

Civil Service LEADER

America's Largest Weekly for Public Employees

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U. S. Hospital Attendant Jobs Open in NYC

Applications will be accepted from Wednesday, September 6 through Tuesday, September 26, for Hospital Attendant (Mental), GS-1 to 4. Vacancies are in Bronx and Brooklyn Veterans Administration Hospitals at starting salaries of \$2,300 to \$2,875. Apply at the VA Hospital, 130 W. Kingsbridge Road, The Bronx; the U. S. Civil Service Commission, 641 Washington Street, Manhattan, or at any first or second class post office in Brooklyn or Queens.

U. S. ISSUES HURRY-CALL FOR TYPISTS IN N. Y. AREA; GOOD PAY

See Page 9

Dewey Names 5 To Revise State Civil Service Law

By MAXWELL LEHMAN

ALBANY, Sept. 4 — The first step was taken on Friday, September 1, in the long-range plan to revise the State civil service law. Governor Dewey appointed five members to the commission which will do the job. The appointees:

Alexander A. Falk, of New York City, Democratic member of the State Civil Service Commission;

Dr. Frank L. Tolman, of Albany, president, Civil Service Employees Association;

H. Elliot Kaplan, of Larchmont, Deputy State Comptroller in charge of the Retirement System;

Clyde Lewis, Plattsburg attorney, retiring national commander of the Veterans of Foreign Wars;

William D. McCallum, of Niagara Falls, secretary of the Niagara County Civil Service Commission and president of the New York

State Association of Civil Service Officers.

Six additional members are still to be named, 3 by the president pro tem of the Senate and 3 by the Assembly speaker. It is understood the selections have been made, although the names have not yet been announced. A chairman of the Temporary Commission to Recodify the Civil Service Law will be selected from its membership. The members serve without compensation, except for expenses.

In addition, there will be a paid counsel (\$15,000 a year), a secretary, and technical staff as required. These will be paid out of the \$50,000 appropriation.

The civil service law has been called archaic, contradictory, and confusing. The Governor suggested the creation of this Commission to the 1950 Legislature.

Appointed



Alexander A. Falk, Democratic member of the State Civil Service Commission, is one of the five men named by Governor Dewey to serve on a legislative commission to revise the civil service law. The law has been called archaic, confusing, and contradictory. The commission was established to clarify and simplify it.

Clerk List In NYC Due On Sept. 19

The names of 9,797 candidates comprising the Clerk, Grade 2 list are expected to be ordered published September 19 by the NYC Civil Service Commission. Shortly thereafter the Commission will commence giving medicals and calling in the men and women for investigation.

The next step will be the promulgation of the list, at which time it will immediately be certified for filling over 1,800 jobs in numerous city departments.

The method of appointment will be this: large numbers of candidates will be called to the Commission's offices, there to meet appointing officers of all departments having vacancies. These will be seated at desks clearly identified with signs naming their departments. The candidate goes to whatever department desk he chooses; either taking a job then and there or asking questions about location, hours, or anything else he wants to know about that particular agency.

The Job MARKET

By MORTON YARMON

WRITERS, INSTRUCTORS, TECHNICIANS SOUGHT

THERE ARE still several hundred position openings at the Signal Corps Center, Fort Monmouth, says Major General Francis H. Lanahan, Commanding General.

Most urgently needed are persons experienced in communications and electronic equipment for positions of instructors, electronic engineers and technical writers.

More than 150 positions exist for instructors in Microwave Radio Relay, Radar, Radio Electronics, Fixed Station Radio, Central Office Techniques, Teletype Installation and Maintenance, Repeater and Carrier, Dial Central Office Techniques, and Theory of Electricity. Applicants for these jobs should have at least four years of technical experience for the basic salary of \$3,100 a year. Those who also have teaching experience may qualify for higher positions paying \$3,825 and \$4,600.

Engineers Needed

Also needed are Electronic Engineers at salaries from \$3,825 to \$6,400, and Radio Engineers at \$4,600 and \$5,400 a year. Qualifications for Electronic Engineers at \$3,825 are five years of progressive engineering experience or (Continued on page 11)

Permanent Status for U. S. Aides

WASHINGTON, Sept. 4—It is estimated that nearly 50,000 Federal employees may benefit from President Truman's order permitting non-status workers to gain permanent civil service status. The order was issued August 28.

It allows permanent status to a non-status employee as follows:

1. He must have served continuously in a full-time position in the competitive service, without a break, for more than 60 days, during the two years preceding August 28. Military service is not considered as a break.

2. His most recent efficiency rating must be Good or better.

3. He must pass a non-competitive test. This test is designed not to rate him in comparison with others, but to see if he can meet certain minimum requirements. Temporary workers who have already passed a competitive test will not need to take another examination.

(Continued on page 11)

NYC Employees Find Career Forms Easy to Fill Out

New York City employees, nearly 100,000 of them, now have in their hands the forms to fill out concerning their jobs, duties, pay and other information. So far, early returns indicate that employees understand what is wanted, and are filling out the forms expeditiously.

This is the first part of the career-salary survey, and the information gathered will eventually fit into a larger pattern out of which will come a more orderly arrangement of jobs for City employees, more proper delineation of duties and responsibilities, and more equitable pay schedules.

Doesn't Interfere with Pay Rise

City officials pointed out that nothing in the career-salary survey would interfere, or was intended to interfere, with any pay raise that would come normally if there were no such study. Also, current piecemeal changes in title, grade and salary are proceeding as before in the office of the Bud-

get Director and the Civil Service Commission.

Employee Safeguards

All hands concerned — Comptroller Lazarus Joseph, Luther

Gullick, head of the entire City survey project, and E. O. Griffenhagen, whose firm is conducting the survey, have emphasized that (Continued on page 16)

Assn. Acted Fast—and First—To Save Jobs of Dismissed DPUI Aides; Here Are the Facts

By HELEN NOLAN NEIL

ALBANY, Sept. 4—As soon as the Civil Service Employees Association received word of the mass lay-offs at DPUI, the entire resources of the organization were swung into action to protect the

interests of the employees affected. Association representatives immediately conferred with DPUI and the Labor Department officials both in Albany and New York to determine the facts in the situation and to develop a pro-

gram that would safeguard the immediate and long range interests of all DPUI employees.

Association Plan

Association representatives are now in continual touch with all agencies and persons who can help in this situation, including DPUI, Labor Department, State Civil Service Commission and Federal authorities.

Specifically, the Association has urged:

1. That the DPUI and the Labor Department take every possible step to find jobs for those being dismissed within and through its own facilities. (Time and place: Conferences in Albany and New York, August 21 and 23.) The an-

(Continued on page 2)

'Flying Squadrons' of Association Men Traverse State in Campaign To Reach 60,000 Members in '51

ALBANY, Sept. 4—Sixty thousand members! This is a goal which the Civil Service Employees Association is setting out to reach. It has attained its 1950 objective of 50,000 paid members, and is setting its sights at what it calls a "conservative" 10,000 additional members for the coming year.

That Association year begins October 1.

The campaign for the enlarged membership is proceeding on sev-

eral fronts. On Thursday, September 7, a dinner-meeting will be held in Association headquarters, 8 Elk Street, Albany, for chapter representatives in that area.

Strong membership committees will be set up in all chapters throughout the State.

And "flying squadrons" of Association representatives will visit every unit, hold meetings with employees, and establish working

machinery for the new membership goal. These "flying squadrons" are already at work.

Here is a listing of the places they will visit and the dates. All chapters are requested to have their local delegations present in force at these meetings.

SOUTHERN, METROPOLITAN AND LONG ISLAND Meetings to Be Conducted
By Charles R. Colver, Field Rep. Poughkeepsie, Nelson

House, 6:30 P.M., Tuesday, September 5.

State Bridge Authority Chapter.

Hudson River State Hospital Chapter.

Harlem Valley State Hospital Chapter.

Wassaucus State School Chapter.

Hudson Valley Armory Employees Chapter.

Greenhaven Prison Chapter. (Continued on page 3)

Exam Study Books

Study books for Social Investigator, Clerk, Typist, Steno, File Clerk, Investigator and other popular exams are on sale at The LEADER Bookstore, 97 Duane Street, New York 7, N. Y., two blocks north of City Hall, just west of Broadway. See advertisement p. 15.

STATE AND COUNTY NEWS

Many Dismissed DPUI Employees To Be Absorbed

ALBANY, Sept. 4—In a fast move to help protect permanent employees discharged from the Division of Placement and Unemployment Insurance because of drop in the workload, the State Civil Service Commission has ordered that provisionals and temporaries in seven other titles be dropped. As many as possible of the dismisseees are to be put into those jobs no later than October 1. They went off the payroll as of September 1.

Also, the Department of Labor, of which the DPUI is a part, hired back 53 of those who were to have been let out.

Action followed conferences with employees, represented by The Civil Service Employees Association. The Association had made recommendations both to the Civil Service Commission and to the department.

President J. Edward Conway of the Commission notified all appointing officers of the titles of jobs that should be filled by dismisseees.

He announced that re-employment eligible lists became effective September 1 for the two DPUI titles principally concerned in the job loss—Assistant Interviewer and Assistant Claims Examiner.

The titles of jobs to which appointments are to be made from the two lists were cited by President Conway as follows:

Assistant Unemployment Insurance Claims Examiner (G-12), title was declared appropriate for filling jobs as Disability Benefits Examiner, G-10; Compensation Claims Investigator, G-9; Compensation Investigator, G-9; Bev-

erage License Examiner, G-8; Tax Collector, G-8 and Rehabilitation Investigator, G-8.

Assistant Interviewer, (G-6) title was declared appropriate for filling vacancies as Clerk, G-2.

While gratified at action taken by the Civil Service Commission, the Association felt that action doesn't go far enough. A large number of titles have been submitted to the Commission by the Association as appropriate for the dismissed employees.

State Offices Were Closed September 2

ALBANY, Sept. 4—All State administrative offices were closed on Saturday, September 2, by order of Governor Dewey. The order stated that not even skeleton staffs should be maintained in these offices. Employees of these offices therefore had a three-day holiday, Saturday, Sunday, and Monday, which was Labor Day.

As for institutions, the Governor directed that "employees who would normally work as skeleton staff and are required to work to maintain essential services are to be given compensating time off." Max Lehman, publisher of The LEADER, several State senators and assemblymen, and a number of Association representatives.

The union threatened another strike if any workers are not rehired.

CORSI REPUDIATES UPW 'DELEGATES'



State Industrial Commissioner Edward Corsi, last week stated that he would do all in his power to aid dismissed DPUI employees.

Commissioner Edward Corsi today repudiated a newspaper report that 53 DPUI employees had been reinstated as a result of a conference with delegates of the United Public Workers.

"This report is completely erroneous," he said. "The action in arranging for these employees not to be laid off was taken prior to that meeting. In fact, the delegates purported to be a group of unemployed when they came to visit me. I did not know that any UPW representatives were among them until I recognized one in the delegation. The action retaining the 53 employees within the Division had, however, already been completed before that meeting, and any credit taken for it by the UPW is without foundation." The Commissioner reported that he will continue to do everything in his power "to help the dismissed employees."

Assn. Works on Many Fronts To Halt Layoffs in DPUI

Action Follows Conferences With Employees Assn.

(Continued from Page 1)

ouncement by Commissioner Edward Corsi of the reinstatement of 53 dismissed employees is a direct result of this action.

2. That the DPUI set up a special unit in the Division to place dismissed employees who have not been reabsorbed in their State jobs in private employment. This unit could be staffed by dismissed employees with interviewing background. The Association is willing to aid in every way in staffing and publicity. (Occasion: Letter of Dr. Tolman to Mr. Loysen dated August 31). If the Division is un-

willing or incapable of setting up such units, the Association will independently set one up.

3. That the DPUI request the Civil Service Commission to certify dismissed DPUI employees on preferred lists which would be broadly applicable to comparable jobs. For example, Assistant Claims Examiner should be eligible for Employment Interviewer, as well as Compensation Claims and Accounting positions. (Time and place: Conference, Albany, August 21). The DPUI made this request and the State Civil Service Commission turned down the request of the DPUI for use of the Assistant Examiner preferred list to fill Employment Interviewer positions.

