRMAN** 9b-2a Salary Range \$1500-2000 Inc. \$100

*Definition:* Repairs all kinds of motor equipment used at a state institution or in a state department; does related work as required.

*Distinguishing Features:* A position in this class involves the application of skilled mechanical ability to all types of repair and maintenance work on motor vehicles and other gasoline operated equipment.

*Example:* Repairs breakdowns of passenger cars, ambulances, tractors, bulldozers, trucks, fire engines and stationary gasoline driven engines; does general repairing and overhauling of motor transmissions and differentials; adjusts and relines brakes; adjusts spark and cleans plugs; adjusts carburetors; clears stoppages in fuel lines; repairs faulty wiring; fixes flat tires; straightens bent fenders and body parts; may straighten frames if the shop is equipped for such work; installs new motors in vehicles; may keep records of gas, oil, lubricants, anti-freeze solutions, and repair parts used, in an emergency, may drive the ambulance or fire truck; may maintain hand and power driven lawnmowers.

*Minimum Requirements:* Possession of a New York State chauffeur's license and 2 years of satisfactory experience in the maintenance and repair of motor vehicles.

*Desirable Qualifications:* Thorough knowledge of the automobile mechanic's trade; good physical condition; industriousness; considerable mechanical aptitude.

## **BUSINESS**

### **ADMINISTRATION**

#### **PRINCIPAL ACCOUNT CLERK** 10b-2

Salary Range \$2400-3000 Inc. \$100

*Definition:* Performs a wide variety of highly difficult and responsible account keeping duties; usually supervises the work of several account clerks; does related work as required.

*Distinguishing Features:* This is clerical work of advanced difficulty calling for the use of a thorough knowledge of established account keep-

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"What you save, makes  
Hitler rave!"

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ing and control procedures and exercise of independent judgment in completing complex assignments. Many of the positions in this class are so specialized as to require extensive qualifying experience in the department concerned. Under supervision of a superior, employees in this class are charged with direct responsibility for immediate supervision and direction of several account clerks. In many cases difficulty of the position results from a large volume of work rather than the difficulty of individual tasks.

*Example:* Assigns and directs work of subordinate account clerks; prepares complex financial and statistical reports; assists in preparation of annual and quarterly budgets; sets up ledgers from appropriation acts and budget segregations; keeps ledger of revenue receipts and reconciles balances with monthly bank statements; answers correspondence on accounting matters.

**Minimum Requirements:** (a) Graduation from a standard senior high school and 6 years of satisfactory experience in the maintaining of financial accounts and records, at least 2 of which shall have been in a responsible supervisory position; OR

(b) Graduation from a recognized college or university of recognized standing, with specialization in accounting or business administration, and 2 years of responsible supervisory experience in the maintaining of financial accounts and records; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** Considerable supervisory ability; advanced knowledge of bookkeeping; extensive knowledge of the accounts and procedures of the agency in which the position is located; accuracy; dependability; good judgment; initiative.

**SENIOR ACCOUNT CLERK 3-2**  
**Salary Range \$1600-2100 Inc. \$100**

**Definition:** Performs a variety of difficult but routine clerical duties in keeping financial records and accounts; does related work as required.

**Distinguishing Features:** This is difficult clerical work calling for exercise of independent judgment and good bookkeeping knowledge in carrying out established account keeping procedures. It is essential that employees of this class be capable of assuming independent responsibility for performing assignments of more than average difficulty. Work is performed under general supervision of a superior, who frequently delegates immediate supervision of other account clerks to employees in this class. Work differs from that performed by Account Clerks in that a variety of difficult tasks occur more frequently and are combined with responsibility for their final completion.

*Example:* Leads in the work of posting, auditing, and balancing ledger accounts; compiles work sheet for allocation requests made to budget; reconciles accounts with control ledgers and bank accounts; prepares statements of receipts and expenditures, makes closing entries, checks maintenance and

operation estimates, and performs other account keeping tasks; keeps cost distribution books; answers routine correspondence concerning accounts; checks retirement applications, computes interest due on securities, makes schedules from vouchers, carries out other involved procedures; in an institution, may handle payrolls and personal service estimates and re-estimates.

**Minimum Requirements:** (a) Graduation from a standard senior high school and 2 years of satisfactory experience in the maintaining of financial accounts and records; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** A good knowledge of bookkeeping; ability to lay out work for others and to oversee subordinates at work; accuracy; neatness; dependability; good judgment and mental alertness.

**ACCOUNT CLERK 3-1b**  
**Salary Range \$1200-1700 Inc. \$100**

**Definition:** Performs a limited variety of clerical duties in keeping financial records and accounts; does related work as required.

**Distinguishing Features:** This is routine clerical work involving the exercise of a working knowledge of account keeping procedures and independent responsibility for accurate performing of assigned tasks. Immediate supervision is exercised over employees in this class by a superior who is responsible for solution of unusual problems and organization of work. Supervision is seldom exercised over others but when it is, it involves little more than leading in the work. This class is identical with the class of Audit Clerk except that Audit Clerks devote a major part of their time to checking rather than keeping accounts.

*Example:* Sorts and classifies requisitions and vouchers; posts to ledger accounts from expense and appropriation records; keeps running balance of unencumbered and cash funds for each account; pulls requisitions and matches them with vouchers; checks requisitions with contract file; posts adjustments to ledger accounts; takes trial balances and makes other financial reports; performs a variety of related clerical account keeping duties.

**Minimum Requirements:** (a) Graduation from a standard senior high school and 1 year of satisfactory experience in the maintaining of financial accounts and records; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** Some knowledge of the technique of bookkeeping, and skill in bookkeeping procedures; ability to follow instructions; neatness; accuracy; thoroughness; dependability; alertness.

**FARM AND GROUNDS**  
**FARM MANAGER 4-3**  
**Salary Range \$2100-2600 Inc. \$100**

**Definition:** Is in charge of the operation of a very large farm; does related work as required.

**Distinguishing Features:** A Farm Manager is in charge of and entirely responsible for the operation of a large farm. He supervises Head Farmers, Farmers, Farmhands and working patients or inmates, and is responsible to the steward. A position in this class requires a high degree of skill in all branches of farming, and the ability to lay out work and supervise subordinate employees.

*Example:* Subject to the approval of the steward, decides what crops shall be produced; plans the rotation of crops; assigns subordinate employees to specific duties in the production of crops and the care of live stock; performs emergency veterinary work; supervises maintenance and repair of farm machinery; keeps records of production and of employees' time; requisitions necessary materials and supplies; inspects farm premises frequently.

**Minimum Requirements:** (a) Graduation from a 4 year course at an approved college or university with the degree of Bachelor of Science in Agriculture, and 4 years of satisfactory experience in large scale commercial farming, 2 of which shall have involved supervision over subordinate farm employees; OR

(b) Graduation from a 3 year course at an approved school of agriculture and 5 years of satisfactory experience in large scale commercial farming, 2 of which shall have involved supervision over subordinate farm employees; OR

(c) A satisfactory equivalent of the foregoing education and experience.

**Desirable Qualifications:** Thorough knowledge of farm operation, farm machinery and live stock handling; ability to manage men in farm work; physical strength and agility; reliability; good judgment; honesty.

**HEAD FARMER**  
**Salary Range \$1500-2000 Inc. \$100**

**Definition:** Is in charge of the operation of a very active subdivision of one of the largest state farms, or is the immediate assistant to the Farm Manager of one of the largest farms, or is in full charge of a medium size farm in a state institution; does related work as required.

**Distinguishing Features:** A Head Farmer is in charge of and responsible for the operation of a large and important subdivision of an institution farm, or, in some cases, may act as the assistant to the Farm Manager of one of the the largest farms, or may be in full charge of a medium size farm. In any case, an employee holding a position in this class supervises a number of Farmhands, Farmers, and working patients or inmates, and is subject only to general supervision from the Farm Manager or steward. A thorough knowledge of commercial farming is essential.

*Example:* In a dairy, usually with more than 225 head of cattle; supervises feeding, watering, and caring for cattle, including young stock; directs milking and keeps records of production; plans and directs breeding; assists with veterinary work and performs emergency veterinary work.



As assistant to the manager of a large farm: substitutes for the Farm Manager in his absence; assigns Farmers, Farmhands, and working patients to specific tasks; inspects farm premises regularly; assists in keeping records and in requisitioning needed supplies.

As manager of a medium size farm: keeps records of production and of employees' time; assigns Farmers, Farmhands, and working patients to specific tasks; plans the rotation of crops, and subject to the approval of the steward, decides what crops should be produced.

**Minimum Requirements:** (a) Graduation from a 4 year course at an approved college or university with the degree of Bachelor of Science in Agriculture and 2 years of satisfactory experience on a large commercial farm; OR

(b) Graduation from a 3 year course at an approved school of agriculture and 3 years of satisfactory experience on a large commercial farm; OR

(c) 6 years of satisfactory experience in general farming, 2 of which shall have included supervision of subordinate employees on a large commercial farm; OR

(d) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** Thorough knowledge of general farming; especial skill in the work of the particular subdivision of the farm in which the incumbent will be assigned; ability to manage farm animals; ability to secure cooperation from working patients or inmates and subordinate employees; physical strength and agility; reliability; honesty; industriousness; good judgment.

