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# The State Employee



STATE EMPLOYEES AID THE HARVEST

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# The State Employee

VOL. 12, Number 7

OCTOBER, 1943

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## The Annual Meeting

October 19, 1943, will be another red letter day in State employee organization history. The Association, as the only State-wide, all State-employee organization in New York State, so recognized by employees and citizens alike, will celebrate its Thirty-fourth Anniversary on that date. Delegates from all parts of the State will convene at Albany, discuss the problems of State civil service, elect officers for the new Association year, and adopt a program of activities for the continued improvement of State service and the continued improvement of working conditions.

Panel discussions will include sessions devoted to review of the civil service laws, rules and regulations; appeals in connection with the extension of the Feld-Hamilton law; and chapter activities and organization.

Talks by prominent officials of State government will feature luncheon and dinner meetings.

Present indications are that the principal activities in the coming year will center about (a) continued improvement of services to citizens; (b) cost of living adjustments; (c) equitable salary scales and title classifications in the cases of extension of the career service law; (d) establishment of permanent \$1200 minimum for all in State service; (e) fair application of reasonable maintenance values; (f) extension of coverage of the competitive class to the many positions not now covered; (g) inclusion of many workers in institutions not now in the competitive or non-competitive classes and, therefore, not covered by Feld-Hamilton increments; (h) study of State Retirement System to provide more adequately for employees in low income class; (i) full protection of rights of civil service employees now in war services; (j) uniform vacation leaves; (k) machinery for prompt adjust-

ment of employment grievances; (l) increased travel allowances to meet war costs.

The Resolutions Committee will give careful attention to all suggestions presented by delegates.

The needs of the times makes this meeting of outstanding importance to all State employees.

### CANDIDATES President



HAROLD J. FISHER  
*Department of State*

Candidate for reelection to another term as President of the Association is Harold J. Fisher, who has guided its destinies so ably since 1941.

Many important advances have been made in this period in State employment matters and in Association organization. Increases in pay for low paid institutional groups in 1941 and cost-of-living adjustments for all low paid employees in 1942, have greatly assisted State workers. Efforts to secure recognition of a minimum of \$1200 were rewarded

for the first time last year. Protection for employees entering armed service and other important strengthening of laws beneficial to State workers have been brought about during his administration. Also, the Association has enjoyed a remarkable growth of chapters and its influence as a constructive force in improving New York State service is greater than ever before. The present is a crucial time in Mental Hygiene institution history and Mr. Fisher has outlined definite plans to assist employees in obtaining the full benefits of the Career Service Law now being extended to such institutions.

Genial, capable, an officer whose first concern always has been the Association's welfare, Mr. Fisher has served well the State employees whose interests the Association serves.

Mr. Fisher, before his elevation to the office of President, had served on the executive committee of the Association for more than 10 years and was enabled to become intimately acquainted with its functions.

A typical "career man" in State service, Mr. Fisher has served the State since 1911, when he was appointed to the Secretary of State's Office. He still holds the important position of finance officer in that office.

Through his Association work Mr. Fisher has become one of New York State's best-known figures and a familiar personage to thousands of State employees.

Mr. Fisher has exerted all of his enthusiasm, energy and experience in State service to bring about reforms and improvements in employment practices and respect for merit system principles. He has maintained close contact with Executive, Legislative and Administrative branches and presented the employees' viewpoints to each in a convincing manner.

## First Vice-President



**CLIFFORD C. SHORO**  
*Department of Health*

A veteran of 26 years in New York State service, and one of its typical "career men," is Clifford C. Shoro, nominee for Association Vice-president.

Mr. Shoro is Director of Health Department Accounts in the State Department of Health. He has been a member of the Association since about 1919; its department representative since 1926, and a member of the Executive Committee since the Association was reorganized.

Mr. Shoro, whose home is in Albany, first entered State service as a bookkeeper in the Health Department on July 16, 1917. On July 1, 1926, he was promoted to audit clerk. On July 1, 1931, he was promoted to assistant secretary, and on April 20, 1934, to administrative finance officer. On July 1, 1940, his position was reclassified under its present title.

Member of the American Public Health Association, Mr. Shoro also is a member of the Subcommittee of Accountants of the Committee on Business Management, Association of State and Territorial Health Officers.

Mr. Shoro was selected at the special meeting on September 15th as Chairman of the General Appeals Committee to coordinate the facts relative to employee appeals arising from the extension of the Career law to thousands of institutional employees.

## Second Vice-President

John A. McDonald, nominated for the office of Second Vice-President, is perhaps the best known representative of the Association among the Mental Hygiene group. Mr. McDonald has been active in Association affairs for many years. He is President of the Association of Employees of the Mental Hygiene Department at Rochester State Hospital and has held this office for 24 years. He also served as President of the



**JOHN A. McDONALD**  
*Department of Mental Hygiene*

Association of State Mental Hygiene Employees for seven years. Mr. McDonald holds the position of Chief Supervisor at the Rochester State Hospital.

He is a member of the Association's committee on Fair Maintenance Values and has served on other committees and enjoys the respect and confidence of all with whom he has served in Association activities.

## Third Vice-President

Milton Schwartz, nominee for Vice-president of the Association, is a former president of New York City Chapter and a New York State employee since 1933.

Mr. Schwartz, with the exception of four months during which he was loaned to another bureau, has spent his entire State career as an Insurance Examiner assigned to the Complaint Bureau.



**MILTON SCHWARTZ**  
*State Insurance Department*

In 1935 he was elected as a delegate from the Insurance Department to New York City Chapter. In 1936 he was elected Chapter Vice-president, and in 1937 and 1938 was Chapter President. After he relinquished the office of president, Mr. Schwartz served as chairman of the Chapter's legislative and grievance committees.

Since 1935 he has been one of the delegates representing New York City Chapter in Albany. He also has served on the Legislative and Insurance Committees for seven years; was a member of the committee when the Feld-Hamilton bill was sponsored, and when the group life and health and accident plans were sponsored.

Mr. Schwartz is a member of the bar in New York City, and a certified public accountant. He holds a B.C.S. degree from New York University School of Commerce, and an LL.B. from Brooklyn Law School.

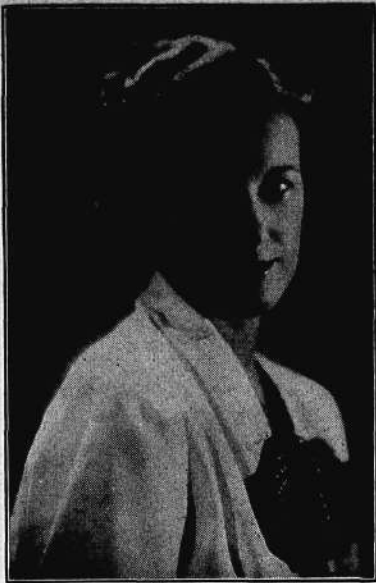
## Secretary

The Association's nominating committee has named one of the Association's most attractive and most indefatigable members for reelection to the important post of Secretary.

Janet Macfarlane, by her willingness, her cooperative spirit and her knowledge of Association details, has proven herself the ideal secretary for such an important group.

Miss Macfarlane, who is employed in the Department of Mental Hy-





**JANET MACFARLANE**  
*Department of Mental Hygiene*

giene, is a graduate of Albany High School, New York State College for Teachers and Mildred Elley Business School in Albany.

She began her civil service career as an employee of the State Education Department, but later transferred to the administrative division of Mental Hygiene.

Miss Macfarlane has served the Association well and faithfully on various committees since she became a member. She has served on the Social Committee, and the important role she plays each year in arranging various details of the Association's annual dinner has proven no small factor in perpetuating the success of that yearly affair.

### Treasurer

Earl P. Pfannebecker, who so ably has handled the purse-strings and the account books of the Association, is the candidate for reelection as Treasurer this year.

Mr. Pfannebecker, who has devoted his time and effort so unselfishly to the Association's interests as its treasurer for the last five years, is a native of Stottsville, Columbia County.

He entered State service via competitive examination in 1919 and served for some time at Middletown State Hospital. He later left State service to further his business education, and subsequently was employed in the Troy Savings Bank and as of-

vice manager and cost accountant for an Albany cigar manufacturing firm.

In 1934 Mr. Pfannebecker returned to State service with the Department of Tax, Division of the Treasury. His duties have carried him to every corner of the Empire State and he has become a widely-known and popular figure to countless State employees.



**EARL PFANNEBECKER**  
*Department of Taxation and Finance*

Mr. Pfannebecker is a skilled aviator who obtained his commercial pilot's license some years ago. He also is an ardent hunting, fishing and camping enthusiast.

### In Service

The State Department of Audit and Control has contributed three of its top men to the Allied Military Government of Occupied Countries branch of the service. Since July 1st, Major Howard P. Jones, Captain William J. Dougherty and Captain Thomas W. Whalen, Jr., have left for Fort Custer, Michigan.

We should not forget our former Deputy State Comptroller Frances J. Burns, who has been commissioned a Major and who also left for Fort Custer.

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

### Tax Bureau Promotions

A reorganization designed to streamline administrative operations of the Department of Taxation and Finance, with increased emphasis upon enforcement of all tax laws, has been announced by Rollin Browne, commissioner of Taxation and Finance.

At the same time Commissioner Browne announced that Spencer E. Bates of Hewlett Harbor, L. I., formerly director of the Corporation Tax Bureau, has been appointed deputy tax commissioner and Manhattan District Supervisor, a new position, to head operations of the New York office. In addition to directing office administration in New York Mr. Bates will supervise the auditing forces of the Corporation, Income Commodities and Stock Transfer Tax Bureau. He also will continue to direct the Special Investigations Bureau he has headed since its inception eight years ago.

Emery W. Burton, of Albany, formerly deputy director of the Corporation Tax Bureau in charge of its Albany office, was promoted to Corporation Tax Director and assumes responsibility for administration of corporation taxes.

Both Mr. Bates and Mr. Burton are career men in the State Tax Department service. Mr. Bates entered the department as a corporation tax examiner in 1917 and earned successive promotions—to assistant deputy commissioner in 1930, to district corporation tax supervisor in 1932 and to corporation tax director in 1936. He was made a deputy tax commissioner in 1937. Mr. Burton entered State service in 1909 in the State Architect's Office.

### Good Work

Miss Claire Cartentier and Miss Marion Welter of the State Income Tax Department have been awarded the 500-hour merit medal of the Interpreter Command.

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# Career Service Extension

The extension of the career service law to the institutions under the supervision of the Department of Mental Hygiene, will be a fact when this issue of "The State Employee" reaches its members. When the State of New York provided in 1937, by special statute, that it wished "to attract unusual merit and ability to the service of the State of New York," and further—"it is hereby declared to be the policy of the State to provide equal pay for equal work, and regular pay increases in proper proportion to increase of ability, increase of output and increase of quality of work, demonstrated in service," it was giving expression to the letter and spirit of the Constitution of the State of New York as adopted in 1894. The extension of career principles to the entire State service did not occur immediately following the passage of the Feld-Hamilton law because this law did not include employees covered by special salary laws. The demand of employees in prisons and hospitals and schools for the "equal pay for equal work" coverage has resulted in the repeal of the special laws and with the extension of the career service law provisions to the over 20,000 positions in the Mental Hygiene institutions on October 1, 1943, practically all employees of the State except labor positions, outside of legislative and judicial branches will receive the benefits of scientific personnel administration. That the State service has profited and will profit further by the change goes without challenge.

## APPLICATION OF THE LAW

A law is only as good as its enforcement. The first steps in applying the career service law are the most difficult. In a service suffering from chaotic classification of positions or no classification at all and from an archaic pay plan involved with the red tape of insignificant increment rewards and time service tributes extending throughout twenty years of service, with inadequate pay for efficient work at all stages, it would be a miracle if any board or agency composed of human beings could make the necessary adjustments on the first try with any satisfactory degree of equity. State workers who have observed the slow

progress of justice throughout human affairs are not surprised that exception must be taken to many features of the classification of positions and to many of the salary allocations. It was to meet just such errors in the application of the law that definite provisions were written into the statute to permit appeals and later correction of errors.

## EMPLOYEES STUDY, MEET, RECOMMEND

The Association, acting on the democratic theory that the workers involved should study and recommend relative to the new class and salary standards effective October 1, called a special meeting of delegates from the institutions involved. The matter of new maintenance values was also included in the agenda of the meeting, and for this reason representatives of all institutions where maintenance is provided were invited to the conference. The meeting convened in the State Office Building at Albany on September 15th. Over fifty delegates attended and all of the thousands of employees in the State institutions were represented. President Fisher outlined the purpose of the meeting, viz., to recommend all necessary steps to assure a full and satisfactory application of career service principles to institutional employees. Some days prior to the meeting the schedules covering classes, salaries and maintenance values had been published by the Association and sent to the chapters and representatives of the Association in each institution.

## DEMAND CHANGES

Study of schedules by employees had shown clearly that some of the effects of the application of the schedules proposed by the Salary Standardization Board, the Classification Board, the Budget Division and the Department of Mental Hygiene, were of such a nature as to injure employees and in consequence adversely affect the efficiency of State service. They pointed out particularly that as a result of disappointingly low basic scales for attendants and some other classes, the incumbents of a number of positions with long and valuable experience, would be reduced as of October 1st; that many positions had been reclassi-

fied and lowered in grade; that distinctions were proposed between institutions solely upon the basis of patient population without regard for the duties and responsibilities of the position, the inherent promises of promotion, or the principle of like pay for like work; and that maintenance values recommended would, in some instance, eventually cost them more than they were at present paying. There could be no doubt that many employees would be so allocated under the new classification that both the employee and the State would lose.

The delegates urged prompt appeal to the Governor to prevent salary decreases as of October 1st. They urged that the discrimination present in differentiation between institutions solely upon basis of patient population was palpably unsound. They asked that employees be not charged for meals or other maintenance not actually desired or accepted by the employee. In addition to these matters which are of general interest to all of the employees, they set up a General Appeals Committee and fifty Occupational Sub-Committees to give attention to the appeals which are provided for in the career service law for each employee dissatisfied with his title classification or salary allocation.

## DELEGATES SELECT COMMITTEES

On another page is printed a list of the Committees selected by the delegates to receive and recommend as to changes in titles or salaries sought by any aggrieved employee in any of the various occupations. The General Appeals Committee is composed of: Chairman, Clifford C. Shoro, State Health Department; Leo Gurry, Marcy State Hospital; Andrew Delaney, Hudson River State Hospital.

The Sub-Committees have the vital function of obtaining from all workers in their respective groups the facts and figures upon which they intend to base their official appeal to the Salary Standardization Board or to the Classification Board. The sub-committee must assemble and combine the facts pertaining to pleas for higher salary allocation, and be in a position, with the guid-



ance and help of the General Appeals Committee, to aid in substantiating fair claims before the Salary Standardization Board. Individuals file salary appeals but hearings before the Standardization Board, except in the case of isolated positions, are group hearings inasmuch as wherever a change is considered it always affects all workers wherever they may be. Copies of individual salary appeals and data furnished to the sub-committees relative to reclassification of titles, will also be assembled and studied by the sub-committees and the General Appeals Committee with the purpose of lending assistance to groups and individuals in progressing their appeals with the Salary and the Classification Board. Appeals to the Classification Board are made, however, by the individuals in each case. It is essential that individuals appealing for change in titles prepare themselves to give direct and convincing proof of the justice of their claim to the Classification Board when they appear before that Board.

#### **PROMPT HEARING FOR EMPLOYEES**

It is not in accord with the spirit of the career law nor with good civil service practice to delay hearings for employees where so much depends on the outcome of such hearings, as is the case with Mental Hygiene employees who may be improperly classified or improperly allocated as to salary. The delegates were emphatic in urging that the Salary Standardization Board and the Civil Service Classification Board act promptly to hear all claims for adjustments. For these agencies to do otherwise would be to disregard the first principles of sound personnel administration. Delays in the past in connection with career service extensions have been extremely costly to many faithful workers. The difficulties of war time personnel shortage in the State agencies involved should be overcome to the maximum extent.

#### **APPEAL FORMS**

As soon after October 1st as possible, all employees will be advised by the Civil Service Department of their exact title and salary allocations. At the same time, officials at the institutions will be supplied with (a) form for appeal to the Civil Service Classification Board in the case of desire for change in title and (b) form for appeal to the Salary Standardization Board in the case of dis-

satisfaction with salary allocation. Employees are entitled to receive these forms where they wish to appeal and should ask for them at the institution office. Appeal forms should be filled out carefully and clearly in accordance with directions on forms and filed promptly with the proper State Board.

In the case of the information to be supplied to the Occupational Sub-Committees of the Association to be used to back up the appeals made on official forms, no particular form is required. Statements by employees to the sub-committee members or Chairman or to the General Appeals Committee may be made upon any type of paper but should include (a) Name of Employee; (b) Name of Institution; (c) title and salary as of September 1, 1943; (d) title and salary as of October 1, 1943; (e) title and salary sought by employee; (f) facts and figures to substantiate any claim for different title or different salary allocation. Remember that appeals to the sub-committees does not take the place of your official appeal which must be made on the official form which you can obtain from your proper institution officers. However, copies of the appeals may well be filed with the General Appeals Committee.

#### **ASSOCIATION HAS WON FIRST POINT**

As employees have been advised already by special Association Bulletins, the appeal made by President Fisher and a Committee of the Association to the Governor on September 16th and 17th was promptly answered by the Director of the Budget on September 18th with an official order that there would be reductions in cash salary payments as of October 1st as originally contemplated. Said the Director of the Budget in a statement sent "To All Mental Hygiene Institutions" on September 18th:

"The establishment of salary standardization and maintenance values for employees in Mental Hygiene institutions will benefit a majority of such employees by increased pay schedules. Because of some technical provisions in temporary laws affecting these institutions, a small number of such employees of long service might find the cash compensation received by them reduced in aggregate amount as compared with the past two years. Under ordinary circumstances the lesser payments

might have been proper. In these times the State administration does not believe that any State employee should suffer a reduction in cash compensation. Accordingly, the administration has adopted measures which will preclude any such cash reductions. Not one employee in the Department of Mental Hygiene will receive less cash compensation beginning October 1st than he had been receiving on September 30th."