4. That J. Edward Conway, President of the State Civil Service Commission, review this decision of his administrative staff interpreting narrowly the applicability of preferred lists to comparable jobs wherever the lines of promotion and/or past experience of the person on the preferred list indicated fitness and ability to do the job. (Occasion: Letter of Dr. Tolman to Judge Conway dated August 29).

Action on Federal Front

5. That Federal and State social security officials immediately revise the staffing pattern formula used in allocating personnel and to permit the "switching" of funds and personnel from either placement or insurance functions to accommodate a variable work load to assure real security to its own civil service employees.

The Association is prepared to take every action within its means to protect the interest of the dismissed employees. "Only by working through the Association can we solve the immediate as well as the long range problem of security in DPUI employment," Dr. Tolman said this week.

Chapter Activities Oneonta

THE ONEONTA chapter, Civil Service Employees Association, will hold its picnic on Sunday, September 10, at Nehwa Park Pavilion. Delicacies include: southern fried chicken, french fries, cold slaw, beans, vegetables, rolls, coffee, soft drinks, beer. The chapter says you can't afford not to go. The price is only \$1 for adults 50c for children 7 to 12, and free to children under 7. Reservations should be made with the Oneonta chapter Picnic Committee, Joe Lennon is chairman.

Two colleges have sent letters of appreciation to the Oneonta chapter for interest shown in their students. The chapter gave a gift of money to the seniors in Hartwick College and in State Teachers College who took the most active part in community affairs during his college years. Chapter officers feel that prizes should go to those who actually do the most for community improvement.

Jewish Employees Get Holidays Off; U. S. Payless

Jewish employees of Federal, State and local governments have been allowed days off with pay to observe their religious holidays this week and next.

Rosh Hashonah, the Jewish New Year, celebrated on Tuesday, September 12 and 13 by orthodox Jews, but only the first day

is strictly observed by the reformed Jews.

On Thursday, September 21, occurs Yom Kippur, the Day of Atonement.

In the Police and Fire Departments of NYC, and elsewhere, mutual leaves are granted. These are arranged between Christian and Jewish members of the uniformed forces as a swap so that the minority group has no difficulty in getting time off without disturbing the operation of the department. Civilian leaves are granted without any such swapping, even in Police and Fire Departments, as fewer persons are involved.

In the State Government, where the Civil Service Commission has general jurisdiction over attendance in departments and agencies, the Civil Service Commission, through President J. Edward Conway, issued an order for days off with pay.

In the Federal government, and in NYC, applications are made to supervisors, and the departmental rule allowing the leaves results in the grant. In NYC the Council adopted a resolution requesting department heads to grant leave with pay. In the Federal government alone, because Federal law doesn't include mention of those holidays, the leaves are charged against annual leave.

Southern Conference Meets Sept. 16

WARWICK, Sept. 4—Over 400 delegates and guests are expected to attend the annual meeting-clambake of the Southern New York Regional Conference of the Civil Service Employees Association on Saturday, September 16, at the Westfield State Farm, Bedford Hills. The meeting will be at 2:30 P.M. and the clambake at 5:30.

Francis A. MacDonald, Conference president, announced that the Conference may reach 100 per cent membership by the time of the meeting. Of 23 eligible chapters, 20 are already members, two have pledged membership and the remaining chapter is considering joining.

The makeup of this year's committees will be announced at the meeting.

Candidates for the Association offices have been invited to attend. Others invited include: Edward J. Conway, President of the State Civil Service Commission; Louise C. Gerry and Alexander Falk, Civil Service Commissioners; Mary Goode Krone, chairman of the State Personnel Council and an honorary Conference member.

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STATE AND COUNTY NEWS

Big Membership Campaign Undertaken by Association

(Continued from page 1)
 Matteawan State Hospital Chapter, District 8, Dept. Public Works Chapter, Ulster Chapter (County), State Teachers College, New Paltz, Dutchess County group, Material to be delivered enroute to Poughkeepsie to: N. Y. State Vocational Institute Chapter, W. Coxsackie, Columbia County State Dept. Public Works Chapter, Hudson, State Training School Chapter, Hudson, NEW YORK CITY, Willy's Restaurant, 166 William Street, 6:30 P.M., Wednesday, September 6, New York City Chapter, Metropolitan Armory Employees Chapter, Brooklyn State Hospital Chapter,

Manhattan State Hospital Chapter, State Psychiatric Institute Chapter, State Insurance Fund, New York City, Chapter, Willowbrook State School Chapter, N. Y. Parole District Chapter, Metropolitan Public Service Chapter, Creedmoor State Hospital, Institute Applied Arts and Sciences, Brooklyn, State University Medical Center, Brooklyn, THOMKINS COVE, Boulderberg Steak House, Thursday, September 7, Palisades Interstate Parks Chapter, Letchworth Village Chapter, Rehabilitation Hospital Chapter, Rockland State Hospital Chapter,

Rockland Chapter (County), MIDDLETOWN, Mitchell Inn, 6:30 P.M., Friday, September 8, Forest Protection Chapter, Game Protectors Chapter, Middletown State Hospital Chapter, State Training School, Warwick Chapter, Woodbourne Prison Chapter, Napanoch Institute Chapter, New Hampton Chapter, Orange County Public Works Chapter, Wallkill Prison Chapter, Sullivan Chapter (County), Orange Chapter, (County), BALDWIN, Long Island—Stevens Steak House, Sunrise Highway, 6:30 P.M., September 11, Long Island Technical & Agric. Institute Chapter, Farmingdale, Pilgrim State Hospital Chapter, Kings Park State Hospital Chapter, Central Islip State Hospital Chapter, District 10 Dept. Public Works Chapters, Babylon, Long Island Parks Chapter, Suffolk Chapter (County), Nassau Chapter (County), WHITE PLAINS, Roger Smith

The Public Employee

By Dr. Frank L. Tolman

President The Civil Service Employees Association Inc. and Member of Employees Merit Award Board



DPUI—Crisis To Crisis?

I HAVE LONG looked with much wonder and some amazement at the New York State machinery to combat unemployment and its ills. If you will consult any large dictionary you will see why both words are needed to explain my attitude toward, and my concept of, the DPUI. The dictionary will tell you that "wonder" describes the emotion that is called into being by something new, unusual, strange, great, extraordinary, not well understood, or that compels attention by its novelty, grandeur or inexplicableness. "Wonder" expresses much less than amazement, but sometimes is nearly allied in meaning to astonishment. "Amazement" adds the quality of being confused or perplexed or surprised, and at the same time alarmed, by something. In the matter at hand, that something is, of course, the DPUI, that fabulous creation of the human mind and the human spirit and the new conscience to do the almost impossible.

It's Strange and Wonderful

The DPUI is strange and wonderful. It attempts to do the hardest job, I think, in the State service, to deal with human failure and want in a purely factual and routine way of applying formulas and procedures which produce jobs or checks for persons desperately needing jobs or checks.

The Division has developed a network of procedures and a maze of labor-saving devices and forms calculated to multiply the ability (already high) of its thousands of employees and to reduce the margin of error (necessarily high in such high-speed processes) to near zero.

Excellent Employee Plans

The Division has long had what I believe to be the best training plan in any of the State departments. It had its own merit award plan before the State created the employees merit award system. It has its own civil service unit and a methods and procedures set-up that seems to know the answers as far as there are any answers.

Why then is the DPUI always either in a mess or on the verge of another crisis? Partly, I venture to think, because of its history as a Federal-State agency, for no man can serve two masters. Partly, perhaps, because its gallant crew, having avoided shipwrecks so often, is never allowed fair weather or favorable winds, as these may mean passing oil on the water, and oil costs something.

Emotional Drag

It may be true in part that the organizational niceties, the lines of authority, the divisions of power, all devised for maximum efficiency and economy, have gone too far with resulting friction, overweight, and even emotional drag.

It is an immediate challenge to the Division of Placement and Unemployment Insurance to use its great ability and its wide experience to put its own house in order, to find jobs in the civil service or in private industry for those employees who have been dismissed.

But the Division should not be content to go from crisis to crisis. Surely it is firmly established that our free economy must always have its upswing and its downswing with resulting tragic changes in employment for the worker. It follows, I fear, that life in the DPUI will always probably be a nightmare, either from overwork or from fear of no work at all. It does not follow, in my opinion, that nothing can be done to find a better formula for staff load or a more fluid flow of funds, or a broader and more adjustable use of the entire staff to meet varying work loads.

I believe the Division will find that they can persuade the Federal Government to go along with a better plan and that it can convince its employees that such a plan will benefit everybody in the Division.

THE NEW YORK TIMES notes that 53 of the dismissed employees have already been reinstated and that every effort will be extended to find jobs for the hundreds of others laid off "perhaps in other State agencies." This, except the "perhaps," is in agreement with commitments made with the Association in the Albany and New York conferences, August 21 and 23.

The Association asks the support of the entire Labor Department in securing from all the divisions and agencies in the wide-flung Labor Department and from the Civil Service Department the widest possible use of DPUI preferred lists in filling all vacancies in the State service until all permanent DPUI employees now dismissed find jobs. Any other policy would indeed be "inexplicable."

Physiotherapists' Work Debated At Albany Hearing

ALBANY, Sept. 4—J. Earl Kelly, director of the Division of Classification and Compensation, is expected to give his decision on the proposed downgrading of five senior physiotherapists at the West Haverstraw Rehabilitation Hospital. At the conclusion of the hearing on August 29 requested by the Civil Service Employees Association—which bitterly opposed the downgrading—Mr. Kelly promised an "early decision, probably in ten days."

The hearing was marked by frequent exchanges over interpretation of the civil service law and technicalities between Mr. Kelly, as presiding officer, and Dr. Frank L. Tolman, CSEA president, and Irving Cohen, research analyst of the Association. The five permanent senior physiotherapists now have the rating of G-10.

Expected full support of the Association's stand in behalf of the West Haverstraw employees, by representatives of the State Health Department and the Division of Mental Hygiene degenerated into general summaries of approval for the upgrading of physiotherapists from grade 7 to grade 9, and presentation of the question on whether or not such work at West Haverstraw requires more talent and responsibility than in other State institutions.

Kelly's Opening Remarks
 J. Earl Kelly stated, at the outset:

"In considering the whole question of salaries and grade for all physiotherapists working for the State, something is obviously wrong with so many classifications and duplications in one grade.

"In 1945 during the outbreak of polio, because of the emergency, we violated the then statutory classifications for physiotherapists at Haverstraw, making them grade 10 instead of 7, and it was made clear then to the Division of the Budget and the Department of Health that this was an emergency measure. We can't obviously have two grades for one kind of work.

"The problem we face is not only the difficulty of recruiting physiotherapists but many other classes of employees. The solution is not raising a class of workers here and there, but it may be a general rise in salaries for all types of State workers. Any reduction in salary is a morale problem."

Can't Keep Trained People
 Margaret O'Neil stated they could not keep the trained employees at West Haverstraw as permanent employees because of the low salaries.

"We train approximately 25 per cent of all the physiotherapists in the country. We need them and their talents. We have 400 new ones each year, but after a year with us they leave to take jobs outside ranging from \$3,000 to \$4,000 a year.

"We need a special type of

worker, one who is patient, intelligent and willing, who realizes that her work with each patient means the whole future of that person.

"We have those people, but we can't keep them. We can't compete with salaries in other places and we are constantly losing the services of valuable people."

John Kelly, Counsel for the Civil Service Employees Association, told how the skills of physiotherapists taught him to walk again, after he had been injured in the war.

"There is every reason for upgrading physiotherapists," he said, "none at all for downgrading."

Irving Cohen summarized the brief of the Association, declaring that "demoralization in that sphere is crucial, since Haverstraw is known nationally and internationally. The citizens of the State cannot afford to let this situation develop." He declared the present employment situation at Haverstraw "not a healthy picture" and pointed out that currently there were eight positions open for every qualified physiotherapist, much aggravated by new demands from military and veteran hospitals.

