

**Seek Men Now to Fill  
100...  
Jobs...  
Higher Pay**

See Page 2

# 600 CLERICAL, PROFESSIONAL JOBS OPEN IN HEALTH DEPT.

## Assn. Prepares to Act on Increasing Living Costs

### Study Shows Pay Falling Behind Once Again

ALBANY, Aug. 9.—Officers of The Civil Service Employees Association today expressed "great concern" over the "constant increase in living costs." They pointed out that the higher costs affect State and local employees.

In a special statement to The LEADER, an Association spokesman declared:

"The emergency increases granted State employees by Governor Thomas E. Dewey and the 1948 Legislature, effective April 1, 1948, while substantial, did not meet the price rises since pre-war days. And on the County level, the situation is even more serious."

#### No. 1 Problem

He revealed that Association experts are now analyzing price trend and salary facts as soaring prices, particularly in the food line, are rapidly becoming the No. 1 problem facing the public and particularly the so-called white collar worker.

Stating that the Association "is greatly concerned over the constant increase in living costs," the spokesman indicated that protection of "fair standards of living for civil service employees" will be high on the Association's agenda in coming months.

The whole question, seen as one of the most vital issues before all public employees in the State, may, if the present trend continues, receive a great deal of attention at the Association's annual meeting in the fall.

#### Cost Index Now 171.7

It was pointed out that the Consumers Price Index for June, 1948, as calculated by the U. S. Bureau

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Clerks, Stenos, Typists, Nurses,  
Doctors, Technicians Needed  
In New Disease - Fighting Program

By PHILIP FINE

Six hundred clerical, semi-professional and professional jobs will be created in the NYC Health Department in an expansion of City health services. Mayor O'Dwyer and the Board of Estimate have appropriated \$3,500,000 for the program.

William Brody, the department's personnel Director, revealed that 180 jobs will be created within a matter of days from a \$1,000,000 program to expand existing services. The others will become available as \$2,500,000 is pinpointed for specific items in a new program on adult hygiene, cancer and old age diseases.

#### Clerks, Typists, Scientists

Both new and expanded services will call for additional Clerks, Typists, Stenographers, Nurses, Dental Assistants, Dentists, Bacteriologists, X-ray Technicians, Chemists, Doctors and other similar Health jobs.

#### Quick Approval

The Budget Director momentarily is expected to give his approval for the following new jobs: 41 Clerks, 12 Stenographers, 3 Typists, 16 Supervising Nurses, 11 Dental Assistants, 12 Dentists, 9 Porters, and a scattering of other Health titles for a total of 180.

For the most part no civil service eligible lists exist for the jobs. Clerical lists are in the making now, and the NYC Civil Service Commission is expected to have them ready in the fall. However, only a few lists exist for the semi-professional, professional and specialist jobs. Requests for examinations in these titles are being planned by the Department, according to Mr. Brody. The LEADER will carry complete information on the progress of these examinations as they develop.

(Continued on Page 7)

## U. S. Patronage Job Holders Lose Dismissal Protection

By CHARLES SULLIVAN

WASHINGTON, Aug. 9.—An interesting little amendment has been made in the personnel rules of the Federal Civil Service Commission.

Policy-making patronage jobs are no longer protected against firing, even when occupied by a person having competitive status.

The amendment refers to jobs in schedules A and B, which are jobs filled without examination and without going through the usual civil service procedures. Here's how the amendment reads:

"Whenever any position in Schedule A or B or any position excepted from the competitive service by statute is occupied by a person having a competitive status, such person shall not be entitled to the protection against separation provided by this section and the civil service rules and regulations; *Provided*, That the Commission shall designate such positions in Schedules A and B as are not of a primarily confidential or policy determining character, and whenever any position so designated is occupied by a person having a competitive status, however he may have been appointed to such a position, he shall be separated therefrom only in accordance with the provisions of this section and the civil service rules and regulations."

#### What It Means

Breaking down this prize example of mumbo-jumbo, and getting at its real meaning, here's the picture:

## NYC Clerk Promotions To Begin

Hundreds of clerical employees will be declared eligible for promotions in the NYC service next Tuesday, according to the announced schedule of the NYC Civil Service Commission.

Clerk, Grade 3, eligible lists for 65 city bureaus are set to be formally established when the Commission meets again next week. These will include 64 lists released for publication last month, and also the Welfare Department list which had been delayed.

The Commission compiled the lists from a city-wide examination conducted last year. The 64 lists include 1,719 eligibles; no figure is available yet on the Welfare list.

#### PROMOTIONS APPROVED WITHOUT EXAMS

Promotion of three employees to Civil Engineer and Civil Engineer (Sanitary) without examination was approved by the NYC Civil Service Commission. It was approved under the terms of the Engineering and Architectural reclassification.

# All State, Local Employees Must Comply With New Oath Filing Rules

By MAXWELL LEHMAN

ALBANY, Aug. 9.—Every State, county, municipal, and village employee must file a new oath of office. Whether the employee has filed such an oath long ago, or recently, or not at all—he should now file a new one. And he should file another oath every time he changes his position or his title.

As a result of The LEADER's recent revelation that widespread laxity was evident in the filing of oaths, the State has taken steps to tighten up the procedure. Failure to file the oath can mean dismissal, and the record shows that dismissal has occurred for this reason.

Here are the new regulations, as issued by the Department of State and by the Civil Service Commission. They have been sent to all State agencies and also to

local Civil Service Commissions with the admonition that the same procedure be followed for county, municipal, town and village employees.

1—All employees in the State service (permanent or temporary) other than those holding positions of laborer in the exempt class, shall take and file constitutional oaths of office. Where a permanent employee is temporarily employed in another title, he shall take and file an oath of office in both his permanent title and temporary title.

2—Forms on which such constitutional oath is signed will be supplied to all State departments and agencies.

3—All oaths must be signed and sworn to in ink.

4—When such "oath forms" are supplied to the appointing officers, they shall be immediately distributed by them to all employees for execution and they shall be collected by the appointing officers and returned immediately to the Department of State for filing.

5—All employees should file new oaths whether such oaths have been filed or not.

6—Appointing officers shall make sure that all employees execute the oath.

Because of the many thousands of oaths filed since the requirement of the statute in 1917 and the great amount of time and difficulty involved in searching the records for individual oaths on a large scale, the Department of

State has admitted it would be impossible to undertake the task of making searches on individual oaths of all the employees.

The new procedure is therefore deemed advisable in order to safeguard all present employees and avoid confusion.

Pending the distribution of the forms, it is requested that no applications for searches or filing of individual forms be made by the departments or employees.

State personnel officers have been asked to advise the Department of State, as early as possible, of the number of oath forms they will require for all the employees in their department. They should write to Mr. Christopher D. Henk, Chief Clerk, Bureau of Miscellaneous Records, Department of State, Capitol, Albany N. Y.

The law regarding the filing of

oaths by employees reads:

"Every person employed by the State or any of its civil divisions or cities, except laborers in the exempt class in the service of the State or any of its civil divisions or cities or in the labor class as defined in this chapter, before he shall be entitled to enter upon the discharge of any of his duties, shall take and file an oath or affirmation in the form and language prescribed by the constitution for executive, legislative and judicial officers, which may be administered by any officer authorized to take, within the State, the acknowledgment of the execution of a deed of real property, or by an officer in whose office the oath is required to be filed. The oath of every State employee shall be filed in the office of the Secretary

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# STATE AND COUNTY NEWS

## Top-Paying State Jobs Now Open

Top paying jobs in 22 titles are now being offered by the State Civil Service Department. Applications will be accepted until Monday, August 23.

The department is issuing applications at its offices in Albany (39 Columbia Street) and NYC (270 Broadway). When requesting applications by the mail, applicants should specify the number and title of the job in which they are interested. Enclose a self-addressed return envelope bearing six cents postage.

A listing of the titles follows: 8067. \*Associate Cancer Radiologist, \$6,700.

8212. \*Senior Psychiatrist, \$5,232.

8200. Dentist, \$4,242

8196. \*Biochemist, \$3,450

8206. Junior Pharmacist, \$2,760.

8211. Senior Laboratory Technician (T.B.), \$2,622.

8213. Training Assistant, \$4,242.

8201. Director, Motion Picture Unit, \$6,700.

8194. Associate Education Supervisor (Research), \$5,232.

8210. Senior Education Supervisor (Research), \$4,242.

8197. Correction Institution Vocational Instructor (Electrical Appliance Repairs), \$2,898.

8198. Correction Institution Vocational Instructor (Masonry), \$2,898.

8199. Correction Institution Vocational Instructor (Shoemaking and Repairing), \$2,898.

8193. Assistant Industrial Foreman (Chair Shop), \$2,622.

8207. Market Reporter, \$3,714.

(Separate eligible lists will be established for Market Reporter and for the specialties of livestock, flowers, and poultry.)

8208. Marketing Investigator, \$3,036.

8202. Farm Products Inspector, \$3,036.

8195. Associate Transportation Engineer, \$6,700.

8203. Industrial Consultant, \$4,110.

8204. Industrial Research Assistant, \$3,450.

8209. Senior Architectural Draftsman, \$2,898.

\* Open also to non-residents.

## In Rochester They Oppose New Grades

ROCHESTER, Aug. 9—A large number of protests have been received by the Municipal Civil Service Commission here in connection with new classifications for 4,000 city employees announced recently.

The Commission has scheduled hearings on individual protests between August 15 and 21.

Following the hearings, the entire reclassification program will be sent to the State Civil Service Commission in Albany for certification.

It is reported that a number of veteran police officers intend to test the new police titles, set up under the classification survey, claiming possible violation of the State law guarding veterans' preference.

### DR. SPAULDING RECOVERS FROM HEART AILMENT

ALBANY, Aug. 9.—Dr. Francis T. Spaulding, State Commissioner of Education, is on vacation until fall. After spending over three weeks in the hospital for treatment of a mild heart ailment, Dr. Spaulding plans to rest at his home for about six weeks and will return to his duties in the fall after a short vacation trip.

## Western Conference Praises LEADER'S 'Untiring Efforts'

BUFFALO, Aug. 9—The Western Conference of the Civil Service Employees Association has issued a vote of thanks to The Civil Service LEADER, for the paper's work on behalf of employees.

Signed by the ranking officers of the Conference, a resolution passed by the group states:

WHEREAS: The Civil Service Leader has benefitted all State employees by effectively promoting the causes for which the Civil Service Employees Association has been working, and

WHEREAS: Civil Service members realize the value of having an outside agent, experienced in newspaper business, as its medium of publicity, and

WHEREAS: The Civil Service Leader has aided in increasing membership by bringing the Association closer to every State employee by giving them information on State Laws pertaining to their welfare,

NOW THEREFORE BE IT RESOLVED:

That in recognition of the untiring and efficient efforts and assistance rendered by Maxwell Lehman, Editor of the Civil Service Leader, the Western New York Conference extends to him and to his paper a vote of appreciation for past efforts in our behalf and of confidence that they may continue to serve us in this capacity.

ROBERT W. HOPKINS, Chairman  
RAYMOND W. MUNROE, Vice-chairman  
ROSEMARY FORNES, Secretary

## Recruitment Begins For 100 State Trooper Jobs

ALBANY, Aug. 9—The State has opened an examination for the position of State Trooper, a job now paying \$1,300 to \$3,105 a year, plus lodging, food (or extra allowance) and all service clothing and equipment.

An open competitive examination for the job will be held at Albany, Binghamton, Buffalo, Malone, Syracuse, White Plains, New York and other places on September 15.

### Requirements

All applicants must possess the following qualifications:

- (1) United States citizen (if citizenship is claimed by naturalization, original naturalization papers or certified copy thereof, must be presented on the day of the physical examination).
- (2) Between the ages of 21 and 40 years (candidates must have reached their 21st birthday and must not have passed their 40th birthday on the date of the written examination. A birth certificate or a certified copy thereof must be exhibited at the time of the physical examination).
- (3) Sound constitution.
- (4) Not less than 5 feet 10 inches in height measured in bare feet.
- (5) Free from all physical defects.
- (6) Physically strong, active and well proportioned.
- (7) Weight in proportion to general build.
- (8) No disease of mouth or tongue. No dental cavities, unless corrected; no missing incisor teeth. Reject if more than three teeth are missing, unless they could be replaced.
- (9) Satisfactory hearing.
- (10) Color perception and satisfactory eyesight (20/20) without glasses; no ocular disease.
- (11) Good moral character and habits.
- (12) Mental alertness and soundness of mind.
- (13) Minimum education, attainment of graduation from a senior high school or the equivalent. (Candidates must present evidence of such graduation in the form of a graduation certificate or a certified copy thereof or the equivalent at the time of the physical examination).
- (14) License to operate motor vehicles on the highways of this State. (License must be exhibited at the time of the physical examination).
- (15) No conviction for crime within this State or elsewhere.

Persons not possessing these qualifications are asked not to file applications.

### Subjects of Examination

The examination will consist of the following parts:

- (a) A written examination, covering matters of general information and other subjects designed to test the general intelligence of the applicant.
- (b) Oral interview to determine mental alertness, soundness of mind, initiative, intelligence, judgement, address and appearance.
- (c) Physical examination.
- (d) An investigation of moral character.

### Must Earn 75%

Candidates are required to attain at least 75 per cent in each announced subdivision of the written examination. Any candidate who fails or who is disqualified in any one or more parts of the examination will not be further considered for eligibility. Candidates may be required to present themselves at Albany, or

## Here's Why You Got a Ticket

ALBANY, Aug. 9.—When The LEADER first announced that an open-competitive examination for State Trooper would be held early in the fall, this State position was described as a "rugged job."

State Police headquarters have since then set the date for the examination, and announced that members of one of its troops covered over one-fifth of a million miles in July alone.

The official mileage computation, confirming the rigorous nature of the job, shows that Troop G members traveled 222,901 miles by automobile and 10,540 miles by motorcycle in July in making 2,229 arrests and 1,343 investigations.

at some other designated point on days subsequent to the date of the written examination for a continuance of prescribed tests.

Application must be submitted on blanks provided by the Superintendent and may only be obtained in person or by mail from the Division of State Police, Capitol, Albany, N. Y. Applications filed by mail bearing a postmark later than midnight of August 30, 1948 may not be accepted. Applications filed in person in the office of the Division of State Police later than midnight of August 31, 1948 may not be accepted. No applications filed prior to the date of this notice will be considered. Applications which are incompletely filled out or which indicate that the applicant does not possess the necessary qualifications will be rejected. No candidate will be

admitted to the examination without a notice indicating that he is eligible to take the examination. No copies of examinations, laws or other publications relating to the work of the Division or to any matters which may be the subject of the examination will be furnished to candidates. Any candidate who intentionally makes a false statement in any material fact or who practices or attempts to practice deception or fraud in his application will not be considered further for eligibility.

Approximately 100 immediate appointments will be made. The eligible list established by this examination will expire one year after its announcement.

(Applications may be obtained from the Division of State Police, Executive Department, Albany, N. Y.).

## Service Rating and Tardiness Reports Due

ALBANY, Aug. 9 — Finishing touches are now being placed on the long-awaited reports on tardiness and service ratings. The LEADER learned today.

Final recommendations are expected to be placed before the State Civil Service Commission at its September meeting.

Committee reports on the two subjects of widespread interest to state employees, have been completed, a spokesman for the State Personnel Council said.

### Service Rating Report

It was indicated that work on the service rating report has been speeded up in view of its relation to the proposed inter-department promotion examination for senior account clerk, planned for the fall.

According to tentative plans for the examination, service ratings are given a weight of one. This relatively low weight was decided upon, department officials said, because of the widely different service rating systems now in use by the various state departments.

It is hoped that a uniform system can be adopted which will standardize the procedure throughout State service.

The Council, it was said, is now studying a report on tardiness to determine whether there should be uniform rules governing tardiness and, if so, what the regulations should be.

Final determination will be made by the State Commission after the recommendations are received from the Council.

## Whiteface Ski Project to Require More Employees

ALBANY, Aug. 9.—Bid proposals for construction of the Lodge building, water system and sanitary facilities at the Whiteface Mountain Ski Center, in Essex county, will be received at the State Office Building by Charles H. Sells, Superintendent of Public Works, for opening at 2:30 P.M.,

Wednesday, August 18. The project marks the first major construction at the Ski Center. An access road leading to the site from the Whiteface Mountain Highway has been completed and construction of the Short Ski Lift is already under contract.

The Lodge building will be located about one-half mile south of the Whiteface Mountain Memorial Highway and three miles west of Wilmington.

The greater portion of the first floor will be occupied by a ski rack and locker room which will also have a large stone fireplace. Office and first aid rooms will

## Green Haven May Open State Prison

ALBANY, Aug. 9.—If the number of men committed to State correctional institutions continues to increase at the present rate, the State Correction Department expects to open Green Haven Prison in Dutchess County next spring.

The prison, with a rated capacity of 2,000 was built in 1941 when the number of inmates of correctional institutions was at an all-time high.

### Rate Increasing

Commissioner of Correction John A. Lyons reports the present State prison population of 16,544 as about 2,000 below the 1941 total, but the rate is increasing. During the war Green Haven was leased to the Army for use as a disciplinary barracks. It is now back under State control.

## New \$10,500 Health Dept. Post Set Up

ALBANY, Aug. 9.—A new position has been created in the State Health Department to provide the "expanding program of the department with a public health administrator."

Dr. Herman E. Hilleboe, Health Commissioner, last week announced that Dr. Hollis S. Ingraham, director of the State Bureau of Communicable Disease Control since 1946, has been appointed Deputy Commissioner of the State Health Department. The new position carries an opening salary of \$10,500 a year.