#### **NON-STATUTORY POSITIONS**

Among institution personnel are many who occupy positions that are not now classified under the civil service laws as competitive or non-competitive. Such positions do not, therefore, come within the classification or salary provisions of the Career Service law. These positions can be brought under the career law only by act of the Civil Service Commission with the approval of the Governor. Many of the positions rightfully belong in the non-competitive or competitive class. Delegates were emphatic in urging that the Civil Service Commission act promptly on the jurisdictional reclassification of the positions in question. A special committee composed of the following members was chosen to progress this matter:

Chairman—Dr. Frank L. Tolman  
Members: William F. McDonough  
Fred Bailey, Industry State School  
Leo Gurry, Marcy State Hospital  
Frank Burke, Kings Park State Hospital  
Frederick J. Walters, Middletown State Hospital  
Everett Jackson, Willard State Hospital  
John McDonald, Rochester State Hospital.

#### **FAITH IN FUTURE SUCCESS**

The career Service Law is as sound as the Constitution itself. The dignity of the worker and the honor of the State call for the complete application of career service principles in State service. Because of these facts and because the Association believes that the present administration is honestly interested in worker welfare, the Association has no doubt that the machinery for appeals and the justice of employee claims, together with open opportunity for the strengthening of the law if necessary, will result in substantial improvement in employment conditions in the institutions of the State affected by the extension of the Feld-Hamilton provisions.

# Appeals Committee

The work of the appeal committees of the Association has been outlined in bulletin, and in letters to appeal committee chairmen and members. Briefly, it is this: To compile in an intelligent manner and to present with clarity and promptness the facts relating to any inequities which exist in the new salaries and titles so that the official appeals made directly by employees may have the full support of the Association when such appeals reach the Salary Standardization Board and the Classification Board.

First, the officers of chapters or representatives of the Association at each institution should directly or through committees, make known to each employee in each occupation the name of the committee chairman of his occupational group sub-committee and assist such employee to prepare and file with the committee chairman the facts of any appeal which he believes he is justified in making. To expedite matters, there should actually be in each institution a member of each occupational committee whose responsibility would be to assemble the facts relating to his group and see that they are placed in the hands of the committee chairmen listed below. The committee chairmen will in turn contact Chairman Shoro of the General Appeals Committee, thus eventually telescoping the combined thought of workers in each group in each institution into a factual summary to be used by the General Appeals Committee supported by the officers and counsel of the Association before the Salary Standardization Board, the Classification or other State official or agency. Association chapter officers and representatives in institutions have a grave responsibility to the membership of the Association in their respective institutions and to the membership of the Association as a whole, and particularly to the workers who may suffer any inequity by reason of improper classification or salary allocation, to organize local institutional committees or otherwise immediately to assist the workers in each occupational group to express themselves fully and properly. It should be recognized that, as there are many em-

ployees who are properly classified and allocated so there will be many employees and groups who may have no desire to appeal and no grounds upon which to appeal. It would, of course, be useless and unfair for such to make appeals for consideration to which they are not honestly entitled or which would be in conflict with career service principles. Any such appeals should be actually discouraged.

Chapter activity to help to correct errors or injustices through proper attention to the appeals of each group in each institution, will not only be a real service to the State and to the worker but it will upbuild local confidence in the chapters and in the Association. We must have unity and we must have intelligent, efficient action.

WHERE NO COMMITTEE IS LISTED EITHER ONE WILL BE SET UP OR STATEMENTS FROM THE EMPLOYEES AFFECTED MAY BE SENT TO THE CHAIRMAN OF THE GENERAL APPEALS COMMITTEE, CLIFFORD C. SHORO, ROOM 156, STATE CAPITOL, ALBANY. IN SOME INSTANCES ADDITIONAL MEMBERS WILL BE ADDED TO A COMMITTEE AS DESIRABLE FROM TIME TO TIME.

## GENERAL APPEALS COMMITTEE

Chairman—Clifford C. Shoro, Executive Committee; Leo Gurry, Marcy State Hospital; Andrew Delaney, Hudson River State Hospital.

## OCCUPATIONAL SUB-COMMITTEES

### Medical Staff

Chairman—Dr. Arthur M. Sullivan, Harlem Valley State Hospital.

### Clerical and Office Employees

Chairman—Arthur Gifford, Rockland State Hospital; Frank Neitzel, Pilgrim State Hospital; Mrs. Lucy Baumgrass, Marcy State Hospital.

### Business Management—Stores and Accounting

Chairman—Lee Keyes, St. Lawrence State Hospital; Mrs. Vernice Craver, Newark State School; William Mearinney, Willard State Hospital.

### Laboratory and Pathology

Chairman—Dr. W. H. English, M.D., Rockland State Hospital.

### Dental

Chairman—Dr. Bennett M. Lathrop, Letchworth Village.

### Pharmacy

Chairman—Mr. Leo Gurry, Marcy State Hospital.

### X-Ray and Photography

Chairman—Carl Soracci, Harlem Valley State Hospital; Mrs. M. Smith, Brooklyn State Hospital; Victor Spinner, Rome State School.

### Hospital Attendants

Chairman—Owen W. Jones, Rome State School; Charles Burns, Pilgrim State Hospital; William Verbridge, Newark State School; Robert Kinch, St. Lawrence State Hospital; Arthur Gundreson, Middletown State Hospital; Harry Schwartz, Buffalo State Hospital.

### Nurse and Nurse Training School

Chairman—Cathryn Jones, Utica State Hospital; Frederick J. Walters, Middletown State Hospital; Robert Harvey, Gowanda State Hospital; Harry Blake, Brooklyn State Hospital; Patrick Clerkin, Central Islip State Hospital.

### Social Workers

Chairman—Mrs. Della Smith, Central Islip State Hospital; Mrs. Ella Sheetz, Letchworth Village; Mr. Charles Ewing, Industry; Mabel Fitzpatrick, Utica State Hospital.

### Psychologists

Chairman—Clifford Ford, Industry State School; Dr. Theodora Abel, Letchworth Village.

### Occupational Therapy and Occupational Instruction

Chairman—Mrs. Virginia Scullin, Pilgrim State Hospital; Howard Schumacher, Middletown State Hospital; Miss Irene Cunningham, St. Lawrence State Hospital; Martha Neary, Rockland State Hospital; Gertrude Viner, Kings Park State Hospital.

### Teachers, Librarians and Educational Positions

Chairman—Ed. H. Brayer, School for the Blind, Batavia; Bernice Byfield, Westfield State Farm; Clifford Hall, Industry; Dorothy Preble, Craig Colony, Sonyea; Mrs. Irene St. John, Rome State School.

(Continued on Page 239)



# An Important Election

The election on November 2, 1943, will include among judicial and local officials in many sections of the State the selection of a Lieutenant Governor. This situation was brought about by the death of Lieutenant Governor Thomas W. Wallace. Needless to say, the office of Lieutenant Governor is an important one to State employees as it is to all citizens of the State. The Association addressed a letter to each of the candidates—Senator Joe R. Hanley, Republican candidate, and General William N. Haskell, Democratic candidate, inviting them to express themselves with reference to the merit system and civil service matters. The Association is pleased to print below the statements graciously supplied by the candidates.

## Senator Hanley:

"My record in the Senate since 1932 is my best answer as to my future attitude toward the merit system in public employment. That the State should seek citizens possessed of character and fitness to serve in public positions seems to me to be a truism that needs no elaboration. I know of no better way to apply it than to follow our Constitutional provision—and I mean follow it in spirit and in letter. It has been my privilege to have a part in giving legislative approval to many improvements in the basic civil service statutes, including the career service law adopted in 1937. In my opinion this law when fully and fairly applied is a necessary supplement to civil service requirements as to recruitment and promotion. The State may under this law establish adequate salaries and deal fairly with salary promotions. The State aims at securing high ability, so in paying for that ability it should take the leadership.

"The cost of living bonus provides a sound way of meeting unusual war conditions without disturbing the basic career service scales. The cost of living factor must be dealt with and it is apparent that there would be no justification for disregarding the need of State workers for sound adjustment. I am as much for the cost of living adjustment as I was when I introduced the present law in the Senate last year. I feel also that Governor Dewey's action in establishing a \$1200 minimum for certain groups should be made permanent and extended to all employees. The importance of prompt hearings and correction of any errors in classification and salary allocations is obvious, and any legislative amendment which may be helpful to assuring sound institution employment conditions will have my hearty support."

## General Haskell:

"I am now and always have been a firm believer in safeguarding and extending civil service. I am happy to be associated with the political party which since the time the merit system was established under the sponsorship of Grover Cleveland and other progressive figures, has always supported measures for the improvement and the protection of the civil service. The public well knows that New York's civil service is the outstanding merit system in the nation and that Governor Lehman and his predecessors have consistently supported measures for continued improvement.

"I should like to see the Civil Service Commission made of still more use and value to the departments of State government and a greater force for the improvement of the welfare of efficient State employees.

"It is a great satisfaction to me that Governor Lehman made a great contribution when he signed the Feld-Hamilton law, and if elected I hope I may have a share in seeing that the purposes and spirit of that act are carried out. I should like to see both the Commission and department heads cooperate on any problems or legitimate grievances the State's civil service employees may have.

"Just as their elected State officers and citizens and taxpayers expect efficient service from civil service employees, so the civil service employees may expect the right of fair dealing from their employers, the State and department heads of State government and from the public.

"I am happy to declare that the record of Governor Lehman as a friend of civil service in principle and in practice will be one that I shall try to emulate, if I have the chance, and that I shall try to preserve and advance the rights guaranteed under the State constitution and civil service laws and regulations."

# Insurance Facts

BY C. A. CARLISLE, JR.

Over a Million Dollars in Disability Benefits have now been paid by your Group Plan to New York State Employees. Obviously our "Million Dollar Baby" has grown up and based on its remarkable performance of the past seven years has definitely earned the right to a fair rate in keeping with the job it is doing.

In connection with the change over to the new schedule of rates, effective November 1, 1943, for all old and new insureds, new policies have been issued and are going forward to every person insured under the Plan. Your new policy embodies the liberal advantages found in the old form contract, and serves to provide uniform protection for everyone. Its advantages are—as follows:

**Sickness.** Complete coverage, without requiring house confinement, payable up to one year for any one sickness. The sickness may be occupational or non-occupational, as all sickness coverage under all policies is the same.

Please remember that it is possible to submit more than one sickness claim in any one year or period of years, because recurring sicknesses are recognized under this Plan. The fact that you have collected for one year or any part thereof, does not mean that you cannot collect again and again. This is one of the outstanding features of this Plan.

**Accidents.** For all State employees engaged in strictly clerical work, the policy covers accidents on the job up to a limit of one year, and non-occupational accidents up to five years. For all persons not in strictly clerical positions, the policy covers just the five-year \*non-occupational insurance, previously mentioned, unless the \*occupational coverage is purchased at the higher rate, as shown on the back of the new application.

\* OCCUPATIONAL accidents are those occurring in the course of employment, for which you receive compensation from the State of New York, as required by law, in addition to your benefits under this insurance. NON-OCCUPATIONAL accidents are those occurring away from the job, for which no compensation insurance is paid by the State of New York.

(Continued on Page 237)

# The Editorial Page

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## THE STATE EMPLOYEE

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## Read This

Efficiency in State service depends upon the character and fitness of the personnel employed by the people of the State.

Neither the Constitutional provisions nor the basic civil service laws are effective alone to insure efficiency in State service.

The Constitutional provisions and the basic laws now on the statute books are sufficient to supply an eager, enthusiastic, efficient civil service body.

It is plain, therefore, that if there is any lagging in the efficiency or completeness of State service it must be due to failure to apply the laws in the spirit in which those laws were written.

Classification of positions—definite specifications, appropriate titles—for each job in the State service is a responsibility of the State Civil Service Classification Board and of the Civil Service Commission. The civil service law plainly places on the Classification Board the duty of classification. It does not place this responsibility upon the Budget Division, nor the various departments.

The Salary Standardization Board has the duty of allocating all standard positions in the competitive and non-competitive classes of the State service to appropriate salary services and grades as established by the Legislature. Whenever a new title is created, or new or additional departments come under the Career Law, the positions after classification by the Classification Board, require salary allocation, unless the position as classified under a standard title has previously been allocated. This is a responsibility of the Salary Standardization Board, it is not a responsibility of the Budget Division nor the various departments.

The Budget Division, it is true, may refuse to include a title or a salary allocation in the Budget, and when this is done the new position as classified or allocated does not come into existence. In doing thus the Budget Division takes the great and entire responsibility for saying whether a service shall be rendered and paid for at fair rates.

Since the passage by the Legislature, the complete application of the Career Law has been frequently handicapped and made the subject of unjust criticism largely as the result of delays in classification, and in hearings of appeals by employees, or by reason of departmental reorganization, or of Budget Division action. Some of the delays in applying the Career Service law are due to failure of the Budget Division to accept the classification and salary allocation plans presented to them by the two Boards. Matteawan and Dannemora State hospitals are examples of Budget Division delay. Delay in extending the Career Service law to Mental Hygiene institutions is due largely to failure of the Classification Board to act promptly.

Now, this Association has always preached the philosophy that there is no use "crying over spilled milk." The delays occurred in the past. We cannot help them. We face the present and the future and resolve that there shall be prompt and intelligent action. What difference as to the cause of past imperfections? The

whole thought and will of the people is not to repeat errors of the past, but to think and act like rational, serious, intelligent men and women. When there is a task to do it should be done just as quickly as possible. And the "as possible" is not to be taken as a tolerance for indifference or inefficiency.

The people of the State look to the Salary Standardization Board to maintain its independence and to function fully in carrying out the responsibilities fixed upon it by law. They look to the Classification Board to do likewise. The people have spoken through the Career Service and other civil service provisions and have said just how they want the personnel in State service to be treated. It is not the province of any agency to sabotage the will of the people by inaction or otherwise.

Criticism directed at the Career Service law in its application to the positions in the Department of Mental Hygiene is wholly unjustified. The law points the way for the correction of salary or title errors. The classification of a number of positions indicates plainly that Mental Hygiene officials are reorganizing the staffs of the various institutions and that this reorganization, and not the Career Law, is bringing about many of the situations complained of. The Career Law is not responsible for delegation in part of some important duties of classification to the superintendents which belong wholly to the Classification Board. The Career Law does not say that the positions in smaller institutions are not just as important as those in larger institutions. The Career Law is not responsible for saying that there shall be fewer carpenters or tradesmen in any institution—that is being decided by the Department. It is not within reason or common sense to say that if a man is doing carpenter work, for instance, that because the Department officials may decide they do not want a carpenter that that man becomes an apprentice, or in the words of the Classification Division—a "maintenance man." That is a Department policy and not a civil service policy. The



# Civil Service Notes

BY THEODORE BECKER

*State Department of Civil Service*

## \$1200 MINIMUM SALARY

Hundreds of Junior Clerks, Junior Stenographers and Junior Typists now receiving a minimum salary of \$1200 under temporary legislation due to expire March 31, 1944, will not have to revert back to their basic minimum salaries of less than \$1200 if a recommendation of the Temporary Salary Standardization Board is enacted into law at the next session of the Legislature. In its Sixth Report to the Legislature, recently issued, the Board, among other recommendations, urged that the "minimum salary of \$1200 temporarily set for all but one of the salary services, be made permanent and that the salary schedules be amended to incorporate that minimum." Explaining its recommendation, the Board stated:

"The action of the Governor and the Legislature in providing a temporary minimum salary of \$1200 for all services except the custodial, raises the question of necessity or desirability of changes in the lower salary brackets to preserve promotion rights and opportunities and to prevent confusion as to titles and duties. The board believes that \$1200 is none too high for a general entering salary for competitive civil service positions. If some such minimum is to be in effect, it should be incorporated in the salary schedules. Those schedules are so constructed that the change can be made without much disturbance of the general salary scale structure by eliminating the first, or in some cases the first two sub-grades. Some other minor adjustments may be required. The Board recommends such action to the next Legislature."

The Board also recommended that:

"Feld-Hamilton rates be extended to include eventually the entire State service. That they now be extended to include such exempt positions as are usually described as 'labor' positions, but to exclude high administrative policy forming positions properly in the exempt class."

"Studies be initiated of the practicability of applying Feld-Hamilton rates to part-time and seasonal positions."

The report of the Board is contained in Legislative Document (1943) No. 53.

## TWO-WEEK REINSTATEMENTS

State employees who now seek reinstatement for a payroll period after resignation during the preceding year in order to maintain the privilege of returning to State service on a permanent basis some time in the future, may expect their request to be denied. According to notice recently served on all State departments and divisions by Budget Director John E. Burton, such two-week reinstatements will no longer be countenanced unless such short term reinstatements are to the demonstrable benefit of the departments. The Budget Director in a circular letter dated July 13, 1943, stated:

"According to Rule XVI-1 of the Civil Service Commission, employees may be reinstated at the pleasure of the appointing officer within one year from the date of resignation from the service. A practice has developed of permitting employees to be reinstated year after year for one payroll period in order to keep alive this privilege of reinstatement. The Budget Division is opposed to this practice of two-week reinstatements.

"Hereafter, it will be the policy to consider requests for reinstatement only under a condition that the employee desires permanent employment unless it can be clearly demonstrated that it will be to the advantage of a Department to utilize the individual's services for a shorter period. If given permanent reinstatement and the employee proposes to resign after a short period, he should be interviewed with respect to the reasons for such a resignation and if it is found that the conditions prompting his actions were actually in existence at the time the request for reinstatement was submitted, no future requests on the part of the employee for further reinstatements should be entertained.

"Notwithstanding any exceptions to the rule requiring the approval of the Budget Division for the filling of vacancies, all appointments that serve for an employee's reinstatement

(Continued on Page 247)

kind of work actually done is what must determine the title and pay under the Career Law. The Career Law, fully observed, protects the workers and the service with which it deals; it does not change a present activity of an institution or of a department.

The purpose of every civil service statute is to improve the character and quality of the work done for the people. Errors made by the Classification Board, the Salary Standardization Board, the Budget Division, the Department of Mental Hygiene, if any, can be corrected in the full light of the hearings which are provided for in the Career Law. The Legislature, speaking on behalf of the people, has provided the machinery to correct errors. The merit system and the Career Law which helps to implement that system stand capably on their own feet. Surely there is will and spirit and available personnel in the executive and administrative agencies to deal justly with the human beings in State service—the men and women who give life to laws, who put heart and mind in the vital services of institutions and departments? Surely we have been sufficiently awakened by world happenings to appreciate that the dignity of the worker is the greatest asset of State service as of all human activities. Let's have done with taking a chance with degrading the human beings who do the tasks of State government—let's adopt a decent, liberal intelligent approach to the problem of upbuilding New York State service. Throughout many years of neglect and indifference, New York State workers have served and sacrificed, always with the hope that their problems of classification, salary and promotion would finally be adjusted in the enlightened spirit of sound standards and active good will. The laws are on the books—how about our ability to apply them fairly and fully?

Let's not disappoint State workers now or in 1944 or any time. Let's act fairly with all groups—and DO IT NOW!