Dr. Frank L. Tolman, president of the Association, stated that he appeared primarily for the physiotherapists at West Haverstraw, but also for the orthopedic public health nurses. "I have the highest appreciation of their work," he said. "They spearhead the fight of the State against polio. We make two claims about the physiotherapists work at West Haverstraw, one that work there is distinctly different than in any other State institution and that this work is necessarily different because it involves crisis treatment.

"I feel strongly that theirs is a great and valuable work. These physiotherapists contribute greatly and face an almost impossible burden."

Dr. Canning's only statement was:

"The question here seems to be whether the work at Haverstraw is more exacting or on a higher plane than in other State hospitals. I don't know the answer."

Dr. I. Jay Brightman, Assistant Health Commissioner in charge of medical services, said:

"All physiotherapists in the Dept. of Health have comparable degrees of responsibility. Duties of such workers at Letchworth are certainly as exacting. I feel it unwise to reduce the salaries, and unwise also to keep others in Grade 7.

"It is unfair to ask permanent to go back in salaries. I suggest that these present G-10s at Haverstraw be earmarked in that grade."

Also at the hearing were representatives of public health nurses, Daniel Shea, Director of Personnel for Mental Hygiene, and Allen S. Hubbard Jr., chairman of the new State Personnel Board.



Charles R. Culyer, active in membership drive.

Hotel—6:30 P.M., Tuesday, September 12, Sing Sing Prison Chapter, Westfield State Farm Chapter, Westchester Chapter (County), Troop K, Div. State Police, Hawthorne, Institute Applied Arts and Sciences, White Plains, Taconic State Park Commission group.

CENTRAL & SOUTHERN TIER Meetings to Be Conducted

By Laurence J. Hollister, Field Rep. ONEONTA MEETING, City Hall Restaurant, 236 Main Street, 6:30 P.M., Tuesday, September 5, Cobleskill Chapter, Oneonta Chapter, Otsego Chapter (County), State College, Delhi, Troop C, Div. State Police, Sidney, BINGHAMTON, Lawsons Town House, 203 Main Street, Wednesday, September 6, 6:30 P.M., Binghamton Chapter, Broome Chapter (County), Oxford Chapter, ELMIRA, Thursday, September 7, State Reformatory & Reception Chapter, Elmira, Chemung Chapter (County), ITHACA, Clinton House, 6:30 (Continued on page 4)



Laurence J. Hollister is helping to achieve membership goal.

STATE AND COUNTY NEWS

Now You Can't Collect Twice; 'Automatic Checking System' Wins \$100 for DPUI Worker

ALBANY, Sept. 4 — Henry A. Cohen, Chairman of the State Merit Award Board, has announced an award of \$100 and Certificate of Merit to Henry B. Feuerstein, 1604B Story Avenue, NYC.

Employed as Senior Claims Examiner in the Division of Placement & Unemployment Insurance, Mr. Feuerstein originated a procedure that prevents claimants from collecting unemployment insurance benefits from two states concurrently.

For example, a person who worked in "covered" employment in both New York and another state and had credits in both states for the same base year could file an original claim against New York in one local office and, using the same Social Security number but a different address, file a concurrent claim against another state.

Automatic Checking
Mr. Feuerstein's automatic checking system is being adopted in the Division of Placement & Unemployment Insurance as an

effective means of precluding fraudulent claims of this type from passing beyond the actual original filing.

\$50 Award
A \$50 award and Certificate of Merit also went to Miss Lola R. Larabee of the State Insurance Fund for improvements which she suggested in the processing of medical bills. It is estimated that approximately \$1,000 in savings will result from the simplified procedure.

Certificates of Merit
Certificates of Merit were awarded to the following employees for improvements in operating procedures which they proposed in their respective agencies:

Dorothy Rehm, Division of Placement & Unemployment Insurance, NYC
Louis Bernstein, Division of Placement & Unemployment Insurance, NYC

Nick Luccetti, Rockland State Hospital Orangeburg
Barbara Friedman, Division of Placement & Unemployment Insurance, NYC

Rose Klein, The State Insurance Fund, NYC
Abraham Garberg, Brooklyn State Hospital, Brooklyn
Doris K. Wilke, Department of Taxation & Finance, Albany.

\$369,000 Saved
Since its activation in 1946, the Merit Award Board has received 3,109 suggestions from employees on ways to increase economy and efficiency in State government. It is estimated that \$369,000 in savings has accrued to the State from approved ideas. A total of \$14,245 has been paid out in awards for practical suggestions approved by the Board.

Eligible Lists

- STATE SENIOR SUPERINTENDENT OF CONSTRUCTION**
Department of Public Works
Held 5-27; Established 8-7
Disabled Veterans
- O'Neil, Dennis E., Albany ... 80565
 - Nicholas, John W., Syracuse ... 77500
 - Maloney, James T., Slingerland ... 70500
- Non-Disabled Veterans**
- Bronka, Bernie A., Rochester ... 80000
 - Ducan, James H., Mechanist ... 80250
 - Shuttleworth, R. R., Buffalo ... 85875
 - Flynn, Henry P., Troy ... 84000
 - Murphy, Charles F., Rochester ... 83545
 - Gates, Leonard C., Market St. ... 83565
 - Koch, Joseph W., Buffalo ... 83500
 - Groesbeck, W. F., Syracuse ... 83000
 - Tully, Gordon J., Sylvan Bch. ... 81875
 - Greis, Robert F., Rochester ... 81875
 - Gifford, Leslie, Valley Pls ... 80315
 - Vandebogart, Roy, Niagara Fl. ... 77815
 - Scally, John J., Albany ... 76250
 - Dodd, Kenneth L., Cooperstown ... 75315
 - MacDowell, Robert, Saugerties ... 75000
- Non-Veterans**
- Alverson, James H., Albany ... 80250
 - Klaus, Elmer C., Lyndbrook ... 80440
 - Finnerty, John J., Bklyn ... 88500
 - Rooner, Thomas E., Horseheads ... 86750
 - Felch, Harold E., Rochester ... 85025
 - Kelly, William A., Mechanist ... 85085
 - Mancini, Louis J., Bronx ... 84315
 - Marlow, Walton R., Stoneville ... 83875
 - Flint, Claude B., Syracuse ... 81375
 - Colbert, Mark, NYC ... 79750
 - Puterman, Victor, Bklyn ... 78440
 - McGinley, James A., N. Hartford ... 78125
 - Eccleston, Emmott, Islip ... 77500
 - Bart, Earle A., Kenmore ... 76750
 - Hamilton, Stephen, Babylon ... 75040
 - Dollard, Towner A., Albany ... 75000
 - Donnelly, William, Ogdensburg ... 75000

- COUNTY CHIEF DISTRICT**
Erie County
Held 6-19; Established 8-3
- Maischess, Vera H., Buffalo ... 81000
- DISTRICT**
Erie County
Held 6-10; Established 8-3
Non-Disabled Veterans
- Carpenter, Mildred, Buffalo ... 85100
- Non-Veterans**
- Murtagh, Gertrude, Buffalo ... 80000
 - Hahl, Harriet Jane, Snyder ... 80000
 - Cavanaugh, M. F., Buffalo ... 76000

Civil Service Chief of Mass. Visits Albany

ALBANY, Sept. 4 — Thomas J. Greehan, Director of Civil Service for the State of Massachusetts, visited the various divisions of the State Civil Service Department in Albany last week for conferences with officials and an informal tour of inspection.

It is his observation that the problems of State employees are not confined by State boundaries, and that Massachusetts and New York have much in common in them. He is gratified that his State just a few days ago issued a directive guaranteeing the rights of State employees entering or being recalled into the Armed Forces.

Massachusetts State employees now have leaves of absence for service, re-employment, increment and promotion rights, as in World War II, which he feels is excellent "protection."

Salaries Increased

"Massachusetts during the past two years has made substantial increases in all its civil service employees' salaries," Mr. Greehan declares, and gives this as the reason why there is not now a definite movement for all over salary hikes throughout the service similar to the one now being registered by New York State employees.

While in Albany Mr. Greehan was luncheon guest of Charles E. Campbell, administrative director of New York State's Commission.

Assn. Starts Intensive Membership Campaign

(Continued from page 3)
P.M., Friday, September 8.

- Biggs Memorial Hospital Chapter.**
State College Chapter.
State Teachers College Chapter, Cortlandt.
Cortlandt Chapter (County).
Pinger Lakes State Parks Commission.
GENEVA, Pronti's Restaurant, Monday, September 11.
Auburn Prison Chapter.
Cayuga Chapter.
Geneva Chapter.
Wayne Chapter (County).
Newark State School Chapter.
Armory Employees Chapter of Syracuse & Vicinity.
Willard State Hospital Chapter.
Central Unit, Barge Canal Chapter.
Wayne County group.
Ontario County group.
SYRACUSE, McCarthy's Inn, 4406 So. Salina Street, 6:00 P.M., Tuesday, September 12.
Morrisville Chapter.
Syracuse Chapter.
Syracuse State School Chapter.
Onondaga Sanatorium Chapter.
Oswego Teachers College Chapter.
Madison Chapter (County).
Onondaga Chapter (County).
Oswego County group.
Troop D, State Police.

WESTERN AREA

Meetings to Be Conducted By James M. Firoff, Field Rep. MT. MORRIS, Ladelfas Hotel, 7:00 P.M., Tuesday, September 5.
Craig Colony Chapter.
Hornell Chapter.
Mt. Morris State Hospital Chapter.

- Steuben Chapter (County).
Genesee State Park Commission.
State Teachers College, Genesee.
GOWANDA, Gowanda Ho'l, Water Street, 7:00 P.M., Wednesday, September 6.
Hamburg Chapter.
Thomas Indian School Chapter.
Gowanda State Hospital Chapter.
J. N. Adam Memorial Chapter.
Southwestern Chapter.
Chautauqua Public Works Chapter.
Chautauqua Chapter (County).
Cattaraugus Chapter (County).
State Teachers College, Fredonia.

BUFFALO, Ed Daley Legion Post, 452 Delaware Ave., Thursday, September 7.
Buffalo Chapter.
Buffalo State Hospital Chapter.
Gratwick Chapter.
Western Armory Employees Chapter.

- Niagara Frontier Chapter.
Barge Canal Chapter (Main).
Western Unit, Barge Canal Chapter.
Erie Chapter (County).
Niagara Chapter (County).
BATAVIA, Moose Club, 6:30 P.M., Friday, September 8.
Albion State Training School Chapter.
Batavia Chapter.
Attica Prison Chapter.
Genesee Chapter (County).
Troop A, Div. State Police, Batavia.

- ROCHESTER, Hotel Rochester, 6:30 P.M., Monday, September 11.
Rochester Chapter.
Rochester State Hospital Chapter.
District 4, Public Works Chapter.
Genesee Valley Armory Employees Chapter.
Industry Chapter.
Brookport State Teachers College Chapter.
Barge Canal Chapter, Western Unit Central.