Dr. William A. Brumfield, Jr., has been named first deputy commissioner.

## Why Do You Like Your State Job?

ALBANY, Aug. 9—Why do you like your job?

The seven State employees giving the best responses to this question, according to the judgment of contest officials, will receive prizes, ranging from a \$100 U. S. bond to a \$25 bond.

### First of Its Kind

The contest, sponsored by the State Personnel Council, is believed to be the first of its kind in any public jurisdiction. According to Mary Goode Krone, chairman of the Council, entries will be used in helping to recruit new State employees.

The deadline for entries is October 15. The letters will be judged on "sincerity of statement and on the way a worker brings his imagination and ability to his job so that he finds it of interest."

### Big Words Don't Count

Council officials indicated that "big words" or how well the letters are written won't play a part in the selection of the winners.

What the council wants to know, Miss Krone said, is "what is there about your job that makes it worthwhile to you?"

Entries should be sent to State Personnel Council, 39 Columbia St., Albany, N. Y.

flank the entrance corridor in the entrance wing.

### Paint Operation

The entire second floor will be used for a large cafeteria and lounge, with complete kitchen facilities grouped in the north end.

Plans were prepared by the Department of Public Works, which will also supervise the construction. When completed, the Ski Center will be operated and maintained by the Whiteface Mountain Authority and the State Conservation Department. Work is scheduled for completion by the end of this year.

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STATE AND COUNTY NEWS

Assn. Seeks Meeting With Corsi on DPUI Dismissals



Commissioner Edward Corsi, of the State Department of Labor, says, of 1,000 firings in his department: "The necessity of this action is a source of extreme regret to me. It has been my conviction for some time, as the record will show, that administration of funds for this program should be left with the State. This would eliminate such situations."

ALBANY, Aug. 9—The Civil Service Employees Association has requested Industrial Commissioner Edward Corsi for the facts relating to the reported need for dismissal of 1,000 employees in the Division of Placement and Unemployment Insurance because of alleged shortage of federal funds. The Association seeks a conference to discuss the situation. The Association notes that a lay-off of employees to the extent noted would occasion tremendous hardship.

In a communication addressed to Commissioner Corsi, Doctor Frank L. Tolman, President of the Association, stated:

"The Association makes no plea for the expenditure of funds, either Federal or State, which are not required for the efficient administration of the services. We deeply feel, however, that the Division of Placement and Unemployment Insurance is adversely affected and seriously so by the continued uncertainty as to its staff and its finances. We believe a solution should be found to place this important service on a firm business foundation."

The Association has communicated with the Finance Committees of the United States Senate and House of Representatives, requesting that needed appropria-

tions be made to assure the proper carrying out of all laws affecting social security, and emphasizing the desirability of such financing of the placement and unemployment insurance offices as will remove the uneconomic and unsound employment practices which leaves the D. P. U. I. workers in constant uncertainty as to their livelihood and that of their dependents.

Plenty of Ups And Downs In This Job

ALBANY, Aug. 9.—There are plenty of ups and downs in this State job. In fact, the average is one every 31 seconds.

Walter J. Blanchard, acting superintendent of the State Office Building, says it takes one of the elevators 31 seconds to reach the tower on the 31st floor.

Elevator operators add they are kept "going from 8 a.m. to 5 p.m. with never more than a 2-minute letup."

There's even an elevator operator in the building to handle sightseers on Saturdays and Sundays.

The Public Employee

By Dr. Frank L. Tolman  
President, The Civil Service Employees Association, Inc., and Member of Employees' Merit Award Board.



YOUR very able and devoted nominating committee has labored and has brought forth a ticket conceived in patriotism and devoted to the highest welfare of the Association. On the whole, I think it is a very good ticket. The persons selected have rendered distinguished service to you in their work in the Association in the past. They will, I am sure, continue so to serve if they are chosen.

For myself, I had hoped to be discharged and retired from further official service. I have never actively sought office in the Association. The job of being President is an exacting job. I do not believe that it is necessary to hold office to serve the Association. There is, however, much unfinished business that needs attention.

Crisis Continues

The crisis in civil-service still continues and the next year may be decisive for the merit system.

My good associates in office and the headquarters staff have proffered the same fine cooperation they have given to me in the past, in the event I am again chosen as President.

I trust that the action of the nominating committee will not discourage independent nominations for President, and that no one will feel that he should not aspire to lead the Association.

I should be very glad to have a better man win.

Purchase Clerks Get Last Chance For DPUI Post

ALBANY, Aug. 9.—This is the only opportunity for former U. S. Employment Service workers to compete for the job of Head Clerk (Purchase). Failure to apply will result in forfeiture of job rights.

Deadline for sending in applications is August 12—not much time. So if you're eligible to apply, you'd better do so immediately.

Who's eligible to apply? Any person employed by the United States Employment Service who was transferred to New York State service, and held the title of Head Clerk (Purchase).

Now here are the details of the position:

7819. Head Clerk (Purchase), Upstate Area, Division of Placement and Unemployment Insurance, Department of Labor. Entrance salary \$3,714, which includes a cost-of-living bonus of \$474. There are five annual salary increases of \$132. Application fee \$3.00. At present, one vacancy exists in the Albany office.

Duties

Under general supervision, to do work of marked difficulty and responsibility involved in the general office administration of the Purchase and Contract Unit; and to do related work as required. Examples (illustrative only): Planning, coordinating, and checking closely for accuracy the detailed activities of clerical workers who process forms involved in the requisitioning, purchase, payment, and distribution of equipment, supplies, and services which are not covered by current contracts and who maintain perpetual inventories of equipment; coordinating and broadly reviewing the performance of employees engaged in processing forms related to the purchase of contract items, in maintaining a perpetual inventory forms and supplies; preparing of supplies and in disbursing specifications for bids and quotations; requesting, receiving, and comparing price quotations and bids; interviewing vendors and contractors; preparing requisition for purchases or maintenance of equipment; certifying vouchers for payment; estimating when purchase of equipment and supplies not available in stock must be made by reviewing requisitions from department heads, by consulting a perpetual inventory, or by checking reports of material consumption; determining justification for special or unusual

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Group of DPUI Exams Planned For Permanent Positions

Workers Asked To Attend Vital Meeting Aug. 11

At a meeting held with Harry Smith, Personnel Director of DPUI in New York City on August 3, it was disclosed that examinations for the following titles will be held on September 20th, and will be unannounced, or oral, examinations.

Assistant Director of Employment Service.

Assistant Director of Claims Bureau.

Placement and Claims Insurance Superintendent.

Associate U. I. Field Superintendent.

Assistant U. I. Field Superintendent.

The following employee representatives were present at the meeting with Mr. Smith: Miss E. Ostfeld, Mr. B. McGovern, Mr. J. Files, Mr. W. Teitelbaum, Mr. D. Bowen and Mr. M. J. Duignan.

Permanent Appointments

It is expected that announcements for the examinations will be forthcoming in the very near future. An opportunity will be presented for permanent appointment to many people who are now holding temporary appointments.

Claims Examiner Test

It is also expected that a promotion examination for Assistant Unemployment Insurance Claims Examiner will be held some time this fall. This examination will be scheduled after the open competitive list for this title has been in existence for one year. Other examinations are to be held this fall, leading to opportunities for

promotion in the Employment Service.

Important Meeting

There will be a meeting for all local Insurance Office Civil Service Employee Association representatives on Wednesday August 11, at 6 p.m. at the Appeal Board Conference Room number 1125 at 342 Madison Avenue, New York City. The purpose of this meeting is to discuss the various problems arising in the local offices, the mass layoff, the Association's representatives plan, and particularly the feasibility of conducting training courses prior to the examination for Assistant Interviewer and Assistant Claims Examiner. These courses can only be held on the basis of the staff's cooperation in the matter and the number of people who might be interested in such a course. All members are welcome and are requested to attend.

Fish Story to End All Fish Stories

ALBANY, Aug. 9—It took a snake-in-the-grass to chalk up one of the most unusual fishing yarns ever to come down out of the Adirondacks, and it's sworn to by a New York State employee.

When Ken Nichols, foreman of the Conservation Department's Warrensburg trout hatchery, saw a harmless spotted adder resting alongside a trout rearing pool, with its head half submerged, he started after it with the idea of shooing the snake back into the woods. However he stopped in amazement to watch when he saw it actively engaged in catching trout fingerlings by using its white, forked tongue as bait.

With its snout in the water, the snake would flick its tongue until the trout would approach to investigate. The joke, of course, was on the fish; Nichols watched the snake knock off five fish before he stepped in and broke up the party.

30,000 Local Officers Enforce State Liquor Law

ALBANY, Aug. 9—The problem of law enforcement in the traffic of alcoholic beverages in New York States rests with approximately 30,000 members of local law enforcement agencies.

These public servants, not the 60 investigators for the State Liquor Authority, are responsible for enforcement of the Alcoholic Beverage Control Law, according to John F. O'Connell, chairman of the State Liquor Authority.

Reviewing the historical background of the ABC Law and a summary of activity regarding enforcement and administration of the law, Mr. O'Connell told The LEADER: "It is my personal opinion that good judgment and sound logic support the choice of the Legislature of this method of enforcement."

Local Procedure

In his statement, designed to clarify some of the problems of enforcement of the ABC law, Mr. O'Connell said: "It is the position of the Liquor Authority that once the local peace officer has performed his function, the evidence which he has collected should be submitted both to the District Attorney of the jurisdiction (or directly to the police courts therein, as the procedure may require) and

to the Liquor Authority."

He said this procedure would permit criminal prosecution in the courts and disciplinary action by the authority in parallel proceedings in all instances where the evidence establishes a violation of the ABC Law.

Three Methods

The statement of the SLA chairman, viewed in Capitol Hill circles as particularly important for local law enforcement agencies throughout the state, called attention to three methods adopted by the Authority to assist local law enforcement officers in performing their duties.

Mr. O'Connell explained:

"To assist local law enforcement agencies in the performance of their duties relative to the enforcement of the ABC Law, the Liquor Authority has issued periodically its 'ABC Enforcement Guide.' This Guide contains feature articles on enforcement, reports of interviews with enforcement officials, a legal presentation of an analysis of amendments to the Law, question and answer columns and objective writings by the Liquor Authority.

ABC Manual

"To further assist local law

enforcement officers in performing their duties, the Liquor Authority has prepared and distributed an 'ABC Manual for New York State Law Enforcement Officials and Local ABC Boards.' In this Manual, the police officer is advised of the sections of the ABC Law which are shown by experience to be most frequently violated. The nature of the evidence needed to prove such violations is also considered, and suggestions are made regarding methods of obtaining the necessary proof.

"To facilitate the reference by police officers on information on violations to the Liquor Authority, we have prepared so-called Police Referral Forms. These forms, which are printed in triplicate and carbonized, have been distributed to law enforcement officials throughout the State. They require a minimum amount of time and effort on the part of the local officer and are calculated to insure the reporting of such violations as come to his attention directly to the Liquor Authority for its official cognizance and action."

Could Have Been State

Mr. O'Connell pointed out that the State Legislature, if it de-

New Oath Rules Go In Effect

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of State, of every employee of a municipal corporation with the clerk thereof and of every other officer, if no place be otherwise provided by law, in the office of the clerk of the county in which he shall reside. The failure of such employee to take and file such oath shall terminate his employment until such oath shall be taken and filed as herein provided." (Public Officers Law, Section 10.)

The Oath

The oath prescribed by the Constitution provides:

I do solemnly swear (or affirm) that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of . . . . . according to the best of my ability.

sired, could divide responsibility for enforcement of the ABC Law by establishing a large enforcement unit of State agents with power to arrest and to police.

Such a course of action would necessitate the creation of a large organization of personnel to perform the function and the taxpayers of the State would be required to foot the bills.

## STATE AND COUNTY NEWS

# Low Pay, Poor Working Conditions, Spur County Employee Organization

## 19 County Groups Already Have Assn. Charters

ALBANY, Aug. 9.—Striking neglect of personnel relations, much-needed salary adjustments and the need for liberalization of the State Retirement System are among the reasons county and municipal employees are looking to The Civil Service Employees Association for leadership.

Charles R. Culyer, field representative of the County Division of the Association, told The LEADER this week that "widespread interest by employees of subdivisions throughout the State is being shown in the program of the Association."

### Membership Growing

Just before starting out on a tour of 25 counties, Mr. Culyer said membership in the Division is now "well over 5,000 and growing rapidly."

He listed 19 county chapters in the division and announced that three additional counties have applied for charters. Action on the applications by employees in Erie, Montgomery and Cattaraugus counties will be taken at the next meeting of the Board of Directors, Mr. Culyer said.

Emphasizing that the progress being made by the county division represents only 18 months in the field, the Association's field representative added: "It is being generally recognized that participation in the Association program is a matter of bread and butter for public employees."

### Advances Gained

He cited salary increases, which have been obtained for employees of Cayuga, Niagara, Schenectady, Broome, St. Lawrence, Chemung, Steuben and Orange counties as examples of accomplishments of the County Division in past months.

"Another major accomplishment" he said, "is the introduction of the retirement system in Franklin and St. Lawrence counties, due to action by the Association chapters."

### St. Lawrence Example

Pointing out that the Association gives its county chapters assistance in preparing material and presenting their case before local boards and officials, he cited Ogdensburg in St. Lawrence County as an example of an upstate city which will soon benefit by this cooperation.

Mr. Culyer said the St. Lawrence County Chapter, assisted by the County Division, has requested a reclassification survey to be made of all city jobs in Ogdensburg. The survey is expected to

get underway in the fall, he added.

### The Distance Problem

With individual county chapters facing difficult problems of distance in holding meetings, it was pointed out that the field service rendered by the association is of paramount importance.

"In view of the steady rise in the cost of living, employees of counties and cities throughout the State are greatly concerned over questions of salary and the need for pay adjustments.

"The Association," he added, "is meeting this need to the best of its ability." In addition to pay increases received by various county employees, he said the Association has obtained pay boosts for city employees in Syracuse, Ogdensburg, Oneonta, Batavia, Watertown and Schenectady.

### What Research Means

Through the efforts of the County Division and Association research personnel, he pointed out, one upstate Association chapter was able to show the "city fathers" that salaries of employees could be boosted \$400 without affecting the tax rate.

### Salary Plane

Other progress, listed in the County Division records, show that salary plans have been introduced for Watertown, Elmira, Kingston and Ogdensburg.

**Non-Teaching School Employees**  
An important phase of the County Division activity today is directed toward thousands of the non-teaching employees of school districts throughout the State.

Stating that coverage in this field has been "very successful," Mr. Culyer added that membership has passed the 500 mark. He added that this group of employees includes clerks, secretaries, cafeteria workers, school custodians and maintenance men.

In actively soliciting the support of the non-teaching employees, he said that Association members are now located in 26 counties from one end of the State to the other.

### Continuing Effort

"Our program is one of continuing effort to assist these employees in adjusting their problems with the various school boards," he said. As an example of the division's work, he pointed to pay increases won for non-teaching employees in Onondaga, Nassau, Chautauqua, Dutchess, Montgomery and Chemung counties.

### Striking Neglect

In the field of personnel relations in a number of counties, there is striking neglect, the County Division Chief said.

He listed such matters as no formalized sick leave regulations and irregular vacation allowances as among some of the more glaring items.

Indicating that the time for organization is now, Mr. Culyer said the Association "welcomes the active participation and support by employees in all political subdivisions of the State."

### Retirement Program

County Division workers will play a particularly important role this fall, he indicated, when the Association brings its retirement program to the people of the State

## Straight - Face Dictionary

The State Personnel Council continued last week its exploration of the inner meaning of words used in public agencies. Its Glossary of Official Terms, begun last month, follows:

**A SYNTHESIS**—A compounding of detailed bewilderment into a vast and comfortable confusion which offends no one.

**PROCEDURE**—Everyday routine rigmarole.

**LETTER OF TRANSMITTAL**—A way to pass the buck.

**FURTHER SUBSTANTIATING DATA IS NECESSARY**—We've lost your stuff. Send it again.

**TO EXPLORE THE PROBLEM**—Don't get impatient. We'll think of something.

**TO EXPLORE THE RAMIFICATION**—And brother, just wait till you see what we think of.

**NOTE AND INITIAL**—Let's spread the responsibility for this.

**SEE ME, OR "LET'S DISCUSS"**—Come down to my office, I'm lone-some.

**LET'S GET TOGETHER ON THIS**—I'm assuming you're as confused as I am.

**GIVE US THE BENEFIT OF YOUR PRESENT THINKING**—We'll listen to what you have to say as long as it doesn't interfere with what we've already decided to do.

**REFERRED TO A HIGHER AUTHORITY**—Pigeonholed in a more sumptuous office.

**REFERRED FOR APPROPRIATE ACTION**—Maybe your office knows what to do with this.

**TO GIVE SOMEONE THE PICTURE**—A long confused and inaccurate statement to a newcomer.

**TO MASTERMIND**—To avoid blame for not doing while getting credit for the doing of others.

**RESEARCH WORK**—Hunting for the guy who moved the files.

**POINT UP THE ISSUE**—Expand one page to fifteen pages.

and to their representatives in the State Legislature.

Mr. Culyer said he has found the attitude of local and county officials "particularly pleasing" in many discussions on local levels throughout the State. "It has been rare indeed," he added, "when we did not receive a sympathetic hearing."

### Publicity Helped

Stating that much of the progress by the Division in the past 18 months has been stimulated by excellent coverage in The LEADER and other papers, the Association representative added, "it has been this publicity that has awakened employees to the need for organization and what the Association has to offer."