In this plain, straight-from-the-shoulder review of important matters in the light of current happenings, the Association is simply urging that the human element be viewed in its proper perspective with reference to the effective functioning of State government.

# Job Specifications

Sound personnel administration has as its base definite job specifications. These specifications set forth the duties and responsibilities attaching to each position and the qualifications deemed necessary in the individual chosen to fill the position. Each service must have a definite and concise title, which retains the same general meaning year after year. The title and the specifications become, by common usage, synonymous. Thus, the Executive Department, the Legislature, the Civil Service Department, and all appointing officers have at once a common language and a common understanding.

It is important to the employee who fills a position that he understand the significance of the title and of the specifications which apply to the position. It is especially important when a job has been reclassified and given a new title and new specifications, that the incumbent fit the requirements of the position.

As an example, let us say that in the extension of the Career Service Law to Mental Hygiene Department institutions, the Civil Service Classification Board found a position with the duties and responsibilities common to the position for which the proper title was Stenographer, or Storekeeper or any other job title, and the person filling the job was first employed from an eligible list for the position of "Attendant" or some other position. If the incumbent of the position has been doing the work of a stenographer or storekeeper or any other job since April 9, 1941, he is continued in the new position under the new title without further examination and with all of the rights and privileges which go with the title of the position. If appointment occurred after April 9, 1941, the incumbent must qualify by regular promotion examination procedure unless it can be shown that the position is the equivalent of a position for which the employee previously qualified by examination. The final determination in such cases will rest with the Civil Service Commission.

We print herewith the official job specifications for various positions in the hospitals and schools under the

jurisdiction of the Department of Mental Hygiene, and which apply after October 1, 1943.

## WARD SERVICE

### CHIEF SUPERVISING NURSE

2-5

Salary Range \$3000-3750 Inc. \$150

*Definition:* Has responsible charge of the care, custody, and welfare of patients and supervises all nurses and attendants in the entire ward service of a small mental hygiene institution, or, in a large institution, is in charge of the male or female half of ward service; does related work as required.

*Distinguishing Features:* A position in this class calls for a high degree of administrative supervisory ability and for professional nursing skill of the highest order. The work is performed subject to standards and rules prescribed by the Department of Mental Hygiene, and the incumbent is subject to general direction from the superintendent. The Chief Supervising Nurse is concerned primarily with the administration of the ward service, and consults with the Principal of the Nurses' Training School regarding problems of professional nursing.

*Example:* Plans systems of assignment of ward personnel to assure adequate coverage of all wards at all times; assigns Supervising Nurses and Mental Hygiene Head Attendants to posts of duty, and reviews their daily reports of census, mechanical restraints, and unusual incidents; inspects all parts of the institution where patients may go; handles promotions, disciplinary problems, and assignments for all ward service personnel; in cooperation with the Principal of the Nurses' Training School, maintains high standards of professional nursing on the wards; confers with medical officers about problems relating to ward service.

*Minimum Requirements:* (a) Possession of a license to practice as a registered professional nurse in New York State; and 6 years of progressively responsible graduate nursing experience, two of which shall have been as a Supervising Nurse; OR

(b) Possession of a license as stated in (a) above, and a satisfactory equivalent of the foregoing experience.

*Desirable Qualifications:* A high degree of administrative and supervisory ability; ability to command respect and obedience from patients and subordinate employees; advanced knowledge of professional nursing and of the care of mental patients; good judgment; reliability; post-graduate nursing administration courses.

### SUPERVISING NURSE 2-3

#### Group of Classes

Salary Range \$2000-2500 Inc. \$100

*Typical Titles of Classes in the Group:*

- Supervising Nurse (Orthopedic) ....
- Supervising Nurse (Tuberculosis)
- Supervising Nurse (Psychiatry)

*Definition:* Has charge of professional nursing work and the care and custody of patients in a large subdivision of a state institution of the type indicated by the title of the class; does related work as required.

*Distinguishing Features:* A position in this class calls for a high degree of professional nursing skill and for considerable supervisory ability. The work involves supervision over a large number of attendants, Staff Nurses, Head Nurses and Charge Attendants. A Supervising Nurse works under the general direction of the Chief Supervising Nurse or of the medical officer in charge of the service.

*Example:* Nursing Administration: Supervises professional nursing and ward personnel in an assigned service; assigns subordinate employees to posts of duty and keeps records of their time; inspects the wards frequently; requisitions supplies and clothing; investigates and reports accidents; provides work for physically able patients; keeps records and makes out reports; assists in the instruction of student nurses.

*Care of Patients:* Accompanies physician-in-charge on ward rounds; confers with Head Nurses relative to physician's orders; supervises the service of food; personally handles especially difficult cases.

*Minimum Requirements:* Possession of a license to practice as a registered professional nurse in New York State and 4 years of graduate nursing experience, 1 of which shall have involved regular supervision over subordinate ward service personnel.

*Desirable Qualifications:* Considerable administrative and supervisory ability; ability to secure cooperation and obedience from patients and subordinate employees; especial skill in professional nursing and in the care of patients of the type indicated by the title of the class; good judgment; reliability; post-graduate nursing administration courses.

### HEAD NURSE

2-2b

#### Group of Classes

Salary Range \$1650-2150 Inc. \$100

*Typical Titles of Classes in the Group:*

- Head Nurse (Orthopedics)
- Head Nurse (Psychiatric)
- Head Nurse (Tuberculosis)

*Definition:* Has charge of professional nursing work and care and custody of patients on ward or other subdivision of a state institution of the type indicated by the title of the class; or, is in charge of a clinic or other special department of a hospital; does related work as required.

*Distinguishing Features:* A Head Nurse is responsible for supervising attendants and Staff Nurses, and often instructs student nurses in practical ward nursing. A position in this class involves considerable technical nursing skill. An employee in this class may be in charge of one ward or two small wards on the day shift or may be in



charge of a group of wards on the evening or night shift.

**Example:** Care of Patients: Makes rounds of ward with physician; supervises nurses and attendants in bathing, feeding, and caring for patients, and in administering treatments and medications as prescribed; applies surgical dressings; notes and reports changes in patients' physical and mental condition; instructs patients in personal hygiene; in mental hygiene institutions deals with violent patients; in an orthopedic hospital, instructs subordinates in the care and bathing of children and the adjustment of orthopedic apparatus; may be in charge of a shock therapy clinic; may be in charge of an operating room; at night, may be in charge of a group of wards which would be covered by a Supervising Nurse on the day shift.

**Nursing Administration:** Charts the temperature, pulse, respiration and general condition of patients; is responsible for clothing and supplies kept on the wards; supervises service of meals on the wards; is responsible for cleanliness of the ward; instructs student nurses in nursing practice; writes ward reports.

**Minimum Requirements:** Possession of a license to practice as a registered professional nurse in New York State, AND 2 years of graduate experience within the last 5 years in the field of nursing indicated by the title of the class.

**Desirable Qualifications:** Tact, firmness; pleasing bedside manner; reliability; supervisory ability; considerable skill in professional nursing.

**STAFF NURSE** 2-2a  
**Salary Range \$1400-1900 Inc. \$100**

**Definition:** Does professional nursing work in the bedside care of the mentally or physically ill, assists physicians in clinics, operating rooms, special departments, and the wards; does related work as required.

**Distinguishing Features:** A Staff Nurse performs skilled technical work under close supervision from a physician or a higher ranking nurse. The position does not involve supervision over other employees, but the nurse may occasionally act as straw boss of a group of attendants. Sympathetic attitude towards ill patients and a good bedside manner are indispensable to the Staff Nurse.

**Example:** Care of Patients: Prepares patients for and assists physicians with treatments and examinations; administers medications and treatments as prescribed; takes and records temperature, pulse, and respiration; bathes and feeds patients; assists with surgical dressings; sterilizes instruments; obtains specimens for analysis; instructs patients in personal hygiene; observes all patients carefully, and reports any physical or mental change; gives hydrotherapy tub baths when prescribed; applies mechanical restraints when prescribed; keeps up patient morale.

**Nursing Administration:** Confers with medical personnel and higher ranking nurses; prepares daily reports of medications, census and condition of patients; assists with ward instruction

of student nurses and attendants; distributes supplies; maintains cleanliness.

**Minimum Requirements:** Possession of a license to practice as a registered professional nurse in the State of New York.

**Desirable Qualifications:** Tact; firmness; pleasing bedside manner, reliability; ability to follow instructions exactly.

**CHIEF SUPERVISING ATTENDANT** 1-5  
**Salary Range \$2400-2800 Inc. \$100**

**Definition:** Has 24 hour responsibility for the care and custody of patients in the entire ward service of a small state school for mental defectives, or in a large school has charge of the male or female half of the ward service; does related work as required.

**Distinguishing Features:** A position in this class involves responsibility to the superintendent for supervision over all ward service personnel in a state school and for the care, custody, and welfare of all patients. A chief attendant must have a very thorough knowledge of ward care, and must have outstanding administrative ability as he will usually supervise from 200 to 400 subordinates.

**Example:** Plans system of ward coverage and assigns Mental Hygiene Head Attendants to posts of duty; keeps records of ward coverage, census of patients, accidents, mechanical restraints, and employees' time; inspects all wards frequently; inspects dining rooms, industrial shops, grounds, and all other places where patients may go; handles promotions and disciplinary cases for ward service employees.

**Minimum Requirements:** 8 years of progressively responsible experience in caring for patients in state schools, of which 3 years shall have included supervision over Attendants and 1 year shall have included supervision over Staff Attendants.

**Desirable Qualifications:** Outstanding administrative ability; special skill in caring for mentally and physically ill patients; ability to command obedience and respect from subordinates and patients; tact; reliability; resourcefulness; good physical condition; registration as a practical nurse.

**SUPERVISING ATTENDANT** 1-3b  
**Salary Range \$1700-2100 Inc. \$100**

**Definition:** Has full responsibility for the care and custody of a large number of patients in a number of wards or buildings of a mental hospital or state school or in a colony of a state school; does related work as required.

**Distinguishing Features:** A position in this class involves supervision over a large number of attendants and staff attendants and involves responsibility for the welfare of a large number of patients in a group of wards where professional nurses are not required or cannot be secured. The Supervising Attendant must have special skill in administering to the needs of mental patients and must have considerable supervisory ability, as he will usually supervise fifty or more subordinates.

**Example:** Plans system of ward coverage and assigns Attendants and

Staff Attendants to posts of duty; keeps records of ward coverage; accidents and employees' time; inspects wards in his service very frequently; makes rounds with the doctor; reports the census of patients; records mechanical restraints and unusual incidents; supervises food service in the dining rooms of his group; supervises care of clothing and ward supplies for his group; may apply simple surgical dressings; may give prescribed medications and treatments.

**Minimum Requirements:** Five years of progressively responsible experience in caring for mental patients, of which two years shall have included supervision over Attendants; good physical condition.

**Desirable Qualifications:** Considerable administrative ability; special skill in caring for mentally and physically ill patients; ability to command obedience and respect from subordinates and patients; tact; reliability; resourcefulness; registration as a practical nurse.

**STAFF ATTENDANT** 1-3a  
**Salary Range \$1500-1900 Inc. \$100**

**Definition:** Is responsible for the care and custody of a group of patients in a ward or other subdivision of a mental hygiene institution; does related work as required.

**Distinguishing Features:** An employee in this class is responsible, usually to a Supervising Nurse or Supervising Attendant, for the welfare of a group of patients on a ward or on two small wards where professional nurses are not required or cannot be secured. A staff attendant has immediate supervision over attendants on the day shift in his ward, and indirectly supervises the evening and night attendants. He may work on the evening or night shift on an extremely large and difficult ward or on a group of wards. A position in this class involves skill in administering to the needs of mental patients, and requires an employee who can supervise attendants and get along with patients.

**Example:** In Charge of a Ward or Other Subdivision: Assigns various tasks to attendants and working patients; personally bathes, dresses, and feeds patients; keeps census; records mechanical restraints and unusual incidents; is responsible for clothing and supplies kept on the ward; makes rounds with the doctor and supervisor; maintains order on the ward; administers prescribed medicines.

**In Charge of a Service at Night:** Is in charge of a large number of patients on a group of wards on the night or evening shift; assigns tasks to attendants; personally bathes, dresses, undresses, and feeds patients; keeps records of census, mechanical restraints, and unusual incidents; frequently makes rounds of the service; administers prescribed medications; maintains order.

**Miscellaneous:** May be in charge of a treatment room; may be located in a building center and act as assistant supervisor; may be in charge of a large number of working patients and attendants in work on the grounds;

acts as transfer agent transporting patients to and from the hospital.

**Minimum Requirements:** 3 years of satisfactory experience in caring for mental patients; good physical condition.

**Desirable Qualifications:** Some supervisory ability; sympathetic understanding of mentally and physically ill patients; ability to secure cooperation from subordinates and from patients; tact; cleanliness; reliability and initiative.

**ATTENDANT** 1-2aa  
**Salary Range \$1200-1600 Inc. \$100**

**Definition:** Performs duties related to the care and oversight of patients in a mental hospital, state school, or Craig Colony.

**Distinguishing Features:** An Attendant does routine prescribed work which requires sympathetic understanding of the problems of the physically and mentally ill. The work is performed under close supervision. The Attendant's personality and attitude are extremely important in maintaining harmony with and enlisting cooperation from patients. An employee in this class must be able to intelligently cope with problems and emergencies as they arise.

**Example:** Assists doctors and nurses in preparing patients for treatments and attends them while undergoing prescribed treatments; bathes, dresses, feeds, shaves and otherwise cares for patients; works with patients in keeping beds, quarters and equipment clean; takes groups of patients to work on the grounds, farm, coal yard or sewage plant and looks after them while working; keeps order and prevents escapes; watches over and reports upon actions and condition of patients; supervises care of patients in occupational therapy shops; keeps simple written records; acts as receptionist on visiting days; runs errands and generally assists the supervisor in charge; at night, keeps watch over a ward or, in case of well-behaved patients, over two wards, assisting patients to bed, attending to their needs, keeping order, and summoning help in case of an emergency; attends in-service training classes; distributes clothes, laundry and supplies; in a dining room or cafeteria, serves food and maintains cleanliness; may ride with the transfer agent or bus driver when patients are to be transported in motor vehicles.

**Minimum Requirements:** Ability to speak, read and write the English language with facility; good physical condition.

**Desirable Qualifications:** Good moral character; reliability; ability to work harmoniously with patients; sympathetic attitude towards the mentally and physically ill; cheerfulness; tact; patience; some skill in practical nursing; ability to carry out simple orders accurately; ability to complete a prescribed in-service training course satisfactorily.

**BARBER** 1-2b  
**Salary Range \$1300-1700 Inc. \$100**

**Definition:** Cuts the hair of male and female inmates of a state institu-

tion, and shaves male inmates; does related work as required.

**Distinguishing Features:** An employee in a position in this class must be a skilled barber and may have the responsibility for training inmate assistants.

**Example:** Cuts hair; shaves inmates; may instruct inmate assistants; requisitions necessary barber supplies; sharpens and sterilizes barber tools; keeps the barber shop clean and neat.

**Minimum Requirements:** Completion of a course in a standard barber college or of an apprenticeship in the barber trade.

**Desirable Qualifications:** A good knowledge of and skill in the use and care of barber tools; carefulness; neatness; patience.

**BEAUTICIAN** 1-2b  
**Salary Range \$1300-1700 Inc. \$100**

**Definition:** Cares for the hair, skin and nails of female inmates of a state institution; does related work as required.

**Distinguishing Features:** An employee in a position in this class must be a skilled beautician and may have the responsibility for training inmate assistants.

**Example:** Cuts, shampoos and waves patients' hair; gives facial massages and hot oil scalp treatments; manicures patients' nails; keeps the beauty shop clean and the equipment in good working condition; trains and supervises inmate assistants; requisitions necessary beauty shop supplies.

**Minimum Requirements:** One year of satisfactory experience in hair dressing and related work in a commercial beauty parlor.

**Desirable Qualifications:** Preferably high school training and a course in beauty culture; good knowledge of the use and care of beauty shop equipment; neatness; cleanliness; patience; good physical condition.

## NURSES TRAINING SCHOOL

**PRINCIPAL OF NURSES' TRAINING SCHOOL** 7-3  
**Salary Range \$3120-3870 Inc. \$150**

**Definition:** Supervises the program of nurses' training and education at a state hospital; does related work as required.

**Distinguishing Features:** An employee in this class is responsible for establishing and maintaining high standards of education in the school of nursing. Subject to the administrative approval from the superintendent, and within the framework of the Mental Hygiene and Education Laws, she plans the curriculum, selects candidates for training, and supervises Instructors of Nursing and Head Nurses who teach nursing arts and nursing practice in the class room or in the wards. The position calls for professional nursing skill of the highest order and for thorough knowledge of educational methods used in nurses' training schools. The emphasis in this class is on maintaining a high level of professional nursing, but the Principal consults with the Chief Supervising Nurse

regarding the administration of the ward service in relation to professional and educational standards.

**Example:** Selects applicants for nurses' training; plans curricula and instructional material; schedules classes; assigns subjects to teachers and instructors; personally conducts classes; conducts an in-service training program for attendants; confers with student and affiliate nurses about their personal problems; assigns student nurses to wards and classes; maintains records of students' progress; attends and takes an active part in staff meetings; prepares the catalog of the school of nursing; prepares necessary reports on the nurses' training program; assists the Chief Supervising Nurse with problems relating to professional nursing in the ward service.

**Minimum Requirements:** (a) Graduation from an accredited school of nursing; 30 credit hours of college work in the field of nursing education; 5 years of progressively responsible graduate nursing experience, 3 of which shall have been as a member of the faculty of a nurses' training school; possession of a license to practice as a registered professional nurse in the State of New York; OR

(b) Graduation from a recognized college or university with a degree of B.S. in Nursing including courses in nursing education; 3 years of graduate nursing experience, 2 of which shall have been as a member of the faculty of a nurses' training school; possession of a license to practice as a registered professional nurse in the State of New York; OR

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

**Desirable Qualifications:** Advanced knowledge of modern nursing and hospital ward practice; marked ability as a teacher and administrator; good judgment; sympathetic understanding of young people; ability to get along well with student nurses.

## ASSISTANT PRINCIPAL OF NURSES' TRAINING SCHOOL

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

**Definition:** Assists in supervising the program of nurses' training and education at a state hospital; gives classroom instruction to student nurses and attendants and oversees the practical application of such instruction; does related work as required.