NORTHERN AND UTICA Meetings to Be Conducted By Wm. F. McDonough, Field Rep. GLENS FALLS, Queensbury

Eligible List

- CORRECTION INSTITUTION TEACHER (Mathematics and Sciences)**
Held 4-15; Established 7-28
Disabled Veterans
- Paugborn, William, Horseheads ... 75107
- Non-Disabled Veterans**
- Wigdor, Abbott W., Bronx ... 82250
 - Bucko, Frederick, Corning ... 79500
 - Kirkus, Edward B., Oswego ... 77007
 - Flayer, Edward W., Buffalo ... 77000
 - Schichtel, L. P., Hamburg ... 75833
 - Julkowski, Edmund, Buffalo ... 75500
 - Folster, Kenneth, Phoenix ... 75500
 - Crosby, John D., Buffalo ... 75500
 - Ternillo, Vito M., Tonawanda ... 75500
- Non-Veterans**
- Helmit, Joseph F., Catskill ... 81500
 - Nadler, Joseph, NYC ... 75500
 - Gosney, Gerald C., Norwood ... 75500

- Hotel, 6:30 P.M., September 5.
Saratoga Spa Chapter.
Great Meadows Prison Chapter.
Warren Chapter (County).
Champlain Unit, Barge Canal Chapter.
Veterans Camp, Mt. McGregor.
PLATTSBURG, Southern Restaurant (2 mi. so. of Plattsburg on Route 9) 6:00 P.M., Sept. 6.
Dannemora State Hospital Chapter.
Clinton Prison Chapter.
Ray Brook Chapter.
Clinton Chapter (County).
State Teachers College, Plattsburg.
Enroute from Plattsburg to Ogdensburg deliver following:
Troop B, Div. State Police, Malone.
Franklin Chapter (County).
OGDENSBURG MEETING, HO G D E N S B U R G MEETING, Hollywood Lounge, 6 P.M., September 7.
St. Lawrence State Hospital Chapter.
St. Lawrence State Public Works Chapter.
Canton Chapter.
St. Lawrence Chapter (County).
State Teachers College, Potsdam.
WATERTOWN, Hotel Woodruff, 6 P.M., September 8.
Mid-State Armory Employees Chapter.
Jefferson Chapter (County).
District 7, Dept. Public Works, Watertown.
UTICA, Hotel Utica, 7:00 P.M., Saturday, September 9.
Utica Chapter.
Utica State Hospital Chapter.
Rome State School Chapter.
Marcy State Hospital Chapter.
Public Works District 2 Chapter.
Broadacres Sanatorium Chapter.
Herkimer Chapter (County).
Onesida Chapter (County).
Motor Vehicle Inspectors Chapter.
East Central Unit, Barge Canal Chapter.

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This year as in the past, I will do my best to keep prices down. I can't say for how long, but the hats that I have purchased up to date, I will continue to sell to you at \$3.50. They

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STATE AND COUNTY NEWS

College Degree Dropped for Accountant Test

ALBANY, Sept. 4—It won't be necessary to have a college degree in order to compete in the accounting exam which will be one of the College series for Professional and Technical Assistants.

The announcements for these exams will be officially opened on September 2. The last day for filing will be October 30. And the written tests will be held on December 2.

Where the college degree is waived, the applicant must have comparable experience.

The examination for the bacteriology specialty has also been dropped this year. A biology specialty has been substituted for it.

Other changes in this year's series include dropping of two levels of management assistant titles. A single exam will be given instead to find administrative interns.

Chapter Activities Buffalo

THE OFFICERS of the Buffalo chapter, Civil Service Employees Association, have scheduled the opening meeting of the fall session for September 13th. Raymond Munro, Assistant District Tax Supervisor of the Rochester District, and president of the Western Regional Conference, will be the principal speaker.

The officers of the Buffalo chapter are: President, Celeste Rosenkranz; 1st vice-president, Norman S. Schlant; 2d vice-president, Margaret R. Donohue; recording secretary, Helen Lonergan; corresponding secretary, Mary Mahoney; treasurer, Frank English.

Salary Program Is Being Set Up by Employee Group

ALBANY, Sept. 4—The Salary Committee of the Civil Service Employees Association meets Wednesday September 6, at Association headquarters, 8 Elk Street, to work out the final formula for legislation to provide higher salaries for all State employees.

Two Problems

The committee, meeting for the first time since July, will be concerned with two major problems arising from the present rise in the cost of living and the impact of the Korean crisis on the employment picture.

For the past nine months the Salary Committee, under the guidance of Irving Cohen, research analyst of the CSEA, has been concentrating its efforts on overall studies of comparable

wages, duties and security provisions of State employees, other public employees and those in private industry.

In Party Planks

Originally begun as a basis for recommendation of reforming legislation in 1951, and positive action by the Association at its annual meeting in October, the early findings of volunteer committee, have contributed importantly to the suggested planks of both major political parties to be acted upon this week.

The two principle requests of the CSEA are:

1. An upward revision of basic State salary scales to bring them in line with comparable public and private employment.

2. Speedy enactment of a formula which would provide emergency adjustments based on current costs of living.

The Salary Committee has also been studying a proposed plan to simplify the entire salary structure for State employees.

LEGAL NOTICE

SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF NEW YORK.—SARAH GRIPPO, Plaintiff, against ORLANDO G. GRIPPO, JR., Defendant.—ACTION FOR AN ANNULMENT.—Plaintiff resides in Bronx County.—Plaintiff designates New York County as the place of trial.

TO THE ABOVE NAMED DEFENDANT:

YOU ARE HEREBY SUMMONED to answer the complaint in this action, and to serve a copy of your answer, or, if the complaint is not served with this summons, to serve a notice of appearance on the Plaintiff's attorney within twenty days after the service of this summons, exclusive of the day of service; and in case of your failure to appear, or answer, judgment will be taken against you by default, for the relief demanded in the complaint. Dated May 3, 1950.

STANLEY WINSTON, Attorney for Plaintiff, Office and P. O. Address, 7 East 42 Street, New York 17, New York, Borough of Manhattan.

TO ORLANDO G. GRIPPO, JR., the defendant above named:

The foregoing summons is served upon you by publication pursuant to an order of the Hon. Justice James B. McNally, of the Supreme Court of the State of New York, dated the 6th day of July, 1950, and filed with the complaint in the office of the clerk of the County of New York, City of New York, State of New York.

STANLEY WINSTON, Attorney for Plaintiff, 7 East 42 Street, New York 17, New York.

SUPREME COURT: NEW YORK COUNTY MILDRED WITHERSPOON, Plaintiff against DAVID O. WITHERSPOON, Defendant.—Action for Annulment.

TO THE ABOVE NAMED DEFENDANT:

YOU ARE HEREBY SUMMONED to answer the complaint in this action, and to serve a copy of your answer or, if the complaint is not served with this summons, to serve a notice of appearance, on the Plaintiff's Attorney within twenty days after the service of this summons, exclusive of the day of service; and in case of your failure to appear, or answer, judgment will be taken against you by default, for the relief demanded in the complaint. Dated: N. Y. November 7th, 1949.

Harold A. Stevens, Attorney for Plaintiff, Office & P. O. Address 190 Broadway, New York 7, N. Y.

TO: DAVID O. WITHERSPOON

The foregoing summons is served upon you by publication pursuant to an Order of the Hon. Charles D. Reitel, one of the Justices of the Supreme Court of the State of New York, New York County, dated the 4th day of August, 1950, and filed with the complaint in the office of the Clerk of New York County, at the County Court House, New York, N. Y., August 5th, 1950.

Dated: N. Y. City August 7th, 1950

Harold A. Stevens, Attorney for Plaintiff

RICHARDSON, EDWIN JOSIAH.—P 2225, 1950.—CITATION.—The People of the State of New York, By the Grace of God Free and Independent, To Louis R. Richardson, Ida Clagwell, Hazel R. Baker, Josephine R. Houston, Charles A. Richardson, Jr., Ida M. Richardson, Frank Richardson, Kathleen N. Richardson, the next of kin and heirs at law of Edwin Josiah Richardson, deceased, and greeting:

Whereas, Walter R. Coughlin, who resides at 8719 Ridge Boulevard, Borough of Brooklyn, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing dated March 17th, 1947, relating to both real and personal property, duly proved as the last will and testament of Edwin J. Richardson, also known as Edwin Josiah Richardson, deceased, who was at the time of his death a resident of 640 West End Avenue, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 21st day of September, one thousand nine hundred and fifty, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable William T. Collins, Surrogate of our said County of New York, at said county, the 8th day of August, in the year of our Lord one thousand nine hundred and fifty.

PHILIP A. DONAHUE, Clerk of the Surrogate's Court,

Independents X-Ray Man Retires Under 55-Year Plan

ALBANY, Sept. 4—Nominating petitions for at least three candidates have been circulating through the State during recent weeks, issued by partisans of independent candidates in the forthcoming election of the Civil Service Employees Association. But at presstime, Association headquarters reported that none of these nominating petitions were yet "in." Ordinarily, the last day for filing independent petitions would be September 3, or 30 days before the date of election. But since a holiday intervenes this year, the last day would be Tuesday, September 5.

Ballots for voting will reach all members of the Association at least ten days before the annual meeting, scheduled for October 3. Association headquarters is trying hard, however, to get these ballots out just as early as possible.

(Biographies of candidates, and full information about the Association election, will appear in next week's LEADER.)

LEGAL NOTICE

At a Special Term, Part II, of the City Court of the City of New York held in and for the County of New York, at the Court House 52 Chambers Street, Borough of Manhattan, City and State of New York, on the 24th day of August, 1950.

PRESENTS: HON. John A. Byrnes, Chief Justice, in the Matter of the Application of AU FOUR, also known as OH FOUR and LAI HO CHUNG for themselves, and for POON HIM OH and WAYNE POON OH, infants, for leave to change their names to YOUNG FORE AU, LAI HO AU, JIM FOON AU, WAYNE POON AU.

Upon reading and filing the annexed petition of AU FOUR, also known as OH FOUR and LAI HO CHUNG, duly verified 16th day of August, 1950, praying for leave to assume the names of YOUNG FORE AU and LAI HO AU respectively, and for leave to have their children assume the names of JIM FOON AU and WAYNE POON AU in place and stead of their present names, and the Court being satisfied that the averments contained in said petition are true and that there is no reasonable objection to the petitioners or their children assuming the proposed names.

Now, on motion of Gustav Lazarus, Attorney for the petitioners, it is

ORDERED that the petitioners upon fully complying with the provisions of this order are authorized to assume the names of YOUNG FORE AU and LAI HO AU, and that their children are authorized to assume the names of JIM FOON AU and WAYNE POON AU, and it is further

ORDERED that this order shall be entered and the papers upon which it is granted shall be filed in the office of the Clerk of the City Court of the City of New York, County of New York, within ten days of the date hereof; and it is further

ORDERED that within ten days after the entry thereof, a copy of this order shall be published once in the Civil Service Leader, a newspaper published in the County of New York; and it is further

ORDERED that within forty days after the making of this order an affidavit of said publication of this order shall be filed and recorded in the office of the Clerk of the City Court of the City of New York, County of New York, and that a copy of this order, and of the annexed papers by served within twenty days after entry thereof on the Alien Registration Division, Immigration and Naturalization Service, Washington, D. C., and proof of such service filed in this Court within ten days thereafter, and that upon full compliance with the terms of this order and on and after the 3rd day of October, 1950, the petitioners and their children shall be known by the names YOUNG FORE AU, LAI HO AU, JIM FOON AU, and WAYNE POON AU, and they are hereby authorized to assume and by no other names.

ENTER.

J.A.B. C.J.C.C.

X-Ray Man Retires Under 55-Year Plan

Almost 100 employees of Homer Folks Hospital gathered last week to honor Arthur C. Banner of 8 Fern St. Mr. Banner, who has been senior x-ray technician at Homer Folks since 1936, retired after 26 years in State service. Homer Folks Hospital is in Oneonta.

Dr. E. L. Leach, assistant director, presented Mr. Banner with an elevator tripod, motion picture screen, colored film and a gift of cash from his fellow workers.

The senior technician, eligible for retirement under the new State 55-year retirement law, began his civil service career in 1924 at Binghamton State Hospital. He was employed there for three years in the wards after which he spent a short time at Kings Park State Hospital, L. I., as a watchman.

He again went into ward service when he transferred to Creedmoor State Hospital, which at the time was a division of Brooklyn State Hospital.

Shortly thereafter, Mr. Banner left to accept a position as photographer at the Brooklyn institution. X-ray work was in its infancy at that time, and he succeeded in getting in on the ground floor. Again he returned to Creedmoor where he worked until coming to Homer Folks 14 years ago.

Asked about his experiences during his long period of civil service work, Mr. Banner replied that "the most amazing thing about it is that a person plugs away at the same job week after week and all of a sudden he finds himself eligible for retirement."

Moore Cites New School Appointments

ALBANY, Sept. 4—State Comptroller Frank C. Moore, chairman of the Temporary State Commission on School Buildings, announced three appointments to the Commission's staff.