### Culyer's Itinerary

On the road for the next two weeks, Mr. Culyer plans to visit the following counties: Otsego, Broome, Steuben, Chemung, Cattaraugus, Erie, Niagara, Genesee, Ontario, Monroe, Herkimer, Montgomery, Warren, Columbia, Ulster, Sullivan, Oneida, Lewis, Jefferson, St. Lawrence, Franklin, Clinton, Essex and Saratoga.

The 19 counties included in Association membership are these:

Broome County Chapter  
Chautauqua County Chapter  
Chemung County Chapter  
Clinton County Chapter  
Franklin County Chapter  
Herkimer County Chapter  
Jefferson County Chapter  
Niagara County Chapter  
Onondaga County Chapter  
Orange County Chapter  
Otsego County Chapter  
Rockland County Chapter  
Schenectady County Chapter  
St. Lawrence County Chapter  
Steuben County Chapter  
Suffolk County Chapter  
Sullivan County Chapter  
Ulster County Chapter  
Westchester County Chapter

## WHAT EMPLOYEES SHOULD KNOW

By THEODORE BECKER

### SPECIAL ACT FIXES LAYOFF AND PROMOTION UNITS

WHEN a job is abolished in civil service, through lack of work or funds, a decision must be made: Which of the employees in the title must be laid off? The law states that the lay-off must be made in inverse order of original appointment in the service. The courts have construed this language over the years so that its meaning is now fairly well settled, although legislation is still sought to fix its terms in relation to particular situations.

In deciding which employees form the group from among which the lay-off is to take place, the usual boundary is the department, (whether state, county, city, town or village) under a single department head. In some large State departments which have independent divisions the lay-off field is division-wide rather than department-wide. For example, The State Insurance Fund and the Division of Placement and Unemployment Insurance, both in the Department of Labor, are treated as separate "departments" for lay-off purposes. Accordingly, the abolition of a position in the State Fund cannot result in a lay-off in D. P. U. I. and vice versa. However, where there are no such compartments in an agency it takes special legislation to overcome the general rule favoring department-wide lay-off fields.

### New Law

In this connection a law was passed at the last session of the Legislature which makes the Bonus Bureau in the State Department of Taxation and Finance "a separate and distinct unit" for the purpose of abolition of positions under sections 21 and 31 of the Civil Service Law.

Section 31 sets up the procedure for making lay-offs, establishing preferred eligible lists, and making reinstatements from such lists.

Section 21 is introduced into the picture because of its special provisions preferring war veterans in the event of a lay-off.

Section 21 (seeking to clarify the language of the Constitution which seems to prefer non-veterans over veterans and disabled veterans in the event of a lay-off) specifically states that lay-offs from positions for which lists are established shall first be made from among non-veterans, then veterans, and lastly disabled veterans.

The effect of the special act, of course, is to confine to the employees of the Bonus Bureau any lay-off resulting from the abolition of a position in the Bonus Bureau. Accordingly, if a Clerk position is abolished in the Bonus Bureau, Clerks in other parts of the Department of Taxation and Finance will not be affected by a lay-off. Instead only Clerks in the Bonus Bureau would be involved. Lay-off there would be made in accordance with seniority rights among non-veterans, if any, then among veterans, if any, and finally among the disabled veterans.

### Promotion Unit Legislated

Another special provision which departs from the usual procedure is contained in the same statute. It sets up the Bonus Bureau as a separate unit for promotion purposes as well as for lay-off purposes. This means that for promotion to positions in the Bonus Bureau, employees in such bureaus only will be eligible. Similarly, employees in such bureaus will not be eligible for promotion to positions in the Department of Taxation and Finance, outside the Bonus Bureau. Ordinarily, State promotion units are fixed by the State Civil Service Commission rather than by the Legislature.

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STATE AND COUNTY NEWS

Status of State Tests Now Being Rated

This information is carried in the LEADER at regular intervals as released by the State Civil Service Commission.

- Code
NS—Rating not yet started
RSP—Rating scale being prepared
WP—Rating of written test in progress
WC—Rating of written test completed
PTP—Rating of performance test in progress
TEP—Training and experience in progress
TEC—Training and experience completed
IP—Interviews in progress
MP—Medicals in progress
CW—Clerical work in progress
V—Pending establishment of Vet-LP—List sent to printer
DV—Disabled veterans

- Open-Competitive
6016. Recreation Instructor, eran or Disabled Veteran Claims (all rating completed)
SRR—Pending service record ratings
Mental Hygiene held 5-10-47, 36 candidates—DV—subject to medical exam.
6079. Asst. Director of Nursing (Psychiatric), held 9-20-47, 7 candidates—WP.
6094. Gas Inspector, held 9-20-47, 14 candidates—LP.
6097. Institution Fireman, held 9-20-47, 89 candidates—DV—subject to medical exam.
6098. Institution Patrolman, held 9-20-47, 151 candidates—MP
6099. Instructor of Nursing, held 9-20-47, 36 candidates—WC, TEP.
6132. Steam Fireman, held 9-20-47, 218 candidates—LP.
6137. Title Examiner, held 9-20-47, 143 candidates—WC, TEP.
6089. Dietitian, held 10-11-37, 9 candidates—WC, TEC, CW.
6116. Sr. Dietitian, held 10-11-47, 5 candidates—WC, TEC, CW.
6287. Compensation Claims Investigator, SIF, held 1-17-38, 185 candidates—WC, TEP
6272. Assoc. State Publicity Agent (Radio), held 1-17-48, 10 candidates—LP
6273. Prin. State Publicity Agent (Radio), held 1-17-48, 7 candidates—LP.
6271. St. State Publicity Agent (Radio), held 1-17-48, 14 candidates—LP.
6281. Asst. Architectural Estimator, held 1-31-48, 20 candidates—WC, TEC, CW
6279. Sr. Building Construction Eng., held 1-31-48, 19 candidates—WC, TEP.
6290. Court Attendant, 1st & 2nd Jud. Dist., held 1-31-48, 670 candidates—WC, TEP.
6293. Factory Inspector, held 1-31-48, 198 candidates—WC, TEP.
6288. Industrial Investigator, held 1-31-48, 170 candidates—WP.
6284. Motor Vehicle Inspector, held 1-31-48, 321 candidates—WC, TEP.
6299. Occupational Instructor, held 1-31-48, 48 candidates—WP.
6265. Asst. Supt. of Training School, held 1-31-48, 13 candidates—WC, TEP.
6289. Labor Relations Examiner, held 2-28-48, 83 candidates—WP.
6308. Asst. Mechanical Construction Engineer, held 2-28-48, 17 candidates—WP.
6251. Office Machine Operator (Cal. Key), held 3-20-48, 78 candidates—WC.
6350. Prison Guard, Correction, held 3-20-48, 907 candidates—WP.
8006. Asst. Compensations Claims Auditor, held 5-8-48, 13 candidates—WC.
8007. Court Stenographer, 1st & 2nd Jud. Dist., held 5-8-48, 155 candidates—WC, TEP.
8003. Forester, held 5-8-48, 20 candidates—WC, TEC, CW.
8004. Gypsy Moth Foreman, held 5-8-48, 15 candidates—WC, TEC, CW.
8005. Inspector of Weights & Measures, held 5-8-48, 13 candidates—WC, TEC, CW.
8061. Chief, Bureau of Adult Education, held 5-22-48, 11 candidates—LP.
8095. Dog Licensing Investigator, Agriculture & Mkts., held 5-22-48, 87 cand.—WC, TEC, CW.
8063. Sr. Education Supervisor (Agricultural Education), held

- 5-22-48, 8 cand.—WC, TEC, CW.
8099. Film Library Supervisor, Dept. of Commerce, held 5-22-48, 14 candidates—WP.
8060. Asst. Film Library Supervisor, Commerce, held 5-22-48, 12 candidates—WP.
8094. Game Protector, Conservation, held 5-22-48, 401 candidates—RSP.
8093. Game Research Investigator, Conservation, held 5-22-48 — 15 candidates—WC, TEC, CW.
8070. Parole Officer, held 6-22-48, 311 candidates—WP.
8072. Social Worker (Youth Parole), held 5-22-48, 144 candidates, WP.
8071. Sr. Social Worker, Correction, held 5-22-48, 8 candidates, WP.
8073. Sr. Social Worker (Youth Parole), held 5-22-48, 22 candidates, WP.
8086. Travel Promotion Agent, Commerce, held 5-22-48, 13 candidates—WP.
8087. Sr. Travel Promotion Agent, Commerce, held 5-22-48, 10 candidates—WP.
8100. Canal Structure Operator, Public Works, held 6-5-48, 96 candidates, WC, TEC, CW.
8104. Jr. Civil Engineer, State Departments, held 6-5-48, 258 candidates, WP.
8103. Jr. Civil Engineer (Design), Department of Public Works, held 6-5-48, 19 cand.—WP.
8102. Sr. Civil Engineer (Design), Department of Public Works, held 6-5-48, 48 cand.—WP.
8096. Local Assessment Examiner, Department of Taxation & TWO — Civ Serv Lead — 8-7-48 Finance, held 6-5-48, 30 candidates
8107. Medical Technician, State Departments, held 6-5-48, 87 candidates—WP.
8106. Sr. Medical Technician, State Institutions, held 6-5-48, 24 candidates—WP.
8105. Assistant Principal, School of Nursing, Department of Mental Hygiene, held 6-5-48, 30 candidates—WC, TEC, CW.
8101. Stationary Engineer, State Departments, held 6-5-48, 252 candidates—NS.
8097. Junior Tax Examiner, held 6-5-48, 278 candidates RSP.
8127. Assistant Civil Engineer, State Departments, held 6-19-48, 171 candidates—WP.
8128. Assistant Civil Engineer, Public Works, held 6-19-48, 27 candidates—WP.
8121. Associate Education Supervisor (Aviation), held 6-19-48, 9 candidates—WP.
8089. Assistant Land & Claims Adjuster, held 6-19-48, 86 candidates, RSP.
8091. Associate Land & Claims Adjuster, held 6-19-48, 23 candidates—RSP.
8088. Junior Land & Claims Adjuster, held 6-19-48, 148 candidates—RSP.
8090. Senior Land & Claims Adjuster, held 6-15-48, 43 candidates—RSP.
8129. Junior Mechanical Draftsman, held 6-19-48, 96 candidates—WC, TEC, CW.
8099. Office Machine Operator (Tabulating), held 6-19-48, 106 candidates, WC Practicals to be held.

STATUS OF STATE EXAMINATIONS

- Promotion
3209. Captain, Correction Dept., held 3-22-47, 48 candidates—CW, MP.
3210. Lieutenant, Correction Dept., 283 candidates—CW, MP.
3211. Sergeant, Correction Dept., 364 candidates—CW, MP.
3393. Head Account Clerk, Public Works Dept., held 5-10-47, 27 candidates—LP.
3394. Prin. Account Clerk, Public Works Dept., 42 candidates—LP.
5141. Director of Mental Hospitals, Mental Hygiene Dept., 38 candidates.
3388. Institution Fireman, Mental Hygiene Dept., 52 candidates—WC, TEP.
5113. Institution Patrolman, Mental Hygiene Dept., 73 candidates—WP.
5052. Chief Lock Operator, Public Works Dept., 57 candidates—WP.
5054. Sr. Occupational Therap-

What Employees Are Doing

State Conference of Armory Employees

The State Conference of Armory Employees recently held election of officers. Those elected to serve for the year 1948-49 were: Clifford Asmuth, Chairman, Rochester; William S. Fredenrich, Vice-chairman, Albany; Frank E. Wallace, Secretary-Treasurer, New York City; George Fisher, ex-officio, New York City.

Ray Brook

The Executive Council of the Ray Brook Chapter, Civil Service Employees Association, has elected to represent their respective hospital department the following: From the Main Building Medical, Vera Budd, Loretta Bala and Josephine Wylie; the Infirmary Building Medical, Mary Swan, Ferne Wilbur and Dorothy Lezak; Main Building, Domestic, Jack Mynar, Rudy Averno and Mike Zipp; Infirmary Building, Domestic, John Arnet, Bill Clements and Richard Moon; Maintenance Department, Clyde Perry, Chris Oberst and Henry Swan; Office Group, Catherine Rice, Mary Reilly and Marge Davie; Laundry Group, Al Bersch, George Ganos and Stella Perry.

Included also on the council are the officers, Emmet Durr, president; Herbert Neale, vice-president; Eunice Cross, secretary, and Frank Witkowski, treasurer.
Annual Picnic
Among the topics discussed during the course of the business session was the plan for the annual picnic of the chapter which is to be held Sunday, August 15th, at the Meadow Brook State Camp Site. Selected to act as co-chairmen in charge of the arrangements for the event were Harry Sullivan, Clyde Perry, and Walter ("Buster") Babbie.
Congratulations are in order for the recent entrance of the chapters from Onondaga, Perrysburg, and Broodacres into the State Health Department Group.
Plans are under way now for the organization of bowling teams for chapter members,—both men and women.
Recent addition to our Medical

Department is Dr. Anson McKim. Welcome to Ray Brook, Dr. McKim.

West Coxsackie

Ray Marohn writes: "The Prison Guards of New York State were much interested and pleased to read in the LEADER of the passing of Bill number 6454 by the Congress of the United States. This bill permits 20-year retirement for certain officers and employees engaged in hazardous work. It covers persons engaged in the detention of criminals. For the past several years Prison Guards of the State of New York have been attempting to pass a bill for a 25-year retirement for Prison Guards in the State of New York. Our 25 years bill has consistently been turned down by the New York State Legislature. We, the Prison Guards, believe that our own Legislature of New York should be as liberal in their dealings with State employees as is the Congress of the United States with their Federal employees, under the same or similar conditions."

Assistant Superintendent Joseph P. Conboy and wife and daughter have been vacationing at Avon-by-the-Sea in New Jersey. Captain Cochran, Acting Assistant Superintendent in Mr. Conboy's absence, reports that he has a deep sun-tan.
Guard Sweet was recently transferred to Great Meadow Prison Farm from Coxsackie. Good luck on your new job, Carl.
We have a new lovey in the Stewart's office. The name, fellows, is Fannie Belleres. From Catskill.
Guard George Roddy is the new handball champion of Troy, in class "A". He received a beautiful trophy, we hear, which he is going to mount on the mantle of his newly-purchased Albany home. George is planning to get married early in September. She's a Troy girl.
That handsome guard Milton Andre, known to his fellow workers as "That French Pierre," came back from his vacation at Warners Lake sporting, what appeared to be a dirty lip. "Pierre" calls it a mustache.
Former Prison Guard Jack

Kingsley was a visitor about town and called on several of his friends. Jack was sporting a new Cadillac car. Wow! . . .

Director of Education Francis Coty and teachers Cole and Severance attended the NYS Conference at St. Lawrence University, at Canton, N. Y.

Dr. Anthony Flood is now vacationing at Kingston, Ontario — fishing — motoring — and hunting are his hobbies. Dr. and Mrs. Flood are visiting their son, who is also a physician. . . .

William Lavack of Greenville was appointed temporary teacher of drafting. . . .

Francis Coty, Director of Education, is running a heavy educational picture program during the summer months to augment teachers vacations. Mr. Coty reports there has been a marked improvement in the behaviour of the inmates, apparently due to these educational pictures. These educational pictures include sports, travel and technical. . . .

Father Roland Thompson has returned to the institution after having a short vacation. Friends state that the father's golf game has improved immensely. . . .

Former Coxsackie Prison Guard Louis Nawrocki, who recently completed 10 months training at the General Command School at Fort Leavenworth, is being assigned to Germany for a three year period. Louie had a Lieutenant Colonel rank during the war and now has a permanent rank of Major. He is being accompanied by his wife and daughter for his 3-year stay in Germany. . . .

On Sunday, July 25th the N. Y. S. V. I. employees attended a clambake held at the Riverside Cottage, there were more than 100 persons at this bake, an excellent time was had by all. Several more bakes are contemplated in the very near future.

Audif and Control

Employees of Audit & Control, Albany, will have fun at a clambake in Picard's Grove, New Salem. The date is Wednesday, August 25. (Hope it doesn't rain.) Frank A. Conley, principal account clerk, is chairman of the committee in charge of the affair.