**Distinguishing Features:** The position involves the dual functions of assisting the Principal of Nurses' Training School in the establishment and maintenance of high training standards and in the giving of classroom instruction in the furtherance of the educational program. An employee in this class relieves the Principal of the more detailed supervision of the program of training student nurses, practical nurses, and the ward service personnel, and the work may involve supervision over instructors in the larger nurses' training faculties. The position calls for professional nursing skill of a very high order and for a good knowledge of the educational methods used in nurses' training schools. The in-



cumbent must be thoroughly familiar with all of the training school's activities and takes full charge in the Principal's absence.

**Example:** Confers with and assists the Principal of the Nurses' Training School in the selection of applicants for nurses' training, planning of curricula and instructional material, scheduling of classes and assignment of subjects to instructors; checks assignments of all students; maintains detailed records of students' progress; assists the Principal in the preparation of the annual report; confers with and advises the Principal on the assignment of students to various wards and classes; makes rounds of the wards to observe the practical daily application of instructions given to students; gives classroom instruction by conducting lectures in various subjects and demonstrating proper nursing techniques; takes charge of training school activities in the absence of the Principal; takes an active part in staff meetings and other conferences involving the training programs for student nurses, practical nurses, and attendants; prepares examinations and corrects papers.

**Minimum Requirements:** (a) Graduation from an accredited school of nursing; 30 credit hours of college work in the field of nursing education; 3 years of graduate nursing experience, 1 of which shall have been on the level of Head Nurse or Instructor; possession of a license to practice as a registered professional nurse in the State of New York; OR

(b) Graduation from a recognized college or university with a degree of B.S. in nursing including courses in nursing education; 2 years teaching experience; possession of a license to practice as a registered professional nurse in the State of New York; OR

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

**Desirable Qualifications:** Thorough knowledge of modern nursing and hospital ward practice; considerable administrative and teaching ability; good judgment; sympathetic understanding of young people; ability to get along well with student nurses.

### **INSTRUCTOR OF NURSING**

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

**Definition:** Gives class room instruction to student nurses in the theory and practice of nursing and oversees the practical application of such instruction; does related work as required.

**Distinguishing Features:** A position in this class calls for a high order of professional nursing skill and for knowledge of educational methods used in nurses' training schools. The instructional program is carried on under the direction of a Principal of Nurses' Training School. The Instructor of Nursing has supervision over student nurses.

**Example:** Prepares and conducts lectures in the various subjects included in the curriculum of the Nurses' Training School; demonstrates proper nursing techniques and oversees ward

practice of students; may conduct attendants' training courses; prepares examinations and corrects papers; keeps records of student nurses.

**Minimum Requirements:** (a) Graduation from an accredited school of nursing; 30 credit hours of college work in the field of nursing education; 1 year of graduate nursing or teaching experience; possession of a license to practice as a registered professional nurse in the State of New York; OR

(b) Graduation from a recognized college or university with a degree of B.S. in nursing including courses in nursing education; 1 year of graduate nursing or teaching experience; possession of a license to practice as a registered professional nurse in the State of New York; OR

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

**Desirable Qualifications:** Thorough knowledge of modern nursing and hospital ward practice; special teaching ability; good judgment; sympathetic understanding of young people; ability to get along well with student nurses.

### **MAINTENANCE**

#### **SENIOR MAINTENANCE SUPERVISOR**

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

**Definition:** Is responsible for directing and supervising the maintenance force of a very large state institution or of a smaller institution with especially acute maintenance problems; does related work as required.

**Distinguishing Features:** A position in this class involves regular supervision over a very large force of carpenters, masons, painters, plasterers, roofers, tinsmiths, locksmiths, maintenance men, and helpers. Consequently, the Senior Maintenance Supervisor must have thorough working knowledge of the various maintenance trades, and must have outstanding supervisory ability. The superintendent and the business manager rely on the technical judgment of their Senior Maintenance Supervisor, and he works under general direction only, being held responsible for results.

**Example:** Draws up detailed plans for construction, repair, and alteration of institution property; estimates materials, supplies, and labor; lays out the work, assigning his subordinates to various tasks; supervises and oversees work on the job; instructs subordinates in general building construction and maintenance; keeps records of shop production; keeps time of subordinates; may also supervise plumbers, steamfitters, and electricians on construction jobs.

**Minimum Requirements:** (a) 8 years of progressively responsible experience in the building construction field, of which 3 shall have involved regular supervision over journeymen, maintenance men, and helpers; OR

(b) A satisfactory equivalent of the foregoing experience.

**Desirable Qualifications:** Outstanding ability to plan and lay out work for subordinates and to supervise others on a job; ability to prepare detail drawings for building construction and to estimate needed materials

and labor; especial skill in carpentry, and a thorough knowledge of related maintenance trades; reliability; good judgment; industriousness.

### **MAINTENANCE SUPERVISOR**

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

**Definition:** Is responsible for directing and supervising the maintenance force of a state institution of moderate size; or, in a very large institution with acute maintenance problems, acts as immediate assistant to the Senior Maintenance Supervisor; does related work as required.

**Distinguishing Features:** A position in this class involves regular supervision over carpenters, masons, plasterers, painters, roofers, tinsmiths, maintenance men, and helpers. Consequently, the Maintenance Supervisor must have a working knowledge of the various maintenance trades, and must be able to supervise subordinate employees. The incumbent of a position in this class works under general direction from the superintendent and business manager.

**Example:** Draws up detailed preliminary plans for construction, repair and alteration of institution property; estimates materials, supplies, and labor; lays out the work, assigning his subordinates to various tasks; supervises and oversees work on the job; instructs subordinates in general building construction and maintenance; keeps records of shop production; keeps time of subordinates.

**Minimum Requirements:** (a) 6 years of progressively responsible experience in the building construction field, of which 2 shall have involved regular supervision over tradesmen, maintenance men and helpers; OR

(b) A satisfactory equivalent of the foregoing experience.

**Desirable Qualifications:** Ability to lay out work for subordinates and to supervise others on a job; ability to prepare detail drawings for building construction and to estimate needed materials and labor; especial skill in carpentry, and a sound knowledge of related maintenance trades; reliability; good judgment; industriousness.

### **CARPENTER**

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

**Definition:** As a member of a maintenance force, supervises and instructs maintenance men and helpers in carpentry, personally performing the more skilled journeyman work; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman carpentry, and also involves regular or straw-boss supervision over maintenance men, helpers and occasionally employees of other trades. A Carpenter, under direction, must be able to lay out work for the men under his supervision, to direct and instruct his subordinates on the job, and to personally perform the most difficult or exacting work.

**Example:** Supervises a force of maintenance employees or working patients and inmates in erecting or repairing large structures, such as barns, staff residences, breakwaters, etc.; per-

sonally performs difficult cabinet work such as constructing stenographers' desks and filing cabinets; performs the more skilled operations with shop machinery, such as using the shaper; is responsible for the care and maintenance of shop machinery; supervises and instructs other employees in shop works; keeps shop records; in an institution, assists his supervisor in estimating and requisitioning materials and supplies, and substitutes for him during his absence.

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

**Desirable Qualifications:** Skill in carpentry, ability to secure cooperation from subordinate employees and working patients or inmates; good physical condition; reliability.

### **MASON AND PLASTERER**

9b-2b

**Salary Range \$1800-2300 Inc. \$100**

**Definition:** As a member of a maintenance force, supervises maintenance men and helpers in plastering and masonry, personally performing the more skilled journeyman work; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman masonry and plastering, and also involves supervision over several helpers and maintenance workers. A Mason and Plasterer, under direction, must be able to lay out work for the force under his supervision, to direct and instruct his subordinates on the job, and to personally perform the most difficult and exacting work.

**Example:** Estimates labor and material; supervises maintenance men, helpers, and working patients or inmates in constructing or repairing brick, stone, or concrete work; builds and repairs chimneys; lays fire-proof brick in power plant boilers; directs large plastering jobs; sets tile.

**Minimum Requirements:** 4 years of experience working under a journeyman mason and plasterer.

**Desirable Qualifications:** Skill in masonry work and in mixing and applying plaster; ability to secure cooperation from subordinate employees and working patients or inmates; good physical condition.

### **PAINTER**

9b-2b

**Salary Range \$1800-2300 Inc. \$100**

**Definition:** As a member of a maintenance force, supervises and instructs maintenance men and helpers in interior and exterior painting, personally performing the more skilled journeyman work; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman painting, and also involves supervision over subordinates. A Painter, under direction, must be able to lay out work for the force under his supervision, to instruct and direct his subordinates on the job, and to personally perform the most difficult and exacting work.

**Example:** Estimates labor and material; assigns tasks to members of his force, oversees them on the job, and inspects completed work; mixes

paint, and mixes colors to match; finishes furniture when a particularly good job is desired; may do lettering and paint signs; may supervise paper-hanging.

**Minimum Requirements:** 4 years of experience in interior and exterior painting under a journeyman painter.

**Desirable Qualifications:** Ability to prepare estimates of labor and material; thorough knowledge of paints and mixing colors; ability to handle men on painting jobs; good physical condition.

### **ROOFER AND TINSMITH 9b-2b**

**Salary Range \$1800-2300 Inc. \$100**

**Definition:** As a member of a maintenance force, supervises and instructs maintenance men and helpers in repairing and rebuilding metal, slate, and composition roofs, and in making and repairing tinware; does related work as required.

**Distinguishing Features:** The Roofer and Tinsmith, under general direction, supervises and oversees the work of several maintenance men or helpers. An employee holding a position in this class must be able to lay out work for the force under his supervision, to direct and instruct his subordinates on the job, and to personally perform the most difficult and exacting work.

**Example:** Estimates labor and material; assigns tasks to members of his force, oversees them on the job, and inspects completed work; plans production for the tin shop, requisitions materials and supplies, and keeps records of shop output; is responsible for custody and welfare of working patients or inmates assigned to the tin shop; personally repairs and rebuilds metal, slate, and composition roofs; personally manufactures and repairs tinware and sheet metal ware such as water pails, garbage cans, dippers, steam kettles, gutters, roof flashing, steam tables and counters, ventilators and tin cans.

**Minimum Requirements:** 4 years of experience working under a journeyman roofer and sheet metal worker.

**Desirable Qualifications:** Ability to prepare estimates of labor and material; thorough knowledge of roofing materials; ability to handle men on roofing jobs, and to secure cooperation from working patients or inmates in the tin shop; mechanical aptitude.

### **SHEET METAL WORKER**

9b 2b

**Salary Range \$1800-2300 Inc. \$100**

**Definition:** As a member of a maintenance force, supervises and instructs maintenance men and helpers in sheet metal work, personally performing the more skilled journeyman work; does related work as required.

**Distinguishing Features:** A position in this class involves the regular performance of skilled journeyman sheet metal work and also involves supervision over maintenance men, helpers and occasionally employees of other trades. A Sheet Metal Worker must be able to design and lay out work for the men under his supervision, to direct and instruct them on the job and to personally perform the more difficult or exacting work.

**Example:** Designs and lays out articles to be fabricated from sheet metal; supervises a force of maintenance employees or of working patients and inmates in fabrication, alteration and repairing of all sheet metal work, such as steam tables, milk pails, garbage pails, bread machines, sinks, strainers, tubs, etc.; operates necessary machines; may also do welding and riveting.

**Minimum Requirements:** 4 years of experience working under a skilled sheet metal worker.

**Desirable Qualifications:** Thorough knowledge of the sheet metal trade; good physical condition; considerable manual aptitude; reliability and industriousness.

### **OFFICE EMPLOYEES PRINCIPAL LEVEL OFFICE POSITIONS**

3-3

**Salary Range \$2000-2500 Inc. \$100**

**Titles of Classes Covered by This Specification:** Principal Clerk, Principal File Clerk, Principal Stenographer.

**Definition:** Performs highly difficult, complex and responsible office work in a specialized field and/or directs the work of a large office unit; does related work as required.

**Distinguishing Features:** Office positions at the principal level carry a

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high degree of individual responsibility for planning and carrying out important and very difficult office activities, usually with the assistance of a staff of subordinates. Employees in these classes have wide latitude for the exercise of independent judgment, their assignments are sketched broadly to them, and they develop their own work methods. The work requires considerable specialized knowledge of a wide variety of matters. Good knowledge of the scope and purpose of the program of the department, of the interrelations of the various units, and of the law and rules governing the work is essential since independent policy-forming decisions must often be made. Frequently an employee in this grade serves as private secretary and administrative liaison officer to the head of a small department.

*Example:* (In preparation).

*Minimum Requirements:* (a) Graduation from a standard senior high school and four years of satisfactory office experience, of which one shall have involved difficult and responsible work; or

(b) Eight years of progressively responsible office experience of which one shall have involved difficult and responsible work; or

(c) A satisfactory equivalent combination of education and experience, and

(d) If the position sought is Principal File Clerk or Principal Stenographer, the above requirement of one year of difficult and responsible office work shall have been met by experience in, respectively, filing including the direction of subordinate file clerks, or taking and transcribing dictation.

*Desirable Qualifications:* Thorough knowledge of specialized subject matter and laws and rules affecting the work of the position; good supervisory and leadership ability; mature office judgment; initiative and resourcefulness; thorough knowledge of office practices and the use of office equipment.

### SENIOR LEVEL OFFICE POSITIONS 3-2 Salary Range \$1600-2100 Inc. \$100

*Titles of Classes Covered by This Specification:* Senior Clerk, Senior File Clerk, Senior Typist, Senior Stenographer.

*Definition:* Does difficult and responsible office work and in most cases supervises several subordinate clerks, typists, or stenographers; does related work as required.

*Distinguishing Features:* Satisfactory discharge of the complex duties of a senior grade position requires considerable training and experience in office procedures and in special skills such as clerical work, filing, typing, or stenography. Usually the work calls for knowledge of specialized subject matter and for a good understanding of the scope and purpose of the program of the unit in which the position is located. Employees in these classes are held responsible for assigned phases of office activity, often involving supervision over a group of office employees. The senior level employee uses independent judgment in planning

work assignments and maintaining desired standards of quality and output. Although assignments are not given in detail and the work is not subject to close review, the senior is held responsible for errors.

*Example:* Keeps difficult, involved and complex office records; collects information to be used as a basis for reports, and may prepare reports or statements; reviews applications and other forms for correctness and completeness in cases calling for judgment as to compliance with prescribed requirements; dictates correspondence and answers letters independently; is responsible for discipline and time schedule in the unit; oversees office employees in routine work and work of average difficulty.

In addition to the above, a Senior File Clerk: is in charge of a large system of files or of a major subdivision of one of the largest and most complex filing systems; directs File Clerks and Junior Clerks in filing material, searching the files, maintaining tickler systems, and gathering data from files; decides proper location of new material in the files; assists the public in securing information from the files.

A Senior Typist: is in charge of a large transcription unit; sets up and types complex statistical tables and charts involving decisions as to best format; performs clerical work on the senior level with incidental difficult typing duties.

A Senior Stenographer: takes and transcribes dictation, and in addition does responsible clerical work on the senior level, with the clerical work constituting the major part of the employment; is in charge of a stenographic pool; serves as assistant to an official by making appointments, assisting in maintaining contact with units under his supervision, and otherwise relieving him of important but time-consuming duties.

*Minimum Requirements:* (a) Graduation from a standard senior high school and two years of satisfactory office experience of which one shall have been in office work of average difficulty involving the application of limited judgment to a variety of assignments; or

(b) Six years of satisfactory office experience, of which one shall have been in office work of average difficulty involving the application of limited judgment to a variety of assignments; or

(c) A satisfactory equivalent combination of education and experience; and

(d) If the position sought is Senior File Clerk, Senior Typist, or Senior Stenographer, the above requirement of one year of office work of average difficulty shall have been met by, respectively, filing, typing, or stenographic experience.

*Desirable Qualifications:* Advanced knowledge of office practices and of the use of office equipment; ability to supervise an office unit and get good results therefrom; pleasing personality; ability to meet the public; if the position involves typing or stenogra-

phy, especial skill and speed in the operation of a typewriter or in taking and transcribing dictation; neatness; accuracy; good judgment; good memory; dependability.

### "ASSISTANT" LEVEL OFFICE POSITIONS 3-1b

Salary Range \$1200-1700 Inc. \$100

*Titles of Classes Covered by This Specification:* Clerk, File Clerk, Typist, Stenographer.

*Definition:* Does office work of average difficulty involving the application of limited judgment to a variety of assignments; does related work as required.

*Distinguishing Features:* Satisfactory discharge of the duties of positions in this grade requires training and experience in clerical work, typing, or stenography. The work, although usually performed under supervision, involves a variety of tasks and calls for a somewhat restricted exercise of independent judgment and responsibility. An employee in one of these classes is often held accountable for some routine phase of the office's program, and may informally oversee other clerical employees of the same or lower rank. The work at this level frequently calls for independent selection of the order of completing assigned tasks, so a general knowledge of the over-all activities of the office is important.

*Example:* Keep office records of some variety and complexity; has charge of a small filing system or a section of a large system; makes difficult file searches and compiles data from files or records; acts as information clerk or receptionist and ad-

(Continued on Page 243)

## Still Trying To Serve You

War-time conditions make it difficult to give you the type of service which has won friends for Waterville Laundry in the past.

We're still trying hard to please, but it isn't always possible to serve you as we would like to.

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# News From All



Members of Buffalo Chapter who, judging by their happy expressions, had a good time on their lake cruise aboard the Steamer "Greater Detroit" on Aug. 29.

## Buffalo Chapter News

Buffalo Chapter after having arranged for a lake cruise on August 15th, unfortunately had to postpone this event until the following Sunday, August 22nd, because of a mix-up in dates. Arrangements were accordingly made to hold the cruise on the latter Sunday only to find that engine trouble had developed with the chartered cruiser the day before, again necessitating postponement of the trip to the following Sunday, August 29th. In spite of these two postponements the cruise was finally consummated to the pleasure and enjoyment of the many members of the Buffalo Chapter who enjoyed the trip and the ideal accompanying weather.

The steamer chartered in connection with the Knights of Equity was the palatial "Greater Detroit." This steamer left the docks at Buffalo at 10:30 A.M. and returned at 3:30 P.M., and took its passengers on an 80 mile trip, five glorious hours of relaxation and enjoyment.

Added to the pleasure of the trip was dancing to the tune of a lively swing band and a floor show provided by the steamship company.

Arrangements were handled by a committee which consisted of: Herman G. Muelke, general chairman; assisted by the treasurer of the Association, Anthony Pawela of the Labor Department; J. Milford Diggins

of the State Department; Edward M. Simon of the Rehabilitation Bureau; Edward Hyland of the State Highway Department; and Katherine Squires of the Motor Vehicle Bureau.