#### **HEAD POULTRYMAN** 4-2 **Salary Range \$1500-2000 Inc. \$100**

**Definition:** Is responsible for the operation of the poultry farm at Letchworth Village, raising chicks for all other state poultry farms; does related work as required.

**Distinguishing Features:** An employee holding a position in this class supervises a number of Farmers, Farmhands and working patients and is subject only to general supervision from the Farm Manager. A thorough working knowledge of poultry farming is necessary.

**Example:** Plans and supervises the activities of the poultry farm; operates and maintains incubators and brooders; supervises the care of brood hens and laying hens; selects breeding stock; selects pullets for egg production; culls flocks; feeds and waters fowls; selects and packs eggs; checks yard and trap nest records, mortality, egg weight, and periodic egg records; grades and markets chicks and eggs; supervises the work of assistants in the general care of the poultry farm.

**Minimum Requirements:** (a) Graduation from a 3 year course at an approved school of agriculture and 3 years of satisfactory experience on a large commercial poultry farm; OR

(b) 6 years of satisfactory experience in farm work, 2 of which shall

have involved supervision over subordinate employees on a large scale poultry farm; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** Especial skill in the care of poultry; ability to secure cooperation from working patients and subordinate employees; good physical condition; honesty; good judgment.

#### **FARMER** 4-1b **Salary Range \$1200-1700 Inc. \$100**

**Definition:** Assists in directing the operation of a large farm or is in charge of a small farm in a state institution; does related work as required.

**Distinguishing Features:** A Farmer is in charge of and responsible for the operation of a subdivision of a large farm, such as the dairy barn, the garden, the poultry, or the swine. An employee in a position in this class has straw-boss supervision over Farmhands and working patients or inmates, and must have a working knowledge of the branch of farming in which he is engaged. A Farmer works under general supervision from the Head Farmer or Farm Manager. A Farmer may be independently in charge of a small farm.

**Example:** In the dairy barn; supervises feeding, watering, and caring for bulls, milch cows, heifers, and young stock; directs milking; is responsible for the cleanliness of the dairy; may plan and direct breeding; may assist with veterinary work; keeps records of milk production.

In the garden: supervises the necessary operations of plowing, harrowing, planting, thinning, transplanting, and cultivating in the production of garden crops; may also be in charge of the orchard or the vineyard.

In the horse barn: subject to the approval of the Farm Manager, assigns teamsters to farm teams; supervises feeding, watering, and caring for horses; may plan the breeding; may assist with veterinary work; is responsible for maintenance of equipment.

In the care of poultry: supervises the care and feeding of laying hens and other poultry; gathers and sorts eggs; keeps records of egg production; is responsible for the cleanliness of the henhouse and poultry yard; may be in charge of an apiary.

In the care of swine: supervises the care and feeding of the herd of swine; usually plans breeding; may butcher swine; may assist with veterinary work; usually assists in delivering shoats.

On a small farm: is responsible for all operations in growing field or garden crops on a small farm situated some distance from the institution; may be in charge of a colony farm in a state school.

In general farm work: acts as an assistant to the Farm Manager in any other way, for example, by immediately supervising the growing of field crops in a particular section of the farm, or by assuming the duties of the Farm Manager during his absence.

**Minimum Requirements:** (a) Graduation from a 3 year course at an approved school of agriculture; OR

(b) 3 years of satisfactory experience in general farming; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

**Desirable Qualifications:** A good knowledge of general farming; considerable knowledge of the work of the particular subdivision of the farm to which incumbent will be assigned; ability to manage farm animals; ability to secure cooperation from working patients or inmates and Farmhands; physical strength and agility; reliability; honesty; industriousness.

#### **SUPERVISOR OF GROUNDS**

#### 4-2 **Salary Range \$1500-2000 Inc. \$100**

**Definition:** Is responsible for the maintenance of roads and grounds in a state institution with extensive grounds; may supervise grading and road building on the grounds; does related work as required.

**Distinguishing Features:** An employee of this class supervises Groundsmen engaged in grounds maintenance work, and also assigns and directs squad attendants and inmate work squads in manual labor. The position may also involve supervision over truck drivers and Construction Equipment Operators in grading and other large-scale grounds projects.

**Example:** Is responsible for cutting, filling, grading and general excavation work with construction equipment; is responsible for general maintenance of the grounds, including seeding, mowing lawns, raking leaves and shoveling snow; is responsible for the operation of greenhouses and for the building and repair of walks and drives; plans the landscaping of the grounds including the location of flower beds, trees and shrubbery; is responsible for the maintenance of the institution's railroad spur.

**Minimum Requirements:** 2 years of satisfactory experience in grounds maintenance and construction work.

**Desirable Qualifications:** Ability to command respect and obedience from subordinate employees and working inmates; good judgment; some knowledge of the principles of landscape gardening and grounds construction; physical strength and agility.

#### **GROUNDSMAN** 4-1b **Salary Range \$1200-1700 Inc. \$100**

**Definition:** Assists in the upkeep of the grounds of a state institution; does related work as required.

**Distinguishing Features:** Groundsman performs semi-skilled manual work under the supervision of the Superintendent of Grounds. A position in this class involves supervision over a large number of inmates who work on the grounds under the custody of an attendant.

**Example:** Assigns working patients to the following tasks, and oversees them at work: lawn mowing, shoveling snow, raking leaves, cleaning streets, and picking up refuse; personally seeds lawns, cares for ornamental flowerbeds and shrubbery,

plants and transplants trees and shrubs, trims hedges and trees; operates power lawn mower.

**Minimum Requirements:** Ability to speak, read, and write the English language.

**Desirable Qualifications:** Preferably 1 year of experience in the care of inmates of a state institution and 1 year of experience in the care of lawns, shrubs, and flowerbeds; ability to secure cooperation from working inmates; industriousness; good physical condition.

## POWER PLANT

### HEAD STATIONARY ENGINEER

9b-4  
Salary Range \$3120-3720 Inc. \$120

**Definition:** In the largest institutions in the state, has responsible charge of the maintenance and operation of the steam heating and power plant and also the mechanical and electrical maintenance throughout the institution; does related work as required.

**Distinguishing Features:** The incumbent of a position in this class is in responsible charge of an exceptionally large power and heating plant requiring many operating and maintenance employees. These plants are located in the few most populous state institutions. This position involves the exercise of exceptional supervisory ability as well as superior technical knowledge.

**Example:** (a) Operation. Supervises the operation of high pressure boilers, steam engines, electrical generating units coal crushing and handling equipment, chlorinating equipment, refrigeration machinery, deep wells with air compressors and pumps, stokers, other related power plant mechanical and electrical equipment; is responsible for the operation of sewage disposal, water filtration, and pumping plants.

(b) Maintenance and Repair. Supervises the maintenance and repair of boilers, steam engines, electrical generating units, stokers, coal crushers and conveyors, other related steam heating and power equipment, sewage disposal, refrigerating and air conditioning, water pumping and treatment plants, recording instruments, meters, indicators, other mechanical and electrical equipment including elevators, refrigerators, etc., fire fighting equipment, including hydrants, standpipes and extinguishers.

(c) Miscellaneous. Supervises installation of machinery, steam mains, electrical and power plant equipment; preparation of reports and keeping of records; preparation of plans and specifications for mechanical and electrical equipment; keeping of time and service records of subordinates; daily reports and log readings of power plant operation; preparation of estimates of materials, equipment and supplies.

**Minimum Requirements:** Elementary education and 10 years of progressively responsible experience in the operation and maintenance of a high pressure steam or electrical power plant, 3 years of which shall have been in a responsible supervisory capacity.

**Desirable Qualifications:** Exceptional technical knowledge of the operation and maintenance of steam and electrical power plant equipment and of the installation and maintenance of electrical wiring and fixtures, domestic plumbing, and steam lines; outstanding supervisory ability; reliability and good judgment; good physical condition.

### PRINCIPAL STATIONARY ENGINEER

9b-3b  
Salary Range \$2400-3000 Inc. \$120

**Definition:** Has responsible charge of the operation and maintenance of a large steam heating and/or electrical power plant, and the mechanical and electrical maintenance throughout the establishment for which the plant is maintained; does related work as required.

**Distinguishing Features:** The incumbent of a position in this class is in responsible charge of a large power plant requiring a greater number of operating personnel than plants under the supervision of Senior Stationary Engineer. The Principal Stationary Engineer has complete responsibility for the operation of this type of plant while the Senior Stationary Engineer is in charge only on an assigned shift. The position involves the exercise of considerable supervisory ability as well as technical skill.

**Example:** (a) Operation. Supervises the operation of high pressure boilers, high pressure relief valves, automatic cut-in valves, steam engine drive for stokers, fan drive for boiler furnaces, steam and electric driven air compressors, automatic feed water regulators, all steam operated appliances such as laundry equipment, tailoring presses, steam cookers, dishwashers, sterilizers and evaporators, alternating and direct current generators; regulates the chemical treatment of boiler feed water; has charge of the operation and control of voltage regulators, refrigerating and air conditioning, sewage disposal, water pumping and treatment plants.