They are Arvid J. Burke, director of research; Henry L. Blatner, consultant and co-ordinator of new building studies, and Henry H. Linn, consultant and co-ordinator of existing plant studies.

The Comptroller also announced that the Commission will have the assistance of Rosalind G. Baldwin, chief of municipal research of the Department of Audit and Control, and of J. Cayce Morrison, Assistant, Commission for Research in the State Department of Education, as well as their research staffs.

WHITSTONE, L. I.

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Those who have filed applications for any of the following examinations are invited to attend a class lecture as our guests:

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- SOCIAL INVESTIGATOR - TUES. at 7 P.M.
- INSPECTOR of ELEVATORS - WED. at 7:30 P.M.
- STATIONARY ENGINEER, NYC - THURS. at 7:30 P.M.

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2 Eves. a Week (Tues. and Thurs.) for Mar. 1951 Exam Opening Lecture THURS., SEPT. 14th at 6:30 P.M.

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Civil Service LEADER

ELEVENTH YEAR

America's Largest Weekly for Public Employees

Member, Audit Bureau of Circulations

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19

N. H. Mager, Business Manager

SEPTEMBER 5, 1950

The N Y State System Is Better

LAST week, representatives of State employees, and officials with a direct interest, appeared to argue the merits of a proposed downgrading for physiotherapists. The hearing was held before J. Earl Kelly, Director of the Compensation and Classification Division.

Earlier this year, the Division announced that it had reversed a recommendation proposing a downgrading in the salaries of assistant claims examiners working in the DPUI. The reversal came after two hearings at which employees vigorously overturned the official arguments made in favor of cutting the pay of this group.

There is an important lesson here: Where employees have an opportunity to present their views, fully and freely, the result is increased job satisfaction and better government.

There have been disagreements, sometimes serious ones, between the employees and the Classification and Compensation Division. But these disagreements have been subjected to mature discussion and debate. It must be said that the hearings of the Division have always been models of judicious handling, with all sides permitted to marshal evidence to buttress their cases. So long as such procedures prevail, so long as full opportunity is available for discussion and for appeal, the system is a good one. One has only to contrast it with jurisdictions—and there are many in the United States—where public employees have no such avenues of appeal, and indeed must often be fearful of saying what they think or in approaching official agencies. Or, compare it with those other units of government where official whim prevails, and employees occasionally get results by coming cringing, hat in hand, or by playing political footsie with the boys.

The New York system is not perfect, but it is superior to most others. It has dignity and maturity. Above all, it proves once again—democracy works.

\$600 Raise Backed At Postal Convention

CLEVELAND, O., Sept. 4—The NYC Federation of Post Office Clerks, Local 10, delegates to their national convention of the National Federation were among 1,000 delegates representing more than 100,000 postal clerks, the largest employee group in the country.

Patrick J. Fitzgerald, president and a delegate of Local 10, said it was one of the most important conventions in the history of the National Federation.

"One of the important considerations facing the postal clerks is their inability to meet the rocketing prices on cost of living items with their present salaries," he said. "At present, the average postal clerk makes about \$3,600 annually, compared with \$2,100 in 1941. His problem is the purchase of articles that since 1941 have doubled in price while his salary increased only 70 per cent. Local 10's delegates urged the convention to adopt resolutions

seeking salary increases of \$600 to enable restoration of their former standard of living."

Mr. Fitzgerald stated that the convention resolved in favor of merit promotion in post offices and a real seniority system. NYC delegates presented resolutions calling for united backing by all postal unions of H. R. 5260, introduced by Congressman Christopher C. McGrath of NYC. The bill provides for promotion to supervisory positions through examination, with credit for years of service. Mr. McGrath based the bill on the success of NYC's system of promotion.

Other delegates accompanying Mr. Fitzgerald were Frank A. Grippio, Murray Cooper, William Ellenberg, Henry Berman, James Elardo and Nathan Weisburd. They also brought resolutions seeking the restoration of full postal service, union recognition and equal vacation and sick leave with other federal employees. The resolutions were adopted.

Wins \$50 Merit Award

Ah! Why not suspend a chain, to prevent the wet sand from sticking? The idea flashed in the mind of Elmer W. Patnode of the Department of Public Works, Churubusco, N. Y. He lost no time sending it to the New York State Employees Merit Award Board. The idea struck the Board as excellent. So Mr. Patnode was awarded \$50 and a certificate of merit.

His contraption prevents sand from congesting the spreaders used in sanding the highways during winter. A length of chain is suspended in the spreader's cone to agitate the wet sand and keep it flowing. Now the workmen don't have to shovel the sand down continually into the equip-

ment. Injury from flying stones and sand chunks is prevented, also.

Two employees at Pilgrim State Hospital won a joint award of \$50 and a certificate. Edwin Kiefer and John Schroder built a special type of strainer to prevent the nozzles of the mechanical dishwashers from becoming clogged with food.

Maurice E. Weiner of the Department of Social Welfare, Albany won \$25 and a certificate for devising forms that simplify processing accounts.

Sassio Iazetta and Irving Suroy of the Brooklyn office of the Motor Vehicle Bureau were awarded certificates for suggestions that improve operating procedures.

Men Who Prepare Exams Take Big Risks to Get Facts

By PHILIP FINE

A civil service examiner's lot may be a happy one but it's not always an easy one. In a determined effort to find out all the facts and circumstances on which an examination should be based, the examiner may even, occasionally, risk his life. Nobody would have imagined that any such risk attached the supposedly calm occupation of an examiner.

Let's see what happened in one case.

The NYC Civil Service Commission decided to hold a promotion exam for Fire Marshal. A study was made of the recorded duties of the job, but there was a feeling that a good deal more than appeared on the surface was involved. After all, a Fire Marshal is in charge of a staff that investigates all fires. If there is any suspicion that the fire was incendiary, a specially trained staff of Assistant Fire Marshals starts a probe that includes sleuthing, insurance policy checkup and commingling with persons whose stories may lead to the trapping of a culprit. So the Commission decided to have an examiner watch the Fire Marshal discharge his responsibilities, and then base the nature of the test largely on such findings.

Loaded with Credentials

An examiner attended fire after fire. At one stage, to accomplish his purpose, he had to enter a burning building.

"Hey, there!" called a policeman. "Where do you think you're going?"

The examiner showed his credentials. They included permission from the Police Commissioner to go anywhere and everywhere in the Police Department, question all members of the department, cross all police lines, stop patrol cars. There was similar authorization from the Fire Commissioner.

Amid Smoke and Flame

So in went the examiner. It was densely smoky. The Assistant Fire Marshal with him didn't flinch. How could a civil service examiner afford to show less fortitude? Flames began creeping toward him. Should he run? The examiner wore no helmet or rubber boots. At one stage a wall became shaky and amid smoke and flame he and the Assistant Marshal had to leap to relative safety—to a spot where there was as much smoke and flame, but sturdier walls.

The Assistant Marshal was looking about for any possible evidence of arson. How he performed that inquiry, what material evidence he brought away with him, how he filled out his report and what steps he recommended for checking up on the owner of the building, formed the principal basis of the examination questions.

If a Food Inspector test is to

be held, the examiner may be found making the rounds of restaurants and with one of the inspectors. Sampling food suspected of being tainted is one chore that he avoids.

From Night Club to Morgue

Other Inspector exams may require him to go to pleasant places, even night clubs and movie houses, but there are opposite extremes that explore the rigors which one's sensitivity can withstand.

The Removed Organs

A Photographer test was to be held. It sounded simple and routine. But it proved to be a test for persons who combined the skills of photographing mechanical objects, persons and the internal organs of the human body.

When autopsies are performed by the Medical Examiner, as in the cases of suspicious deaths, the removed organs are photographed, so that the pictures may be shown in court to prove a point. The examiner had to see how all this was done before he could get a complete grasp of the scope of the examination he was to prepare. He withstood the strain well, but when the test was held later, some of the candidates gave up without any effort at photography.

No Shivers

When jobs as sewage disposal employees are to be filled, examiners will be found on Wards Island and Tallman Island. When a Police Lieutenant examination is to be held, the examiner may be found in the company of a Police Inspector, seeing just how a seething crowd of marchers is handled in a May Day parade. If the City needs a Mortuary Attend-

ant, the examiner will surely be found in the Morgue again.

"Don't the examiners get the shivers?" Samuel H. Galston, Director of Examinations, was asked. "No shivers," he assured. "They're used to their work and take everything in their stride. But the public never suspects to what far ends an examiner has to go to get the material on which to base the written test. He's like a news reporter, if necessary risks his personal safety to get his story. The story the examiner gets is never a thrilling one, unlike that of the reporters, but the story of what the examiner does in a day's work is often thrilling."

"How do you know?" he was asked.

"I was one of the examiners myself," he answered.

Truly Extra-Mural

Mr. Galston, although he's the boss examiner now, still goes out on "stories," so to speak, and has made trips to various parts of the State, including the sanatorium at Otisville, Camp LaGuardia and the Home for the Aged on Staten Island. He even went to Sing Sing Prison to see how the barbering school is run there, as he'd heard it was an excellent one. NYC was to give a test for instructor of barbering.

He's ridden with the motorman on subway trains, and once climbed down into a sewer. All a part of collecting data for a job analysis, to put jobs in their proper order of relative importance in that compilation known as the Classification of the City Service.

You see, it's not always exams that drive an examiner or his boss out of the office.

What Employees Should Know

By THEODORE BECKER

CAN COURTS PASS ON APPLICANTS' QUALIFICATIONS?

ONE of the most important functions performed by a civil service commission is the setting of minimum qualifications for a civil service job. Among the requirements set for a job is the experience which is considered essential for success in the position. These experience requirements are used in announcements of examinations to inform prospective candidates as to their eligibility. For open-competitive examinations, the requirements may be fully spelled out, whereas for promotion examinations, the requirements may consist of service in a particular lower grade position or in any position at a specified lower level. It is figured, on promotions, that a certain amount of desired experience must have been gained by the employees by the time they attained their lower grade jobs.

In fixing these requirements, the commission gives considerable weight to opinions of those who are responsible for the work to be done by the employee being promoted. The appointing officer, being close to the job and its needs, and whose standards of success on the job must ultimately be met by the employee promoted, is usually consulted in the fixing of experience requirements.

Commission's Responsibility

However, the responsibility for reviewing applications to see whether prospective candidates meet the requirements is a matter for the civil service commission alone. It must decide whether the experience offered comes within the terms of the announced requirements.

But what can an applicant do whose application has been turned down by a civil service commission? Can he challenge the requirements themselves? Can he question the interpretation of the requirements as applied to his application? These issues were recently raised in an action brought by a veteran against the New York City Civil Service Commission for the right to take a promotion examination comparable to the one he missed while in service.

Application Rejected

The commission, after a review of the veteran's application, decided he failed to meet the requirements set forth in the announcement for the promotion examination. Under its terms the candidate must have "served continuously as an executive in the Department of Parks for a period not less than three years" and have had responsibilities equal to or greater than those persons in charge of the Division of Design and Construction, the Division of Maintenance and Operation or the Division of Audit and Control. The veteran thereupon took the matter to court. After a trial of the issues of fact, the court came to the following conclusions:

1. The requirements were set after consultation with the head of the Department of Parks who "was the person best qualified to evaluate the position, and the Commission accordingly put great weight upon his recommendation."

2. The importance of the job justified the Commission in setting a standard other than mere service in a lower grade position.

3. The evidence produced at the trial disclosed that the veteran did not have a job as responsible as persons in charge of the specified divisions. In fact, he was subordinate to them.

Action Not Unreasonable

4. The action of the Commission in rejecting the veteran's application was not arbitrary, capricious, or unreasonable and the court is not warranted in interfering with the Commission's action.

In conclusion, the court set forth the policy which guides the courts in these cases, as follows:

"Neither can the court ignore the established policy of having the judicial branch of our government refrain from exercising its independent judgment in equity or in those matters which are to be administered by duly constituted boards, commissions or other authorities. The decisions are legion that the court may not substitute its judgment for that of the commission where there appears to have been a rational basis for the commission's determination." (Mallen v. Morton, Supreme Court, New York County, 7/6/50 N. Y. L. J. 19 Col. 1.)