## Craig Colony Chapter News

Dr. Wm. T. Shanahan, medical superintendent of the Craig Colony, Sonyea, retired from his duties September 30, 1943, after having served the institution for 42 years.

Dr. Shanahan came to the Colony from Syracuse in 1901, accepting a position as medical interne. In 1902 he was promoted to hospital physician, and 1904 he was appointed physician in charge of the Female Group. Upon the resignation of Dr. Donald Ross, Dr. Spratling, the superintendent of Craig Colony at that time, wisely appointed Dr. Shanahan to the position of assistant superintendent of the Colony, which position he so ably filled until the retirement of Dr. Spratling in 1908.

In September, 1909, the State Board of Charities, prompted by the recommendation of the Board of Managers, appointed Dr. Shanahan to the position of Superintendent. Dr. Shanahan is a member of Livingston County Medical Society, and a charter member of Mt. Morris Rotary Club.

On Sunday, August 1st, 1943, a memorial service was held in the Craig Colony Protestant Chapel in tribute to Lieutenant Mildred I. Allen, who entered the U. S. Army Nurses' Corp, October 26, 1942, and died in North Africa, July 17, 1943.

Miss Allen was born on September 21, 1906. In 1929 she entered the Craig Colony School of Nursing, affiliating at Fordham Hospital in New York City, and graduated in October, 1932. She was appointed charge nurse at Craig Colony in 1939. In 1936 she joined the Red Cross Nurses Association.

Rev. Ralph Webb, the Chaplain at Sonyea, paid high tribute to the nursing profession in general and to Miss Allen, who had made the supreme sacrifice in humanity's and the nation's cause.

The Nurses Oath was read as was taken by Miss Allen and prepared by the American Red Cross and used first in March, 1942.

Members of the nursing association were present at this service, and classmates of Miss Allen present included Miss Iola Snyder, Mr. C. M. Jones, Miss Helen Hughes and Mrs. Baker.

## Newark State School News

A plaque in honor of the fifty-five employees of the school who are serving in the armed forces of our country was dedicated April 15, 1943. This plaque was purchased by Newark State School Employees and presented to the School. It has been placed in the upper hallway of the Administration Building.

Mr. William Verbridge, president of the local chapter, and Mr. Harland Craver were sent as delegates to the annual meeting of the Mental Hygiene Association held in Albany, September 9.

The same two delegates were selected to go to Albany on September 15th to meet with representatives of the Mental Hygiene Association and the State Civil Service Association, to present grievances of employees regarding low rates of pay for certain groups under the new law.

# Over the State

## Utica State Hospital News

On September 10, 1943, the Utica State Hospital School of Nursing graduated ten members: Carley Jean Bliss, Clara Helen Chapin, Angeline Cosco, Gertrude Mary Demo, Ruth Elizabeth Fitzgerald, Theodora Lampros, Frances Evelyn Mead, Genevieve Josephine Mosakowski, Edna Faith Stappenbeck and Agatha Frances Wolanski. The exercises were held in Hutchings Hall, where the presentation of diplomas and pins was made, after which the Florence Nightingale Pledge was given by Miss Dora McEwan, director of the Central School of Nursing.

A picnic for the graduating class was held on September 2, as well as for the new students entering the school. A tea for graduates was held at Dixhurse, nurses home, on September 10.

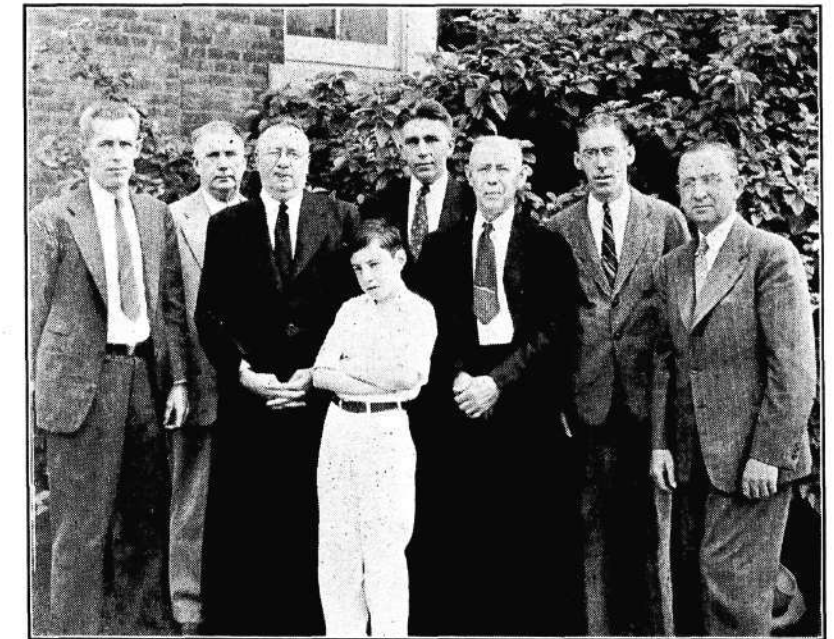
The Utica State Hospital Alumnae Banquet was held at Hotel Utica on September 14. Mrs. Lulu Windheim, President, presided, and Miss Eva M. Schied, was toastmistress. First prize awarded to the members of the graduating class who has attained the highest rating during the three years course, was won by Miss Edna Faith Stappenbeck and second prize was awarded to Miss Frances Evelyn Mead.

Eight graduate nurses are in the U. S. Army and three in the Navy. Two of the former are out of the country.

The following student nurses entered the Freshman Class of the Utica State Hospital School of Nursing on September 1, 1943: Gertrude E. Brady, Jane Louise Evans, Mary C. Gleba Estelle G. Lastowski Mabel V. Mace, Helen I. Mason, Anna-mae M. Mathis, Jean Evelyn Satterly, Lois Swerfager, Mary E. G. Vinneau.

## Oneonta Chapter News

The Oneonta Chapter had a picnic, Sunday August 22nd at Wilbur Park for 100 members and their families and guests. Mrs. Gertrude Natoli was chairman of the committee which arranged for the games and supper.



Fellow employees honor William J. Hawkes and Carl Weil at a farewell party marking their retirement from their jobs at Hudson River State Hospital. Left to right, front row: Alber J. Whalen, electrical department; William J. Hawkes; his son, John W. Hawkes; Mr. Weil; David Whiten, industrial department; and Louis I. Garrison, vice president. Rear Row: John Livingstone, president; and August Eitzen, secretary-treasurer.

## Hudson River State Hospital News

Members of the Hudson River State Hospital Employees' Association tendered a farewell party to William J. Hawkes and Carl Weil upon their retirement from State service on September 1.

Mr. Hawkes, first grade electrical engineer in the electrical department, had served the hospital for 41 years. Mr. Weil, shop foreman of the shoe and mattress shop, had completed 30 years' service with the hospital.

A War Savings Bond and stamps were presented to each retiring employee by John Livingstone, employees' association president.

Speakers included Andrew J. Delaney, steward; David Whiten, industrial department; and Alber J. Whalen, engineering and electrical departments.

The entertainment program also included sleight of hand tricks, selections by the Patients' Orchestra and songs by Albert Silverfeld.

## Syracuse Psychopathic Hospital

Miss Frances Nicoll, Senior Occupational Therapist at the Syracuse Psychopathic Hospital, is taking basic training in the WAVES at Northampton, Mass. Miss Albertina LaRocque, Staff Nurse, is 2nd Lieutenant in the Army in North Carolina, and Miss Mildred Kahl, also Staff Nurse, is serving as Navy Nurse at the Sampson Naval Training Station at Sampson, N. Y.

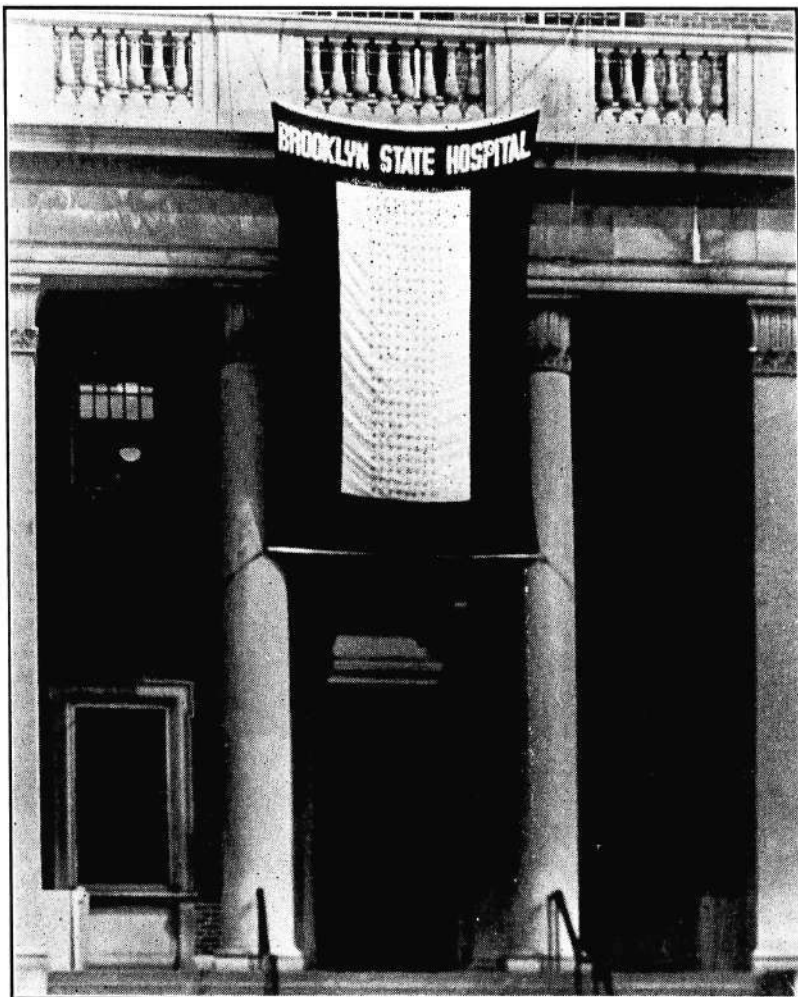
## Albion Chapter News

The following persons have resigned their positions and are no longer members of the Albion Chapter: Mrs. Helen Nelson Hayes, Registered Nurse; Mrs. Blanche E. Hopp, Matron; and Mrs. Frances Lowe, Matron.

Miss Mabel Nicholson, a member of the Chapter, has been absent for quite some time, illness caused by trouble with one eye necessitating an operation. We hope she will soon be with us again.



## BROOKLYN STATE HOSPITAL SERVICE FLAG



*The Service Flag of the Brooklyn State Hospital which proudly displays 209 stars for employees who are serving in the armed forces. One Gold Star is to be added for Anthony Povilitis who was killed in action in the Coral Sea.*

### Wallkill Prison Chapter

A group of Wallkill employees gave a farewell party to Sgt. Leo Hanrahan upon his transfer to Elmira Reformatory. In appreciation of his fine work, the group presented him with a combination desk set. Sgt. Charles Doolittle was promoted from guard at Sing Sing to fill this vacancy.

Another farewell party was held by the friends of Sgt. George MacKenzie to congratulate him on his promotion to Lieutenant at Woodbourne Prison, and a sports jacket was presented to him as a token of their esteem.

The employees and the institution will miss Sgts. MacKenzie and Hanrahan not only as friends but as efficient co-workers.

### Letchworth Village

The annual Corn Roast, given under the auspices of the Letchworth Village Chapter, August 19th, in Mt. Ivy, was a tremendous success. It was well attended, and everyone thoroughly enjoyed the outing.

Our elections for Chapter officers will be held on October 20th. Nominations are pouring in, and there is every indication of close balloting on some chairs.

Mr. David Roche, Chapter Delegate, accompanied by Mr. Hugh Grant, Vice-President, and Miss Mina Hardt, Secretary, attended the Mental Hygiene Association meeting on September 9th. Mr. Roche again returned to Albany on the 14th and 15th to attend further meetings of the Mental Hygiene and the

A.S.C.S.E. Great interest was manifested by our member in the reports submitted regarding classifications under Feld-Hamilton and maintenance.

Following up this trend, fifteen of our members visited Orangeburg State Hospital Monday evening, September 20th, to attend a meeting of the Orangeburg Employees Association. Dr. George W. Watts, our President, addressed the meeting. Committee formation to study classification problems and to present recommendations for solving the present flaws in the system, was the all-embracing subject of discussion.

We deeply regret to report the death of Pvt. Raymond W. Baumeister, on Monday, September 20th, at an Army Hospital, Atlantic City, N. J. He had taken sick at Camp Upton several weeks ago, and was removed to Atlantic City for treatment. He entered the Army last December, attached to the Medical Detachment Department, Brooklyn Army Base. Last April 24th, he married Mrs. Edna Cornish, also a Letchworth employee.

### Elmira Chapter News

Lt.-Col. Leroy Weaver has been home on furlough, and Capt. Dr. Berguet has been home on sick leave from Africa.

Lt. "Red" Riley, who has been in charge of recreation at the Navy base at Newport News, has been transferred to Iceland.

John Splann has resigned his position as guard to accept a position with the Parole Department. A detachment of guards made a fine showing in the War Loan Drive parade on the evening of September 23.

Lawrence Goldsmith is a patient in St. Joseph's Hospital recovering from an appendectomy. William Dwight is back on the job after a serious illness.

This Chapter extends sympathy G. Mallette, K. Hanlon and A. Cermak in the recent deaths of their fathers.

George Zelinski has received a medical discharge from the army and is back at work. Sgt. Leo Hanrahan has been transferred from Wallkill to Elmira. Lt. Earl Laird and Lt. Fred Van Buren accompanied the local State Guard company to maneuvers. Both looked fit after their tour of duty.



Among the colorful units which marched in the Labor Day parade of Beacon Defense Units is the Matteawan First Aid Unit

## Matteawan News

Congratulations to the 35 Airplane Spotters who received their wings from the First Fighter Command, Aircraft Warning Service.

Back from their honeymoon, Mr. and Mrs. Joseph Seifts, who were married September 5, have returned to duty at the hospital, after a week's vacation. Mrs. Seifts was the former Julia Eraca.

Added to the hospital's personnel are Mrs. M. Thorne and Miss Frances Didio.

Mr. James V. Ross, attendant at Matteawan State Hospital for a number of years, died September 6.

Mrs. Anna Bradley who underwent an operation in Flower Hospital, Fifth Avenue, New York, has returned to her home.

Attendants who are enjoying vacations include Miss Rose Morgese Mrs. Johanna Tighe, Miss Frances Matthison and Miss Jane Macewicz.

Theodore (Pete) Hughes is back on the job after time out due to illness; Joseph Bradley followed the shade around the house on his recent vacation and came back to work full of pep and energy.

All were glad to see Edward Kleist back at his job after an injury received by a fall from a tree in front of his home; John McDonald, plumber, returned from his vacation and revealed that he kept pretty close to home.

That big jovial fellow you occasionally see with a wrench or piece of pipe in his hand and always with

a smile on his face is Pat Davis. Pat is a good pipefitter not only for his work but for his disposition as well. We like Pat, for he does his work well and is always cheerful.

All regretfully bade goodbye to Eddie Bradley, who left to take a position in Philadelphia; The hand of welcome is extended to Charles (Chick) Wesley, back on the job after an absence of several months; Mr. Michael Matthews is now able to be around again after several months of illness. Mike kept every one of us worried for a while but is now feeling fine and promises us no further anxiety.

One of the busiest women these days is Molly Spaight who looks after the Employee's Credit Union.

## The Cover Page

The American people are grateful to God for another bountiful harvest. Other peoples will also benefit from this blessing. In the face of a farm contribution to the war effort of great numbers of skilled workers, the harvesting has become a citizen problem. On our cover page we show a group of employees of the State Department of Agriculture and Markets cheerfully responding to a call for spare time apple pickers. Norman Hurd, Chief of Governor Dewey's manpower division, is actively aiding New York's farmers with their labor problems.

The harvesters include: Mary Cronin, Alice Reilly, Katherine Cosgrave, Julia Walsh and Marion Ford.

## Insurance Facts

(Continued from Page 225)

**Accidental Death or Dismemberment.** Your new policy provides, in accordance with its terms, \$500.00 Accidental Death Benefits; \$500.00 for loss

of — both hands; both feet; one hand and one foot; entire sight of both eyes; entire sight of one eye and loss of one hand or one foot. It also pays \$250.00 for the loss of either hand, either foot, or the entire sight of one eye.

**Medical Expense, Non-Disabling Injuries.** In addition to the other broad coverages provided by your policy, it also pays the actual expense to you of medical

or surgical treatment or attention, required in connection with any

**Non-Disabling Injury** covered under this policy This medical expense benefit is limited to an amount not exceeding one-fourth of your Monthly Accident Indemnity; in other words, if you should cut your hand and went to your doctor for medical attention, or if you slipped or fell and hurt your leg or ankle and had to have it X-rayed, and that accident was covered under the terms of your policy, you could collect your doctor bills up to one-quarter of your monthly indemnity providing you were not disabled and could not work. Because then you would get your regular indemnity from the first day. This coverage is only for **non disabling injuries.**

**Aerial Passenger Coverage.** Your policy pays for injuries caused by any of the hazards of air commerce while you are riding

as a fare-paying passenger in a licensed commercial aircraft operated on a published schedule, and provided by an incorporated common carrier for passenger service, and while operated by a licensed transport pilot and flying on a regular air-route between two definitely established airports.

**Limitations** (a) The policy does not pay for two disabilities at one time, resulting respectively from sickness and accident.

(b) Disability due to or aggravated by pregnancy or child birth shall not be covered until the policy has been in force ten months from the effective date of the policy, and, in no event, shall indemnity be payable for such disability in excess of a

(Continued on Page 238)



period of one month in the aggregate for any one pregnancy.

(c) Claims for disability resulting from tuberculosis shall be limited to a total of twelve months' indemnity in the aggregate.

(d) The policy does not cover death or disability or other loss sustained, which is caused by war or any act of war, or sustained by the Insured while in Military or Naval service in any country at war.

**Your New Rate Guarantee.** The rate now charged under the new policies, issued to all persons now covered, is based on a very careful study of the more than **One Million Dollars** in disability benefits that has already been paid to Injured or Sick New York State Employees. This same rate will also be paid by all new applicants, so that everybody will be treated alike.

The Insurance Company has filed a **written guarantee** that your rate will not again be increased, and has also promised to further extend your Benefits as soon as the experience warrants it.

**Remember These Advantages.** The cost of this broad-form cover is still from one-third to one-half the price of an ordinary individual policy, which usually contains a lot of restrictions, such as:

(a) Individual policies usually make **House Confinement** necessary for all sicknesses, while your Group Plan Policy requires House Confinement only during leave of absence or vacation periods.