(b) Maintenance and Repair. Supervises the maintenance and repair of high pressure boilers, relief and automatic cut-in valves, water heaters, refrigeration system, deaerators, coal conveyors, humidifiers, recording instruments, meters, indicators, electrical equipment and pumping, sewage disposal and water filtration plants.

(c) Miscellaneous. Supervises power plant record keeping; submits reports and recommendations on power plant, mechanical and electrical operation; may direct fire fighting and prevention program; prepares estimates of and orders materials, equipment and supplies.

**Minimum Requirements:** Elementary education, and 8 years of progressively responsible experience in the operation and maintenance of a high pressure steam or electrical power plant, 2 years of which shall have been in a supervisory capacity.

**Desirable Qualifications:** Thorough knowledge of the operation and maintenance of steam and electrical power plant equipment and of the installation

and maintenance of electrical wiring and fixtures, domestic plumbing, and steam lines; considerable supervisory ability; reliability; good judgment; good physical condition.

### SENIOR STATIONARY ENGINEER

9b-3a  
Salary Range \$2100-2600 Inc. \$100

**Definition:** Has responsible charge of the operation and maintenance of a small steam and electric power plant; or, has charge of the generating and heating equipment in a large power plant during an assigned shift and/or is responsible for supervision of mechanical and electrical repairs; does related work as required.

**Distinguishing Features:** This is a highly responsible position requiring a thorough knowledge of high pressure steam heating and power plant operation and repair. In a small plant an employee in this class is usually in charge of the entire heating and generating plant and generally supervises mechanical and electrical maintenance throughout the institution. In a large plant he is usually in charge of the power plant during an assigned shift and works under general supervision from the engineer in charge of the plant.

**Example:** (a) Operation: Supervises the work of Stationary Engineers, Steam Firemen and helpers and is responsible for the operation of the power plant; is responsible for the operation of refrigerating and air conditioning, sewage disposal, and water pumping and treatment equipment; regulates generating units as required by variations in load conditions.

(b) Maintenance and Repair: Makes or supervises the making of regular and emergency repairs to power plant equipment and other mechanical and electrical equipment about the establishment; supervises the installation of power plant, mechanical, and electrical equipment.

**Minimum Requirements:** Elementary education and 6 years of progressively responsible experience in operation and maintenance work in a high pressure steam or electrical power plant.

**Desirable Qualifications:** Thorough knowledge of the operation and maintenance of steam heating and electric generating equipment; some supervisory ability; reliability; good judgment; working knowledge of plumbing, electrical work, and mechanical repairs.

### STATIONARY ENGINEER

9b-2b  
Salary Range \$1800-2300 Inc. \$100

**Definition:** During an assigned shift in a large power plant, has immediate charge of the operation and maintenance of either the stationary steam boilers and auxiliary equipment, or of the electrical generating equipment; or, in a small plant, has charge of both the electrical generating equipment and the heating equipment; does related work as required.

**Distinguishing Features:** An employee in this class exercises a considerable degree of independent judgment in carrying out assignments requiring a good working knowledge of power plant operation and maintenance.

nance. A Stationary Engineer will have charge of either the heating or the electrical generating equipment, but not of both except in a small power plant. His work involves maintenance and repair of power plant equipment and transmission lines in addition to power plant operation.

**Example:** (a) Operation: Supervises Steam Firemen and helpers on an assigned shift in the operation of high pressure stationary steam boilers, electric generators, and auxiliary plant equipment such as mechanical stokers, stoker and blower engines, steam pumps, mechanical and oil burning equipment; operates refrigerating, air conditioning, water pumping and treatment equipment.

(b) Maintenance and Repair: Assists in the maintenance and repair of mechanical and electrical equipment such as turbines, generators, laundry machinery, fans, air compressors, and pumps; renews steam pipes and fittings; cleans, repairs and replaces gaskets; packs valve stems.

(c) Miscellaneous: Keeps records of operating hours, fuel consumption, temperature and analysis of flue gases during assigned shift.

**Minimum Requirements:** Elementary education, and 4 years of satisfactory experience in operation and maintenance work in a high pressure or electrical power plant.

**Desirable Qualifications:** A good working knowledge of the operation and maintenance of power plant equipment; mechanical aptitude; good judgment; reliability; good physical condition.

### **STEAM FIREMAN** 9b-2a Salary Range \$1500-2000 Inc. \$100

**Definition:** During an assigned shift, operates and repairs high pressure stationary steam boilers and auxiliary boiler room equipment; does related work as required.

**Distinguishing Features:** Employees in this class operate boiler room equipment during an assigned shift. Duties are performed according to standard practices under the supervision of an engineer, but firemen must exercise considerable skill to insure best results. Steam Firemen exercise immediate supervision over Power Plant Helpers.

**Example:** (a) Operation (Coal Burning Equipment): Hand fires boilers; operates mechanical stokers, pumps, and other boiler room equipment; injects water into boilers; cleans fires and removes clinkers and ashes.

(b) Operation (Oil Burning Equipment): Regulates oil and air-flow for most efficient combustion; takes instrument readings and keeps records; treats and tests boiler water.

(c) Maintenance and Repair: Cleans boiler tubes and combustion chambers; removes scale; makes repairs to boilers, machinery and related equipment and fittings; cleans and changes fuel oil suction discharge and oil meter strainers.

**Minimum Requirements:** 2 years of satisfactory experience in the operation and maintenance of high pressure steam boilers.

**Desirable Qualifications:** Mechanical aptitude; reliability; good judgment; good physical condition.

### **ELECTRICIAN FOREMAN**

9b-3a  
Salary Range \$2100-2600 Inc. \$100

**Definition:** Is responsible for directing and supervising a group of assistants in the installation and maintenance of electric light, signal, and power equipment; does related work as

**Distinguishing Features:** A position in this class involves direct responsibility for supervising a force of electricians, maintenance men, and helpers. The Electrician Foreman must be able to plan and oversee the work, and to personally perform the most difficult and exacting work calling for a highly skilled master electrician.

**Example:** Plans, directs and lays out work for a force of subordinate employees in the installation and maintenance of power plant and other electrical equipment; estimates material, supplies, and labor; personally supervises major repairs to generators, switchboards, controls, and elevators; directs wiring jobs on new buildings; in an institution, may substitute for the chief engineer in his absence.

**Minimum Requirements:** 6 years of progressively responsible experience in electrical work, 2 of which shall have involved supervision over helpers or apprentices.

**Desirable Qualifications:** Ability to lay out work for subordinates and to supervise others on the job; ability to prepare detailed plans for electrical installations and to estimate needed materials and labor; especial skill in electrical work; reliability; good judgment.

### **PLUMBER AND STEAM-FITTER FOREMAN** 9b-3a Salary Range \$2100-2600 Inc. \$100

**Definition:** Is responsible for directing and supervising a very large plumbing and steamfitting force in the installation and maintenance of steam lines and plumbing; does related work as required.

**Distinguishing Features:** A position in this class involves direct responsibility for supervising a force of plumbers, steamfitters, maintenance men and helpers. The Plumber and Steamfitter Foreman must be a skilled steamfitter, must have a thorough working knowledge of domestic plumbing, and must have the ability to oversee the work of a large force of tradesmen. The incumbent will personally perform the most difficult and exacting work calling for a highly skilled master plumber.

**Example:** Plans, directs and lays out work for a force of plumbers, steamfitters, maintenance men and helpers in the installation, maintenance and operation of power plant and domestic plumbing; estimates materials, supplies, and labor; personally supervises major steamfitting repairs in the powerhouse; trains and instructs subordinate employees; in an institution, may substitute for the chief engineer in his absence; may be in charge of the sewage plant, pumping or filtration plant, and refrigeration plants.

**Minimum Requirements:** 6 years of progressively responsible experience in plumbing and steamfitting, 2 of which shall have involved supervision of helpers or apprentices.

**Desirable Qualifications:** Ability to lay out work for subordinates and to supervise others on the job; ability to prepare plans for plumbing installations and to estimate needed materials and labor; especial skill in plumbing; reliability; good judgment.

### **ELECTRICIAN** 9b-2b Salary Range \$1800-2300 Inc. \$100

**Definition:** Performs the skilled work of a journeyman electrician, usually with supervision over a force engaged in electrical maintenance and installation work; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman electrical work, and ordinarily involves supervision over several maintenance men or helpers. An Electrician, under the direction of a higher ranking employee, must be able to lay out work for the force under his supervision, to direct and instruct his subordinates on the job, and to personally perform the more difficult work.

**Example:** Estimates labor and materials; repairs and maintains electric elevators, generators, and switchboards; installs and repairs high tension cables, transformers, and circuit breakers; repairs electric motors; installs new electric wiring; acts as trouble shooter on electric repairs; repairs x-ray, inductothermy, and diathermy equipment; supervises subordinates in routine electrical work; inspects alarm and signal systems and other electrical appliances.