- pist, Mental Hygiene Dept., 47 candidates—WC, TEC, SRR.
3362. Sr. Office Machine Operator (Tax), Health Dept., 13 candidates—SRR.
5055. Supv. of Occupational Therapy, 30 candidates—WC, TEC, SRR.
5067. Supv. of Social Work (Psychiatric), 7 candidates—LP.
5034. Chief Court Attendant, New York County, 12-13-47, 22 candidates—CW.
5194. Head Maintenance Supervisor, Mental Hygiene, 10 candidates—SRR.
5193. Stationary Engineer, Correction Dept., 38 candidates—LP.
5346. Sr. Account Clerk, Social Welfare Dept., Albany, held 1-17-48, 20 candidates—TEP, WC.
5063. Sr. Account Clerk, Tax & Finance, Income Tax Bureau, 20 candidates—WC, TEP.
3314. Sr. Account Clerk, Tax & Finance Motor Vehicle Div., held 1-17-48, 53 cand.—WC, TEP.
3239. Sr. Account Clerk, Tax & Finance, N.Y.C., 14 candidates—WC, TEP.
5158. Sr. Clerk, Dept. of Commerce, 20 candidates—SRR.
Promotion
5108. Sr. Clerk, Health Dept., 88 candidates—SER.
5229. Compensation Claims Investigator, State Insurance Fund, 109 candidates—WC, TEP.
5255. Compensation Investigator, Workmen's Compensation Bd., 36 candidates—WC, TEP.
5348. Sr. Stores Clerk, Mental Hygiene, 48 candidates—WC, TEP
5159. Principal Clerk, Correction Dept., held 1-31-48, 8 candidates—LP.
5365. Principal Clerk, Insurance Dept., 10 candidates—LP.
5046. Principal Clerk, Public Works Dept., 43 candidates—LP.
5136. Head File Clerk, Workmen's Compensation Bd., 8 candidates—LP.
4203. Prin. File Clerk, Work-

- men's Compensation Board, 26 candidates—LP.
5183. Chief Industrial Investigator, 6 candidates—LP.
5184. Sr. Industrial Investigator, 59 candidates—WC, TEC, CW.
5185. Supv. Industrial Investigation, 37 candidates—WC, TEC, CW
5137. Sr. Law Clerk, Law Dept., 11 candidates—LP.
5217. Occupational Instructor, Mental Hygiene, 30 candidates—WP.
5208. Stenographer, Mental Hygiene, 65 candidates—WC, SRR.
5155. Sr. Stenographer, Conservation Dept., 8 candidates—MC, TEP.
5213. Sr. Stenographer, Education Dept., 36 candidates—LP.
5364. Sr. Stenographer, ABC Board, 10 candidates—LP.
5128. Sr. Stenographer, Social Welfare, 18 candidates—WC, TEP
5173. Sr. Stenographer, Taxation & Finance, held 1-31-48, 53 candidates—LP.
5207. Typist, Mental Hygiene Dept., 78 candidates—WC, SRR.
5017. Asst. Underwriter, State Insurance Fund, 31 candidates—WP.
5001. Sr. Underwriter, State Insurance Fund, 19 candidates—WP.
5119. Assoc. Architect, Public Works Dept., held 2-28-48, 8 candidates—WP.
5200. Sr. Architect, Public Works Dept., 18 candidates—WP.
5065. Sr. Audit Clerk, Audit & Control, Office Audits, 104 candidates—WP.
5206. Sr. Clerk (Compensation), Workmen's Compensation Board, 92 candidates—WP.
5191. Sr. Clerk (Fingerprinting), Correction Dept., 20 candidates—LP.
THREE — Civ Serv Lead —8-7-48
5186. Sr. Clerk (Underwriting), State Insurance Fund, 39 candidates—WP.
5377. Asst. Comp. Examiner,

- State Insurance Fund, 63 candidates—WC.
5174. Sr. Special Tax Investigator, 6 candidates—WP.
5375. Chief Stationary Engineer, Mental Hygiene, 8 candidates —WC, SRR.
Promotions
5333. Prin. Stenographer, Labor Dept., 22 candidates—LP.
5091. Prin. Stenographer, Taxation & Finance, 7 candidates—LP.
5204. Head Compensation Clerk, 26 candidates—WC.
5817. Principal Clerk, D.P.U.I., held 3-20-48, 90 candidates—WC, TEC, SRR.
7029. Principal File Clerk, Div. of Parole, held 5-8-48, 7 candidates—LP.
7028. Sr. File Clerk, Agriculture & Markets, held 5-8-48, 16 candidates—WP.
7014. Sr. File Clerk, Audit and Control, held 5-8-48, 9 candidates—WP.
7016. Sr. File Clerk, Education, held 5-8-48, 10 candidates—MP.
5383. Sr. File Clerk, Insurance, held 5-8-48, 15 candidates—WP.
5384. Sr. File Clerk, Labor, N.Y.C., held 5-8-48, 27 candidates—WP.
7006. Sr. File Clerk, Taxation & Finance, held 5-8-47, 167 candidates—WP.
5161. Sr. Laboratory Secretary, held 5-8-48, 7 candidates—WP.
5387. Sr. Statistics Clerk, Health Dept., held 5-8-48, 12 candidates—WP.
5112. Cashier, Department of Taxation & Finance, held 5-22-48, 44 candidates—WP.
7010. Principal Clerk, Department of Agriculture & Markets, held 5-22-48, 14 candidates—WP.
5385. Principal Clerk, Department of Taxation & Finance, held 5-22-48, 62 candidates—WP.
7005. Senior Corporation Tax Examiner, held 5-23-48, 15 candidates—WP.
5175. Supervising Corporation

(Continued on Page 9)

# STATE AND COUNTY NEWS

## Assn. Gets Assurance New Test Rating Plan Will Be Carefully Used

ALBANY, Aug. 9—Representatives of the Civil Service Employees Association conferred with officials of the Civil Service Department on August 4, with reference to changes in civil service regulations providing for a new method of rating civil service examinations.

The new system provides that: Passing marks on examinations may now be set with reference to the number and quality of eligibles needed and the difficulty of the test, instead of always being fixed at the arithmetic percentage of 75 of the questions asked. The top rating of 100 may be given to the best paper in an examination when a test is too difficult for anybody to answer all the questions correctly in the time allowed. Results of examinations will still be expressed "on a scale of 100," and the passing mark will be reported as "75" but not as "75%."

**Different Scaling Formulas**  
When the passing mark of 75 is on a strict percentage basis, the amended regulations provide a choice of several different formulas for scaling all other ratings in an examination. The formula used and reasons for its use are to be shown to candidates upon request. All ratings must be posted to the individual examination papers before the papers are identified, thus preventing adjustment of the rating scale in favor of individual candidates.

Those present at the conference included Charles Campbell, Administrative Director, Thomas L. Bransford, Director of Examinations for the Department of Civil Service; Jesse B. McFarland, Vice President, John E. Holt-Harris, Counsel, J. D. Lockner, Executive Secretary, and William F. McDonough, Executive Representative, for the Civil Service Employees Association.

**Purposes of the Plan**  
The new plan was fully explained by the civil service officials. It was stated that the plan was now being used in many other jurisdictions and was checked by the examination experts of the de-

partment and adopted only after its practicability seemed without question.

It was felt by Civil Service officials that the plan will result in making possible the supplying of lists of qualified candidates for the many positions in the State service much more expeditiously than other present regulations, that standards will be improved, and that the fact of adjustments of ratings on the new point basis will not be followed without the approval of both the Director of Examinations and the Administrative Director assures complete guarding of examination procedures.

**Complete Confidence**  
Association representatives urged that as the merit system is essential to good civil government, an efficient competitive examination process is essential to the success of the merit system. They pointed out citizens and civil service employees must always have complete confidence that the rating plan will maintain the quality of examinations and the standards of fitness appropriate to the particular job to which applied. They stressed the importance of the exercise of the most careful personal responsibility on the part of the Director of Examinations and the Administrative Director in the case of each examination.

**No Substitutes**  
"The public now has confidence in the practicability of testing processes in public personnel administration and they understand that there is no substitute for open opportunity for citizens to qualify for public positions on the basis of ability proven in open competitive tests," said one of the Association's spokesmen.

Association representatives expressed full assurance as to the desire and will of the Civil Service Department officials to utilize the new method intelligently and fairly, and assured the Commission of Association cooperation in all feasible efforts to bring about the more expeditious establishment of eligible lists of qualified persons.

## Orange County Employees Ask 'Sliding Scale' Pay Plan

GOSHEN, Aug. 9—Employees of Orange County are appreciative of a recent emergency raise in pay granted them, but they also know how the price of meat and all other commodities are going. So they're asking the Board of Supervisors to consider the matter once again; and specifically, they suggest adoption of the "sliding scale" salary plan, such as operates in Westchester County.

A letter sent to the Board of Supervisors by the Orange County chapter of the Civil Service Employees Association reads:

"At an Executive Committee meeting of the Orange County Civil Service Employees Association held July 12, 1948 I was directed to express to you our sincere thanks for the action taken by

you at your meeting on July 6, 1948 when you granted the employees an additional economic emergency compensation of \$62.50 for the five months August 1 to December 31, 1948. I want you to know that the employees are very grateful to your honorable Board for this recognition of their needs in meeting the present high cost of living.

"Although your action in our behalf is greatly appreciated, the employees again wish to petition your Board to consider a cost-of-living compensation based on a sliding scale as was presented to your board on October 7, 1947. If your Board were to adopt such a plan based on the United States Department of Labor Index, at six-month intervals such compensation would be adjusted, pro-

vided the cost of living had increased or decreased at least two points, until dropped altogether because of normal times.

"We feel that our proposed plan would be advantageous to the county as well as to the employees because it is automatic and would not in any way change the Salary Act. With this plan in effect, your honorable Board would not ever again be asked to consider requests for adjustments in cost-of-living pay, nor would there be a delay of nine months for such legislation to be enacted.

"We again respectfully urge you to adopt our proposed cost-of-living plan as set forth in the attached resolution which was originally presented to your honorable Board by Superintendent Anderson and Kane."

## Salary Board Vetoes Pay Plea of Shop Workers

ALBANY, Aug. 9—Requests for a general upward salary reallocation for positions in four State departments have been turned down by the State Salary Standardization Board.

Requesting the pay boosts were representatives of 44 Industrial Shop Workers in Mental Hygiene, one in Health, three in Correction and one in Social Welfare.

Also heard at a recent hearing conducted by the board were representatives of 20 head industrial

shop workers in Mental Hygiene and two in Correction.

A Board spokesman told The LEADER the decision was to retain present allocations for the groups.

**Present Pay Ranges**  
Head industrial shop workers receive the following salary range, including overtime and emergency compensation: Department of Mental Hygiene (44 hour week) \$2,884 to \$3,643. Department of Correction (40 hour week) \$2,622 to \$3,312.

Industrial shop workers receive

the following salary range, including overtime and emergency compensation: Department of Health and Mental Hygiene, (44 hour week) \$2,429 to \$3,188. Department of Correction and Social Welfare (40 hour week) \$2,208 to \$2,898.

According to a description of the work, given at the hearing, the industrial shop workers produce and repair a variety of items at State institutions including mattresses, brooms, brushes, furniture, window shades, shoes.

## Independent Nominations Can Be Made for Posts in Civil Service Association

ALBANY, Aug. 9.—A call has gone out for independent nominations for the election of top officers next October at the annual meeting of The Civil Service Employees Association.

Association members have until Sunday, September 5, to file petitions for independent nominations with the Association Secretary, Room 156, State Capitol, Albany 1, N.Y. Petitions for officer nominations, Association headquarters explained, must be signed by at

least five per cent of the Association membership; for members of the State Executive Committee signatures are required from at least 10 per cent of the members of the department making the nomination.

Independent nominations will appear on the ballot with those candidates already chosen by the Nominating Committee. They are provided for in the Association's Constitution.

(The list of nominees selected by the Nominating Committee was carried in last week's LEADER.)

## The 4 Seasons

ALBANY, Aug. 9.—Now that he has talked to a group of youthful sportsmen, Game Protector Paul J. Benoit of the Saranac Lake section, thinks that certain phases of education apparently are based on geographical pursuits, according to the July "New York State Conservationist" magazine.

Benoit gave a talk at the Vermontville school in Franklin County. A few days later the teacher gave an examination in social studies. One of the questions was to name the four seasons of the year.

Nine-year-old George Canty listed them as follows: "Hunting season, fishing season, trapping season and beaver season, sometimes!"

## Assn. Prepares Action on Soaring Living Costs

(Continued from Page 1)  
of Labor Statistics, was 171.7 per cent of the 1935-39 average.

The Association indicated its study of price trends, being made in the light of industry's third-round salary adjustment, is designed to safeguard:

(1) Any further loss of workers from public service to private employment.

(2) Fair standards of living for the civil service group.

The steady rise of costs is shown in the following Cost of Living Index, prepared by the U. S. Bureau of Labor Statistics: (1935-39 = 100)

	Large Cities	New York	Buffalo
1940 Mar. 15	99.8	101.2	100.5
1941 Apr. 15	102.2	102.3	104.1
1942 Apr. 15	115.1	112.6	119.0
1943 Apr. 15	124.1	122.8	127.4
1944 Apr. 15	124.6	125.3	124.9
1945 Apr. 15	127.1	127.4	127.1
1946 Apr. 15	131.1	133.6	131.2
1947 Apr. 15	156.2	156.8	155.3
1947 Oct. 15	163.8	161.7	162.6
1947 Nov. 15	164.9	163.3	...
1948 Apr. 15	169.3	167.0	167.2
1948 May 15	170.5	167.5	...
1948 June 15	171.7	169.1	...

READ THE LEADER regularly for full reports of new open-competitive and promotion examinations.

## Court Says Vet Can Be Fired At End of His Trial Period

"Veterans' protection against arbitrary and capricious dismissal from civil service jobs is wiped out by the Supreme Court decision in the Wolf case," Milton M. Levin, NYC attorney, charges in moving for an appeal.

The court refused to void the dismissal of Herman Wolf, former Guard for the State Correction Department at Woodbourne, effective the final day of three months probationary period. No charges had been lodged against him.

The court also ordered Mr. Wolf reinstated for the duration of the probationary period which was interrupted by what the court called an illegal dismissal; this is on a "bookkeeping" basis, however, with the ex-Guard receiving a salary for the period but not actually working.

Mr. Levin who represents Mr. Wolf, held that the court was setting a precedent which would empower supervisors to dismiss veterans at the end of a probationary period without preferring charges of misconduct or incompetence. He held that this voids guarantees given veterans under Section 22 of the Civil Service Law.

Protection Limited  
The appeal is based on claims

that the court decision limits veterans' protection from removal to only the first 89 days of the probationary period; on the final day the department would have the power to discharge veterans without cause.

The court acted upon a report submitted by Referee Charles B. Sears. Kent H. Brown, Assistant Attorney General, represented the state.

The issue came about, according to Mr. Levin, when Mr. Wolf became ill and failed to report for work after his first week as a probationary Guard. When he returned, the department refused to let him resume work, although issuing no charges, he said. Later, he received notice of his dismissal at the end of the probationary period.

## 30 Steno, Typists Appointments Filled

ALBANY, Aug. 9—The State Civil Service Department reports it has filled 30 permanent Stenographer, Typist and Clerk items in the past month. A department spokesman said only four or five additional Stenographers are needed to complete the agency's permanent roster.



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**ACCOUNTANT AND AUDITOR** (Public Accounting), \$3,727 to \$6,235.—Positions are in Washington, D. C., and vicinity. Requirements: Responsible accounting experience, part of which must be in public accounting. No written test. No closing date. Announcement 62 and amendments.

**AERONAUTICAL RESEARCH SCIENTIST**, \$3,727 to \$10,305.—Most positions are in field laboratories of the National Advisory Committee for Aeronautics. Requirements: Appropriate education and experience in such fields as engineering, physics, chemistry, and mathematics. File application with Board of U. S. Civil Service Examiners at one of the Aeronautical Laboratories listed in announcement. No closing date. Announcement 47 and amendment.

**ASTRONOMER**, \$3,727 to \$7,432.—Positions are in Washington,

D. C., and vicinity. Requirements: College study and/or technical experience plus professional experience in astronomy. No written test. No closing date. Announcement 77 and amendment.

**BACTERIOLOGIST (Medical) — BIOLOGIST — CHEMIST — ENTOMOLOGIST — MYCOLOGIST — PARASITOLOGIST — SEROLOGIST**, \$3,727 to \$6,235.—For duty in Hawaii and throughout the United States. Requirements: Appropriate college study and/or experience plus professional experience in the appropriate field. No written test. Apply to the Executive Secretary, Board of U. S. Civil Service Examiners, Federal Security Agency, U. S. Public Health Service, Communicable Disease Center, 605 Volunteer Building, Atlanta 3, Ga. No closing date. Announcement 5-82-4 (48).

**CHEMIST**, \$3,727 to \$6,235.—Optional Branches: Analytical, Bio-chemistry, Inorganic, Organic, and Physical. For filling positions in Washington, D. C., and vicinity; and a limited number of positions throughout the country. Requirements: Appropriate college study or a combination of such study and experience, plus professional experience in chemistry. No written test. Closing date—December 31, 1948. Announcement 94.

**CHEMIST — ENGINEER — METALLURGIST — PHYSICIST — MATHEMATICIAN**, \$3,727 to \$6,235.—For duty in Washington, D. C., and vicinity. Requirements: College study and/or technical experience plus professional experience in the appropriate field. No written test. File application with the Executive Secretary, Board of U. S. Civil Service Examiners for Scientific and Technical Personnel of the Potomac River Naval Command, Building 37, Naval Research Laboratory, Washington 20, D. C. No closing date. Announcement 4-34-2 and amendment.

**CLINICAL PSYCHOLOGIST**, \$4,479 to \$7,432.—For duty in the Veterans Administration in Washington, D. C., and throughout the country. Requirements: Appropriate college training and experience. No written test. No age requirements. No closing date. Announcement 33 and amendment.

**COAL MINE INSPECTOR**, \$4,479 to \$6,235.—Jobs are located throughout the United States. Requirements: Appropriate coal-mining experience. Maximum age limit, 48 years. No written test. No closing date. Announcement 65 and amendments.

**DIETITIAN**, \$2,974 to \$5,232.—For duty in Federal hospitals in Washington, D. C., U. S. Public Health Service hospitals throughout the country, and in the Panama Canal Zone. Requirements: Appropriate college study plus hospital training or experience. No written test. No closing date. Announcement 52 and amendments.

**DRAFTSMAN (Patent)**, \$2,498 to \$3,351.—Positions are in Washington, D. C., and vicinity. Requirements: Submission of sample of drafting work, and appropriate drafting experience. Pertinent study may be substituted for part of the experience. No written test: To be considered immediately for positions, apply before Tuesday, August 24. Closing date—December 31, 1948. Announcement 108.