(b) Some individual policies eliminate certain women's diseases and, in some cases, certain men's disabilities. They usually cover just illnesses common to both sexes. Your Group Plan Policy does not carry this elimination. **We cover all diseases**, whether they are common to both men and women, or not, and **DEFINITELY** state that we **PAY** for pregnancy and childbirth whether it be an accident or an illness, it makes no difference.

(c) Your Group Plan Policy pays for **five years** coverage for non-occupational accidents, and will pay for one year for occupational accidents when properly applied for, while the average individual policies pay accident indemnity for only twelve months.

(d) Should you develop heart trouble, arthritis, diabetes, or any other chronic disease, our Group Plan would cover your disability,

and when you go back to work you will still have your coverage, provided you have paid your premiums through your disability. If you should be unfortunate enough to have a recurrence of your previous sickness, as is often the case, you can collect again, as we make no restriction as to the number of claims you have. This is one of the exceptional advantages of your policy, it cannot be terminated as long as the group remains in force., your premiums are paid, **your dues to the Association are paid**, you remain in State Service, and you have not reached age seventy.

(e) Your Group Plan Policy covers all disabilities **unknown** to you at the time the application was taken, although such disability might have had its inception before the application was signed. Individual policies usually pay for disabilities having their inception or commencement thirty days or so after the policy becomes effective. This is certainly a very broad point in favor of the Group Plan of Accident and Sickness Insurance.

(f) Your Company is not a Mutual Company, so you are not liable to assessment. It is also not a Benefit Association, so the premiums you pay for this Insurance are the only premiums that you can be required to pay. No additional assessment at any time can be made for this Insurance. **You MUST of course keep up your dues to the Association at all times.**

(g) All mental or nervous diseases are covered under your Group Plan Policy, while in the usual individual policies you will often find that such conditions are excluded.

(h) The Group Plan Policy may be taken by any employee of the State of New York, who is accepted by the Company after completing an application, providing he is not over fifty-nine years of age. Once you are insured, you may carry this insurance up to age seventy. Note the rates are not increased, nor are the benefits reduced, after age forty-five or fifty, as in the case of practically all individual policies.

(i) The convenient payroll method of paying for your Group Plan Policy is one of its greatest advantages. A small deduction may be made from your pay each pay day; you do not then have a large premium to pay quarterly, semi-annu-

ally, or annually, as in the case of individual policies. So often a policy is lapsed unintentionally as the notice may be mislaid or lost. When small deductions are made each pay day, there it **NOT** that danger of an unintentional lapse of this very valuable coverage, because of course there is always that chance that your health condition has changed and you may not be able to get the coverage again. So when you once have it, be sure to keep it as long as it is non-cancellable as an individual policy. This is easy by payroll deductions.

(j) Watch out for the so-called cheaper policies which are frequently sold by mail or through newspaper advertising. They only pay for limited illnesses and specified accidents under certain conditions, and have a great many technical restrictions in them. These policies can not begin to compare with the very broad low-cost coverage afforded to you under this Group Plan. So many of these cheap policies are written by unlicensed companies which are not supervised by the New York State Insurance Department. In your Group Plan you can get very broad coverage at so low a cost and take no chances of getting very limited coverage.

Every State employee should have this insurance. Each and every employee who reads this Article should consider this matter for himself and should help to get his fellow-workers to read this article carefully and get complete data on your Group Plan Accident and Sickness Insurance, so that you may get your application completed and the policy issued by the Company at the earliest possible moment.

#### REPRESENTATIVES

In many Institutions, Divisions and State Departments, we have representatives who understand the Group Plan of Accident and Sickness Insurance and who can explain it to you. They will gladly assist you in preparing your application or in presenting your claim accurately and without red tape. If you are a person who is interested in this kind of activity and would like to be one of our representatives, write at once to—C. A. Carlisle, Jr., 423 State Street, Schenectady, New York, for details. Tell your fellow employees who have ambition and are qualified, about this representative idea, as you know best who is the right person.

## SAVE

Your Group Plan of Accident and Sickness Insurance will save you as much as \$13.00 per year on a \$75.00 monthly policy on an occupational basis over a real good individual policy and besides the cash savings, you have been shown how much broader this Group Plan is than any individual policy you can buy. You need this protection, and you need it now—Save your dollars and buy while you are in good health so you will have it when you really need it.

Don't, above all things, let anyone tell you another policy is just as good. Compare the items shown herein—they are all **VERY IMPORTANT** and make this policy superior to all others and at a much lower cost to you.

## MEETINGS

If there are any groups in the State, anywhere, of State employees who would like to have more complete information on the Accident and Sickness Plan, or, if you know a number of employees or associates of yours who might be interested in this insurance and want further information, write at once and a representative will call at the earliest opportunity to answer all questions and tell them how they can get this low-cost Group Plan Insurance, so that, if they are disabled by Accident or Illness, they will get cash—and not just SYMPATHY.

## Appeals Committee

(Continued from Page 224)

### Dietitian

Chairman—Mrs. Hilda Bailey, Utica State Hospital; Miss Bertha Johncox, Middletown State Hospital; Grace Smith, Industry; Marion Tasquerette, Rome State School.

### Meat Cutters

Chairman—Harper Reed, Willard State School; Eugene Barker, Industry; John Jones, Utica State Hospital.

### Cooks

Chairman—Edward Costigan, St. Lawrence State Hospital; John McDonald, Kings Park State Hospital; Gordon Woodcock, Gowanda State Hospital.

### Bakers

Chairman—Carl Sabo, Wassaic State School; John Harris, Letchworth Village; Francis McDonald, Willard State Hospital.

### Dining Room Attendants

Chairman—Mrs. Anna V. Metz-

ger, Rockland State Hospital; Catherine Carroll, Industry; Mary Brann, Craig Colony, Sonyea; Catherine Fox, Letchworth Village

### Industrial Shop Workers

Chairman—John Thompson, Harlem Valley State Hospital; Thomas Hanlon, Letchworth Village; Robert Skidmor, Middletown State Hospital; Charles Wood, Industry.

### Seamstresses

Chairman—Mrs. Giblin, Rockland State Hospital; Mrs. Ruth Morgan, Marcy State Hospital; Mrs. Rose King, St. Lawrence State Hospital; Mrs. Mabel Pickett, Westfield State Farm.

### Shoemakers

Chairman—Louis Jones, Syracuse State School; Allen St. Andrews, St. Lawrence State Hospital; Charles Beick, Craig Colony, Sonyea.

### Tailors

Chairman—Victor Burgiel, Hudson River State Hospital.

### Housekeepers, Cleaners Domestic, Janitors

Chairman—Mrs. Nettie Corbett, Pilgrim State Hospital; Mrs. Helen Pierce, Gowanda State Hospital; Mrs. Alice Clide, Wassaic State School.

### Maintenance Men

Chairman—John Rice, Harlem Valley State Hospital; Gene Marion, Hudson River State Hospital; Donald H. Orr, Syracuse State School; John Bennett, Letchworth Village; Thomas Ahearn, Wassaic State School.

### Carpenters, Painters, Masons

Chairman—Christopher Doscher, Pilgrim State Hospital; Charles Butsch, Industry; Charles Veitch, Hudson River State Hospital; Peter Dow, Central Islip State Hospital; Frank French, Rome State School; Bert Dodge, St. Lawrence State Hospital.

### Roofers and Tinsmith—Sheet Metal Workers

Chairman—William Jones, Wassaic State School; George Masters, Rome State School; Roy L. Webb, Syracuse State School; Gunard Karlson, Willard State Hospital; William Russell, Hudson River State Hospital.

### Exterminators

Chairman—Alvin Jayne, Utica State Hospital.

### Blacksmiths

Chairman—George Loker, Middletown State Hospital; Edward S. Young, Industry; Nicholas Nailson,

Letchworth Village; John McCarthy, Harlem Valley State Hospital.

### Power Plant Employees

Chairman—Charles McBreen, Rockland State Hospital; Louis Illig, Harlem Valley State Hospital; George McGee, Hudson River State Hospital; Edward Palmatier, Syracuse State School; John S. Fay, Middletown State Hospital; Roy Scott, Central Islip State Hospital; Fred Ross, Brooklyn State Hospital.

### Plumbers

Chairman—Julius Reinwald, Middletown State Hospital; John Angelo, Willard State Hospital; Frank Duffy, Craig Colony, Sonyea; Frederick Krumann, Syracuse State School.

### Electricians

Chairman—Walter Huntzinger, Marcy State Hospital; John J. Whelan, Hudson River State Hospital; Herman Redmond, St. Lawrence  
(Continued on Page 242)



by going in **MID-WEEK** to ease **WEEK-END** congestion

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# QUESTION-BOX

**Question:** Is pension paid under State Retirement System subject to Federal, State or Municipal taxes? How can these be determined?—R.K.

**Answer:** The Retirement allowance is subject to federal tax; not subject to State tax unless the member designates the estate under option 1; is not subject to municipal taxes.

**Question:** Is an employee entitled to a leave of absence if she enlists in the WAVES? Is the granting of such leave up to the discretion of the Department?

**Answer:** A female State employee who enlists in the WAVES, WAC, SPARS or MARINES, is entitled to the same rights under Section 246 of the Military Law as a male employee who is drafted or who volunteers for military service. The Department has no discretion in such a case because the leave of absence is mandatory under the foregoing section of the military law.

**Question:** (a) Is 60 years the legal retirement age? (b) What is the maximum percentage of salary which a person could receive at age 60? (c) What would pension be for age 61, salary \$2000, 18 years service?—B.B.

**Answer:** (a) Any member of the Retirement System may retire on attaining age sixty regardless of number of years of service. (b) There is no maximum nor minimum amount of retirement allowance. If a member had forty years of service on attaining age sixty, the retirement allowance would be 40/70 of average salary. (c) A retirement allowance on final average salary of \$2000 with eighteen years of service would be approximately \$514.

**Question:** Would a half year of service be considered when computing the retirement allowance for an employee who has served 16½ years?—S.B.

**Answer:** Not only would a half year of service be considered in computing a retirement allowance but a half month. If a member had sixteen years and nineteen days of service, the retirement allowance would

be based on sixteen years and one month.

**Question:** I have accepted a position in the United States Army Audit Bureau. Does this entitle me to a mandatory leave of absence?—C.M.

**Answer:** Mandatory leaves of absence prescribed by section 246 of the Military Law are applicable only to employees who enter actual military service. Your department, in its discretion, is empowered to give you a leave of absence to accept this position for a period not longer than six months after the termination of the war, but if department declines to grant the leave, there is no way of compelling it to grant it.

**Question:** Can a Trooper who is in Class 1-A in the Draft be stopped by his Department from being drafted if he wants to be drafted? If they can have him re-classified without his consent, what would his status be if he quit the Troopers to be drafted? Would the State Police be compelled to take him back into the department after his discharge from the armed forces?—C.L.

**Answer:** An employee should not, under any circumstances, resign in order to be drafted. Section 246 of the Military Law provides that an employee who enters military service must be restored to his former position upon the termination of his military service, but if the employee resigns he has no position to which he could be reinstated. Section 246 is not limited to employees who may be drafted. It provides also for the reinstatement of employees who volunteer for military service. An employee, holding a Civil Service position when he enters military service, is entitled to reinstatement after the war regardless of whether he entered military service as a result of voluntary enlistment or as a result of being drafted.

Incidentally, it is the Draft Board, not the Department, which determines whether an employee is to be drafted. The Department may request a deferment for its employees but the final decision is made by the Draft Board.

**Question:** If a person who joins the armed forces and pays his monthly retirement deductions while in the armed forces, reaches his retirement period while in military service, can he draw his pension while so serving?—F.G.M.

**Answer:** Yes. Anyone who is a contributor by law and attains age sixty, may retire and be employed by the Federal Government.

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# The Winning Short Story

Once again "The State Employee," through its monthly Short Story Contest, has uncovered a budding author in State service.

This time the State employee whose literary efforts "clicked" with the judges is Mary L. Mason, of the State Education Department. The editorial board decided her story, "Future Commandos," was the pick of this month's literary crop, and Miss Mason wins the \$10 award posted by the Association.

(Ed. Note—The Short Story Contest remains one of "The State Employee's" most popular features. Joseph Gavit, librarian in the State Library, wrote the editor: "The winning short story in the current 'State Employee' (September) ought to be on every departmental bulletin board in the service. It is alive.")

State employees, here is your opportunity to win the regular monthly award and perhaps a place in the literary sun. Just write out your story and send it to "The State Employee." The story should not be over 600 words in length, and should be fiction.

The contest is open to Association members, and all manuscripts become the property of "The State Employee," the editorial board of which remains final judge of the stories. Get busy and send in your entry!

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## The Future Commandos

BY MARY L. MASON

A warm June day was melting Miss Browne's morale. No matter how hard she tried to review the year's work with her pupils, whose studies covered the entire range of elementary grades from the first to the eighth, her gaze wandered inevitably toward the open windows.

Her thoughts strayed back to the proud day she graduated from normal school when she looked forward to her career of teaching, especially when their commencement speaker, the education commissioner himself, had extolled the merits of the teaching profession. But now there was a war to be won and here she was out in the country trying to cram some learning into the heads of these mischievous, unappreciative brats. How much more patriotic was a job in a defense plant; how much more noble were the WACS and the WAVES and all the rest of them! And tomorrow, the day of the annual school excursion which meant a trip to the State Capitol to visit the museum and other places of interest, would be the worst of all. She liked to visit the capitol but under the circumstances she could only look forward to it as an ordeal. She brought herself back to attention by calling out "Donald!" knowing that Donald undoubtedly needed a reprimand.

The day of sightseeing was coming to an end. It had been just as nerve-racking as Miss Browne had expected. They had gone through their schedule and were now in the museum of the State Education Building, a happy hunting ground for her charges, who were delighted with the unexpected alcoves and niches, Stuffed animals they had seen before but these big posts were good for sniping even if you only had a slingshot instead of a machine-gun.

Donald Bumper, who was the trustee's son and knew it, was outdoing all past performances. Frequent restrained shouts of "DONN-ULD" were necessary. Miss Browne continually counted heads and was satisfied if only three were missing at one time. "At this next pillar," she thought, "some of these Indians will pop out at us." They usually did.

Having at last covered everything conscientiously, she drew her pupils towards the elevator, counting. She was sure they were all together but as the door clanged shut she realized that there was one missing. It would be Donald, of course. Just as she was about to ask the elevator operator to halt and return, her attention was claimed by the younger children who were frightened by the rapid descent. She calmed them but to herself she said scornfully, "Nursemaid"! With the shrieking of the older ones, the cries of the little ones, and the missing Donald, she was unaware of an elderly gentleman who stood in a corner of the elevator. She was only thinking that at last her mind was made up. It would be the WAVES OR THE WACS but no more of this.

She threw a glance around her again and noticed the gentleman in the corner who, when she looked at him, said, "You're having a full day, aren't you?" "Little would you know," she thought to herself, annoyed at having some one observing her distress. Not heeding her silence, he continued, "I think you teachers are deserving of the Navy's E award as much as any other group that works as efficiently and untiringly as you do."

These words were arresting. What did he mean? They were at the main floor now and leaving the elevator. She looked at him again and there was something about him that brought back a memory she cherished. There was understanding on his face as he gestured toward the children and said, "Our country can always be proud of its teachers but at a time like this more so than ever. You're training what you might call future commandos but they are our future whether they have to fight or not."

She was only half paying attention but the words floated around in her mind. Where was Donald? "I think one of your children went down that

(Continued on Page 242)



## Appeals Committee

(Continued from Page 239)

State Hospital; Homer Slater, Middletown State Hospital; William Henchel, Brooklyn State Hospital.

### Welders

Chairman—Steve Norbert, Wasaic State School; Theodore Johnson, Industry.

### Machinists

Chairman—James Skane, Hudson River State Hospital; Earnest Peterson, Pilgrim State Hospital; Ibra Morey, Industry.

### Sewage Plant Operators

Chairman—Patrick Hernon, Willard State Hospital; William Kaiser, Harlem Valley State Hospital; R. Babcock, Letchworth Village; James Love, Craig Colony, Sonyea.

### Refrigeration Plant Operators

Chairman—Frank DeJulis, Wasaic State School; Fred Stanley, Craig Colony, Sonyea.

### Police and Firemen

Chairman—Raymond Puff, Hudson River State Hospital; Martin Astrup, Willard State Hospital; John Murphy, Creedmoor State Hospital; Robert Loughran, Brooklyn State Hospital.

### Firemen

Chairman—Frank W. Bell, Binghamton State Hospital; James Surridge, State School, Industry; Frank Cox, Hudson River State Hospital; Charles Trinkel, Central Islip State Hospital.

### Farm Employees, Greenhousemen

Chairman—Leslie Ware, Letchworth Village; Donald Holden, Hudson River State Hospital; Norman Kidder, Industry; Gilbert Smith, Wasaic State School, George Adams, Gowanda State Hospital; John L. Florence, Creedmoor State Hospital.

### Laundry Employees

Chairman—Charles Mahoney, Pilgrim State Hospital; Joseph Scott, Rochester State Hospital; Warren Shamp, Craig Colony, Sonyea; Fred Conrad, Hudson River State Hospital; Raymond Horan, Industry State School; Mrs. Irene Sullivan, Kings Park State Hospital; Mrs. Gladys Holmquist, Syracuse State School.

### Motor Equipment Repairmen

Chairman—Edward Britt, Hudson River State Hospital; George Yawman, State School, Industry; Thomas Sullivan, Creedmoor State Hospital; Fred Bulson, Letchworth Village.

### Operators and Chauffeurs, Teamsters

Chairman—Stanley Hobbs, St. Lawrence State Hospital; Claude Knapp, Letchworth Village; John Eckert, Middletown State Hospital.

### Coffee Roasters

Chairman—Herman Wahl, Utica State Hospital.

### Printing and Bookbinding

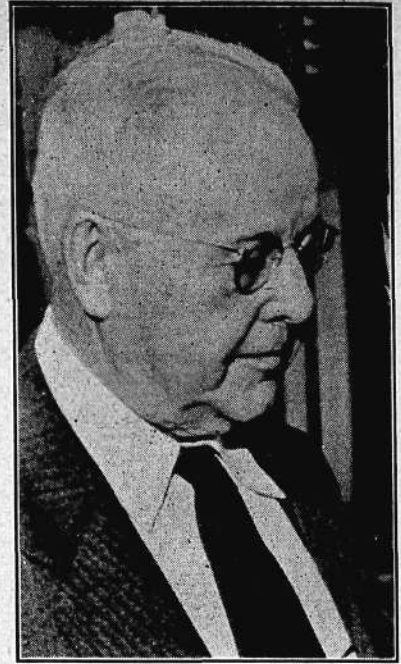
Chairman—Clarence Hughes, Utica State Hospital; Fred Chichester, Craig Colony, Sonyea.