WILLIAM BRODY

Discusses how to tackle a written test. (See Page 8)

STATE AND COUNTY ELIGIBLE LISTS

Westchester Employees To Meet on Salary Report; Herzstein Gives Legal Views

WHITE PLAINS, Sept. 4—Harold Herzstein, regional attorney for the Civil Service Employees Association, will give his legal views of the Barrington Report dealing with the salaries of Westchester employees.

The views of the eminent attorney will be publicly expressed at a meeting of the Westchester County Competitive Civil Service Association, scheduled for today (Tuesday, Sept. 5) in the ballroom of the Roger Smith Hotel. The evidence at presstime indicated that the meeting would be "jammed," since there is wide concern over the recommendations of the report.

Michael J. Cleary, president of

the Competitive group, will preside.

An analysis of the Barrington document will also be made by J. Allyn Stearns, 3d vice-president of the Civil Service Employees Association. It is known that the employees are not satisfied with all aspects of the report, and resent that their representatives were not consulted to ascertain their views. Specific criticisms of the report have already been issued by the Westchester association.

The work-sheets used by Barrington experts to arrive at their conclusions have been opened to the employees, Mr. Cleary has revealed.

State & County Promotion Eligibles

STATE PROMOTION
SR. SOCIAL WORKER (YOUTH PAROLE)
(Prom.), New York State Training School
Dept. of Social Welfare
Held 4-29; Established 8-9

Disabled Veterans

1. Tanenbaum, Sidney, Bklyn	84845
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Non-Disabled Veterans

2. Tilford, Ernest H., Industry	85507
3. Holley, Floyd R., Warwick	84474
4. Graubart, Merwin, Bronx	81473
5. Dispenser, Anthony, Syracuse	80405
6. Capelton, Joseph T., Bklyn	79071
7. Dezenario, V. J., Richmond Hl.	79071
8. Lazeran, Barnett, Bklyn	75345
9. McQuade, Anthony, Baldwin	77992

Non-Veterans

10. Zirin, Sidney, Bklyn	85043
11. Cambiano, Peter A., Industry	84002
12. Unger, Gustav, Bklyn	82721
13. Ward, Charles A., N.Y.S.	83421
14. Pierce, Marylyn, N. Rochelle	81022
15. Gebhard, Herbert J., Buffalo	80021
16. Striker, Catherine, Buffalo	80521
17. Crowley, Mary A., Babylon	80021
18. Bolides, R., Warwick	79473
19. Smith, Joseph H., Jamaica	79273

COUNTY PROMOTION
JUNIOR TYPIST
Westchester County
Held 4-15; Established 8-9

Non-Veterans

1. Barclay, Marino E., White Plains	93104
2. Moon, Ella G., Scarsdale	91354
3. Whalen, Anna A., White Plains	80884
4. Johnson, Alice, Ossining	80030
5. Lock, Sylvia, Valhalla	85821
6. Martin, Mildred L., Elmford	85721
7. Hearn, Elizabeth, Ossining	85028
8. Howell, Cleo J., N. Rochelle	85038
9. Delprete, Anita J., Yonkers	83691
10. MacDonald, Mary, White Plains	83311
11. Neubauer, C. F., Yonkers	82206
12. Bartack, Anna C., Thornwood	81020
13. McJellan, Joan L., Valhalla	80504

JUNIOR STENOGRAPHER
Westchester County
Held 4-15; Established 5-9

Non-Veterans

1. Schneider, Helen, Mt. Kisco	95050
2. Spassio, Rita M., White Plains	95008
3. Goodspeed, Mary, White Plains	90132
4. Rivo, Rosita, Tarrytown	91572
5. Barclay, Marion E., White Plains	91550

6. Grossman, Mattilda, White Plains	88017
7. Robinson, A., Manassett	87750
8. Stewart, Janet M., N. Rochelle	86512
9. Stout, Joan, White Plains	85728
10. Cotter, Kathleen, Chappaqua	85004
11. Raiz, Jean, Hartsdale	84808
12. Rosford, M. A., Putnam	84012
13. Moon, Ella G., Scarsdale	83884
14. Potter, Shirley B., White Plains	82204
15. Viscount, Olive B., White Plains	81209
16. Butler, Gladys R., Ossining	80350

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Employees Win Awards

ALBANY, Sept. 4—Certificates of achievement have been distributed to 2,066 employees of the State Department of Labor in a thirteen-county, Eastern New York area, it was announced today by Frank T. Pipito, Assistant Industrial Commissioner in charge of this region. All had completed an in-service training course entitled "Know Your Own Department" given during May and June.

The certificates are issued by the State Civil Service Department and signed by Industrial Commissioner Edward Corsi, J. Edward Conway, President of the Civil Service Commission, and the Director of Public Employee Training, Charles T. Klein.

Completion of the course entitled State Labor Department employees to receive additional credit toward qualifying for future Civil Service examinations.

Suggested by... ALICE AND JOHN

FAMILY HOSPITAL Expense Policy

In this day and age, the caption of this article contains just about the 4 most important words in the English language. After examining provisions and conditions of policies issued by various companies, I have come to the conclusion that the **METROPOLITAN CASUALTY INSURANCE CO., OF NEW YORK**, is by far the best. For approximately .05c per day, husband, wife or children are assured 120 days hospital expense, which includes operating room, ambulance, anesthetic and x-ray laboratory tests. Any number of sicknesses or accidents in any one year, covers childbirth, pregnancy, or miscarriage, covering female disorders in general. There is a special plan for the individual who does not wish to enroll with the family. You may select any hospital in the United States or Canada, as well as your own surgeon or doctor. In my estimation this coverage, at the low cost mentioned above is unbeatable, and I suggest that you write or phone for a representative to see you. There is no obligation. **THE METROPOLITAN CASUALTY INSURANCE CO. OF NEW YORK**, 100 West 42nd St., Wisconsin 7-0725 and 0586.—John

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M. LOTZKAR after 11 years of successful operation at 4031 Third Ave. (174th St.) where he carries a complete line of Linoleum, Rugs, Tile, Hampers, Gossip Benches, Bridge Tables and other household items, opened another store at 1355 Castle Hill Ave. (Bet. Westchester and Starling Aves.) Here he has just celebrated his first anniversary, and attributes his success to your loyal patronage. After inspecting his stock, I feel that he handles the best merchandise, at the lowest prices. Mr. Lotzkar has asked me to inform all Civil Service Leader readers that he will allow you a special discount. For high quality and low prices, he richly deserves my recommendation.—John

Body conditioning is important. Benne has an exclusive method, catering to women only, doing an outstanding job in slenderizing the face, arms, hips, ankles, back, shoulders and body bulges. Many movie stars depend on **BENNE BODY CONDITIONING**. I suggest you call at 30 East 60th St. or phone PL. 3-1420 for an appointment.—Alice

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What's Needed To Pass NYC Bus Driver Physicals

Nearly 7,000 candidates are expected to pass the medical test for Surface Line Operator now finished at the NYC Civil Service Commission's Medical-Physical Bureau 29 Broadway. They will be called to the competitive physicals to be held from Monday, September 11 to Saturday, October 14 at Van Cortlandt Park, The Bronx.

The written test was passed by 8,573, and if past experience repeats itself, about 7 per cent will fail the medical, said Paul M. Brennan, Director of the Bureau.

The positions are in the Board of Transportation as bus driver and surface line operator.

The medical standards follow, as established by the Commission for this year's test:

1. Minimum Height, 5 feet 4 inches (bare feet).
2. Minimum Vision, 20/30, each eye separately; eyeglasses permitted.
3. Normal color vision.
4. No decayed teeth.
5. No hernia or potential hernia.
6. Normal hearing in each ear separately.
7. No varicose veins.
8. No hemorrhoids.
9. Normal heart.
10. Normal lungs.
11. No disabilities of arm, hand, or finger, leg, foot or toe.
12. History of epilepsy rejects.
13. History of serious mental illness must reject; nervous disorders may reject.
14. No other disease, injury, or abnormality which, in the opinion of the Medical Examiner would impair health or usefulness.

Candidates for this position must pass two medical boards—that of the Municipal Civil Service Commission and that of the Board of Transportation.

The medical test is qualifying only, which means that candidates are marked qualified or not qualified, with no percentage scores.

The physical test is competitive, hence candidates are rated on a percentage basis. The pass mark in the physical test is 70 per cent general average.

There are three parts to the physical test, two dealing with strength and one with agility. The official basis of scoring follows:

TEST I (Abdominals)

With his feet held down, while in a supine position, candidate must assume a sitting position, carrying a up a barbell behind his neck.

Pounds	Per Cent
60	100
50	82
40	64
30	50
20	32
10	16
No weight	0

TEST II—STRENGTH (Dumbbells)

Pounds	Per Cent
70/70	100
70/60	95
70/50	90
70/40	85
70/30	75
60/70	90
60/50	80
60/40	70
60/30	60
50/70	80
50/50	70
50/40	65
50/30	55
40/70	70
40/50	60
40/30	50
No weight	0

TEST III—AGILITY

Candidates must toe line with feet and take off with both feet at one time.

Distance	Per Cent
8' or better	100
7'10"	98
7'8"	96
7'6"	94
7'4"	92
7'2"	90
7'0"	88
6'10"	86
6'8"	84
6'6"	82
6'4"	80
6'2"	78
6'0"	76
5'10"	74
5'8"	72
5'6"	70
5'3"	64
5'0"	58
4'9"	56
4'8"	54
4'3"	46
4'0"	34
Less	0

Attendant Exam May Open in October

The NYC Civil Service Commission expects to open the exam for Attendant (Male) next month.

There are about 500 vacancies. Age limits are 18 to 70. No formal education or experience requirements will be required. The salary is \$1,860, plus four annual increments of \$120 each.

Exam Now Open for Steady Public Jobs U. S.

224. Architect, \$3,825 to \$5,400. Positions are in Washington, D. C., Alexandria, Va., Arlington County, Va., and Montgomery and Prince George's Counties, Md. Optional branches—design, working drawings, general. Requirements: either (a) college degree with major study in architecture, or (b) four years comparable experience. Further experience for higher grades. No written test. (No closing date).

245. Motion Picture Projectionist, \$2,650 to \$3,825. Positions are in Washington, D. C., Alexandria, Va., Arlington County, Va., and Montgomery and Prince George's Counties, Md. At least one year's experience. Candidates will be marked exclusively on written test in lower grades, in higher grades: written, 25; experience and training, 75. (Last day to apply, Tuesday, September 12).

247. (50). Electrical Engineer and Electronics Engineer, \$4,600 and \$5,400 for each. Jobs in New York and New Jersey. (No closing date).

13-1-3 (50). Engineer (various options), \$4,600 to \$5,400. Jobs are in the State of New York. Requirements: Education and/or experience in engineering plus professional engineering experience. No written test. Apply to the Central Board of U. S. Civil Service Examiners, Bureau of Reclamation, Denver Federal Center, Denver, Colo. This announcement supersedes Departmental Bulletin 13-300 of 1947. (No closing date).

243. Public Health Nurse, \$3,825. Jobs are with the Bureau of Indian Affairs on reservations west of the Mississippi River and in Alaska. Requirements: Appropriate nursing education and experience. No written test. Maximum age limit: 40. (No closing date).

242. Social Worker (Public Welfare Adviser), Medical, Psychiatric, Child Welfare, Public Assistance, \$4,600 to \$7,600; Public Welfare Research Analyst, Child Welfare, Public Assistance, \$4,600 to \$6,400. Positions are in Washington, D. C., and country-wide. Requirements: Written test plus pertinent experience and education. (Last day to apply, Tuesday, September 19).

236. Bacteriologist—Biochemist—Serologist, \$3,120 to \$6,400 a year. Jobs are in the Veterans Administration throughout the United States and in Puerto Rico. For all jobs, appropriate undergraduate study is required; for jobs paying from \$3,825 to \$6,400, from 1 to 4 years of pertinent experience. Appropriate graduate study may be substituted for 2 years of experience in the written test. Apply to the Executive Secretary, Committee of Expert Examiners, Veterans Administration, Washington 25, D. C. (No closing date).