**Minimum Requirements:** 4 years of experience working under a journeyman electrician.

**Desirable Qualifications:** Skill in electrical installation and repairs; ability to secure cooperation from subordinate employees and working inmates; good physical condition.

### **MACHINIST** 9b-2b Salary Range \$1800-2300 Inc. \$100

**Definition:** Cuts and shapes necessary parts in constructing, rebuilding, or repairing all classes of machinery; does related work as required.

**Distinguishing Features:** A position in this class involves regular performance of skilled journeyman machinist work, usually under supervision from an engineer.

**Example:** Operates lathe, drill press, planer, shaper, and other machine shop equipment; cuts and shapes new parts for machinery to replace broken parts; makes and repairs tools jigs and fixtures; dresses and sharpens tools; reabbats bearings; bores, scrapes, and cuts oil grooves; turns piston rods and rings, wrist pins, and cross heads for pumps and engines; reseats valves; repairs governors; bores and threads flanges; overhauls and installs engines, air compressors, pumps and other machinery; improves and constructs special appliances; may do welding.

**Minimum Requirements:** 4 years of experience working under a journeyman machinist.

**Desirable Qualifications:** A good working knowledge of machine shop practice; skill in machine shop bench work and in the operation of lathes, planers, drill presses, and other machine shop equipment; ability to work from drawings and to follow oral instructions; ability to design and lay out work for special purposes; willingness; resourcefulness; and good physical condition.

**PLUMBER AND STEAMFITTER** 9b-2b  
Salary Range \$1800-2300 Inc. \$100

**Definition:** As a member of a maintenance force, performs the skilled work of a journeyman plumber or steamfitter and has regular supervision over the force engaged in steamfitting and/or plumbing; does related work as required.

**Distinguishing Features:** A position in this class involves regular performance of skilled journeyman steamfitting and/or plumbing, and also involves supervision over several maintenance men and helpers. A Plumber and Steamfitter, under the direction of a higher ranking maintenance employee, must be able to lay out work for the force under his supervision, to direct and instruct his subordinates on the job, and to personally perform the more difficult work.

**Example:** Estimates labor and materials; supervises subordinate employees in installing and repairing plumbing such as toilets, sinks, shower-baths, sewers, hydrotherapy fixtures, and farm irrigation systems; repairs steam equipment in laundry, kitchens, and cafeterias; insulates steam lines; repairs steam-traps, steam engines, air compressors, refrigeration systems, pressure-reducing valves, and steam lines generally; retubes boilers.

**Minimum Requirements:** 4 years of experience working under a journeyman plumber or steamfitter.

**Desirable Qualifications:** Skill in domestic plumbing and in steamfitting; ability to secure cooperation from subordinate employees and working inmates; good physical condition.

**WELDER** 9b-2b  
Salary Range \$1800-2300 Inc. \$100

**Definition:** As a member of a maintenance force, operates acetylene or electric welding equipment; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman welding under the direction of an engineer.

**Example:** Operates acetylene or electric welding machine; welds broken parts of machinery such as dish washers, ice-breaking machines, bread slicers, laundry equipment, and farm machinery; pours new bearings for machinery and engines; repairs his own equipment and keeps it in good working condition.

**Minimum Requirements:** 4 years of experience working under a skilled welder.

**Desirable Qualifications:** Thorough knowledge of electric and acetylene welding; good physical condition; considerable mechanical aptitude; reliability; industriousness.

**MAINTENANCE MAN**  
(Group of Classes) 9b-2a  
Salary Range \$1500-2000 Inc. \$100

**Titles of Classes in the Group:**

- Maintenance Man (Carpenter)
- Maintenance Man (Electrician)
- Maintenance Man (Locksmith)
- Maintenance Man (Mason and Plasterer)
- Maintenance Man (Painter)
- Maintenance Man (Plumber and Steamfitter)
- Maintenance Man (Roofer and Tinsmith)
- Maintenance Man (Mechanic)

**Definition:** As a member of a maintenance force, ordinarily performs the less skilled duties of his trade; does related work as required.

**Distinguishing Features:** A maintenance man, independently or with other maintenance men, helpers, patients or inmates, performs maintenance work, usually confined to his trade. Although a sound working knowledge of the trade is necessary, a maintenance man does not ordinarily utilize the more skilled journeyman techniques for any considerable portion of his time. The position may involve straw-boss supervision of helpers, patients or inmates, and occasionally other maintenance men, but on especially difficult jobs, maintenance men work under supervision from a higher ranking tradesman or foreman. Maintenance men occasionally perform work on the tradesman level, but the bulk of their duties is always maintenance work.

**Example:**

**Maintenance Man (Carpenter)**

In Buildings: Repairs doors; puts up and takes down storm windows and window screens; repairs metal window guards; installs built-in cabinets and bookcases; may repair locks and other door hardware.

On Outside Work: Puts up scaffolding; builds wooden forms for concrete; erects shelters for pigs and chickens; builds cold frames; under direction, works on the erection and repair of larger buildings or structures such as barns, club or bath houses, boy scout camps, breakwaters, annexes to existing buildings.

In the Shop: Builds or assists in building window frames, doors, ward benches, chairs, tables, window screens, bookcases, step ladders, bread boxes, wooden truck bodies, dishwasher racks, towel racks, laundry boxes, pine coffins, vegetable bins; repairs farm wagons; repairs furniture; may be in charge of a furniture shop, supervising helpers, working patients or inmates; does not ordinarily use more difficult and dangerous shop machinery, such as the shaper.

**Maintenance Man (Electrician)**

Repairs domestic electrical equipment such as vacuum cleaners, electric ranges, and fans; cleans brushes on larger electric motors; works as lineman laying and repairing electric

cable; does general wiring; adjusts points and contacts on electrical equipment; usually does not engage in repair and maintenance of more complicated electrical equipment such as elevators, generators and generator switchboards.

**Maintenance Man (Locksmith)**

Repairs, installs, and rebuilds locks, door checks, hinges, door knobs, and latches; cuts keys; files tumblers to proper adjustment; takes locks apart to remove obstructions such as paper and chewing gum inserted by patients or inmates; maintains system of keys for all locks in the institution; inspects new hardware before the storekeeper accepts delivery.

**Maintenance Man (Mason and Plasterer)**

Points up brick and stone work; patches plaster walls where a large scale replaster job is not required; sets tile; lays brick or stone; replaces firebrick in boilers; operates concrete mixer; finishes concrete work; operates concrete-block machine; assists masons and plasterers in more difficult work whenever necessary.

**Maintenance Man (Painter)**

Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object; cuts glass, and replaces broken panes; may supervise working patients or inmates.

**Maintenance Man (Plumber and Steamfitter)**

In Domestic Plumbing: Installs and repairs general plumbing equipment, such as sinks, toilets, and baths; cuts and fits pipe; installs new washers on faucets; locates and un-plugs stoppages in sewage lines; repairs and regulates water mixers on showers and thermostats on continuous baths.

In Steamfitting: Repairs domestic steam equipment, such as steam tables, dishwashing machines, steam kettles, and laundry equipment; assists the Plumber and Steamfitter on steam lines, valves, and traps; re-checks valves; inspects steam lines for leaks and caulk leaks in steam lines; pulls down and repairs vacuum pumps; may specialize in covering steam lines with asbestos insulation.

**Maintenance Man (Roofer and Tinsmith)**

Repairs and rebuilds metal, built up, and slate roofs; manufactures and repairs sheet metal ware such as water pails, garbage cans, dippers, steam kettles, ventilators, and sheet metal piping.

**Maintenance Man (Mechanic)**

Assists with the upkeep of farm machinery or laundry equipment; does welding; may do machinist work; acts as general handyman in the field of mechanical repairs.

**Minimum Requirements:** 2 years of experience working under a skilled tradesman in the type of work indicated by the title of the class.

**Desirable Qualifications:** Ability to follow instructions; mechanical aptitude; reliability; industriousness; good physical condition.

**SENIOR SEWAGE PLANT OPERATOR** 2-2b  
Salary Range \$1650-2150 Inc. \$100

*Definition:* Has 24 hour responsibility for the operation and maintenance of a large sewage plant, usually using an activated sludge (or primary and secondary tank system) or of an Imhof system serving a population of over 10,000; does related work as required.

*Distinguishing Features:* An employee in this class is in charge of a large sewage plant, usually supervising Sewage Plant Operators or Maintenance Helpers. He is under the general supervision of the chief engineer and is responsible for proper operation, maintenance, and repair of plant equipment, and for all chemical tests applied to the sewage.

*Example:* Makes prescribed tests for pH (hydrogen ion concentration), biochemical oxygen demand, and settleable solids; operates and supervises the operation of chlorinators and pumps; repairs and supervises the repairing of machinery and equipment; directs cleaning of filter beds by squad attendants and patients.

*Minimum Requirements:* Possession of a grade 2 sewage plant operator's license and 4 years of satisfactory experience in plumbing or equivalent general mechanical experience, of which 1 shall have been in sewage disposal plant, working as a sewage plant operator.