### Barbers and Beauticians

Chairman—Sam Decker, Middletown State Hospital; Peter Hasbrouck, Hudson River State Hospital; Mrs. Nellie Reilly, Craig Colony, Sonyea; Rudolph Lafave, Syracuse State School.

### Labor

Chairman—Dr. Frank L. Tolman, William F. McDonough, Fred Bailey, Industry; Leo Gurry, Marcy State Hospital; Frank Burke, Kings Park State Hospital; Frederick J. Walters, Middletown State Hospital; Everett Jackson, Willard State Hospital; John McDonald, Rochester State Hospital.



**DR. HORATIO M. POLLOCK**  
*Dr. Horatio M. Pollock, director of the State Department of Mental Hygiene, examines happily the bouquet of flowers presented to him by his associates on the occasion of his 75th birthday recently.*

## THE FUTURE COMMANDOS

(Continued from Page 241)

way," the elevator man said, pointing down the corridor. She bade the children wait for her and hurried off in that direction. As she went along she saw a large oil painting at the end of the hall which as she neared it seemed to smile at her in the same way as the strange gentleman. Suddenly she remembered. "It was, that's who it was!" she exclaimed. The commencement day address came back to her and blended with the words she had just heard.

A warm June day was melting Miss Browne's morale. It had been a long, hard day but as Donald emerged, characteristically from behind the oil painting, Miss Browne merely said, in a quiet but firm voice, "Come, Donald."

To herself she said, "You are training future commandos."

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MISS MARION L. MEIGS, Health Education Director

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## Job Specifications

(Continued from Page 233)

vises public as to matters connected with the procedure of the office or refers them to the proper source of information; checks applications, vouchers or other forms for accuracy and content where some judgment is required as to compliance with prescribed standards; may operate office appliances; may keep records of office supplies and attendance; may schedule appointments for superiors; may supervise other employees in any of the above tasks.

In addition to the above, a Typist: types charts, stencils, reports, and elaborate schedules of statistics or accounts; types letters without dictation from simple instructions; lays out work for subordinate typists; does difficult transcription from dictaphone records.

In addition to the above, a Stenographer takes and transcribes dictation, often of a difficult or technical nature.

**Minimum Requirements:** (a) Graduation from a standard senior high school from a course which, if the position sought is Typist or Stenographer, shall have included or been supplemented by completion of a satisfactory course in typing or stenography, and one year of satisfactory experience in office work which, if the position is Typist or Stenographer, shall have been in typing or stenography; or

(b) Five years of satisfactory office experience and, if the position is Typist or Stenographer, either completion of a satisfactory course in typing or stenography or one year of experience (of the five required above) in typing or stenography; or

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

**Desirable Qualifications:** A good knowledge of grammar, spelling and common office practice; if the position involves typing or stenography, considerable skill and speed in the operation of a typewriter or in taking and transcribing dictation; ability to follow instructions; ability to cooperate with fellow employees; ability to lay out routine work for other clerical employees; good common sense; neatness; alertness; accuracy; initiative.

### JUNIOR LEVEL OFFICE POSITIONS

3-1a  
Salary Range \$900-1400 Inc. \$100

**Titles of Classes Covered by This Specification:** Junior Clerk, Junior Typist, Junior Stenographer.

**Definition:** Does routine office work calling for care and accuracy but not requiring any considerable exercise of independent judgment; does related work as required.

**Distinguishing Features:** These positions provide entrance grades through which alert, ambitious employees may advance to many higher office positions. The work on the junior level can be learned readily by a high school graduate, requires no previous experience, and is performed under immediate supervision according to a definite assigned routine. Duties are usu-

ally along one line with little or no diversification, or, when a variety of assignments are given, all are of a relatively simple character.

**Example:** Post entries to books of account and other records; does simple filing and searching of files; keeps card indexes; checks prescribed items and lists; opens, sorts and distributes mail; keeps attendance records; addresses envelopes; fills in forms; may give routine information to callers; may operate office equipment such as mimeographing, addressing, calculating or adding machines; may do messenger work; may occasionally substitute for a receptionist or telephone operator.

In addition to the above, a Junior Typist operates a typewriter in doing copy work, filling in forms, transcribing from dictaphone records, and cutting stencils.

In addition to the above, a Junior Stenographer takes and transcribes relatively simple dictation.

**Minimum Requirements:** (a) Graduation from a standard senior high school from a course which, if the position sought is Junior Typist or Junior Stenographer, shall have included or been supplemented by completion of a satisfactory course in typing or stenography; or

(b) Four years of satisfactory office experience and, if the position sought is Junior Typist or Junior Stenographer, either completion of a satisfactory course in typing or stenography or one year of experience (of the four required above) in typing or stenography; or

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

**Desirable Qualifications:** Ability to follow simple instructions accurately; ability to get along smoothly with fellow employees; if the position involves typing or stenography, skill and a fair degree of speed in the operation of a typewriter or in taking and transcribing dictation; common sense; neatness; accuracy; alertness; ambition; knowledge of grammar, spelling and simple arithmetic.

**TELEPHONE OPERATOR 3-1b**  
Salary Range \$1200-1700 Inc. \$100

**Definition:** Operates a telephone

switchboard on an assigned shift; does related work as required.

**Distinguishing Features:** A person in this position has responsibility for the completion of all incoming and outgoing calls on a telephone switchboard under general supervision. Courtesy and speed in making connections are essential. A person in this class exercises no supervision over other employees.

**Example:** Handles all incoming and outgoing calls on a telephone switchboard; sends and receives all telegrams, keeping copies and records of charges; keeps records of all toll calls and charges; in some institutions or departments operates a teletype; receives and delivers messages; answers telephone inquiries; performs miscellaneous clerical duties; in an institution, notifies relatives of patients in case of illness, death or escape; maintains lists of employees, and in the institutions of all patients; may act as receptionist; in the State Office Building, assists in operating a large manual exchange.

**Minimum Requirements:** (a) Graduation from a standard senior high school, and one year of satisfactory experience as a telephone operator; or

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

**Desirable Qualifications:** Mental alertness; pleasing voice; good hearing and memory; courtesy and tact in dealing with others.

## BAKERY

**HEAD BAKER** 1-4  
Salary Range \$2000-2400 Inc. \$100

**Definition:** Is in charge of the production of bread and pastry in the bakery of a state institution with a population of more than 4,000; does related work as required.

**Distinguishing Features:** A position in this class involves supervision of Bakers, Assistant Bakers, Baker Helpers, and working patients or inmates in the preparation of bread and other bakery products. The incumbent works under non-technical supervision from the steward, Food Service Manager, or Principal Stores Clerk. The position requires a thorough knowledge of

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bakeshop practices and procedures, and the ability to direct and train subordinates and to secure cooperation from working patients.

*Example:* Subject to the approval of the steward, plans production schedules and requisitions necessary supplies; prepares mixing formulae and baking recipes; supervises mixing and preparation of doughs; instructs subordinates in proper oven temperatures and length of time that various bake goods should be left in the oven; may remove trays from ovens; keeps records of supplies, production, and employees' time; is responsible for the cleanliness of the bakery and for the conduct and welfare of working patients or inmates; makes minor repairs to bakery equipment; supervises the preparation of special seasonal cakes, cookies, and other products; in state schools, teaches baking to working patients.

*Minimum Requirements:* 5 years of progressively responsible experience in large scale production of bake goods, 2 of which shall have included regular supervision over subordinate employees or working inmates of an institution.

*Desirable Qualifications:* Especial skill in baking breads and pastries in large quantities; thorough knowledge of the operation and maintenance of standard bakeshop equipment; ability to command respect and obedience from employees and working patients; cleanliness; reliability; good physical condition.

**BAKER** 1-3b  
Salary Range \$1700-2100 Inc. \$100

*Definition:* In a state institution with a population of less than 4,000 is in charge of the production of bread and pastry in the bakery; or, in a larger state institution, performs difficult and skilled bakery work under the supervision of the Head Baker; does related work as required.

*Distinguishing Features:* In an institution with a population of less than 4,000 the Baker is in full charge of the bakery and supervises working patients or inmates, assigning their work and instructing them in the less skilled and routine operations while handling the more difficult work personally. Occasionally the Baker may supervise a Baker Helper or Assistant Baker.

In a large institution the Baker does skilled journeyman baking under the supervision of the Head Baker, and is responsible for managing the bakery in the Head Baker's absence. An employee whose position is in this class exercises supervision over subordinate bakery employees and over working patients.

*Example:* In an institution with a population of less than 4,000, subject to the approval of the steward, plans production schedules and requisitions necessary supplies to meet such schedules; prepares mixing formulae and baking recipes; mixes and prepares doughs; places trays in oven, regulates oven temperatures, and removes trays from oven; keeps records of production and supplies; is responsible for cleanliness of the bakery and for the conduct and welfare of working pa-

tients; makes minor repairs to bakery equipment; may teach baking to working patients or inmates.

In a larger institution: mixes dough accurately from formulae furnished by the Head Baker, with especial care in measuring ingredients and regulating the temperature of ingredients where necessary; regulates oven temperatures; kneads and prepares dough, or operates divider, shaper, and proofer in preparing dough for the ovens; assumes full responsibility for operation of the bakery during the absence of the Head Baker; directs and instructs working patients; assists in the maintenance of bakeshop equipment.

*Minimum Requirements:* 3 years of satisfactory experience in the preparation of bake goods on a large scale, 1 of which shall have included regular supervision over subordinate employees or over working inmates of an institution.

*Desirable Qualifications:* Skill in mixing and kneading dough and in tending bakery ovens; knowledge of the operation and maintenance of standard bakeshop equipment; ability to secure cooperation from working patients and subordinate employees; cleanliness; reliability; good physical condition.

**ASSISTANT BAKER** 1-2b  
Salary Range \$1300-1700 Inc. \$100

*Definition:* Performs routine work requiring some knowledge of bakery practice in the bakeshop of a state institution; does related work as required.

*Distinguishing Features:* An Assistant Baker performs less skilled baking operations under the supervision of the Head Baker or Baker. Although a working knowledge of large scale baking is desirable, the incumbent of a position in this class is not responsible for skilled journeyman baking. The position involves occasional supervision over working patients or inmates.

*Example:* Assists in mixing and kneading dough; places trays in ovens and assists in removing them; scales off dough; does bench work; watches the progress of dough through the divider, shaper, and proofer; supervises patients or inmates in the routine tasks of washing pans, trays, and other equipment, and in loading bread racks, slicing bread, and cleaning the bakery.

*Minimum Requirements:* 1 year of satisfactory experience assisting in the preparation of bake goods on a large scale.

*Desirable Qualifications:* Elementary knowledge of the operation and maintenance of standard bakeshop equipment; working knowledge of mixing and kneading dough and tending bakery ovens; ability to get along with working patients or inmates; cleanliness; reliability; good physical condition.

**LAUNDRY**  
**CHIEF LAUNDRY**  
**SUPERVISOR** 1-4  
Salary Range \$2000-2400 Inc. \$100

*Definition:* Is in responsible charge of the operation of a large and complex laundry in an institution; does related work as required.

*Distinguishing Features:* Subject to the approval of the steward, the Chief Laundry Supervisor plans and directs the work of the laundry, and is responsible for the efficiency, thoroughness, and rate of production. He must be skilled in laundry practice and in large scale laundry management, and must be capable of assigning and training employees to the end that the laundry will function smoothly. He is responsible for the custody, conduct, welfare, and output of working patients or inmates assigned to the laundry.

*Example:* Directs and assigns employees and working patients to various duties; selects washing formulae and instructs wash men in their use; supervises the maintenance man in the upkeep of all laundry equipment; inspects finished laundry; keeps records of production and of employees' time; requisitions laundry materials and supplies; inspects all units of the laundry very frequently.

*Minimum Requirements:* 5 years of progressively responsible experience in a large scale commercial or institution laundry; 3 years of which shall have involved regular supervision over other employees or over inmate workers in a state institution.

*Desirable Qualifications:* Outstanding skill in the operation and maintenance of standard laundry equipment; thorough knowledge of washing formulae; ability to command respect and obedience from a large group of subordinate employees, working patients or inmates; considerable administrative and organizing ability; good judgment; reliability.

**HEAD LAUNDRY**  
**SUPERVISOR** 1-3b  
Salary Range \$1700-2100 Inc. \$100

*Definition:* Is in responsible charge of the operation of a laundry of moderate size and complexity in an institution; does related work as required.

*Distinguishing Features:* Subject to the approval of the steward, the Head Laundry Supervisor plans and directs the work of the laundry, and is responsible for the efficiency, thoroughness, and rate of production. He must be skilled in laundry practice and must be capable of assigning and training employees to the end that the laundry will function smoothly. He is responsible for the custody, conduct, welfare and output of working patients or inmates assigned to the laundry.

*Example:* Assigns employees and working patients to various duties; selects washing formulae and instructs wash men in their use; supervises the maintenance man in the upkeep of all laundry equipment or may do maintenance work personally; inspects finished laundry; keeps records of production and of employees' time; requisitions laundry materials and supplies; inspects all units of the laundry very frequently.

*Minimum Requirements:* 3 years of satisfactory experience in large scale commercial or institution laundry work, 2 of which shall have involved regular supervision over other employees or over working inmates of an institution.

**Desirable Qualifications:** Especial skill in the operation and maintenance of standard laundry equipment; thorough knowledge of washing formulae; ability to command respect and obedience from subordinate employees or working patients and inmates; administrative and organizing ability; good judgment; reliability.

**LAUNDRY SUPERVISOR 1-3a**  
**Salary Range \$1500-1900 Inc. \$100**

**Definition:** Is in charge of a small laundry, or acts as a principal assistant to the manager of a large laundry in an institution; does related work as required.

**Distinguishing Features:** A position in this class involves supervising over a small laundry or over a subdivision of a larger laundry. The Laundry Supervisor is in either case responsible for the efficiency, thoroughness and rate of production of the unit under his or her supervision. Knowledge of laundry practice and ability to assign and instruct subordinates and inmates are essential in this class of position. In a large institution, the Laundry Supervisor is under the supervision of the Chief or Head Laundry Supervisor, while in smaller laundries, the steward is the Laundry Supervisor's immediate superior.

**Example:** Plans and directs the work of the unit which he or she supervises; assigns and instructs subordinate employees and inmates; operates and supervises the operation of laundry machinery; may assist with the maintenance of laundry equipment; sorts and supervises the sorting and checking of laundry; in a small laundry, requisitions laundry materials and supplies and keeps employees' time; is responsible for the custody, welfare, and output of patients under his supervision; is in charge of a large laundry in the absence of the Head or Chief Laundry Supervisor.

**Minimum Requirements:** 2 years of satisfactory experience in large scale commercial or institution laundry work, 1 of which shall have involved regular supervision over subordinate employees or over working inmates of an institution.

**Desirable Qualifications:** Skill in the operation and maintenance of standard laundry equipment; ability to lay out work for others and to command respect and cooperation from subordinate employees and inmates; reliability; tact; cleanliness.

**SENIOR LAUNDERER 1-2b**  
**Salary Range \$1300-1700 Inc. \$100**

**Definition:** In the laundry of a state institution, operates a washer or performs other tasks requiring skill and knowledge of laundry practice; does related work as required.

**Distinguishing Features:** A Senior Launderer performs skilled laundry operations personally, usually has straw-boss supervision over Launderers, and works under the general direction of the laundry manager. A position in this class involves training new employees and substituting for higher ranking laundry employees during their absence.

**Example:** With the assistance of working patients, operates a washing machine, taking especial care to see that clothes are not damaged and that colors do not run; assists with maintenance of all laundry machinery; makes soap; assists in training new employees; substitutes for higher ranking laundry employees in their absence.

**Minimum Requirements:** 1 year of satisfactory experience in a large scale commercial or institution laundry.

**Desirable Qualifications:** Skill in the operation of standard laundry equipment; knowledge of washing formulae; ability to secure cooperation from working patients or inmates; cleanliness; reliability; industriousness.

## FOOD SERVICE

**FOOD SERVICE MANAGER 2-4**  
**Salary Range \$2400-3000 Inc. \$100**

**Definition:** Is in responsible charge of food preparation and food service at a large state institution; does related work as required.

**Distinguishing Features:** A position in this class involves responsibility for proper administration of the entire kitchen division of the institution. The Food Service Manager trains and supervises Head Cooks, Cooks, Assistant Cooks and Kitchen Helpers and supervises food service in the central dining rooms and cafeterias. Training in large scale cooking is essential.

**Example:** Oversees and instructs subordinate kitchen employees in planning and preparing meals; writes menus; requisitions kitchen equipment and supplies; regularly inspects kitchens and dining rooms; confers with other officials on problems relating to food; keeps time of employees; conducts a training program for kitchen employees; is responsible for sanitation of food preparation, handling and service.

**Minimum Requirements:** (a) Graduation from a standard senior high school and completion of a satisfactory cook's training course which shall have included dietetics, as, for example, an Army course in Mess Management, and 7 years of progressively responsible experience in large scale cooking, 3 years of which must have been in a supervisory capacity in a large institution; OR

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

**Desirable Qualifications:** High degree of ability to manage large kitchens efficiently and economically; skill in dietetics; ability to lay out work for others; to direct them in their work and to train new workers; ability to keep records and inventories, initiative, resourcefulness and good judgment.

**SUPERVISING DIETITIAN 2-4**  
**Salary Range \$2400-3000 Inc. \$100**

**Definition:** Plans, directs and is responsible for the special dietetic services of an exceptionally large state institution and assists, in a consulting capacity, with the planning of menus for patients and employees; does related work as required.

**Distinguishing Features:** The Supervising Dietitian, under general direction of the clinical director, supervises and coordinates the activities of an extensive dietal therapy program. This position requires a thorough knowledge of the theory and practice of dietetics.

**Example:** Assigns and directs subordinate dietitians; calculates special diets as prescribed by physicians; consults with the Food Service Manager in regard to menus for patients and employees; instructs student nurses in nutrition, cookery, and dietal therapy; oversees the preparation and cooking of special diets; confers with physicians on general diet problems; consults with patients as to their likes and dislikes; requisitions food and utensils for the diet kitchens; makes out quarterly and annual estimates for dietetic supplies; keeps time of subordinate employees and maintains inventory records; keeps records of number and type of diets prepared and in the absence of the Food Service Manager assumes his duties.