**ELECTRONIC ENGINEER — PHYSICIST**, \$3,727 to \$8,509.—Positions are in the following laboratories: U. S. Navy Underwater

Sound Laboratory, Fort Trumbull, New London, Conn.; Naval Research Laboratory Field Station, Boston, Mass.; Cambridge Field Station, Watson Laboratories, Air Materiel Command, Cambridge, Mass. Requirements: Education and/or technical experience plus professional experience in the appropriate field. No written test. File application with the Executive Secretary, Board of U. S. Civil Service Examiners, at the laboratory in which you desire employment. No closing date. Announcement 1-34 (1947).

**ENGINEER**, \$2,974, \$3,727, \$4,479.—For duty in the Bureau of Reclamation in the western and midwestern sections of the country. Requirements: For positions paying \$2,974—Eligibility in a written test plus appropriate education and/or technical experience. Age limits: 18 to 35 years. For positions paying \$3,727 and \$4,479—Appropriate education and/or technical experience plus professional experience in engineering. No written test. Age limits: 18 to 62 years. Send application to the Executive Secretary, Central Board of U. S. Civil Service Examiners, Bureau of Reclamation, Denver Federal Center, Denver, Colorado. No closing date. For 2,974 positions, Announcement 13-1-2 (48); for \$3,727 and \$4,479 positions, Announcement 13-300 (1947) and amendment.

**ENGINEER**, \$3,727 to \$7,432.—For duty in Navy Department and other Federal agencies in Pennsylvania and Delaware. Requirements: College study in engineering and/or technical experience plus professional experience in engineering. No written test. File application with the Recorder, Board of U. S. Civil Service Examiners, Naval Air Materiel Center, U. S. Naval Base Station, Philadelphia 12, Pa. No closing date. Announcement 3-89 (1947) and amendment.

**GEOLOGIST**, \$4,479 to \$7,432.—Positions are in Washington, D. C., and vicinity, in various Federal agencies, and throughout the country in the Departments of Agriculture and Interior. Requirements: Appropriate college study or a combination of such study and technical experience plus professional experience in geology. No written test. No closing date. Announcement 61 and amendments.

**HOME ECONOMIST (Electri-**

cal), \$3,727 and \$4,479; **INSPECTOR (Poles)**, \$4,479; **RURAL ELECTRIFICATION ENGINEER**, \$3,727 to \$5,232.—For duty in Washington, D. C., and throughout the United States. Requirements: For Home Economist and Rural Electrification Engineer, appropriate college study and/or experience plus professional experience in the appropriate field; for Inspector (Poles), experience in preservative treatment and inspection of heavy timber products, including treated poles or piles. No written test. Apply to Executive Secretary, Board of U. S. Civil Service Examiners for the Department of Agriculture, Agricultural Research Center, Beltsville, Md. No closing date. Announcement 4-69-1 (1948) and amendment.

**MEDICAL OFFICER**, \$4,479 to \$6,235.—For duty in Washington, D. C., throughout the United States, and the Panama Canal Zone. Requirements: Graduation from medical school; current medical and surgical license (waived for certain persons and positions);

(Continued on Page 9)

## 600 NYC Health Dept. Jobs Open Up

(Continued from Page 1)

**Reorganization in Effect**

Meanwhile, the reorganization of the department went into effect last week. Nineteen different units were placed in five major divisions with two divisions headed by Deputy Commissioners and three by Assistant Commissioners. Four other units of the Department, the Bureau of Personnel, Legal Division, Public Information and Analysis units, will operate directly under Dr. Harry S. Mustard, Commissioner of Health.

**Civil Service Commissioners**

The three Assistant Commissioner posts will be filled on an open-competitive basis from civil service lists. The appointments made last week, all career men, were on a provisional basis. The department has requested the Civil Service Commission to make them permanent on the basis of the men's qualifications. If the Commission refuses, a test will be held later.

The appointments made by Dr. Mustard, their salaries and the divisions they will direct are:

**DR. SAMUEL FRANT**, (\$10,000) First Deputy Commissioner, will co-ordinate the activities of the other divisions, assign department staff members, serve as Commissioner during any absence of the Commissioner and head the Community Health Services division of the department.

**MATTHEW A. BYRNE** (\$9,500) who has been Deputy Commissioner in charge of administrative services since 1946, will continue in that post. He will serve as the department's budget officer, assign non-professional personnel and represent the Commissioner in dealing with groups of employees. Mr. Byrne, 61 years old, has been with the department for 45 years.

**DR. RALPH S. MUCKENFUSS**, (\$10,000) will service as Assistant Commissioner in charge of the Preventable Disease and Adult Hygiene Services Division. Dr. Muckenfuss, 49 years old, has been with the department since 1935.

**DR. LEONA BAUMGARTNER** (\$9,000) will service as Assistant Commissioner in charge of the Maternal and Child Health Services Division. Dr. Baumgartner, 46 years old, joined the department in 1937.

**JEROME TRICHTER** (\$8,500) has been named Assistant Commissioner in charge of the Environment Sanitation Services Division. Trichter, 43 years old, is a graduate of Brooklyn College of Pharmacy, 1925, and has been with the department since 1930.

Dr. Mustard also designated **HARRY HOLLANDER**, former deputy assistant Corporation Counsel, as counsel to the Health Department and chief of the Department's legal division (\$8,400).

**Other Changes**

Under the reorganization, the

(Continued on Page 12)

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# Civil Service LEADER

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TUESDAY, AUGUST 10, 1948

## Must 1,000 DPUI People Really Get Dismissed?

ONE thousand employees have been dismissed from the Division of Placement and Unemployment Insurance, a New York State agency. The dismissals came as the result of a sharp cut in Federal funds.

The New York City offices of the agency, it is learned, will be fearfully hit by the cut. It simply is not possible for the public to receive the same services with 1,000 less employees as it receives with 1,000 more. Even with the larger number of employees, DPUI is an active place, with workers on a constant rush-rush to meet the demands of the job. It is safe to predict that important services will suffer. Example: Since the Placement section will be heavily hit by the dismissals, here is one likely result. Persons receiving unemployment insurance payments will have less chance of getting placed; hence they will be receiving unemployment checks over a longer period than they otherwise would. Net result: More cost to the State.

Unfortunately the mood of the rump session has hardly been such that an appeal could be successfully made to it for restoration of the funds. But all interested parties—and this includes all civic organizations—should prepare now for action on this issue with the 81st Congress. Moreover, consideration should be given to Commissioner Corsi's idea that the State should have greater say over the department's funds.

As for immediate steps: A meeting between Commissioner Corsi and The Civil Service Employees Association is called for immediately. Such a meeting might find ways of reducing the number of employees to be fired, and of easing the plight of others by possibly extending their period of employment a little longer. A program for joint approach to the Federal government on this issue might be worked out.

The firing of 1,000 workers—even temporary workers—is a grave matter. It should not be effectuated until every possible means of alleviating the situation has been explored.

## Discrimination vs. The Merit System

PRESIDENT TRUMAN's recent order forbidding discrimination in the Federal service is no new thing. Discrimination has long been forbidden both by law and executive order. Officials practicing discrimination are subject to serious penalties.

The Department of Justice is responsible for the prosecution of Federal officers and employees who violate the laws against discrimination. The head of each department and agency is responsible, in the first instance, for seeing that the men and women under him observe the Federal policies outlawing discrimination.

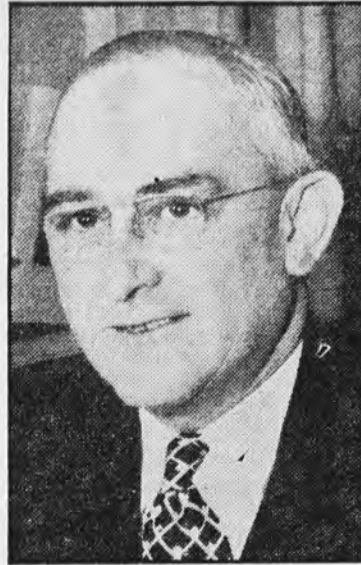
Nevertheless, the cold fact is that discrimination on grounds of race, creed, or religion does exist. This is common knowledge. And the fact that the President had to issue such an order is tacit admission that this peculiarly ugly phenomenon is present in the Federal establishment.

The practice of discrimination, under whatever guise, is directly contrary to the principles of merit in government service. The appointing officer is paid to observe, not sabotage, the merit system. The merit system enunciates the doctrine that the work of the government—the work of all the people—shall be performed by the best fit, as determined by no consideration other than capability, qualifications and loyalty.

Any official who practices discrimination in the filling of Federal jobs deprives the American people of the best services they can get for their money. Moreover, he violates the dictates laid down by our laws and executive policies. In a broader sense, he violates the basic democratic idea that every man is entitled to a fair and equal opportunity in employment: and he does it in a business not his own but belonging to the people.

Where the prejudice of an appointing officer collides with the interests of the nation, the prejudice must give way. Where discrimination is proved, the crackdown upon the offender should be swift and decisive.

## Merit Man



### Joseph O'Connor: Troy Boy Makes Good

IT SPENDS over a billion dollars a year and few people seem interested in how or why. That sum—staggering even in this age—is the budget for the Federal Security Administration, a relatively little-known agency which administers almost the entire program of social service for the Federal government.

In the New York area the task of coordinating this catch-all agency's activities is in the hands of Joseph B. O'Connor, newly promoted Regional FSA Director who has been serving the Federal government for almost 30 years, 25 of them in the competitive service.

#### Public Must Learn

Mr. O'Connor recognizes that not the least of his jobs is acquainting the general public with the FSA program, which has a vital effect upon the every-day lives of millions of Americans. This ever-growing agency, in cooperation with State and local governments, dispenses benefits in such areas as education, medical care, old-age insurance, unemployment insurance, vocational rehabilitation and child welfare.

Grants-in-aid are distributed by the FSA to State and local agencies through the Office of Education, the Children's Bureau, the Bureau of Employment Security (which includes State unemployment insurance and public employment services), and the Office of Vocational Rehabilitation. It operates directly via the Food and Drug Administration, the Bureau of Medical Services (which includes the U. S. Public Health Service), and the Bureau of Old Age and Survivors Insurances.

These, Mr. O'Connor points out, just scratch the surface of a long list of services under FSA control. Agency activities were decentralized to a regional level under a recent reorganization.

#### A Competitive Man

Mr. O'Connor was promoted to Regional Director last July after taking a competitive civil service examination. He began his Federal service career 25 years ago as an Examiner for the Interstate Commerce Commission. Previously, he was in the banking and brokerage business in NYC, and a public accountant in Norfolk, Va., where he was affiliated with the Seaboard Airline Railroad. He also held an exempt position with the U. S. Railroad Administration from 1921 to 1925 before accepting a competitive service appointment.

On his rise through the ranks, Mr. O'Connor was successively Bank Examiner for the Farm Credit Administration, Regional Deputy Director of the Social Security Board and Regional Director of the War Manpower Commission during the war years. During the demobilization period he became Regional Director of the U. S. Employment Service, and held that position until his promotion last July.

As FSA Regional Director Mr. O'Connor has jurisdiction over New York, Pennsylvania, New Jersey and Delaware. He is charged with carrying out agency policies and general administrative supervision of regional activities.

#### The Opportunities

Mr. O'Connor believes there is advancement potentials for professionals and administrators entering the merit system in all levels of government, provided they enter with the idea of starting at

## Vet Preference Sentiment Veering To Mitchell Bill

A RISING tempo of interest is evident this week among public employee groups in bills designed to alter veterans preference in New York State.

Two bills were passed by the State Legislature at its last session. One or both of these bills must be passed again and then submitted to a referendum before becoming law. The present veterans preference act is such that it has created dissension between veteran and veteran; and the need for altering it has been clear to all. Both of the new bills seek to make such alterations.

The two present measures are known as the Mitchell and the Condon bills. Each grants preferences to veterans. The Mitchell bill was drawn up, however, with a view to eliminating some of the difficult features which have shown up in the present measure. So carefully has this bill been drawn that the groups which have expressed themselves so far—both veteran and non-veteran—have expressed a marked preference for the Mitchell bill over the Condon measure. The reason is that the Mitchell bill distributes preferences equitably among various civil service groups, whereas the Condon measure favors the disabled veteran sharply above the non-disabled veteran as well as the civilian. Veterans and non-veterans cooperated in drawing up the Mitchell bill.

#### The Measures Compared

Here are some of the differences in the two measures.

1. In the Mitchell bill, preference is permanent. In the Condon bill, it applies for five years, except for disabled veterans. The Mitchell bill thus endeavors to solve this problem once and for all, whereas the Condon measure has in it the seeds of later controversy. It cannot be shown to the rank and file of non-disabled veterans that preference ends for them in five years while continuing indefinitely for disabled veterans.

#### Disabled Vets Get Preference

2. The Mitchell bill provides for preference on appointment and promotion. The Condon bill grants preference to non-disabled veterans only on appointment. Disabled vets get preference both on appointment, and all promotions.

3. The Mitchell bill gives a ten-point preference to disabled veterans and five points to non-disabled veterans added to the final mark on examination for appointment. The Condon bill gives absolute preference to non-disabled veterans, but only on original appointment.

#### Promotion Tests

4. On promotion examinations the Mitchell bill grants five points to disabled veterans, and two and one-half points to non-disabled veterans—and for them, that preference is absolute.

#### Using the Preference

5. Under the Mitchell bill, preference may be used on one exami-

nation. If the veteran is not appointed or promoted, he may use it again until he is successful. The Condon bill provides no promotion preference for the non-disabled veteran; the disabled veteran gets preference on every promotion examination.

#### When Present Law Expires

6. The Mitchell Bill provides that those veterans remaining on a promotion list when the present preference law expires will receive the benefits provided by the Mitchell bill. Under the Condon bill, however, non-disabled veterans remaining on the list at the expiration of the present law lose all preference.

7. Those veterans already promoted under the preference law have a preference under the Mitchell bill. The Condon law would give only the disabled veterans such a preference.

#### What Happens If —

It is clear that if the Condon bill becomes law, opportunities for promotions to higher ranks will be limited almost exclusively to disabled veterans. Non-disabled veterans would have no preference for promotion.

#### Non-Veterans

As for those employees without veteran status, it would be almost impossible for them to get anywhere. The situation is this: the non-veteran is stymied by the veteran, and the non-disabled veteran is blocked by the disabled veteran. Already, case after case is on the record where highly competent services needed by the community cannot be had because of this "blocking" system.

Preference rests on the theory that the individual must be given an advantage which he may have lost as a result of his going to war. However, it must not be forgotten that thousands of men who desired to enlist were prevented from doing so because the work they were engaged in was declared essential: for example, members of the police departments. Thousands of young people, too young to have served in the armed forces, who might wish to make civil service their career, would, under the Condon bill, have no incentive to do so. Women occupy thousands of civil service positions. It has been estimated that 95 per cent of them would be denied opportunity for entrance or promotion because of competition with veterans. Moreover, it is clear that the whole idea of the merit system cannot last long if meritorious individuals can never rise in the service.

It is these reasons, among others, which have impelled a strong stand of employee organizations, both veteran and non-veteran, in favor of the Mitchell bill.

The LEADER will be glad to have letters from the readers expressing their views on the subject of veteran preference.

the bottom and "giving forth all their efforts to the jobs assigned to them at the moment." Promotion and recognition will come later, he says.

Within the past 20 years, Mr. O'Connor points out, all levels of government have come to recognize the necessity of maintaining merit systems in their agencies to better fulfill their programs. Looking back on his years of service, he asserts that "in no agency where I worked did the employees fail to put forth their best efforts."

The Regional Director praised his staff for its cooperation since he first took charge, declaring that he is "fortunate" in having staff members who are leaders in their fields.

#### Interested in Vets

Mr. O'Connor is a World War I veteran and has shown intense interest in the welfare of all veterans. In the depression years, he served on the Veterans Emergency Relief Board which aided unemployed veterans. He also served on the Executive Committee of the NYC Veteran Service Center.

Shortly after V-J Day, Mr. O'Connor, as Regional Director of the USES, organized a State-wide

drive in which leaders of management, labor, clergy and veteran organizations consolidated their efforts to find employment for returning servicemen; particular attention was given to disabled veterans.

#### A Troy Boy

Mr. O'Connor was born in Troy and attended St. Laurent College in Montreal, and Catholic University in Washington, D. C. His college career was interrupted when he enlisted in the Navy in 1917. At that time there were no special schools to train officers. Instead, candidates were given competitive examinations and the top men were commissioned; Mr. O'Connor was one of 25 men chosen from 1,500 competing for commissions.

Mr. O'Connor was married while in service to Virginia F. Woycott of Norfolk, Va. They have two children, Joseph B., who is a Lieutenant at Fort Knox, Ky., and Mrs. Virginia Puth, of Norfolk.

FOR THE STRAIGHT civil service story, make sure you miss no issues of The Civil Service LEADER.



JOB NEWS

U. S.

(Continued from Page 7)

for two lower grades, full internship, either general rotating or in specialty (waived for certain positions); for two highest grades, professional medical experience. Maximum Age Limits: For Panama Canal Service, 45 years; for Indian Service, 50 years; for other agencies, 62 years. 45- and 50-year age limits waived to 62 years, and 62-year age limit waived without limitations for persons entitled to veteran preference. No written test. No closing date. Announcement 106.