*Desirable Qualifications:* Thorough knowledge of standard tests applied to effluents; ability to operate and to repair sewage plant equipment; reliability.

**SEWAGE PLANT OPERATOR** 2-2a  
Salary Range \$1400-1900 Inc. \$100

*Definition:* During an assigned shift, is responsible for the operation and maintenance of a sewage disposal plant; does related work as required.

*Distinguishing Features:* Employees in this class are responsible for the efficient and sanitary operation of sewage plant equipment. Duties are performed according to standard practices under the supervision of the Senior Sewage Plant Operator or the chief engineer. Sewage Plant Operators may have entire responsibility for a plant of moderate size, or may operate a very large plant on an assigned shift.

*Example:* Makes prescribed tests for pH (hydrogen ion concentration), biochemical oxygen demand, and settleable solids; operates chlorinators and pumps; repairs machinery and equipment; oils and greases machinery; breaks up crusted scum on Imhof tanks; regulates flow of sewage; supervises the cleaning of filter beds.

*Minimum Requirements:* Possession of a Grade 2 sewage plant operator's license; and either 1 year of satisfactory experience as a sewage plant operator, or 2 years of satisfactory experience working under a skilled plumber.

*Desirable Qualifications:* Knowledge of standard tests applied to effluents; ability to operate and to repair mechanical equipment used in the sewage plant; reliability.

**FILTER PLANT OPERATOR** 9b-2b  
Salary Range \$1800-2300 Inc. \$100

*Definition:* During an assigned shift, is responsible for the operation and maintenance of a water filtration plant; does related work as required.

*Distinguishing Features:* Employees in this class are responsible for the efficient and sanitary operation of filter plant equipment during an assigned shift. Duties are performed according to standard practices under the supervision of the chief engineer.

*Example:* Operates chlorinators, pumps, and lime, alum, and soda feeding machinery; operates wash pumps to clean sand filters; makes prescribed chemical tests of water; oils, regulates and repairs automatic valves and automatic indicators; keeps log.

*Minimum Requirements:* Possession of a Grade 2 filter plant operator's license; and either 2 years of satisfactory experience as a filter plant operator, or 4 years of satisfactory experience working under a skilled plumber.

*Desirable Qualifications:* Knowledge of standard tests to determine purity of drinking water; ability to repair mechanical equipment used in the filter plant; reliability.

**PUMPING PLANT OPERATOR** 9b-2a  
Salary Range \$1500-2000 Inc. \$100

*Definition:* Is responsible for operating and maintaining electric pumps for the purpose of keeping a prescribed amount of water in the reservoirs, water towers, and stand-pipes of a state institution; does related work as required.

*Distinguishing Features:* A position in this class involves the application of semi-skilled mechanical and electrical ability to the operation of electrically driven pumps. An employee in this class works under supervision from the chief engineer.

*Example:* Keeps a record of the level of water in all reservoirs, water towers, and stand-pipes, and pumps additional water when necessary; oils and greases the pumps; makes minor electrical repairs to the motors, and assists an electrical worker or an engineer in major repairs; assists plumbers with major plumbing repairs to the pumping system; may add chlorine to water according to a standard formula; may apply prescribed tests to determine purity of drinking water.

*Minimum Requirements:* 2 years of satisfactory experience working under a skilled plumber, electrician, or power plant operating engineer.

*Desirable Qualifications:* Mechanical aptitude; knowledge of standard tests for purity of drinking water; reliability; good physical condition.

**REFRIGERATION PLANT OPERATOR** 9b-2a  
Salary Range \$1500-2000 Inc. \$100

*Definition:* During an assigned shift is responsible for the operation and maintenance of refrigeration equipment at a state institution; does related work as required.

*Distinguishing Features:* An employee in a position in this class inspects refrigeration equipment regu-

larly, and is responsible for regular operation and for minor repairs to the refrigerating units. He ordinarily assists a Stationary Engineer or a Plumber and Steamfitter in major repair work. The duties of this class do not usually involve supervision over subordinate employees.

*Example:* Inspects all refrigeration units regularly; dumps ice from cans and refills cans; oils and cleans motors; refills ammonia tanks; puts new oil in compressors; repairs and paints circulating pipes; prepares freezing mixtures and tests their strength; packs ammonia valves; drains oil from ammonia lines; reads thermometers; may assist the Machinist, the Filter Plant Operator, or the plumbers when not engaged in refrigerator plant work.

*Minimum Requirements:* 2 years of satisfactory experience working under a skilled plumber, or a satisfactory equivalent of the foregoing mechanical experience.

*Desirable Qualifications:* Preferably some experience in the operation and maintenance of refrigeration equipment; ability to make mechanical repairs to plant equipment; reliability; industriousness.

**DIRECTOR OF MENTAL HOSPITAL\*** 7-7  
Salary Range \$8500-10500 Inc. \$400

*Definition:* As chief executive officer, has full responsibility for all activities of a state mental hospital having a population of 4000 patients or over or an average annual admission rate of 1000 patients; carries out policies laid down in the laws and regulations of the Department of Mental Hygiene; does related work as required.

*Distinguishing Features:* A position in this class calls for a thorough knowledge of hospital administration, a broad knowledge of psychiatry, and exceptional executive ability. The Director manages his institution according to general rules and policies prescribed in the Mental Hygiene Law, and although working subject to administrative approval from the Commissioner of Mental Hygiene, has wide latitude for the exercise of broad discretionary powers. He is directly responsible to the Commissioner for the proper and faithful performance of his duties.

*Example:* Is directly responsible to the Commissioner of Mental Hygiene for the admission, custody, treatment, care and discharge of patients; through his assistant, supervises all phases of medical activity in the institution, assigns physicians to various services, and maintains high standards of medical care; is responsible for the efficient operation of the occupational therapy, social service, physiotherapy, x-ray, and dental units, ward service and the school of nursing; directs the handling of all personnel matters of the hospital; through the Senior Business Assistant, plans the annual budget and oversees all non-medical divisions such as the farm, power plant, maintenance force, kitchens, and laundry; through the Director of Clinical Laboratories, is responsible for management of an efficient laboratory and pathological unit; makes frequent tours of in-

spection through the institution; prepares the annual report; meets with the Board of Visitors; discusses general policies with the Commissioner of Mental Hygiene.

**Minimum Requirements:** A license to practice medicine in New York State, and 10 years of progressively responsible experience in psychiatric medicine and hospital administration, 2 of which shall have been as Associate Director.

**Desirable Qualifications:** Advanced knowledge of modern developments in the theory and practice of psychiatry; exceptional knowledge and ability in medical administration; ability to coordinate the activities of all branches of the hospital to the end that patients may receive the best of professional, technical and general care; mature medical judgment; devotion to the ideals of the medical profession; bearing and personality which will inspire confidence from patients, the public, colleagues, and subordinates; recognition as a Diplomate of the American Board of Psychiatry and Neurology.

\* DIRECTOR OF STATE SCHOOL and DIRECTOR OF CRAIG COLONY specifications will follow the pattern of this specification.

**NOTE:** Upon a vacancy for Director occurring hereafter in a hospital with a population of less than 4000 patients or an average annual admission rate of less than 1000 patients, the position will be reclassified to Associate Director of Mental Hospital.

**ASSOCIATE DIRECTOR OF MENTAL HOSPITAL\*** 7-6  
Salary Range \$6700-8200 Inc. \$300

**Definition:** Acts as the second ranking officer in a mental hospital with a population of more than 5000 patients or an average annual admission rate of more than 1000 patients, sharing the defined duties of the Director and doing delegated administrative work; or, in a hospital with a population of less than 4000 patients, serves as chief executive officer having full responsibility for all activities of the hospital; does related work as required.

**Distinguishing Features:** The position of Associate Director calls for outstanding executive ability, through knowledge of hospital administration, and a broad knowledge of neuropsychiatry. In a large institution, the Associate Director coordinates all the various activities of the hospital according to the general rules and policies prescribed by the Mental Hygiene Law and made effective through the interpretations of the Director. This is primarily an administrative position and serves to relieve and assist the Director on the administrative phases of the management of the hospital. In the absence of the Director, the Associate Director is completely responsible for all of the activities of the hospital.

In a smaller institution, the Associate Director, who is in complete charge, manages his institution according to general rules and policies prescribed in the Mental Hygiene Law, and although working subject to administrative approval from the Commissioner

of Mental Hygiene, has wide latitude for the exercise of broad discretionary powers. He is directly responsible to the Commissioner for the proper and faithful performance of his duties.

**Example:** As the "Assistant Superintendent" in a large hospital: makes frequent tours of inspection and consults with various unit and division heads of the hospital regarding various administrative problems; reports to the Director on the operations, problems and trends in the various divisions and units of the hospital; investigates and makes immediate decisions on administrative matters in accordance with the established policies of the administration.