235. Sculptor (Military Medals and Statuettes), \$5,400. Appropriate experience and education required. No written test. (No closing date).

2202. Industrial Consultant, Department of Commerce, \$4,110 plus 5 annual salary increases to \$5,100. Vacancies: At present, one vacancy is anticipated in Albany. Fee \$4. Exam date, Saturday, October 4. (Last day to apply, Friday, September 29).

2200. Associate Publicity Agent (Engineering), Department of Public Works, \$5,232 plus 5 annual increases to \$6,407. Vacancies: At present, there is one vacancy in Albany. Fee \$5. Exam date, Saturday, October 4. (Last day to apply, Friday, September 29).

2205. Correction Institution Vocational Instructor (Tailoring), Department of Correction; \$2,898 plus 5 annual salary increases to \$3,588. Vacancies: At present, one vacancy in the New York State Vocational Institute at West Coxsack. Fee \$2. (Last day to apply, Saturday, November 4).

2527. Home Economist, Department of Social Welfare, Erie County, \$2,900 total. Fee \$2. Candidates must have been legal residents of New York State for at least one year and of Erie County for at least six months immediately preceding the examination date. Candidates must be graduates of a recognized college or university from a four-year course for which a bachelor's degree is granted, preferably with a major in home economics. In addition candidates must meet the requirements of one of the following groups: either (a) two years of satisfactory full-time paid experience within the last five years in the field of home economics with a public or private social or health agency adhering to acceptable standards; or (b) two years of teaching of home economics in an accredited school; or (c) a satisfactory equivalent combination of the foregoing experience. (Last day to apply, Friday, September 29).

1223. Head Account Clerk (Prom.), Main Office and District Offices, Department of Public Works, \$4,242; five annual increases to \$5,232. Fee \$4. Preference in certification will be given to employees in the Main Office or District Office where the vacancy exists. Candidates must be permanently employed in the Department of Public Works and must have served on a permanent basis in the competitive class preceding the date of the examination, either (a) for one year as Principal Account Clerk; or (b) for two years in any other position the minimum base salary of which is allocated to Grade G-10 or higher and must have had four years of responsible experience in maintaining or auditing financial records and accounts in State service. Weights: written exam, 3; service record rating, 3; seniority, 3. Exam date, Saturday, October 28.

1213. Senior Industrial Consultant (Prom.), Department of Commerce, \$5,232; five annual increases to \$6,407. One vacancy in Albany. Fee \$5. Candidates must be permanently employed in the Department of Commerce and must have entered permanently into the competitive class position of Industrial Consultant on or before December 4, 1948; and must have had two years of professional engineering experience in the preparation of maps and descriptions of canal lands to be abandoned pursuant to the provisions of the Canal Law, State-owned lands underwater and unappropriated state lands. Weights: written exam, 3; service record rating, 3; seniority, 1; training and experience, 3. Exam date, Saturday, September 29.

1214. Senior Civil Engineer (Public Lands) (Prom.), Department of Public Works, \$5,232; five annual increases to \$6,407. One vacancy in the Main Office, Albany. Fee \$5. Candidates must either be licensed to practice professional engineering in the State of New York on the date of filing application or must be able to submit reasonable proof of their eligibility to obtain a professional license during the life-time of the eligible list established from this examination. Candidates coming under the second category will not be ranked on the eligible list nor certified for appointment. If and when a candidate obtains his license and submits proof of it to the Examinations Division, his name will be added to the eligible list unless it has been exhausted or has expired, whichever is the shorter period. In addition, candidates must be permanently employed in the Department of Public Works; must have entered permanently in a competitive class position allocated to G-20 or higher on or before December 4, 1948; and must have had two years of professional engineering experience in the preparation of maps and descriptions of canal lands to be abandoned pursuant to the provisions of the Canal Law, State-owned lands underwater and unappropriated state lands. Weights: written exam, 3; service record rating, 3; seniority, 1; training and experience, 3. Exam date, Saturday, September 29.

2530. Police Patrolman, towns and villages, Sullivan County; salaries vary from \$1,900 to \$3,120, depending on locality. One vacancy in the Village of Monticello at \$3,120 and several vacancies in Liberty at \$1,900. The eligible list resulting from this examination will be used to fill vacancies as they occur in any town or village in Sullivan County. Fee \$1. Candidates must have been legal residents of New York State and of a town or village in Sullivan County for at least six months next preceding the date of appointment. Candidates must have reached their 21st birthday, but must not have passed their 36th birthday on the date of the written exam, Saturday, October 28. Eligibility for appointment will terminate when eligible reaches his 36th birthday. Legal age leeway allowed to veterans. Candidates must have satisfactory eyesight without glasses (vision not less than 20/40 in either eye) be at least 5 feet 7 inches in height in bare feet and weigh not less than 135 lbs., striped. Conviction of a felony will bar and conviction of a misdemeanor may bar examination and appointment. (Last day to apply, Friday, September 22).

2531. Intermediate Account Clerk, Village of Hastings-on-Hudson, Westchester County, \$2,038 to \$2,750. One vacancy. Fee \$2. If eligible, candidates may also compete in examination No. 2533, Intermediate Account Clerk and Stenographer, Westchester County. A separate application and fee must be filed for each examination. Candidates must have been legal residents of New York State for at least one year and of Westchester County for at least four months immediately preceding the examination date. Candidates for the 2531 test must fall into any one of the following groups: either (a) one year of clerical experience, six months of which shall have been as an account clerk, and completion of a standard senior high school course, preferably supplemented by two years of business school or college work in bookkeeping and accounting; or (b) a satisfactory equivalent combination of the foregoing training and experience. Written exam Saturday, October 28. Weights: written exam, 6; training and experience, 4. (Last day to apply, Friday, September 22).

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Where to Apply for Jobs

U. S.—Second Regional Office, U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y. (Manhattan) Hours 8:30 to 5, Monday through Friday; closed Saturday. Tel WATKINS 4-1000 and at post offices outside of New York, N. Y.

STATE—Room 2301 at 270 Broadway, New York 7, N. Y., Tel. BARELY 7-1616, State Office Building, Albany 1, N. Y., and Room 302, State Office Building, Buffalo 7, N. Y. 9 to 5:30, excepting Saturdays, 9 to 12. Same applies to exams for county jobs.

NYC—NYC Civil Service Commission, 96 Duane Street, New York 7, N. Y. (Manhattan). Hours 9 to 4, excepting Saturday, 9 to 12. Tel. CORTLAND 7-8880. Opposite Civil Service LEADER office.

NYC Education (Teaching Jobs Only)—Personnel Director, Board of Education, 110 Livingston Street, Brooklyn 2, N. Y. Hours 9 to 3:30; closed Saturdays. Tel. MAIN 7-2800.

NYC Travel Directors

Rapid transit lines that may be used for reaching the U. S. State and NYC Civil Service Commission offices in NYC follow:

State Civil Service Commission, NYC Civil Service Commission—IND trains A, C, D, AA or CC to Chambers Street; IRT Lexington Avenue line to Brooklyn Bridge; BMT Fourth Avenue local or Brighton local to City Hall.

U. S. Civil Service Commission—IRT Seventh Avenue local to Christopher Street station.

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled-out forms by mail. In applying by mail for U. S. Jobs, do not enclose return postage. If applying for State jobs, enclose 6-cent stamped, self-addressed 9" or larger envelope. The State accepts postmarks as of the closing date, the U. S. does not, but requires that the mail be in its office by 5 P.M. of the closing date. Because of curtailed collections, NYC residents should actually do their mailing no later than 6:30 P.M. to obtain a postmark of that date.

NYC does not issue blanks by mail or receive them by mail, except for nationwide tests, and then only when the exam notice so states.

The U. S. charges no application fees. The State and the local Civil Service Commissions charge fees, and at the same rate fixed by law.

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\$47 Typist Jobs Offered by U. S.; Apply to Sept. 13

Typists jobs in NYC at \$47 for a 40-hour a week will be filled quickly by the Federal Government from the eligible roster resulting from an exam now open. Apply to the U. S. Civil Service Commission, 641 Washington Street, New York 1

EXAMS NOW OPEN

COUNTY

Open-Competitive

(Continued from page 9)

standard senior high school; or (b) any equivalent combination of experience and training sufficient to indicate ability to do the work. Weights: Written exam, 5; Training and experience, 5. (Last day to apply, Friday, September 22).

2526. Police Patrolman, Villages of Lake Placid and Ticonderoga, Essex County; varies from \$1 an hour to \$45 a week, two vacancies, one at Lake Placid and one at Ticonderoga. Fee \$2. Candidates must have been legal residents of Essex County and of the Village of Lake Placid or of the Village of Ticonderoga for at least one year immediately preceding the exam date, Saturday, October 28. Candidates must have reached their 21st birthday, but must not have passed their 36th birthday on October 28 next. Eligibility for appointment will terminate when eligible reaches his 36th birthday. Legal age leeway allowed to veterans. Candidates must have satisfactory hearing and have satisfactory eyesight without glasses (vision not less than 20/40 in either eye); be not less than 5 feet 7 inches in height in bare feet and weigh not less than 135 lbs. stripped. Conviction of a felony will bar and conviction of a misdemeanor may bar examination and appointment. (Last day to apply, Friday, September 22).

2528. Police Patrolman, Towns and Villages, Rockland County, \$2,100 to \$2,550, depending on location. One vacancy in the Town of Orangetown. List will be used to fill vacancies in any town or village in the county. Fee \$2. Candidates must have been legal residents of New York State for at least one year and of a town or village in Rockland County at least four months immediately preceding the exam date, Saturday, October 28, and must have been residents of any town or village in such county for at least six months next preceding the date of appointment. Candidates must have reached their 21st birthday, but must not have passed their 36th birthday on October 28 next. Eligibility for appointment will terminate when eligible reaches 36th birthday. Legal age leeway allowed to vets. Candidates must be physically strong, active, free from all mental or physical defects, deformities or disease; well proportioned within the range accepted standards; have satisfactory hearing and have satisfactory eyesight without glasses (vision not less than 20/40 in either eye); be not less than 5 feet 7 inches in height in 135 lbs. stripped. Conviction of a felony will bar and conviction of a misdemeanor may bar examination and appointment. (Last day to apply, Friday, September 22).

2532. Intermediate Account Clerk and Stenographer, Village of Pleasantville, Westchester County. Appointment expected at \$2,002 total. One vacancy. Fee \$1. Can-

didates must have been legal residents of New York State for at least one year and of the Town of Mt. Pleasant, Westchester county for at least four months immediately preceding the examination date. Candidates must have either (a) one year of satisfactory clerical experience, six months of which shall have been as an account clerk, and/or as a stenographer, and completion of a standard senior high school course, including or supplemented by a stenographic course, preferably supplemented by two years of business school or college work in bookkeeping and accounting; or (b) a satisfactory equivalent combination of the foregoing training and experience. Exam date, Saturday, October 28. Weights: Written exam, Performance test at 75 standard words per minute, minimum, transcription 20 standard words per minute, 6; Training and experience, 4. (Last day to apply, Friday, September 22).

2533. Intermediate Account Clerk and Stenographer, Westchester County, \$2,310 to \$2,790 total. Fee \$1. Candidates must have been legal residents of New York State for at least one year and of Westchester County for at least four months immediately preceding the exam date, Saturday, October 28. Candidates must have either (a) three years of satisfactory business experience, two years of which shall have been in stenographic and financial record-keeping work and graduation from a standard high school course including or supplemented by courses in stenography, typing and bookkeeping; or (b) a satisfactory equivalent combination of the foregoing training and experience. Weights: Written exam and Performance test with dictation at 75 standard words per minute, transcription minimum 20 standard words per minute, 6; Training and experience, 4. (Last day to apply, Friday, September 22).