**MEDICAL OFFICER (Rotating Intern)**, First year—\$2,200; Second year—\$2,400. (Psychiatric Resident), \$2,400 to \$4,100.—Appointments are open for July 1, 1949 at St. Elizabeths Hospital, Washington, D. C. Requirements: For Intern positions, applicants must be third or fourth-year students in an approved medical school; for Psychiatric Resident positions, applicants must be graduates of an approved medical school with a degree of doctor of medicine, and have served or be serving an approved internship. No written test. No closing date. Announcement 103.

**MESSENGER**, \$2,020. — Only persons entitled to veteran preference may apply. For duty in Washington, D. C., and vicinity. Requirements: Eligibility in a written test. No experience necessary. No age requirements. No closing date. Announcement 58 and amendment.

**METEOROLOGIST**, \$2,974. — For duty in the U. S. Weather Bureau in Washington, D. C., and throughout the country, in United States territories and possessions, and in foreign countries. Requirements: Eligibility in written test plus appropriate experience and/or education. Age limits: 18 to 35 years. Closing date—August 31, 1948. Announcement 107.

**NAUTICAL SCIENTIST**, \$3,727 to \$6,235.—For duty in Washington, D. C., and vicinity. Requirements: Graduation from U. S. Naval Coast Guard, or National Maritime Academy or a state maritime academy, plus sea exper-

ience; or sea experience plus nautical science experience or education at a national or state maritime academy. Additional nautical science experience for higher grades. No written test. Closing date—December 31, 1948. Announcement 104.

**OCEANOGRAPHER**, \$3,727 to \$10,305.—Positions are in Washington, D. C., and throughout the country. Requirements: Appropriate college study or experience plus professional experience in oceanography. No written test. No closing date. Announcement 67 and amendment.

**OFFICE APPLIANCE REPAIRMAN**, \$2,350 to \$2,799, \$3,024, \$3,225.—Vacancies are in Washington, D. C., and vicinity. Requirements: Experience in the repair of office appliances. For two highest grades, experience in making parts for machines required. Some supervisory experience necessary for highest grade. No written test. Closing date—August 17, 1948. Announcement 105.

**PATENT EXAMINER**, \$2,974.—For duty in Washington, D. C., and vicinity. Requirements: Eligibility in written test plus appropriate education and/or experience. Age limits: 18 to 35 years. No closing date. Announcement 102.

**PATENT EXAMINER**, \$3,727.—Positions are in Washington, D. C., and vicinity. Requirements: Appropriate college study and/or technical experience plus one year of professional experience in patent law, engineering, technology, or physics. No written test. Closing date—August 31, 1948. Announcement 91.

**PHYSICAL THERAPIST**, \$2,974 and \$3,727.—Positions are in Washington, D. C., and throughout the country. Requirements: Graduation from approved school of physical therapy. Professional experience in physical therapy also required for \$3,727 positions. No written test. File application with Board of Civil Service Examiners at appropriate Veterans Administration Branch Office (see announcement for addresses). No closing date. Announcement 81 and amendment.

**PHYSICIST**, \$3,727 to \$6,235.—Optional Branches: Electricity and Magnetism, Heat, Light, Mechanics, Modern Physics, and Sound. For duty in Washington, D. C., and vicinity. Requirements: Appropriate college study or a combination of such study and experience plus professional experience in physics. No written test. Closing date—December 31, 1948. Announcement 93.

**POULTRY COORDINATOR — VETERINARY COORDINATOR**, \$5,232 and \$6,235.—For duty in the Bureau of Animal Industry, Department of Agriculture, in Beltsville Md., and throughout the United States. Requirements: For Poultry Coordinator, appropriate college study and/or technical experience plus professional experience in organized poultry improvement work; for Veterinary Coordinator, completion of full course in recognized veterinary college plus professional experience in poultry disease control work. No written test. File application with the Executive Secretary, Board of U. S. Civil Service Examiners for the Department of Agriculture, Agricultural Research Center Beltsville, Md. No closing date. Announcement 4-69-2.

**PRINTER (MONOTYPE KEYBOARD OPERATOR AND SLUG MACHINE OPERATOR)**, \$2.12 an hour.—For duty in the Government Printing Office, Washington, D. C. Requirements: Five years of appropriate experience. No written test. No closing date. Announcement 100

**SOCIAL WORKER**, \$2,974 to \$4,479.—For duty in Washington, D. C., and throughout the United States. Requirements: Eligibility in a written test, plus appropriate college study or experience in social work, or a combination of such study and experience. No closing date. Announcement 99 and amendment.

**STENOGRAPHER AND TYPIST**, \$2,284 to \$2,724 (most positions start at \$2,498).—For duty in Washington, D. C., and vicinity. Requirements: Written test, including typewriting, general test, and stenography (for stenographers only). No closing date. Announcement 18 and amendment.

**STUDENT DIETITIAN**, \$1,470. Courses will be given in Veteran Administration, War Department,

STATE Promotion

**7119. Chief Auditor of State Payrolls**, Office Audit Section, Audit and Control (Prom.). \$6,700 which includes a cost of living bonus of \$700. Five annual salary increases of \$275. Fee \$5. Vacancy in Albany. (Closes Friday, August 20.).

**7118. Office Machine Operator (Tabulators - IBM)** (Prom.). Promotion unit IIF, which includes the Local Assessments Bureau, Division of the Treasury, and the Unemployment Insurance Benefit Section of the Division of the Treasury, Department of Taxation and Finance. Entrance salary \$1,840; five annual salary increases of \$120. Fee \$1. Several vacancies exist. (Closes Friday, August 20.).

Special note to former United States Employment Service Employees: Any persons employed by the United States Employment Service who was transferred to New York State Service pursuant to the provisions of section 641 of the labor law, (Chapter 779 of the laws of 1946) shall be eligible to compete in an examination for each position held by him in the United States Employment Service for a period of at least three months prior to the resumption of function by New York State on November 16.

This examination is held pursuant to Section 641 of the Labor Law for the filling of positions transferred from the United States Employment Service to the Division of Placement and Unemployment Insurance on November 16, 1946. The eligible list promulgated as a result of this examination will be used for a period of six months from the date of its establishment for filling the position of Head Clerk (Purchase) in the Division of Placement and Unemployment Insurance and may be used for vacancies in the Division of Placement and Unemployment Insurance up to a period of four years.

**7819. Head Clerk (Purchase)**, Upstate Area, Division of Placement and Unemployment Insurance, Department of Labor, (Prom.) \$3,714, which includes a cost-of-living bonus of \$474; five annual salary increases of \$132. Fee \$3. One vacancy exists in the Albany office. This examination will be the only opportunity for former U. S. Employment Service employees to compete for Head Clerk (Purchase) or Head Clerk. (Closes Thursday, August 12.).

STATE Open-competitive

The State is looking for men and women who can qualify for jobs in 22 titles at salaries of \$2,622 to \$6,700.

Applications are being issued by State Civil Service Commission offices in NYC at 270 Broadway, and in Albany at 39 Columbia Street or the State Office Building. They may be obtained in person or by mail, but must be filed by Monday, August 23.

Appointments will be made in the fields of engineering, marketing, education, motion pictures, trades, laboratory work, pharmacy, dentistry and psychiatry. Give the number of the exam you're interested in when you apply.

All applications must be filed with the Commission at the Governor Alfred E. Smith State Office Building, Albany 1, N. Y.

Three examinations, Associate Cancer Radiologist, Senior Psychiatrist and Biochemist, are open to non-states residents; the others

and U. S. Public Health Service hospitals. Requirements: Appropriate college study. No written test. Age limits for War Department: 20 to 26½ years all others, 18 to 35 years. No closing date. Announcement 73 and amendments.

**VETERINARIAN**, \$2,974 and \$3,727.—Vacancies are in Washington, D. C., and throughout the United States. Requirements: Appropriate college study. For the \$3,727 positions, 1 year of professional veterinary work or 1 year of graduate study is also required. No written test. No closing date. Announcement 64 and amendment.

Film Men Needed

The Signal Corps is looking for people who can make movies. The jobs are located in New York and New Jersey at salaries ranging from \$2,724 to \$5,232.

Candidates may file for three examinations from which appointments will be made to Film Editor, CAF-10, at \$4,588, and CAF-11, at \$5,232; First Assistant Film Editor, CAF-7 to 10, at \$3,727 to \$4,-

479, and Second Assistant Film Editor, CAF-4 to 6, \$2,724 to \$3,-351.

Applications and additional information may be obtained from the Board of U.S. Civil Service Examiners, Signal Corps Photographic Center, 35-11 35th Avenue, Long Island City 1, N.Y. The deadline for applying is Wednesday, August 25.

are limited to residents only. Complete information on each examination follows:

MARKETING

**8208. Marketing Investigators**, Department of Agriculture and Markets. Three vacancies. Requires high school graduation and 3 years' experience in agricultural marketing; or satisfactory equivalent. Entrance salary \$3,036 which includes a cost-of-living bonus of \$396 this year. Five annual salary increases of \$120. Fee \$2.

**8208. Farm Products Inspector**, Department of Agriculture and Markets. Several vacancies. Requires U. S. Department of Agriculture licenses to inspect and certify 8 New York State farm products, high school graduation and 3 years' experience in inspecting and grading fresh fruits and vegetables; or satisfactory equivalent. Entrance salary \$3,036 which includes a cost-of-living bonus of \$396 this year. Five annual salary increases of \$120. Fee \$2.

**8207. Market Reporter**, Division of Markets, Department of Agriculture and Markets. Four vacancies for Market Reporter—2 in New York City, 1 in Syracuse and 1 in Buffalo; 1 vacancy in Buffalo for Market Reporter (livestock); 1 vacancy in New York City for Market Reporter (flowers); 1 vacancy for Market Reporter (poultry). Requires high school graduation, graduation from a two-year course in agriculture and 2 years' experience in dealing with fruits and vegetables, livestock, flowers, or poultry; or satisfactory equivalent. Separate eligible lists will be established for each specialty and candidates may compete in all options if eligible. Entrance salary \$3,714 which includes a cost-of-living bonus of \$474 this year. Five annual salary increases of \$132. Fee \$3.

**PSYCHIATRY — DENTISTRY PHARMACY — LABORATORY**  
**8067. Associate Cancer Radiologist**, Department of Health. One vacancy at Roswell Park Memorial Institute in Buffalo. Requires graduation from approved medical school, license to practice in New York State, one-year internship and 5 years' clinical specialization in the treatment of Cancer, 3 in application of radiology and deep x-ray therapy; or satisfactory equivalent. Entrance salary \$6,700 which includes a cost-of-living bonus of \$700 this year. Five annual salary increases of \$275. Fee \$5. Open to non-residents.

**8212. Senior Psychiatrist**, State Departments and Institutions. Vacancies in all institutions of the Department of Mental Hygiene and at Matteawan and Dannemora State Hospitals, Department of Correction. Requires graduation from approved medical school, license to practice medicine in New York State, one year internship and 2 years' hospital psychiatric experience; or satisfactory equivalent. Entrance salary \$5,232 which includes a cost-of-living bonus of \$612 this year. Five annual salary increases of \$220. Open to non-residents.

**8196. Biochemist**, Division of Laboratories and Research, Department of Health. Four vacancies in Albany. Requires college graduation with specialization in science, graduate study in bacteriology and biochemistry, and two years' professional laboratory experience; or satisfactory equivalent. Entrance salary \$3,450 which includes a cost-of-living bonus of \$450 this year. Five annual salary increases of \$232. Fee \$2. Open to non-residents.

**8200. Dentist**, State Department and Institutions. Vacancies at Hudson River and Rochester State Hospitals, Department of Mental Hygiene. Requires license to prac-

and one year of dental practice; or satisfactory equivalent. Entrance salary \$4,342 which includes a cost-of-living bonus of \$522 this year. Five annual salary increases of \$180. Fee \$3.

**8206. Junior Pharmacist**, State Department and Institutions. Vacancies at Craig Colony, and at Binghamton, Central Islip, Gowanda, Marcy, and Willard State hospitals, Department of Mental Hygiene. Requires graduation from a recognized college of pharmacy and license to practice in New York State. Entrance salary \$2,760 which includes a cost-of-living bonus of \$360 this year. Five annual salary increases of \$120. Fee \$8.

**8211. Senior Laboratory Technician (TB)**, State Departments and Institutions. One vacancy at Hermann H. Biggs Memorial Hospital, Ithaca. Requires college graduation with specialization in science and 2 years' experience in tuberculosis laboratory work; or satisfactory equivalent. Entrance salary \$2,622 which includes a cost-of-living bonus of \$342 this year. Five annual salary increases of \$120. Fee \$2.

ENGINEERING

**8195. Associate Transportation Engineer**, Railroad Bureau, Division of Engineering, Department of Public Service. One vacancy in New York City. Requires license to practice professional engineering in New York State and 13 years' experience in construction, operation, and maintenance of steam and electric railroads, 2 years in charge of major construction or maintenance work; or satisfactory equivalent. Entrance salary \$6,700 which includes a

(Continued on Page 10)

DPUI Posts Upstate For Purchasers

(Continued from Page 3)

equipment; consulting with the Division of Standards and Purchase and the Department of Audit and Control concerning the purchase of equipment and supplies; preparing correspondence; making arrangements for transportation of equipment and supplies.

Qualifications

Candidates must be permanently employed in the Upstate Area. Division of Placement and Unemployment Insurance in the competitive class and must meet the requirements of one of the following groups:

Either (a) three months of service prior to November 16, 1946, in the United States Employment Service under the title of Head Clerk (Purchase) or Head Clerk; or (b) one year of permanent service in a grade, the minimum base salary of which is allocated to G 10 or higher, and must have had four years of responsible supervisory experience in purchasing office supplies and equipment.

Candidates must have a thorough knowledge of purchase contracts, methods, and procedures as prescribed in New York State service; they must have ability to plan and supervise the work of others and obtain effective results.

Subjects of the Test

Written examination on the knowledges and abilities involved in the performance of the duties weight 2.

of the position—relative weight 3. Service record rating—relative Seniority—relative weight 1.

Training and experience (an evaluation of the candidate's past education and work experience in relation to the minimum qualifications for the position)—relative weight 4.

Report On State Test Progress

(Continued from Page 5)

Tax Examiner, held 5-22-48, 15 candidates—WP.

7003. Supervising Motor Vehicle License Examiner, held 5-22-48, 56 candidates—WP.

5105. Principal Stenographer (Law), Department of Law, held 6-22-48, 15 candidates—WC.

5107. Senior Stenographer (Law), Department of Law, held 5-22-48, 31 candidates—WC, TEP.

7062. Junior Civil Engineer, held 6-5-48, 180 candidates—WP.

7065. Junior Civil Engineer (Design), held 6-5-48, 15 candidates—WP.

7067. Senior Civil Engineer (Design), held 6-5-48, 24 candidates—WP.

7051. Senior Stenographer, Department of Health, held 6-5-48, 63 candidates—RSP.

7026. Account Clerk, Department of Mental Hygiene, held 6-19-48, 80 candidates—RSP.

7804. Principal Account Clerk, D.P.U.I., held 6-19-48, 38 candidates—WP.

7068. Assistant Civil Engineer, Public Works, held 6-19-48, 61 candidates—WP.

7071. Assistant Civil Engineer (Design), held 6-19-48, 12 candidates—WP.

7082. Assistant Land & Claims Adjuster, Dept. of Public Works, held 6-19-48, 44 candidates—RSP.

7081. Junior Land & Claims Adjuster, held 6-19-48, 19 candidates—RSP.

7083. Senior Land & Claims Adjuster, held 6-19-48, 23 candidates—RSP.

7801. Principal Payroll Examiner, D.P.U.I., held 6-19-48, 41 candidates—WP.

7054. Senior Typist, Department of Taxation & Finance, held 6-19-48, 24 candidates—WE.

# JOB NEWS

(Continued from Page 9)  
 tice dentistry in New York State cost-of-living bonus of \$700 this year. Five annual salary increases of \$275. Fee \$5.

8203, Industrial Consultant, Division of Commerce and Industry, Department of Commerce. Four vacancies in Albany and 1 in New

York City. Requires college graduation in mechanical or industrial engineering and 4 years' experience in industry or government, 2 years in responsible work in analyzing industrial problems; or satisfactory equivalent. Entrance salary \$4,110 which includes a cost-of-living bonus of \$510 this year. Five annual salary increases

of \$180. Fee \$3.

8204, Industrial Research Assistant, Division of Commerce and Industry, Department of Commerce. Requires college graduation in mechanical or industrial engineering and 2 years' experience in industry or government, 1 year in analyzing industrial problems; or satisfactory equivalent. Entrance salary \$3,450 which includes a cost-of-living bonus of \$450 this year. Five annual salary increases of \$132. Fee \$2.

8205, Junior Architect, State Departments. One vacancy in Division of Housing, Executive Department and several in the Department of Public Works. Requires college graduation with specialization in architecture and 1 year of experience in architecture; or satisfactory equivalent. Entrance salary \$3,450 which includes a cost-of-living bonus of \$450 this year. Five annual salary increases of \$132. Fee \$2.

8209, Senior Architectural Draftsman, Department of Public Works. Several vacancies in Albany. Requires high school graduation and 3 years' engineering or drafting experience, 1 year in architecture; or satisfactory equivalent. Entrance salary \$2,898 which includes a cost-of-living bonus of \$578 this year. Five annual salary increases of \$180. Fee \$2.

### EDUCATION—MOTION PICTURES—TRADES

8193, Assistant Industrial Foreman (Chair Shop), Department of Correction. One vacancy at Great Meadow Prison in Comstock. Requires 3 years' experience in furniture manufacturing, 1 year as supervisor. Entrance salary \$2,622 which includes a cost-of-living bonus of \$342 this year. Five annual salary increases of \$120. Fee \$2. No written test.