As "Superintendent" of a smaller hospital: Is directly responsible to the Commissioner of Mental Hygiene for the admission, custody, treatment, care, and discharge of patients; through his assistant, supervises all phases of medical activity in the institution, assigns physicians to various services, and maintains high standards of medical care; is responsible for the efficient operation of the occupational therapy, social service, physiotherapy, x-ray, and dental units, ward service and the school of nursing; directs the handling of all personnel matters of the hospital; through the Business Assistant, plans the annual budget and oversees all non-medical divisions such as the farm, power plant, maintenance force, kitchens, and laundry; through the pathologist, is responsible for management of an efficient laboratory and pathological unit; makes frequent tours of inspection through the institution; prepares the annual report; meets with the Board of Visitors; discusses general policies with the Commissioner of Mental Hygiene.

**Minimum Requirements:** A license to practice medicine in New York State and 8 years of progressively responsible experience in psychiatric medicine and hospital administration, 2 of which shall have been as Assistant Director and satisfactory completion of a course in hospital administration.

**Desirable Qualifications:** Advanced knowledge of modern developments in the theory and practice of psychiatry; exceptional knowledge and ability in medical administration; ability to coordinate the activities of all branches of the hospital to the end that patients may receive the best of professional technical, and general care; mature medical judgment; devotion to the ideals of the medical profession; bearing and personality which will inspire confidence and cooperation from patients, the public, colleagues, and subordinates; recognition as a Diplomate of the American Board of Psychiatry and Neurology.

\* ASSOCIATE DIRECTOR OF STATE SCHOOL and ASSOCIATE DIRECTOR OF CRAIG COLONY specifications will follow the pattern of this specification.

**NOTE:** Upon a vacancy for Director occurring hereafter in a hospital with a population of less than 4000 patients or an average annual admission rate of less than 1000 patients, the position will be re-

classified to Associate Director of Mental Hospital.

No physician will be classified into the position of Associate Director at the present. In each large hospital entitled to such position, it will be filled by competitive examination among the officers of first assistant rank.

**ASSISTANT DIRECTOR OF MENTAL HOSPITAL\*** 7-5  
Salary Range \$5200-6450 Inc. \$250

**Definition:** In a state mental hospital, is responsible for directing all medical work in the hospital and out-patient departments and of consulting, visiting, attending, and resident medical staff; or, serves as an administrative medical officer, performing duties delegated by the Director or Associate Director; does related work as required.

**Distinguishing Features:** A position in this class involves responsibility to the Director of the hospital for coordinating and overseeing all medical services in the hospital or in a major department thereof, where the size of the hospital requires such departmentalization. The position requires a thorough knowledge of the principles and practices of medicine and surgery and expert knowledge of psychiatry and neurology. Along with exceptional professional skill, the position calls for supervisory and administrative ability. It requires a knowledge of hospital management and legal medicine when the position is administrative.

**Example:** In accordance with the policies of the Director of the hospital, assigns the members of the resident medical staff to the various services and departments within the hospital and in the out-patient department; supervises all adjunct therapy departments including the laboratory when under the direction of a Senior Pathologist; is responsible for proper preparation of medical case records, the standards of professional medical care and nursing service, and training of the resident staff physicians; conducts the medical staff meetings; may be charged with oversight of personnel, medico-legal and administrative procedures.

**Minimum Requirements:** Possession of a license to practice medicine in New York State; 6 years of progressively responsible experience as a practicing physician, 5 of which shall have been in the field of psychiatry, the last 2 of which shall have involved responsibility for supervising work of other physicians; must have had a post-graduate course in psychiatry and neurology of an advanced type with stress in teaching and research material.

**Desirable Qualifications:** Advanced knowledge of modern developments in the theory and practice of psychiatry and medical administration; ability to supervise the work of subordinate physicians and to coordinate their work so that highest professional standards are maintained in the hospital; mature medical judgment; special skill in diagnosis; devotion to the ideals of the medical profession; bearing and personality which will inspire confidence from patients and from colleagues and

subordinates; recognition as a Diplomat of the American Board of Psychiatry and Neurology.

\* ASSISTANT DIRECTOR OF STATE SCHOOL and ASSISTANT DIRECTOR OF CRAIG COLONY specifications will follow the pattern of this specification.

### SENIOR BUSINESS ASSISTANT 11-5 Salary Range \$5200-6450 Inc. \$250

*Definition:* Plans, directs and is fully responsible to the director for the business administration of a state mental hygiene institution having a population of 4000 patients or over; does related work as required.

*Distinguishing Features:* An employee in this class is responsible for the efficient operation of all institution activities other than those relating to the professional care, custody, and treatment of patients. Within the framework of general policies and rules established by the director and by the Department of Mental Hygiene, the Senior Business Assistant has considerable latitude for the exercise of independent judgment. The position calls for a high degree of business and administrative ability.

*Example:* With a view towards economy and efficiency, plans and supervises the work of the accounting office, storehouse, farm, laundry, maintenance force, power plant, grounds force, kitchens, bakery, industrial shops, and garage; subject to the approval of the director, plans the institution budget; is responsible for keeping all financial records and all cash; frequently inspects all divisions of his department; confers with the director regarding all general policies and special problems.

*Minimum Requirements:* (a) Graduation from a recognized college or university with specialization in accounting, business administration, or institution management and 8 years of progressively responsible experience in business administration, 5 of which shall have been in an executive or supervisory capacity in the business management of an institution or other large enterprise; OR

(b) Graduation from a standard senior high school and 12 years of progressively responsible experience in business administration, 5 of which shall have been in an executive or supervisory capacity in the business management of an institution or other large enterprise; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

*Desirable Qualifications:* Thorough knowledge of the Mental Hygiene Law and other laws relating to the business division; proven administrative and executive ability; thorough knowledge of the work of all divisions of the business department; good judgment; initiative.

**NOTE:** Upon a vacancy for Senior Business Assistant occurring hereafter in a hospital with a population of less than 4000 patients, the position will be reclassified to Business Assistant.

### BUSINESS ASSISTANT 11-4 Salary Range \$4000-5000 Inc. \$200

*Definition:* Plans, directs and is fully responsible to the director for the business administration of a state mental hygiene institution with a population of less than 4000 patients; OR in the largest mental hygiene institutions having a population of over 5000 patients, assists the Senior Business Assistant in supervising all institution activities other than those relating to the professional care, custody or treatment of patients; does related work as required.

*Distinguishing Features:* In a smaller institution, an employee in this class is responsible for the efficient operation of all institution activities other than those relating to the professional care, custody and treatment of patients. He has considerable latitude for the exercise of independent judgment within the framework of general policies and rules established by the director and the Department of Mental Hygiene. The position calls for a high degree of business and administrative ability.

In one of the largest institutions, this position involves administrative ability and a very thorough knowledge of institution bookkeeping. The work includes immediate supervision of the accounting office and the storehouse, and general oversight of all outside units of the Business Department. Because of the size of the institution, he performs much of the work of supervising outside activities coming under the jurisdiction of the Business Department.

*Example:* In a smaller institution: With a view towards economy and efficiency, plans and supervises the work of the accounting office, storehouse, farm, laundry, maintenance force, power plant, grounds force, kitchens, bakery, industrial shops and garage; subject to the approval of the director plans the institution budget; is responsible for all financial records and cash; frequently inspects all divisions of his department; confers with the director regarding all general policies and special problems.

In the largest institutions: With a view towards economy and efficiency and according to the general policies prescribed by the Senior Business Assistant, oversees the work of the farm, laundry, maintenance force, power plant, grounds force, kitchens, bakery, industrial shops and garage; directly supervises the work of the accounting office and the storehouse; is responsible to the Senior Business Assistant for all cash handled by the accounting force; assists with the preparation of the institution budget; makes out supplementary estimates; frequently inspects units under his supervision and reports conditions to the Senior Business Assistant.

*Minimum Requirements:* (a) Graduation from a recognized college or university with specialization in accounting or institution management and 6 years of progressively responsible experience in business administration, 3 of which shall have been in an executive or supervisory capacity in

the business management of an institution or other large enterprise; OR

(b) Graduation from a standard senior high school and 10 years of progressively responsible experience in business administration, 3 of which shall have been in an executive or supervisory capacity in the business management of an institution or other large enterprise; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

*Desirable Qualifications:* Thorough knowledge of the Mental Hygiene Law and other laws relating to the business division; administrative ability; good knowledge of the work of all units of the Business Department; initiative; reliability; good judgment.

### DIRECTOR OF CLINICAL LABORATORIES 7-5 Salary Range \$5200-6450 Inc. \$250

*Definition:* Directs and is responsible for all the activities of an approved hospital laboratory in a state institution; does related work as required.

*Distinguishing Features:* A position in this class calls for a thorough knowledge in pathology including neuro-pathology, bacteriology, and biochemistry. In addition to his knowledge of medical and surgical conditions, the incumbent must have a competent knowledge of psychiatry for correlation of the work of the pathological and clinical departments. The Director may have the responsibility of performing laboratory examinations as a function under the approval of the New York State Department of Health.

*Example:* Supervises and conducts the work of an approved clinical laboratory in hematology, biochemistry, bacteriology, serology, pathology, parasitology and other related work; prepares the necessary and appropriate reports; makes such special investigations as may be required for the information of the clinical services of the hospital or for the district of the New York State Department of Health.