**Minimum Requirements:** (a) Graduation from a recognized college or university with specialization in dietetics, supplemented by either an approved post graduate hospital training course as a student dietitian and 3 years of satisfactory experience in hospital dietetic work or by 4 years of satisfactory experience in hospital dietetic work; OR

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

**Desirable Qualifications:** Thorough knowledge of the principles of dietal therapy and nutrition as applied to a complex dietetic program; ability to instruct and supervise others in dietetics; thoroughness; accuracy; mature judgment; pleasing personality.

**SENIOR DIETITIAN 2-3**  
**Salary Range \$2000-2500 Inc. \$100**

**Definition:** In a large state institution is responsible for the planning, preparation and service of all special diets and assists, in a consulting capacity, with the planning of menus for patients and employees; does related work as required.

**Distinguishing Features:** The Senior Dietitian, under the direction of the clinical director, supervises the activities of a dietal therapy program of medium extent and may perform some of the more difficult phases of this program. This position requires a thorough knowledge of the theory and practice of dietal therapy.

**Example:** Directs subordinate dietitians; calculates special diets as prescribed by physicians; instructs student nurses in nutrition, cookery and dietal therapy; oversees the preparation and cooking of special diets; confers with physicians on general diet problems; requisitions food and utensils for the diet kitchen; makes out quarterly and annual estimates for dietetic supplies; keeps time of subordinate employees and maintains inventory records; keeps record of number and types of diets prepared; and in the absence of the Food Service Manager, assumes his duties.



**Minimum Requirements:** (a) Graduation from a recognized college or university with specialization in dietetics, supplemented by either an approved post graduate hospital training course as a student dietitian and 1 year of satisfactory experience in hospital dietetic work or by 2 years of satisfactory experience in hospital dietetic work; OR

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

**Desirable Qualifications:** Thorough knowledge of the principles of dietal therapy and nutrition; ability to instruct and supervise others in dietetics; thoroughness; accuracy; mature judgment; pleasing personality.

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

**Definition:** Plans and supervises the preparation of special diets for the physically ill; does related work as required.

**Distinguishing Features:** Under general direction, a Dietitian is responsible for the operation of a dietary unit of a state institution. The position may involve supervision over Dietitian Aides.

**Example:** Writes special diet sheets; supervises the preparation of special diets and may personally prepare food for special diets; consults with physicians as to special cases; instructs student nurses in nutrition, cookery and diet therapy; supervises the practical work of students in the diet kitchen; requisitions food and supplies; prepares trays and food trucks for delivery to dining rooms and wards; is responsible for keeping diet kitchen clean and sanitary.

**Minimum Requirements:** (a) Graduation from a college or university with specialization in food preparation, nutrition, or institution management supplemented by either an approved post graduate hospital training course as a student dietitian or by 1 year of satisfactory experience in hospital dietetic work; OR

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

**Desirable Qualifications:** A good working knowledge of the principles of nutrition and dietetics; skill in the preparation of special diets; ability to supervise others in the work of the diet kitchen; ability to instruct student nurses; thoroughness; accuracy; reliability.

**DIETITIAN AIDE** 2-2a  
Salary Range \$1400-1900 Inc. \$100

**Definition:** Prepares and assists in planning special diets for the physically ill; does related work as required.

**Distinguishing Features:** Under close supervision from a technically trained dietitian, the Dietitian Aide prepares prescribed meals. The position requires cooking skill and some knowledge of the principles of dietetics. An employee in this class may be in charge of a small diet kitchen in an institution.

**Example:** Confers with the dietitian, and assists in planning special diets; prepares and cooks food for

special diets; prepares fruit juices, egg-nogs and tube feedings; weighs out food, sets up trays and delivers food trucks to the dining rooms and wards; checks supplies received against requisitions; keeps the diet kitchen clean and sanitary.

**Minimum Requirements:** Graduation from a standard senior high school, and either completion of an approved technical course in dietetics or 1 year of satisfactory experience in hospital dietetic work under a trained dietitian.

**Desirable Qualifications:** Elementary knowledge of the principles of dietetics; skill in the preparation of food for special diets; thoroughness; reliability; accuracy.

**HEAD COOK** 1-4  
Salary Range \$2000-2400 Inc. \$100

**Definition:** Is in charge of the preparation of food in a kitchen serving an average of more than 500 persons per meal; does related work as required.

**Distinguishing Features:** A Head Cook supervises Kitchen Helpers, Assistant Cooks and a Cook or Cooks in all work carried on in the kitchen. A thorough knowledge of large scale cooking and the ability to lay out work and supervise others is essential in a position in this class.

**Example:** Assigns subordinate employees and working patients to various tasks in the kitchen; plans, directs, and oversees all phases of food preparation in his kitchen; keeps records of supplies used and of inventory on hand; may perform the most skilled cooking personally.

**Minimum Requirements:** 5 years of progressively responsible experience in large scale cooking, 2 of which shall have included regular supervision over subordinate employees or over working inmates of an institution.

**Desirable Qualifications:** Advanced knowledge of large scale cookery and special skill in the various branches thereof; a good working knowledge of food values; ability to manage a large kitchen efficiently and economically; reliability; cleanliness; good judgment; good physical condition.

**COOK** 1-3b  
Salary Range \$1700-2100 Inc. \$100

**Definition:** Is independently in charge of a medium-sized kitchen; or, in a kitchen serving an average of more than 500 persons per meal, acts as an immediate assistant to the Head Cook; does related work as required.

**Distinguishing Features:** A Cook must have a good working knowledge of all phases of cookery and must be able to independently assume responsibility for the operation of a kitchen. An employee in a position of this class ordinarily has supervision over subordinate employees and working patients or inmates.

**Example:** In a large kitchen has charge of a certain branch of cookery such as meats, pastries, or cooking for employees; substitutes for the Head Cook during his absence; in a medium-sized kitchen, does all necessary cooking, requisitions necessary supplies, and keeps records of supplies on hand;

is responsible for the custody and welfare of working patients or inmates in his kitchen.

**Minimum Requirements:** 3 years of satisfactory experience in the preparation of food on a large scale, of which 1 shall have included regular supervision over subordinate employees or over working inmates of an institution.

**Desirable Qualifications:** Good knowledge of cookery and skill in its various branches; ability to get along with working patients and subordinate employees; reliability; cleanliness; good physical condition.

**ASSISTANT COOK** 1-2b  
Salary Range \$1300-1700 Inc. \$100

**Definition:** Cooks in the kitchen of a state institution; does related work as required.

**Distinguishing Features:** A position in this class involves routine cooking usually under supervision from a Cook or a Head Cook. An Assistant Cook performs work connected with the less skilled branches of cookery and is ordinarily not independently in charge of a kitchen feeding more than 40 persons.

**Example:** Does steam kettle cooking; assists in cooking meats and pastries; may supervise Kitchen Helpers in the preparation of fruits and vegetables; cooks cereal, simple desserts, and vegetables.

**Minimum Requirements:** 1 year of satisfactory experience assisting in the preparation and cooking of food on a large scale.

**Desirable Qualifications:** Ability to do plain cooking of staple foods; ability to get along with working patients; industriousness; cleanliness; reliability; good physical condition.

Continued in the Next Issue

## Back the ATTACK

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# Civil Service Notes

(Continued from Page 227)

ment and which are not permanent will require the approval of this office."

## DISABLED VETERANS PREFERENCE

Honorably discharged soldiers, sailors, marines or nurses of the Army, Navy or Marine Corps of the United States, disabled in the actual performance of duty in World War II to an extent recognized by the United States Veterans' Bureau, may be given disabled veterans preference on any State Civil Service eligible list upon which their names appear, if application for such preference is made to and allowed by the State Department of Civil Service. If the Department's physicians find that the war-incurred disability still exists and does not interfere with the performance of the duties of the position for which the disabled veteran has competed, his name will be placed at the head of the eligible list and he must be appointed before any eligibles who are not disabled veterans may be appointed.

It should be noted that this preference, authorized by the State Constitution, can be granted only to those veterans who were citizens and residents of New York State when they entered the armed forces and are still citizens and residents of New York State.

## FUNCTIONAL ORGANIZATION CHARTS

"The organization chart is a basic tool in the analysis of an organization, if prepared for the purpose of revealing information, rather than concealing or confusing it." With this statement of its point of view, the New York City Division of Training, under the direction of Dr. John J. Furia, introduces its handy 80 page guide—"How to Make and Interpret Functional Organization Charts." (New York University Bookstore, 50c).

Containing 42 diagrams and four governmental organization charts, the manual is replete with illustrations. It also contains a glossary of chart-making terms; a statement of the practical uses to which a functional organization chart may be put for purposes of general administra-

tion, budgetary control, personnel administration, and human relations; cautions in the use and interpretation of charts; a 24 item checklist to cover the completed chart; selected references; and an index to the manual.

Although New York City agencies were used as examples in the manual, it is felt by the authors that the principles and techniques presented apply to all organizations. Accordingly, the manual should prove of value to State administrators and employees.

## New Members — State Armory Employees

The Association recently welcomed into membership over two hundred employees of the State Armories located throughout New York State. The Armory workers recognize the need for complete organization of all State employees.

Negotiations have been carried on with this large group with the cooperation of Adjutant General Ames T. Brown, Lt. Colonel Frederick A. Thiessen, Lt. Colonel John A. Coffey of the Adjutant General's Office in Albany, and Mr. C. J. Barry, Assistant Director, Bureau of Grounds and Structures in the New York City office of the Adjutant General.

The employees have taken advantage of the benefits of the Association's Group Life Insurance Plan and have coverage of over one-half million dollars.



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# EXECUTIVE COMMITTEE ELECTION

In order to carry out fully the intent of the Constitution of the Association to have the Association truly representative of the wishes of its members, opportunity must exist for each member of the Association to choose by ballot the representative of his or her respective department on the Executive Committee. The Association's Constitution provides that in cases where the members within a department fail to elect a representative for the Executive Committee, the Executive Committee is empowered to make a selection.

It is important that members within a department elect directly their representative on the Executive Committee and thus enable the Association to function democratically in a complete sense. The success of the Association depends to a great degree upon the personnel of the Executive Committee.

**Numerous meetings of the Executive Committee are called during the year, and many on brief notice, when immediate action on important issues involving Association action is necessary.**

**Members of the Association throughout the State are urged to keep in close contact with the Executive Committee member elected for their respective departments, so that such Executive Committee member may be familiar at all times with the problems of the employees of the department he represents.**

The ballot on this page contains the candidates selected by the Nominating Committee and Independent Nominations submitted in accordance with the provisions of the Association's Constitution. Blank space is provided to write in the name of any other representative desired.

Envelopes containing ballots should be marked "Ballot" and should bear signature or membership card number of member.

**It is important that you use your right to vote for a representative of your department on the Executive Committee. Detach the ballot provided, fill it out, and send it to Association Headquarters, Room 156, State Capitol, Albany, TODAY.**

Please vote only for Member on Executive Committee to represent the department in which you are employed. To vote for regular nominee place check mark in box opposite name. To vote for other than regular nominee, place name of representative desired on blank line provided directly under name of regular nominee.

Check	Member	Department
<input type="checkbox"/>	MILDRED O. MESKIL	Agriculture and Markets
<input type="checkbox"/>	BENJAMIN F. NEWELL	Audit and Control
<input type="checkbox"/>	ELIZABETH E. STALEY	Banking
<input type="checkbox"/>	HELEN H. HOULE	Civil Service
<input type="checkbox"/>	WILLIAM N. FOSS	Conservation
<input type="checkbox"/>	HARRY FRITZ	Correction
<input type="checkbox"/>	WAYNE W. SOPER	Education
<input type="checkbox"/>	CHARLES H. FOSTER	Executive
<input type="checkbox"/>	CLIFFORD C. SHORO	Health
<input type="checkbox"/>	HARRY S. DEEVEY	Insurance
<input type="checkbox"/>	CHRISTOPHER J. FEE	Labor
<input type="checkbox"/>	*JOHN F. POWERS	"
(Vote for one only)		
<input type="checkbox"/>	FRANCIS C. MAHER	Law
<input type="checkbox"/>	FRANK O. OSBORN	Mental Hygiene
<input type="checkbox"/>	WILLIAM HUNT	Public Service
<input type="checkbox"/>	*KENNETH A. VALENTINE	" "
(Vote for one only)		
<input type="checkbox"/>	EDWARD J. RAMER	Public Works
<input type="checkbox"/>	JESSE MacFARLAND	Social Welfare
<input type="checkbox"/>	HAROLD J. FISHER	State
<input type="checkbox"/>	JOHN A. CROMIE	Taxation and Finance

*\*Independent nomination*

This ballot must be delivered or mailed so as to reach Association Headquarters, Room 156, State Capitol, Albany, N. Y., or the place of the Annual Meeting, before 8 P.M., October 19, 1943.

Name \_\_\_\_\_

Department \_\_\_\_\_

Membership Card No. \_\_\_\_\_

The Association of State Civil Service Employees of the State of New York, Inc.  
OFFICIAL BALLOT to elect Member on Executive Committee for 1943-44

DETACH ALONG THIS LINE

# ANNUAL ELECTION OF OFFICERS

The Annual Election of Officers of the Association for the year beginning October 19, 1943, will occur on that date and will be conducted in accordance with the provisions of the Constitution quoted below:

"ARTICLE VI, SECTION 3. Officers and members of the Executive Committee shall be elected by ballot at the annual meeting which will be deemed to continue from nine o'clock A.M. to eight o'clock P.M. on the third Tuesday of each October. When the meeting is not actually convened, the headquarters of the Association shall be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. Ballots with the names of all duly nominated candidates printed thereon shall be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the Executive Committee, at least ten days prior to the Annual Meeting date. The ballots or the envelopes in which ballots are enclosed by the member shall be marked 'Ballot,' and such envelope or ballots shall also bear the signature of the member and the name of the department in which he is employed."

"ARTICLE VI, SECTION 4. The Executive Committee shall appoint a Board of Canvassers of at least three members of the Association to determine the validity of nominating petitions and to count the ballots. The persons receiving the greatest number of votes for the respective offices or positions shall be duly elected for the ensuing year. Any person whose name is printed on the ballot may be present during the canvass of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the Executive Committee."

The officers to be chosen are: President, First, Second and Third Vice-Presidents, Secretary and Treasurer.

The Nominating Committee, selected at a meeting of the Executive Committee, consisted of three past presidents, viz: William F. McDonough, Chairman, Mrs. Beulah Bailey Thull, and John A. Cromie. The candidates for the various offices printed in the Official Ballot below, are those submitted by the Nominating Committee chosen under the following provisions of the Constitution.

ARTICLE VI, SECTION 1. A Nominating Committee shall be appointed by the Executive Committee at least ninety days prior to the date of the Annual Meeting, and such Nominating Committee, after giving full consideration to all facts or petitions presented to it by individual members or groups of members, shall file with the Secretary, at least sixty days prior to the annual meeting, nominations for officers of the Association and members of the Executive Committee."

The names of candidates other than regular nominees which you may wish to vote for may be written on blank lines provided.

Members will note that envelopes containing ballots shall be marked "Ballot", and shall also bear the signature of the member and the name of the department in which he is employed.

Members are urged to exercise their voting power (see editorial).

(DETACH ALONG THIS LINE)

## The Association of State Civil Service Employees of the State of New York, Inc. OFFICIAL BALLOT—ANNUAL ELECTION—OCTOBER 19, 1943

To vote for regular nominee, place check in box opposite name. To vote for other than regular nominee, place name of officer desired on blank line provided.

- Check*
- For President: HAROLD J. FISHER
  - For President: \_\_\_\_\_
  - For First Vice-President: CLIFFORD C. SHORO
  - For First Vice-President: \_\_\_\_\_
  - For Second Vice-President: JOHN McDONALD
  - For Second Vice-President: \_\_\_\_\_
  - For Third Vice-President: MILTON SCHWARTZ
  - For Third Vice-President: \_\_\_\_\_
  - For Secretary: JANET MACFARLANE
  - For Secretary: \_\_\_\_\_
  - For Treasurer: EARL P. PFANNEBECKER
  - For Treasurer: \_\_\_\_\_

Name  
Department  
Membership Card No.

*The Constitution of the Association provides that when the Annual Meeting is not actually convened, Association Headquarters will be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. This ballot therefore must be delivered or mailed so as to reach Association Headquarters, Room 156, State Capitol, Albany, N. Y., or the place of the Annual Meeting, before 8:00 P.M., October 19, 1943.*



# Roster of Chapters

## BINGHAMTON CHAPTER

President: Dan Foley  
 State Insurance Fund  
 Vice-President: Albert E. Launt  
 Binghamton State Hospital  
 Secretary: Laurence J. Hollister  
 Binghamton State Hospital  
 Treasurer: Stuart H. Anderson  
 Department of Public Works

## BUFFALO CHAPTER

President: Herman Muelke  
 Department of Education  
 Vice-President: Enid McCoombs  
 Secretary: Kathryn Squire, Tax Dept.  
 Treasurer: Vacant

## HORNELL CHAPTER

Temporary President: Lacy Ketchum

## NEW YORK CITY CHAPTER

President: John F. Powers  
 State Insurance Fund  
 First Vice-President: Lawrence Epstein  
 Tax Dept.  
 Second Vice-President: Michael L. Porta  
 Labor Dept.  
 Third Vice-President: Martin J. Duignan  
 Unemployment Insurance  
 Treasurer: Joseph J. Byrnes, Public Works  
 Corresponding Secretary: Mary Eastman  
 Education  
 Financial Secretary: Kenneth A. Valentine  
 Public Service  
 Recording Secretary: Ruth A. Hawe, Tax

## ONEONTA CHAPTER

President: John Thaler  
 Homer Folks State Hospital  
 Vice-President: Mary Volweider  
 Homer Folks State Hospital  
 Secretary: Lucille Brooks  
 Homer Folks State Hospital  
 Treasurer: Flossie Olds  
 Homer Folks State Hospital

## ROCHESTER CHAPTER

President: Neil J. Goodman, Tax  
 Vice-President: Marian Repp, Labor  
 Secretary: Fanny Tandler, Public Works  
 Treasurer: Carol L. Lewis  
 Social Welfare

## SYRACUSE CHAPTER

President: Edward F. Carr  
 State Insurance Fund  
 Vice-President: James T. McGlinchey  
 Social Welfare  
 Secretary: Doris LeFever, Labor  
 Treasurer: Anne B. O'Boyle, Labor

## GAME PROTECTORS CHAPTER

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 Vice-President: Everett Larkin  
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