8197, Correction Institution Vocational Instructor (Electrical Appliance Repairs), Department of Correction. One vacancy at Wallkill Prison. Requires completion of 9th grade or equivalent education and 5 years' journeyman experience in repairing electrical appliances. Entrance salary \$2,898 which includes a cost-of-living bonus of \$378 this year. Five annual salary increases of \$120. No written test.

8198, Correction Institution Vocational Instructor (Masonry), Department of Correction. One vacancy at New York State Vocational Institute at West Coxsack.

Requires completion of 9th grade or equivalent education and 5 years' journeyman experience in masonry. Entrance salary \$2,898 which includes a cost-of-living bonus of \$378 this year. Five annual salary increases of \$120. Fee \$2. No written test.

8199, Correction Institution Vocational Instructor (Shoemaking and Repairing), Department of Correction. One vacancy at Elmira Reformatory. Requires completion of 9th grade or equivalent education and 5 years' journeyman experience in shoemaking and repairing. Entrance salary \$2,898 which includes a cost-of-living bonus of \$378 this year. Five annual salary increases of \$120. Fee \$2. No written test.

8213, Training Assistant, State Departments. One vacancy in Albany in the Civil Service Department, 1 in Albany in the Health Department and 1 in New York City in the Labor Department.

Requires college graduation and 4 years' experience in a personnel or employment office or in industry, 1 year in conducting a training program; or satisfactory equivalent. Entrance salary \$4,242 which includes a cost-of-living bonus of \$622 this year. Five annual salary increases of \$180. Fee \$3.

8201, Director, Motion Picture, job in Albany in the Department of Commerce. Requires college graduation and 6 years' experience in directing or producing motion pictures; or satisfactory equivalent. Entrance salary \$6,700 which includes a cost-of-living bonus of \$700 this year. Five annual salary increases of \$275. Fee \$5.

**EXAMINATION EXPECTED BEFORE JANUARY!**

## POST OFFICE CLERK-CARRIER

**\$51.60** A WEEK TO START | **INCREASES TO \$73** A WEEK MAXIMUM

Many Vacancies • 40 Hour Week • Promotion Opportunities  
 • AGES: 18 to 45 • MIN. HGT. 5' 4" • MIN. WGT: 125 Lbs.  
 VISION: 20/30 Each Eye • Glasses Permitted

**Start Your Preparation Now!**  
 Classes WEDNESDAY & FRIDAY, 1:15 & 7:30 P. M.

**ATTENTION VETERANS!**  
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 By Our Staff  
 Physicians for All Tests  
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### RAILWAY POSTAL CLERK

Salary \$53 a Week - Increases to \$73  
 Age 18-35 - Min. Hgt. 5'6" - Vision 20/30  
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PHYSICAL TESTS START NEXT WEEK  
**Are You Fit? . . .**  
 If not, start training NOW!  
 CLASSES DAY and EVENING  
 SIX DAYS A WEEK

New York State Examination Ordered

### MOTOR VEHICLE LICENSE EXAMINER

Salary Range \$58 to \$70 a Week

DUTIES: Examine Applicants for Operators & Chauffeurs Licenses  
 Classes TUES. & THURS. at 1:15, 6 and 8 P.M.

Enrollment Now Open — Class Starts Sept. 8th

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NEW YORK CITY NEWS

The Human Beings Who Work for NYC— And The 'Gobbledegook' of Their Job Jungle

THIS is the second part of a series of MUST stories for New York City officials and employees. It tells about the darkest spot in the civil service setup — the jungle of confusion called — erroneously — "classification."

The Four Classes

The State Civil Service Law, which controls the municipal civil service, establishes certain broad areas of jobs which are called "classes."

The competitive class includes all positions for which it is practicable to determine the merit and fitness of candidates by competitive examination.

Examination for positions in the non-competitive class is not at all equivalent to the customary civil service tests given for competitive positions.

They merely furnish a record of their education, employment history and other personal data. The Commission's rules include certain additional provisions to determine any non-competitive position to submit to a qualifying examination.

Features of a Sound Plan

The hub of the classification is the competitive class. It is in this class that the entire plan reveals its weakness.

Let us see what a sound classification plan is. It places positions in classes, depending on their similarities or differences. This is in no small measure a matter of common sense.

a minimum requirement for seeking personnel. And besides all this, a sound classification plan gives some indication of grade level and promotional opportunities.

When a classification system is properly installed and maintained it clearly describes the numerous classes of positions or jobs. It serves as a guide in assigning individual jobs to appropriate classes.

The Civil Service Commission itself stated in its 1944 publication of the City's classification, "No attempt has been made in this publication to write specifications for these titles, nor to indicate lines of promotion . . ."

Without these basic requirements, the classification stands on sand. And without a sound classification, all the City's personnel management is bound to be ineffectual.

Knowledge of the character, difficulty, and responsibility of the work involved in each position represents the blueprint telling the engineer in human management where to begin.

sides advertising for and procuring personnel.

Not a Perpetual Motion Machine

A sound classification plan, once adopted, is not a perpetual motion machine. It will not go by itself forever.

In any large organization all kinds of changes occur every day. As positions are created or abolished, as duties and responsibilities change, the classification plan should be altered from time to time, to take these changes into account.

Good personnel policy cannot be carried out effectively under the present system. The balance of this chapter presents examples of patent deficiencies that should be corrected immediately so that a better personnel program can be begun.

Labels Are Not Merchandise

A position classification does not consist of a list of titles. It must be accompanied by the description of the work to be performed for each job.

The Civil Service Commission knows this. It has therefore adopted a rule that a position shall be classified in terms "of the duties regularly attached thereto."

The argument is made that when advertisements are published for applicants to participate in competitive examinations, the advertisements contain descriptions or specifications for the titles involved.

them so meager as not to tell anything about the job.

It ought not to be necessary to conduct even the mildest inquiry or investigation in order to get at such fundamental and incalculable facts as job descriptions.

Words

Equal pay for equal work is a lot easier to make true in practice if people who do the same kind of work are called by the same name.

When we discussed this matter with an official in charge, he said that all these men did the same thing, so that the title of Inspector of Construction would do for the whole lot.

There are many more such examples. They have developed over a period of many years; often because a department has been unwilling to appoint from an existing list for a particular title.

Some Obvious Weaknesses—More About Words

One of the first needs of the City's classification system, although not necessarily the most important, is the application of consistent language.

700 to 1200 Will Flunk NYC Fire Medical Exam

Between 700 and 1,200 candidates are expected to flunk out on the qualifying medical test for Fireman (F.D.). This means that upwards of 8,000 men will be eligible for the competitive physical test which the NYC Civil Service Commission launches on Monday, August 16 at Van Cortland Park.

Many Don't Show Up The total number of rejections probably will not reach more than 600, judging from results to date. However, several hundred additional candidates may be rejected for failure to appear.

the physical test: Monday, August 16, 8 A.M. to 3 P.M., 270 candidates. Tuesday, August 17, 2 to 8:30 P.M., 275 candidates. Wednesday, August 18, 8 A.M. to 6 P.M., 400 candidates.

What Happens Next Before successful candidates can be appointed to Fireman jobs, they must await completion of the following processes: Candidates who pass the medical and physical tests will be placed on an eligible list which the Commission will

publish, subject to investigation of claims for veteran and disabled veteran preference. The list will be promulgated or be established for use as soon as the preference claims have been checked.

The Commission then certifies the candidates (now called eligibles) as qualified for appointment to Fireman jobs in this order—disabled veterans first, in the order of their ratings on the examination; non-disabled veterans next; and non-veterans last.

Before the appointments are made, the Fire Department gives eligibles a final medical examination by its own medical staff. All this is expected to take several months.

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# NEW YORK CITY NEWS

## Job Classification System Is Just One Awful Mess!

(Continued from Page 11)

but how are we otherwise going to talk about these things when the meanings of words keep changing on us?

There is, for example, the little word "part." In the competitive class it means the same thing as "service." In the non-competitive class, the word "part" is used to describe two processes. In the non-competitive class, one way for an applicant to secure appointment is to have his qualifications examined by the Civil Service Commission. The Commission calls that one kind of "part." Another method prescribed for examination of non-competitive candidates is for their qualifications to be examined by a departmental board of examiners. The Commission calls that another "part."

The City's classification uses the word "group" in so many ways that it is confusing. In some of the services it is used to describe associated kinds of jobs. In others, it refers to shipboard locations, as in the Ferry Service, or it is used to separate old titles from reclassified titles, as in the Probation Service. In another case, the word "group" separates bookkeepers and accountants, and in other places it performs a variety of additional chores.

### Paradox of Digits

Even the use of numbers in the classification is confusing. A clerk, grade 3 means an office worker

earning a salary between \$1,801 and \$2,400. Elsewhere, court clerk, grade 3 stands for a similar kind of employee earning \$2,301 to \$3,000. Grade 3 employees in the Probation Service are paid from \$3,241 to \$4,000. The same grade in the Personnel Examining Service pays from \$6,000 to \$11,000.

The criticism here is simply that the same grade designation is used for titles having widely divergent salary ranges. This confusion is not found in the Federal classification or in that of the State of New York. The solution lies in the adoption of a simple classification system that uses grades more intelligibly.

### Brief Story of a Rule

The Commission has a rule that ties up its classification with a pay plan. The rule provides that the minimum compensation of each grade of a position shall be stated in the classification. This requirement is repeatedly ignored in the Ungraded and in parts of other services. Further, some salary ranges for many titles on the entering level are described in the Commission's rules as "to and including \$..... per annum." This of course is not a "minimum compensation."

### Tweedledum and Tweedledee

A genuine merit system cannot be claimed by the City as long as its classification retains such anachronisms as the Ungraded Service, as long as ludicrous inconsistencies between the competitive and non-competitive classes are created and perpetuated. The field is open for political manipulation, administrative favoritism and denial of merit.

The non-competitive class is presumably only for those positions for which it is not practicable to determine the merit and fitness of candidates by competitive examination. Yet, the black book containing the classification is replete with instances that show errors in judgment, to say the least, in assigning positions to the non-competitive class. A few examples have been culled.

It is obviously practicable to examine candidates for the position of Accountant in the Accounting Service, which is competitive; but is it obviously impracticable to examine anyone for the position of Accountant (College), which is non-competitive?

Here are some more titles which appear in both the competitive and non-competitive classes: Assistant Superintendent of Nurses, Barber, Caretaker, Lifeguard, Nurse, Superintendent (Buses and Shops), Superintendent (Cars and Shops), Superintendent (Maintenance of Way), Superintendent of Nurses, Superintendent (Power), and Tailor.

What peculiar circumstances surround the determination that a barber and a tailor for one department must be found by competitive examination, while in another department the duties are so unusual as to make it impracticable to hold a test?

From these and other examples, we may conclude that there is an inconsistency within the City's classification that warrants change. More such inconsistencies, in different areas, were revealed as we proceeded with our review of the present classification.

Section 12 of the Civil Service Law requires that all positions be classified in one of the four major classes. Yet, many positions of the same or similar title are put in several classes. The people of the City of New York are entitled to compliance with this law. This mandate is not obeyed. The present classification is the result of many years of thoughtless, unplanned growth.

### Adding Carrots and Potatoes To Make Grapes

Logical arrangement of things in groups is one of the bases of any classification.

One of the many weaknesses of the City's classification is the indiscriminate tossing of titles into arbitrary groups. For example, while "patrolman" is in the Police Service, "policewoman" is in the Ungraded Service, "special patrolman" and "patrolwoman" in the Miscellaneous Service and "transit patrolman" in the Rapid Transit Railroad Service. A policeman's lot is evidently a mixed one.

Nor do doctors always appear to be medical men. While "medical officer" and "medical examiner" are in the Medical Service, a "medical specialist" and a "medical director" are in the Ungraded Service and a "surgeon" is in the Police Service.

It can hardly be argued that the following titles are sufficiently homogeneous to belong in the same service. Nevertheless, "exterminator," "foreman of bakers," "foreman of gardeners" and "master machinist" are among those lumped together in the Inspection Service.

"Marine engineer" might be in the Skilled Craftsman Service, but the title is found in the Fire Service and also in the Ferry Service. "Pilot" is in Fire; Ferry might be more appropriate. A "process server" is in the Attendance Service, "veterinarian" in Police, "surveyor" in Administrative.

(To Be Continued)

## New Police Sgt. Key Soon Ready

The revised Sergeant (P.D.) key answers will be ready within five or six days, the NYC Civil Service Commission announced. Nine answers will be changed.

Revision of the key was ordered by the Court of Appeals, which ruled that there could be only one "best" answer for a question. A number of eligibles, in the Blumenthal case, had protested multiple answers for nine questions in the written test.

The Commission has a choice of substituting single correct answers or striking out the questions. Its decision will affect a considerable number of eligibles on the Sergeant list, it was predicted. Estimates on the number of candidates who might fail as a result of the changes were running into the hundreds. The list has 1,800 eligibles.

It is expected that re-rating of the written test will take several weeks.

## 200 Welfare Investigator Jobs OK'd

Two hundred more Social Investigator, Grade 1, eligibles will get appointments to Welfare Department jobs next Monday, Mrs. Margaret Burke, Director of Personnel and Training, announced.

This is part of the department's plan to fill over 1,100 vacancies at the rate of 200 appointments every two weeks. It will be the second group since the plan was announced.

Starting salary for this job is \$2,710, which includes a base pay of \$2,050 and a \$660 cost-of-living bonus.

## Action Delayed On Zero % Vet Fire Lieutenants

Action has been delayed on the revocation of a number of Fire Lieutenant promotions which were made on the basis of zero per cent disability preference, the NYC Civil Service Commission announced.

The matter appeared on the Commission's agenda but was reserved, probably until the next meeting on Tuesday, August 17.

It was said that a number of the promotions did not meet the requirements for disabled veteran preference ordered by the Court of Appeals. The order provided that eligibles with less than 10 per cent disability ratings from the Veterans Administration could not be granted disabled veteran preference. However, they will receive veteran preference.

## Some NYC Actions OK—Others N G

ALBANY, Aug. 9—The State Civil Service Commission passed on six resolutions adopted by the NYC Civil Service Commission:

Approved—two resolutions classifying positions in the State Island Division of the NYC Transit System, recently acquired by the city from the Isle Transportation Corporation.

Approved—resolution increasing from one to two the number of Directors of Research in the non-competitive class, Health Department.

Approved—resolution reclassifying 64 employees of the former Flatbush Plant of the NY Water Service Corporation.

Disapproved—resolution increasing from one to two the number of General Inspectors in the exempt class of the Sanitation Department.

Reserved action on resolution placing in the exempt class the Mayor's Office four positions for NYC Youth Board.

## Residence in NY Unproved, 2 Men Lose Court Jobs

Acting on a report of the Investigations Unit, the State Civil Service Commission has disqualified two persons who had been appointed as Probation officers of the General Sessions Court, New York County.

The requirements for this position are that applicants must have been residents of New York County for four months prior to the date of the written examination. Thorough investigation of the residence claims of two men recently appointed in this Court indicated that they had not established residence in New York County at the time to qualify for the examination. Accordingly, the Commission directed that their services be terminated and their names be removed from the eligible list.

## 'Overage' Cop Eligibles to Meet

The Police "Overage" Eligible Group will meet in the law office of Milton Broadman, 285 Madison Avenue, New York 17, N. Y., the 23rd floor, at 7 p.m. Thursday, August 12. A report will be made on the proposed action affecting a change in the Administrative Code in behalf of "Overage" Police Eligibles. All eligibles concerned are cordially invited to attend this meeting.

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## Health Dept. Expansion Makes New Jobs

(Continued from Page 7)

Office of the Secretary of the Department, the Bureau of Maintenance, Audits and Accounts and Records and Statistics will be under Deputy Commissioner Byrne. Under Community Health Services will come the District Health Administration, the Nutrition Division, the Bureau of Nursing and the Bureau of Public Health Education.

Maternal and Child Care Services cover the bureaus of Mothers and Young Children, Physically Handicapped Children, Dentistry and School Health.

The Preventable Disease and Adult Hygiene Services will embrace the Bureaus of Preventable Diseases, Tuberculosis, Social Hygiene, Laboratories and Adult Hygiene.

The Bureaus of Food and Drugs and of Sanitary Engineering will come under Environment Sanitation.

To replace Dr. Muckenfuss as Director of the Bureau of Laboratories Gustav I. Stegen, Ph.D. has been named (\$6,900). Dr. Stegen, 49 years old, has been Assistant Director of the Bureau of Laboratories since 1940.

The Bureau of School Health, newly created, is headed by Dr. Robert W. Culbert who is 51 years old (\$6,900). He has been with the Department since 1938.

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NEW YORK CITY NEWS

Here's How New York City's Retirement System Works

If you are in the NYC competitive or labor class and have entered city-service after October 1, 1929 (after December 1, 1929, for Department of Sanitation) you may become a member of the New York City Employees' Retirement System. Membership is compulsory for completion of six months of service. If you are in the exempt non-competitive class, membership is optional.

This membership offers you and your family, in lieu of any possible benefits under any other city pension plan, the following insurance and pension protection:

Service Retirement

You may retire 30 days after making demand, while in city service, regardless of your length of service if you have reached the minimum retirement age. Unless you are a veteran or have elected to be paid in the contributions to retire at 55, the minimum age for retirement is 60 for the Clerical group and for all transit employees, 59 for Mechanics and 58 for laborers.

Honorably discharged veterans may purchase retirement at age 50, after completing 25 years of service (including military service).