*Minimum Requirements:* Possession of a license to practice medicine in New York State; 6 years of training and experience in pathological work approved by the New York State Public Health Council including the necessary period of training and experience in the diagnosis of neoplastic diseases. He shall possess such other special qualifications as may be necessary to secure approval of the laboratory by the Division of Laboratories and Research of the New York State Department of Health. It is desirable that he be a diplomate of the American Board of Pathology.

*Desirable Qualifications:* A good knowledge of modern developments in the theory and practice of pathology; ability to oversee and supervise work of subordinates; mature medical judgment; executive ability; devotion to the ideals of the medical profession; bearing and personality which will inspire confidence from patients and from the public.

**SENIOR PATHOLOGIST 7-4**  
**Salary Range \$4000-5000 Inc. \$200**

*Definition:* Has charge of a recognized hospital laboratory or assists the director of an approved laboratory; does related work as required.

*Distinguishing Features:* The position calls for experience in pathology, bacteriology, and biochemistry with a knowledge of psychiatry, medicine, and surgery. Where the incumbent is in charge of a recognized hospital laboratory, he is responsible for the performance of the regular pathological, bacteriological, and biochemical work necessary for the clinical service. The position requires the incumbent to possess sufficient executive ability to supervise the employees of the laboratory and generally manage all of its activities under the general direction of a higher ranking physician.

Where the incumbent serves as an assistant to the director of an approved laboratory, he takes charge during his absence.

*Example:* Supervises and conducts the work of the hospital clinical laboratory on hematology, biochemistry, bacteriology, serology, pathology, parasitology, and other related work; prepares the necessary and appropriate reports; makes such special investigations as may be required for the information of the clinical services of the hospital.

*Minimum Requirements:* (a) Possession of a license to practice medicine in New York State and at least 4 years of satisfactory training and experience in pathology, chemistry, bacteriology, and other allied subjects subsequent to graduation; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

*Desirable Qualifications:* Knowledge of modern developments in the theory and practice of pathology; good medical judgment; devotion to the ideals of the medical profession; executive and administrative ability; tact; good physical condition.

**SENIOR MEDICAL TECHNICIAN 2-2b**  
**Salary Range \$1650-2150 Inc. \$100**

*Definition:* Does specialized technical work in the medical laboratory of an institution, usually with supervision over lower ranking laboratory employees; does related work as required.

*Distinguishing Features:* The work of this class consists largely of specialized technical procedures of an advanced and difficult character and is carried on under general guidance from a pathologist. A Senior Medical Technician trains and oversees the work of subordinates in the laboratory.

*Example:* Supervises one or more Medical Technicians in performing all routine medical laboratory procedures; personally performs the more difficult and exacting work such as making microscopic examinations of cultures, smears, tissues, and other specimens; directs subordinates in difficult work; gives lectures to student nurses, and oversees students in the laboratory; keeps records of work performed and results found; is responsible for keeping the laboratory and equipment clean

and in good working condition; assists pathologist with research work, with autopsies, and with other related activities; may be responsible for animal reaction tests.

*Minimum Requirements:* (a) Graduation from a standard senior high school, completion of an approved course in medical technology, and 2 years of satisfactory experience as a technician in a medical laboratory; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

*Desirable Qualifications:* A high degree of skill in medical technology; ability to instruct subordinates and supervise their work; ability to keep neat, accurate records; capacity for assisting in pathological research; accuracy; dependability.

**MEDICAL TECHNICIAN 2-2a**  
**Salary Range \$1400-1900 Inc. \$100**

*Definition:* Does technical work of a routine nature in the medical laboratory of an institution; does related work as required.

*Distinguishing Features:* A position in this class involves responsibility for careful and accurate performance of a wide variety of routine technical procedures. The work is done under supervision from a Senior Medical Technician or a pathologist, and the incumbent may assist his superiors in specialized and advanced laboratory work.

*Example:* Performs complete routine chemical, physical and microscopic urinalyses; does blood counts; hemoglobin determination, and other common tests in the field of hematology; tests for blood sugars, creatinine, urea, and does other routine analysis in the field of blood chemistries; does blood and spinal fluid serology; examines body fluids and exudates; does gastric analyses and other required bacteriological examinations; takes specimens; prepares media, cultures, and chemical solutions; sterilizes equipment; assists at autopsies and in preparation and microscopic examination of pathological tissues; keeps records of work performed and results found.

*Minimum Requirements:* (a) Graduation from a standard senior high school and completion of an approved course in medical technology; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

*Desirable Qualifications:* Working knowledge of laboratory procedures and skill in carrying them out; skill in the use of laboratory equipment; ability to assume growing responsibility for a section of the work; ability to follow directions and to keep notes and write reports in concise English; thoroughness; dependability; accuracy.

**LABORATORY WORKER 2-1b**  
**Salary Range \$1150-1650 Inc. \$100**

*Definition:* In a scientific laboratory engaged in large scale operations, performs the more specialized and responsible routine manual tasks; does related work as required.

*Distinguishing Features:* The major part of the work of employees in this class consists of specialized manual procedures. Experience in certain types of routine laboratory procedures

is necessary but scientific training is not required. Assignments may include simple technical tasks, involving some familiarity with scientific procedures. The incumbent works under supervision but may assist in the supervision and training of other workers.

*Example:* Prepares and sterilizes media and glassware; loads and operates large sterilizers; dispenses media in appropriate containers; carries on procedures connected with the dispensing, under aseptic precautions, of anti-toxins, sera, and vaccines and their preparation for distribution; assists in tests of sterility and animal tests of harmlessness of biologic products; assists in maintaining for shipment stock supplies of diagnostic outfits or biologic products; fills and packs orders for shipment; assists in certain routine technical procedures as required; maintains careful and accurate records; OR

Is immediately responsible for the care and distribution of laboratory animals in the stock animal quarters at the main laboratory or laboratory farm; is responsible for breeding colonies of rabbits, guinea pigs, and mice; injects and bleeds large and small laboratory animals; observes animals for symptoms following injections; assists at operations and autopsies on animals; assists in certain routine technical procedures as required; maintains careful and accurate records.

*Minimum Requirements:* (a) Graduation from high school and two years of experience in a scientific laboratory engaged in large scale operations; OR

(b) A satisfactory equivalent combination of the above education and experience.

*Desirable Qualifications:* A good practical knowledge of routine laboratory work; manual dexterity; ability to instruct and supervise assistants; thoroughness; accuracy; dependability and carefulness; good physical condition.

**ASSOCIATE DENTIST 7-4**  
**Salary Range \$4000-5000 Inc. \$200**

*Definition:* Directs several full-time professional dentists in the care of mouths and teeth of inmates of state institutions, and personally performs all types of dental work; does related work as required.

*Distinguishing Features:* A position in this class involves broad supervisory responsibility for exercising independent judgment in the maintenance of the oral health of all patients. The Associate Dentist has full charge of the work of Resident Dentists, Dental Internes and Dental Hygienists under his supervision, and is responsible for maintaining constant high standards of professional dentistry.

*Example:* Does extractions, fillings, prosthetics, prophylaxis and other dental treatments; cares for all acute dental conditions referred by his subordinates; performs oral surgery; consults with the medical and surgical departments on serious cases; examines and charts the dental condition of patients and prescribed necessary treatments; instructs and guides hygienists and subordinate dentists in their work; takes and diagnoses dental x-rays; renders emergency treatment to employ-



ees; makes estimates for supplies and equipment for the dental clinic; keeps records of all treatments and makes periodic reports of same; enlists the cooperation of ward service personnel in impressing the necessity of proper personal oral hygiene upon inmates; keeps dental equipment in good working condition; works in close association with consulting oral surgeon.

**Minimum Requirements:** A license to practice dentistry in New York State and 4 years of progressively responsible experience in the practice of dentistry.

**Desirable Qualifications:** A high degree of skill in the operative and theoretical branches of professional dentistry; considerable supervisory ability, initiative, tact, good judgment; reliability; resourcefulness; patience; sympathetic understanding of the problems of the mentally and physically ill.

**SENIOR DENTIST 7-3**  
**Salary Range \$3120-3870 Inc. \$150**

**Definition:** Supervises one or more full-time professional dentists in the care of mouths and teeth of inmates of a state institution, and personally performs all types of dental work; does related work as required.

**Distinguishing Features:** A position in this class involves supervisory responsibility for exercising judgment in the maintenance of the oral health of all patients. The Senior Dentist has full charge of the work of dentists and hygienists under his supervision, and is responsible for maintaining constant high standards of professional dentistry.

**Example:** Does extractions, fillings, prosthetics, prophylaxis and other dental treatments; cares for all acute dental conditions referred by his subordinates; performs oral surgery; consults with the medical and surgical departments on serious cases; examines and charts the dental condition of patients and prescribes necessary treatments; instructs and guides hygienists and subordinate dentists in their work; takes and diagnoses dental x-rays; renders emergency treatment to employees; makes estimates for supplies and equipment for the dental clinic; keeps records of all treatments and makes periodic reports of same; enlists the cooperation of ward service personnel in impressing the necessity of proper personal oral hygiene upon inmates; keeps dental equipment in good working condition; works under the direction of and assists the consulting oral surgeon.

**Minimum Requirements:** A license to practice dentistry in New York State and 2 years of satisfactory experience in the practice of dentistry.

**Desirable Qualifications:** Considerable skill in the operative and theoretical branches of professional dentistry; supervisory ability; initiative; tact; good judgment; reliability; resourcefulness; patience; sympathetic understanding of the problems of the mentally and physically ill.

**DENTIST 7-2**  
**Salary Range \$2400-3000 Inc. \$120**

**Definition:** Performs all types of professional dental work necessary in the care of mouths and teeth of inmates

of a state institution; does related work as required.

**Distinguishing Features:** A position in this class involves the practice of professional dentistry under direct supervision from a higher ranking dentist. While an employee in this class performs the usual types of dental work independently, he will refer the more difficult cases to his superior. The Dentist may supervise a Dental Hygienist.

**Example:** Does extractions, fillings, prosthetics; and prophylaxis; examines and charts the dental condition of patients; takes and interprets dental x-rays; does minor oral surgery; administers emergency treatment to employees.

**Minimum Requirements:** A license to practice dentistry in New York State and one year of satisfactory experience as a practicing dentist.

**Desirable Qualifications:** Knowledge of modern dental theory and practice, and skill in operative dentistry; conscientiousness; initiative; tact; good judgment; reliability; patience and resourcefulness.

**RESIDENT DENTIST 7-1**  
**Salary Range \$1800-2300 Inc. \$100**

**Definition:** Performs dental work of average responsibility in caring for the mouths and teeth of inmates of a state institution; does related work as required.

**Distinguishing Features:** This is an advanced training position for dentists who wish to gain a broad clinical background under guidance from an experienced dentist and from consulting dental specialists. Although a higher ranking dentist is always available for consultation and advice, the Resident Dentist is fully responsible for the professional quality of his own work.

**Example:** Does extractions, fillings, prosthetics, and prophylaxis; examines and charts the dental condition of patients; takes and interprets dental x-rays; does minor oral surgery; gives anaesthesia, and otherwise assists in oral surgery; administers emergency treatment to employees; oversees the work of a Dental Hygienist.

**Minimum Requirements:** Possession of a license to practice dentistry in New York State.

**Desirable Qualifications:** Knowledge of modern dental theory and practice.

**DENTAL HYGIENIST 2-2a**  
**Salary Range \$1400-1900 Inc. \$100**

**Definition:** Assists a dentist by performing oral examinations and miscellaneous duties at dental operations; does related work as required.

**Distinguishing Features:** This is routine technical work calling for working knowledge of the principles and practices of oral hygiene. Work is under immediate supervision of a dentist to whom all unusual problems are referred.

**Example:** Makes oral examinations; performs prophylactic dental work such as cleaning, polishing, and scaling teeth; assists dentists in dental operations; keeps dental charts and records; gives instruction in the proper care of mouth and teeth.

**Minimum Requirements:** Graduation from a standard senior high school; completion of a standard course for dental hygienists and possession of a license to practice as a registered dental hygienist in New York State.

**Desirable Qualifications:** Practical working knowledge of the principles and practices of oral hygiene, and skill in the techniques of oral prophylaxis; ability to make and keep dental charts and records; ability to understand and carry out oral and written instructions; ability to get along well with patients and others; emotional stability; patience; good judgment; good physical condition.

**CHIEF INSTITUTION PATROLMAN 1-3b**  
**Salary Range \$1700-2100 Inc. \$100**

**Definition:** Is responsible for maintenance of law and order and protection of property at a state institution, and directs and supervises a considerable force of Institution Patrolmen; does related work as required.

**Distinguishing Features:** A position in this class involves supervision over a large force of Institution Patrolmen and Watchmen under general direction from the superintendent. The police chief must have considerable ability to get along with people and to enforce policies prescribed by the superintendent.

**Example:** Assigns watchmen and patrolmen to posts of duty and is responsible for their work; plans for the handling of traffic and parking; directs an information service for visitors on the institution grounds; supervises searches for escaped patients and stolen property; is responsible for the prevention and detection of crimes committed on the grounds; keeps time records of subordinate employees.

**Minimum Requirements:** 4 years of satisfactory experience as a member of a police force; minimum height 5' 8" and minimum weight 160 pounds, possession of a license to operate a motor vehicle in New York State, and good physical condition.

**Desirable Qualifications:** Preferably graduation from a standard senior high school and completion of a course of training in a police school; considerable supervisory ability; firmness; tact; vigilance; courage; resourcefulness.

(To be continued in February issue)

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**1944 DUES**  
**ARE**  
**DUE**

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## IMPORTANT!

The Association is delighted to announce to its members an arrangement with the publishers of **THE CIVIL SERVICE LEADER**, the outstanding civil service weekly of the United States, whereby beginning with the January 25, 1944, issue, and continuing throughout 1944, each member will receive **THE CIVIL SERVICE LEADER** weekly without expense beyond the annual dues in the Association of \$1.50 per year.

Beginning with the issue of January 25, 1944, **THE CIVIL SERVICE LEADER** will contain from two to four pages of State civil service and Association news from all parts of the State gleaned by expert reporters and clearly and pleasingly presented. Under this remarkable plan, Association members will be kept in week to week touch with the facts as to all official civil service happenings, legislation, directives and the like, and also, as to the activities of the Association and of its chapter. Through **THE CIVIL SERVICE LEADER**, the citizen will know at all times the New York State employees' viewpoint as expressed by the State employees' own organization—**THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES OF THE STATE OF NEW YORK, INC.**

The Association is proud to make this announcement of an entirely new service. The merit system and the employee should both profit by this fine opportunity for complete expression through such a fine member of the Press—**THE CIVIL SERVICE LEADER**.

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## Warning

Your Association made tremendous efforts to secure the sound Group Life Insurance and the sound Accident and Sickness Insurance plans now open to State civil service employees. Insurance under these plans with its low cost and broad coverage was possible only because of the unity of State workers in their Association—**THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES OF THE STATE OF NEW YORK, INC.**

Both types of insurance are furnished to members of the Association under the convenient payroll deduction arrangement with the State Comptroller. The insurance is open to all members of the Association. Membership in the Association is dependent upon payment of annual dues—\$1.50. These dues for 1944 are now due. If you have received your bill for the 1944 dues, it has probably been paid. If not, to assure continuance of your insurance it should be paid at once. If you have not received your bill for 1944—please pay your dues anyway. Your bill may have gone astray and you cannot afford to jeopardize your insurance.

Dues in the Association are the lowest dues paid anywhere to a responsible workers' organization—and the Association gives more in return for the dues than any other workers' organization anywhere. This is because your officers and committees work without pay, and because every penny of the dues paid by you goes for the paying of ordinary expenses incident to the scores of services rendered through your headquarters—representation before executive and legislative and administrative departments throughout the year, initiation of valuable work reforms, safeguarding of the merit system laws, printing of "The State Employee" and other informative material, and various other vital aids to employee welfare. **PAY YOUR DUES FOR 1944 NOW AND DO NOT WORRY ABOUT YOUR INSURANCE COVERAGE. IF YOU ARE NOT FAMILIAR WITH THE INSURANCE COVERAGE, ASK THE ASSOCIATION REPRESENTATIVE OR WRITE DIRECT TO HEADQUARTERS.**

## LOW COST GROUP PLAN

# Accident AND Sickness Insurance

Sponsored by: The Association of State Civil Service Employees  
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Written Through  
**Commercial Casualty Insurance Company**  
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This very low cost group plan of Accident and Sickness Insurance is available to all Employees of the State of New York, up to age 59.

Once you are insured you may continue this coverage to age 70 as long as you are actively employed by payment of your premiums and **membership in the Association.**

It is only necessary to complete carefully an application containing questions about previous medical history; **No physical examination is required.**

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*Our Country*

*Our Lives*

*Our Liberty*

*Our Pursuit of Happiness*

AND — **OUR** BUSINESS TO PAY THE COST OF THE DEFENSE  
OF THESE SACRED POSSESSIONS

Washington, Jefferson, Franklin and countless Americans throughout the decades had faith in our country and their faith has been fully justified \* \* \* \*

For your convenience, as State employees, you may invest in American bonds for the defense of America, through the payroll deduction plan. Just tell your department, institution, bureau or division head that you wish to buy a bond and pay for it a little at a time each pay day \* \* \* \* If you are doing this now, check carefully to see if you cannot increase your purchase of bonds under this plan \* \* \* \*

Buy your bonds otherwise if you prefer \* \* \* \* Do not fail to invest in America just because you may not like payroll deduction \* \* \* \* The payroll deduction is convenient \* \* \* \* but maybe you have been schooled to inconvenience \* \* \* \* At every turn, at the banks, at the post office, many places, bonds are waiting for you \* \* \* \*

You buy more than a sound investment when you buy a bond \* \* \* \* You are buying into your own country, safeguarding your own life, assuring your own liberty, and making easier the eternal pursuit of happiness for yourself and others. \* \* \* \*

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