Retirement is mandatory at age 70, unless your department head and the Board of Estimate approve continuance for periods up to two years each.

You do not have to prove disability or financial dependency. The age, compensation base and years of service are important. You pay the computed cost of one-half of this benefit for all time allowable by the Retirement System from October 1, 1920; the City pays the remainder.

Allowance for Service

Upon retirement for service, you will receive an annual allowance, payable in monthly installments, as follows:

For Group One (Laborer)

Approximately 1/66 of your average salary for the five best consecutive years of work, multiplied by the number of years on the job.

For Group Two (Mechanic)

Approximately 1/68 of your average salary for the five best consecutive years of work, multiplied by the number of years on the job.

For Group Three (Clerical)

Approximately 1/70 of your average salary for the five best consecutive years of allowed membership service, multiplied by your years of service.

If, when you become a member, you elect the right to retire at 55, consenting to the increased deductions from your compensation, your allowance for each year will be increased to about 1/60.

If you are a war veteran and retire before the regular minimum service retirement age but after attaining age 50 and 25 years of allowable service, you will receive the amount you would have received at your regular minimum service retirement age, provided you have contributed the additional cost, which will be a sum slightly less than the aggregate of the regular benefits expected to be paid to you before the minimum service retirement age.

Table with 2 columns: Time IN Service, Ending When. Rows include 25 years, 25 or more years, 25 or more years.

\* Time on preferred list not considered time out of service.

Ordinary Disability Retirement

After ten years of service and continuous membership, you may demand, while a member, a retirement allowance regardless of your age, if examination by the Medical Board of the Retirement System shows you to be sufficiently disabled. A minimum of 25 per cent in most cases, more, if service retirement for the same amount of service would have been more, will be paid to you for life or until you are able to resume profitable employment. Membership is resumed on restoration to equal or greater basic city-paid compensation.

Accident Disability Retirement

If, while a member, you are disabled as the result of an accidental injury received in the performance of duty, through no negligence on your part, after any period of service, at any age, and apply within two years, you are entitled to a three-quarter pay pension (reduced by the value of any obtainable Workmen's Compensation award), payable to you for life or until you are able to resume profitable employment, plus the annuity purchasable by your own contributions. A rejected application may be renewed if not more than five years elapsed since accident.

Ordinary Death Benefit

Upon ordinary death while a member in city-service, or while on a civil service preferred eligible list, your beneficiary will be paid:

- (a) The accumulated deductions from your salary and compound interest thereon at 3 per cent per annum; and
(b) After allowable service in 10 years or less, a cash sum equal to the amount earnable by you while a member in the six months preceding your death; or
(c) After allowable service in more than 10 years, the amount earnable by you while a member in the twelve months preceding your death.

The actuarial equivalent of the cash ordinary death benefit may be paid as a monthly annuity to the beneficiary, based on the beneficiary's age at the time of member's death and payable throughout the remaining life of the beneficiary.

Accidental Death Benefits

If death occurs in the performance of duty, regardless of length of service, there will be paid to (a) a widow during widowhood, (b) children under 18, or (c) a dependent father or mother, an annual pension of one-half of your "final compensation," reduced by the value of any obtainable Workmen's Compensation award but not less than the value of ordinary death benefit. The refund of accumulated deductions will be paid to your estate or the beneficiary whom you duly nominate.

Refund of Deductions

On separation from service, regardless of your length of service before resignation or dismissal you may collect a refund of the entire amount of your contributions with compound interest at 3 per cent, or you may withdraw part, and leave the remainder to draw interest at 3 per cent per annum until membership is discontinued. The following table shows the length of time you may retain your membership provided you do not draw more than two-fifths of your accumulated deductions:

Table with 2 columns: Membership Continues Until Death, Retirement or 5 years out of service; 5 years out of service; in any 10 consecutive years; More than 10 years out of service; Unlimited.

If you withdraw your deductions and, later, are reappointed to service, you may redeposit the money so withdrawn, thereby restoring your membership credit, providing you do so within five years from date of separation from service.

Dismissal Without Fault
If you are dropped from service without fault or delinquency on your part, you are entitled to retirement allowance based on your length of service, average salary and age.

- (a) If you have more than 20 years of allowable service, or
(b) If you are in the competitive or labor class and have less than 20 years of service and your name no longer appears on a civil service preferred eligible list.

This benefit is a commutation of the larger service retirement benefit paid at higher ages, actuarially equivalent if begun before, more than actuarially equivalent if begun after age 50 and completion of 20 years of service and before your minimum service retirement age.

Military Duty

For the period of his leave from city service on military service begun prior to 1947 or subsequently by induction, one who is a member at any time from April 11, 1947, to December 31, 1951, is entitled to service credit without contribution on his part for the benefit payable upon separation from city-service by death or retirement. If such member contributed in respect to such service, he may ask the Retirement System to instruct his payroll clerk to omit current deductions until excess contributions have been offset, or he may leave them in his account for additional benefit when he shall later end his city service.

Forms for claiming, and obtaining verification of, military service may be obtained from your payroll clerk or by writing to or calling at the Retirement System's main office.

If a retiring member so desires, he may elect to take a lesser retirement allowance for himself, to provide either a lump sum or life income for a beneficiary.

Option One provides for a reduced life income to the member, and a lump sum payment, upon his death, of the balance of the initial reserve on his retirement allowance. This insurance decreases annually by the amount of the pensioner's allowance. If he lives long enough, he will exhaust the insurance, and there will be nothing left for a beneficiary, but he will continue to receive his allowance for life.

Option Two provides a reduced life income for the member, upon his death the same income to be continued to his beneficiary for life.

Option Three provides a reduced income for the life of the member, upon his death half to be continued to his beneficiary for life.

Under Option One, you may name a person or your estate as beneficiary for the insurance in respect to the pension, the annuity, or both. You may change the name of the beneficiary any time.

Under Options Two and Three you may name only one beneficiary for the pension and one for the annuity, and you may not change such beneficiary, even if the person you name should die before you.

You may not change the option you have selected after your retirement date.

If you so request, figures under any options in your case will be furnished by the Retirement System, just before retirement from service.

Loans

After three years of membership, you are entitled to borrow up to 40 per cent of the accumulated deductions posted to your credit, so far as they can be repaid, with interest at 6 per cent, by 10 per cent deductions from compensation before you attain

age 65.

Retirement Options

Repayment of loans must be at a rate not less than 5 per cent but need not exceed 10 per cent of your compensation for each payroll period.

For a borrower paid by the week, the amount of repayment is as follows:

Table with 3 columns: Years to Repay, Amount Borrowed, Amount Repayable. Rows for 1, 2, 3 years.

Contributions Required and Permitted

Regular contributions:

You are required to contribute to the Retirement System a certain percentage of your salary, based on your age at your nearest birthday at the time you become a member, and on your sex, group, and your election of either 55 or 58, 59 or 60, as your minimum retirement age. Deductions will be made from your earnable salary on each and every payroll.

50 per cent increase of rate:
In addition to your regular contribution, you may contribute an additional 50 per cent of such contribution for the purchase of additional annuity at retirement. For example, if your regular contribution is 6 per cent you may elect to contribute 9 per cent instead.

The additional contribution does not increase benefit on the City's part but accumulates with interest to your credit at the rate of 3 per cent per annum. At retirement it is available for the purchase of additional annuity. Since these contributions increase by interest additions annually and since the cost of the purchased commodity, namely, annuity, decreases as age increases, the longer the account continues and the greater the age of retirement, the greater will be the amount of annuity purchased by these excess contributions. Excess contributions may be discontinued at any time.

(Continued Next Week)

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FEDERAL NEWS

Effects of Congress Spy Probes on U. S. Employees Cause Worry in Capital

WASHINGTON, Aug. 9—Federal officials and employees are evidencing signs of worry over the possible effects of the Congressional investigations upon them. It has not escaped attention here that President Truman, in denouncing the two probes last week, had pointedly referred to their deleterious effect on employee morale.

A careful survey indicates that the following repercussions are likely to flow from the probes:

- First, a general tightening-up of the whole Federal investigating program. That program now includes four major procedures in dealing with charges of disloyalty: 1. Loyalty investigation by the Civil Service Commission. 2. Loyalty investigation by the Federal Bureau of Investigation. 3. Hearings and the sifting of evidence by the Loyalty Review Boards. 4. Action by Grand Jury and the courts.

Probes to Get Tougher The whole program is relatively recent, and responsible persons

connected with the program feel it is highly improbable that many real spies or disloyal persons could wiggle through this network. Nevertheless, the immediate effect of the Washington spy-probes will be to make the investigations even tougher and more thorough than they are.

Persons accused of red ties are likely to get much less consideration. Even where no real evidence is adduced, it is considered improbable that an agency head will promote employees with the charge of "red" against them. Such persons will be placed in "non-sensitive" positions.

Publicity on Probes It is considered likely that more public information will be released concerning the manner in which investigations are now made. The administration may feel it necessary, in self-defense, to point out that the investigations are careful. The Federal Bureau of Investigation may also feel that public knowledge of such facts will offset what might appear as damaging to its prestige as a result of the Washington investigations. It will be shown that the employees and former employees currently being investigated had all been scrutinized by the FBI, but that insufficient evidence had been developed to tie them to a spy ring.

Agency to Be Informed When charges against an employee are being investigated by the FBI, it is probable that from now on the employee's agency will be informed. Here's the reasoning behind such a move: An employee being faced with serious charges ought not to be working at a job involving security. If the agency knows he is being investigated, it can take steps to place him on another job or suspend him pending the outcome of the investigation. Of course, employees may suffer from unfounded smearing, but this won't lessen the toughening-up probe process. Agency heads are not likely to let themselves be accused of keeping Communists in responsible jobs.

New Employees Investigations of new employees by the FBI and the Civil Service Commission will probably be speeded up. Also, new employees are unlikely to be placed in a position of handling confidential matters until

they have been cleared. While awaiting such clearance, they will be given jobs in which they will have no contact with secret matter.

Review Structures The administration is worried by the possibility that the House and Senate investigations may tear down its careful loyalty review board structure. This structure was laboriously built up to protect both the Government and the employees. It provides for a whole system of appeals in cases of accusation. The Central Loyalty Review Board is composed of men of the highest integrity. If the FBI checks, plus this review program, are undermined, then administration people feel that all protections against slander and irresponsible accusation would be gone.

Meanwhile, the latest statistical information shows that only an infinitesimal portion of the Federal employee establishment could be classified as "red."

The Loyalty Review Board reported to the Senate Investigations subcommittee last week that thirty-eight persons have been discharged from Federal employment for disloyalty since October 1, 1947, when the loyalty inquiry started. In addition, sixteen individuals have been tentatively discharged and their cases are under appeal before the review board.

Lawrence V. Meloy, executive secretary of the board, told the subcommittee that the Federal Bureau of Investigation has completed its check of 2,202,975 employees. Among these, the uncovering of preliminary derogatory information has resulted in orders for 5,010 full field investigations.

Of the 5,010, the FBI has completed work on 2,632 cases, reporting that 438 of the employees involved resigned during investigation, while eighteen were found to be no longer employed by the Federal government when the field investigation started. Only fifty-four so far have been found ineligible for Federal jobs.

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How a Vet Can Draw Double Retirement

WASHINGTON, Aug. 9.—Double credit in computing government service for retirement is allowed under Public Law 810, the Civil Service Commission reveals. Under certain conditions, a veteran may draw both a military retired pay and a civil service annuity based on service.

The new law, signed by President Truman on June 29, has the effect of amending part of the recently liberalized Civil Service Retirement Act. Section 5 of the Retirement Act provides for the crediting of active honorable military service in totaling one's federal service toward civil service retirement. Until Public Law 810 came along, however, there was generally excluded from the civil service retirement computation any military service which formed the basis for military retired pay. The law in effect says that if there is any period of service forming the basis for military retirement which can also be used as the basis for civil service retirement, that service will be counted for both purposes.

How It Works

An example of how this will work is as follows: John Doe serves in the Regular Army for 9 years on full-time active duty; he was thereafter a member of the Officers Reserve Corps for 11 years, during which time he was on active military duty as a Reservist a total of 2 years, and on inactive status the other 9 years.

While inactive in his military capacity, he worked in a civil service job subject to the Retirement Act. Doe is retired under Public Law 810 (which requires a minimum of 20 years military service—active and inactive combined), and receives military retired pay. Later, he is retired under the Civil Service Retirement Act, and in the computation of all his federal service, his entire 11 years of active military service will be counted toward his civil service retirement, regardless of the fact that those same years also formed the basis of his military pension.

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FEDERAL NEWS

# Post Office Men Seek Promotion by Merit, End Of 'Substitute' System, and Hatch Act Repeal

The New York Federation of Post Office Clerks came out bluntly last week for major changes in the Post Office setup as it affects employees. They demanded repeal of the Hatch Act, a true merit system in Post Office promotions, abolition of the substitute system, and union recognition. In addition they seek higher pay, contending that the \$450 increase granted by 80th Congress is insufficient.

Six resolutions approved by the membership of the New York Federation of Post Office Clerks were presented for adoption by the New York State Federation of Labor, which assembled last week in New York City at the Hotel Commodore.

The Post Office Clerks were represented by their President, Ephraim Handman, and Secretary, Patrick J. Fitzgerald.

The resolutions follow:

**Seniority in the Postal Service**

The principle of seniority in the administration of postal employment conditions is widely ignored by many local postmasters and other supervisory officials. The resulting chaotic conditions in the Postal Service are undermining the morale and efficiency of the postal personnel. Therefore, resolved that

the New York State Federation of Labor endorse the efforts of the National Federation of Post Office Clerks to secure equitable seniority administration by legislation from the 81st Congress.

**Salary Increase**

Postal employees on fixed annual salaries find it difficult to keep pace with constantly rising living costs. The annual salary increase of \$450 granted by the 80th Congress fell short of restoring the purchasing power possessed by postal employees in 1940. Therefore, resolved that the New York State Federation of Labor endorse the efforts of Local 10 of the National Federation of Post Office Clerks to secure the enactment of salary legislation by the 81st Congress which will increase all postal salaries by a minimum of \$800 annually.

**Union Recognition**

The Lloyd-Lafollette Act of 1912 guarantees postal employees the right to join unions of their own choosing, and in actual practice postal unions, including the National Federation of Post Office Clerks, often find serious restrictions placed on their activities. Therefore, resolved that the New York State Federation of Labor

endorse the efforts of postal AF of L unions to secure Congressional legislation that will guarantee the right of postal union officials to conduct lawful union activities within the United States postal establishments, and that postal officials be enjoined to grant lawfully elected union officials such time as may be necessary to carry out lawful union functions.

**Repeal of the Hatch Act**

The first amendment to the United States Constitution, known as the first article of the Bill of Rights, clearly states that the Congress shall make no law abridging the freedom of speech or press. Congress, in enacting the Hatch Act, has enacted a law which abridges the freedom of Civil Service employees and their unions to publicly express themselves regarding their candidates for public office in the tradition of the American Federation of Labor. That the New York State Federation of Labor instruct the delegates to introduce and support resolutions calling for repeal of the Hatch Act.

**Abolishment of Substitution in the Postal Service**

Most postal clerks entering the postal service are compelled to

serve for several years in the grade of substitute and the irregular hours and uncertain earnings of this system of employment tend to undermine the health and morale of substitutes. This system of employment cheapens labor standards and is contradictory to all fair labor practices. Therefore, resolved that the New York State Federation of Labor support legislative efforts of union postal clerks to abolish substitution in the postal service.

**A Merit System in the Postal Service**

An equitable merit system of employment has proven itself, wherever used, the best means of creating a more efficient and public-spirited civil service. The United States Postal Service does not provide its employees with the opportunity of qualifying in open competitive examinations for promotion to supervisory positions. The merit of employees seeking promotion can be best determined only by open competitive examinations in which due credit is accorded to the seniority of the employee in the postal service. Therefore resolved that the New York State Federation of Labor endorse the efforts of the New York Federation of Post Office Clerks to gain a merit system in the postal service.

## Men Wanted For Work On Utilities

GREAT LAKES, Ill.—Aug. 9.—Applications are being accepted from men interested in permanent employment as Engineman, (Refrigeration Plant); Engineman, Watch Engineer; Operator, Sewage Disposal Plant; Engineman, Heating Plant; Operator, Water Plant; and Engineman, Water Plant, the Naval Training Center announced.

These positions pay entrance salaries of \$1.24 to \$1.48 per hour. Additional compensation is provided for authorized overtime work in excess of the 40-hour week.

A written test is not required. Applicants will be rated on information given in applications as to amount and kind of experience.

Applications must be filed with the Recorder, Board of U. S. Civil Service Examiners for the Department of the Navy, U. S. Naval Training Center, Great Lakes, Illinois, until the needs of the service have been met.

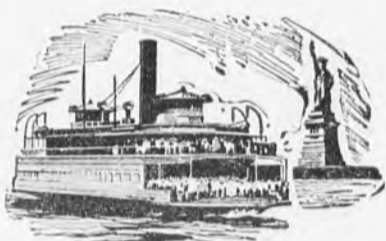
**PROMOTIONS**

The blacksmith promotion examination has been thrown open to New York City employees in the title of Horseshoer, the NYC Civil Service Commission announced. It will be opened for filing applications shortly.

**DEADLINE FOR TEMPS NEARS**

WASHINGTON, Aug. 9 — The deadline for retaining war service and temporary Archivists, Grades P-2 through P-6, is September 6 if they did not pass on examination given last year, the U. S. Civil Service Commission announced.

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