249. Laboratory Secretary, Department of Health, Division of Laboratories and Research, Nassau County, \$3,000 to \$3,690, plus cost-of-living adjustment, Fee \$3. One vacancy. Candidates must have either (a), graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including courses in physics, chemistry, or biology and French or German or Spanish, and including or supplemented by a satisfactory course or experience in stenography; or (b), a satisfactory equivalent combination of the foregoing training and/or experience. (Last day to apply, Friday, September 22).

251. Senior Laboratory Technician, Department of Health, Division of Laboratories and Research, Nassau County, \$2,690 to \$3,380, plus cost-of-living adjustment. Fee \$2. Two vacancies. Candidates must have either (a) graduation from a recognized college or university with specialization in the field of science related to bacteriology and one year experience in an approved scientific laboratory in the specialized field of laboratory work in bacteriology and serology; or (b) graduation

from a standard senior high school and satisfactory completion of the two-year in-service training course for laboratory technicians conducted in or by the Division of Laboratories and Research, Department of Health of the State of New York; or (c) a satisfactory equivalent combination of the foregoing training and experience. (Last day to apply, Friday, September 19).

248. Bacteriologist (Cytologist), Department of Health, Division of Laboratories and Research, Nassau County, \$3,910. One vacancy. Fee \$3. Candidates must have either (a), graduation from a college or university of recognized standing with specialization in the biological sciences including courses in biology, physics, inorganic and organic chemistry, and four years of satisfactory experience in approved histologic and cytologic laboratory work; or (b), a satisfactory equivalent combination of the foregoing training and experience. (Last day to apply, Friday, September 22).

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2538. Superintendent of Alarms, Fire Department, Village of Port Chester, Westchester County, \$2,910 to \$3,310. One vacancy. Fee \$2. Candidates must have been legal residents of New York State for at least one year and of the Village of Port Chester for at least four months immediately preceding the examination date, Saturday, November 4. Candidates must have either (a) three years of satisfactory experience in electrical repair and maintenance work and graduation from a standard high school; or (b) a satisfactory equivalent combination of the foregoing experience and training. (Last day to apply, Friday, September 29).

2523. Street and Water Superintendent, Village of Groton, Tompkins County, \$75 a week. One vacancy. Fee \$3. Candidates must have been legal residents of New

York State for at least one year and of the Village of Groton, Tompkins County, for at least four months immediately preceding the examination date. Candidates must have either (a) two years of experience in road and water system construction and maintenance work, including the operation of automotive equipment used in road construction and maintenance, and completion of a stand-

ard grade school course; or (b) five years of responsible plumbing work and completion of a standard grade school course; or (c) any satisfactory equivalent combination of the foregoing experience and training sufficient to indicate ability to do the work. Weights: written exam, 4; training and experience, 6. Exam date, Saturday, October 28. (Last day to apply, Friday, September 22).

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LEGAL NOTICE

THE PEOPLE OF THE STATE OF NEW YORK By the Grace of God Free and Independent, To Joseph Ernst Werner, Hilke Foster Werner, Suzanne Margot Werner, Elsa Bass Werner, Otto Max Werner, Elsa Emilie Werner, Tony Werner Caro, Johanna Werner, Irma Bass Loewenstein, the Public Administrator of New York County and the State Tax Commission of New York: Sent Greeting: Upon the petition of Adolph J. Wagner and Max H. Bass, who reside at 957 West 161st St. and 15 West 94th St., New York City, respectively, you and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records in the County of New York on the 6th day of October, 1950, at half-past ten o'clock in the forenoon of that day, why letters of administration for the goods, chattels and credits of Joseph Ernst Werner, deceased, late of Amsterdam, Holland, should not be issued to Max H. Bass and Adolph J. Wagner and why Joseph Ernst Werner, Hilke Foster Werner, Suzanne Margot Werner, Elsa Bass Werner, Otto Max Werner, Elsa Emilie Werner, Tony Werner Caro, Johanna Werner, Irma Bass Loewenstein should not be declared dead.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness my Honorable GEORGE FRANKENTHALER, a Surrogate of our said county, at the County of New York, the 22nd day of August in the year of our Lord one thousand nine hundred and fifty.

PHILIP A. DONAHUE, Clerk of the Surrogate's Court.

At a Special Term, Part II, of the City Court of the City of New York held in and for the County of New York in the courthouse 52 Chambers Street, New York, New York, on the 25th day of August, 1950.

PRESENT: HON. John A. Byrnes, Chief Justice. In the Matter of the Application of RUBIN KALINSKY for leave to change his name to RUBEN R. KAYE.

ON READING AND FILING the petition of RUBIN KALINSKY duly verified May 5, 1950 and the affidavit of Florence Kalinsky, sworn to on August 21, 1950, and the reasons stated in the petition being satisfactory to the court, and no objections appearing to the proposed change of name, it is on motion of the petitioner, appearing in person, ordered, that RUBIN KALINSKY, he and he is hereby authorized to assume the name of RUBEN R. KAYE, and no other name, on and after the 4th day of October, 1950; and that this order and the papers on which it is granted be filed within 10 days from the date hereof in the office of the Clerk of this Court in the County of New York; that a copy of this order be published within 10 days after the entry thereof in Civil Service Leader, a newspaper published in New York County, and that proof of publication shall be filed with the said clerk within 40 days thereafter, and it is further

ORDERED that upon compliance with the provisions of this order, petitioner shall on and after the 4th day of October, 1950, be known by the name RUBEN R. KAYE and by no other name.

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JOB MARKET

Deferment Policies for Reservists, Guard

The following continues the article on deferment from military service because of the essential nature of one's civilian job. The article was begun in last week's LEADER and is based on official U. S. Government information.

Requests for delay in call to active duty by members of civilian components will not be considered unless they have actually received orders to report to active duty. Requests received in advance of receipt of such orders will be held but not acted upon until such time as orders to active duty are issued.

be addressed as follows:

NAVY—Requests for delay in call to active duty by Naval Reserve officers should be addressed to the Chief, Bureau of Naval Personnel. Non-aviators will send requests via their Naval District commandant. Aviation officers should send their requests via the Chief of Naval Air Reserve Training, Naval Air Station, Glenview, Illinois.

Requests for deferment by enlisted personnel should be addressed to their Naval District commandant by non-aviation personnel, and to the Chief of Naval Air Reserve Training, Naval Air

Station, Glenview, Illinois, by enlisted aviation personnel.

MARINE CORPS—All requests for delay in call to active duty must come from the individual through the chain of command, starting with the local inspector instructor.

AIR FORCE—Requests for delays in call of Air Force Reserves should be made to the Headquarters of the numbered Air Force for the area in which the reservist resides.

ARMY—Requests for delays in call to active duty should be made by a member of the Army Organized Reserve Corps through his unit commander or unit instructor to the Commanding General of the Army Area in which he resides of the State concerned.

NATIONAL GUARD—Requests for delays in call of Army and Air Force National Guardsmen should be made to the Adjutant General of the State concerned.

The Personnel Policy Board of the Department of Defense, which prepared the criteria for delaying calls to active duty, provides policy guidance on personnel matters affecting both the military and civilian personnel in the Department of Defense. The Chairman of the Board stated that "the deferment policy announced by Secretary of Defense reflects the views of the military departments and all other agencies of the Department of Defense."

Department of Labor list of critical occupations and Department of Commerce list of essential activities requested by Defense Department as a guide in determining what Reservists and National Guardsmen should be deferred from active duty.

Department of Labor list of Critical Occupations: This list is advisory only and carries no guar-

antee that men in the occupations named actually will be deferred.

PROFESSIONAL

- Agronomist
- Architect, marine
- Bacteriologist
- Biologist
- Botanist
- Chemist
- Clinical psychologist
- Dentist
- Engineer (chemical, civil, electrical, industrial, mechanical, mining, petroleum, sanitary, chief, marine)

- Entomologist
- Geologist
- Master, ship
- Mathematician
- Metallurgist
- Nurse, professional
- Osteopath
- Parasitologist
- Physicians and surgeons
- Physicist
- Plant pathologist
- Teacher (critical occupations only)
- Tool and die designer
- Veterinarian

- SKILLED OCCUPATIONS**
- Aircraft and engine mechanic
- Apprentice (critical occupations only)

- Boilermaker
- Boilermaker, marine
- Bricklayer, refractory
- Coremaker
- Driller, petroleum
- Die setter
- Electrician, airplane
- Foreman (critical occupations only)

Glass blower, laboratory apparatus

- Instrument repairman
- Lay-out man, marine
- Loftman
- Machinist
- Maintenance, mechanic
- Millwright
- Model maker
- Molder
- Patternmaker
- Precision-lens grinder
- Roller, iron and steel
- Ship rigger
- Stillman, petroleum processing
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◆ THE JOB MARKET ◆

(Continued from Page 1)

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(Continued from Page 1)

The new executive order does not apply to postmasters, or to certain rural carriers, or to non-veterans who are serving in positions restricted to veterans.

'Displacement' Orders Cancelled

"Displacement" orders remain in effect for those non-status workers who don't qualify under the terms of President Truman's document. These orders are issued from time to time by the Civil Service Commission, when there are sufficient persons available who have passed regular civil service tests.

It is considered probable that the largest group to gain from the new order are veterans who have entered the Federal service fairly recently.

U. S. Civil Service officials say that the order will keep in service many experienced employees who might otherwise leave at a time when it is desired to keep the Federal machinery running as smoothly as possible.

In everyday useage a temporary employee is one who holds his position only temporarily. But in civil service terminology, a sharp distinction is made between (a) employees holding jobs that are to last for a set period or which will terminate sooner or later, and both groups are called temporary employees because filling temporary jobs; and (b), employees filling permanent jobs, but who have no security because they themselves never acquired permanent status through an exam, and these are called provisionals or indefinites.

ate field to qualify for the basic salary.

Other Jobs

Other job openings at Fort Monmouth include: Engineering Draftsman, \$2,875 to \$3,450 per annum, with three years of experience needed for the basic salary; Patent Advisor, \$3,825 to \$5,400 per annum; Laboratory Electronic Mechanic, \$3,450 and \$3,825 per annum; Illustrator, \$2,875 and \$3,100 per annum; Pharmacist, \$3,100 per annum; and Medical Doctor, \$5,400 per annum.

There are no immediate vacancies for administrative personnel. Civil Service lists and applications already on file are adequate to meet present requirements for typists, clerks, and stenographers.

All vacancies are currently being filled by temporary indefinite appointments.

Application for positions should be made at the Civilian Personnel Branch, Building T-530, Fort Monmouth, N. J.

JOB SITUATION SIZED UP

HERE'S HOW the employment situation shapes up:

Nearly every branch of manufacturing is hiring heavily. In some occupations, for example, skilled mechanics, the supply is nearly exhausted. In the garment field, candy, bindery, greeting card, paper box, jewelry industries, there are more jobs than people to fill them.

There are grey spots, however. Automobile salesmen are losing their jobs. Older workers are finding it difficult to get placed. Some smaller manufacturers are finding it hard to get materials, thus limiting their employment capacities. Also, young men susceptible to being drafted are having a hard time finding positions.

On the other hand, the present situation will in the near future have a tendency to widen job opportunities for older workers.

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FEDERAL NEWS

Vets and U. S. Employees Lash Hoover Commission

WASHINGTON, Sept. 4 — Organizations of veterans and of federal employees went on record last week as vigorously opposed to the Hoover Commission plan to reform the Civil Service. At a hearing before a Senate Civil Service subcommittee they raised particular objection to a proposed change that would rate candidates by "categories" rather than numerically. It would allow a return to patronage and the payroll system, they argued. The National Federation of Federal Employees joined the attack.

Officials of the Government demurred. They denied that veterans' rights would be impaired. They held that the bill would prevent any return to spoils by such safeguards as prior approval by the Civil Service Commission of all agency employment plans, period inspections by Civil Service, employee appeals to the Commission, etc.

Oppose 'Winning Words'

Leading the attack on the proposed reform were Herbert L. Jacobi, of the American Legion; Luther C. Steward, of the National Federation of Federal Employees; George L. McElroy, of the Veterans of Foreign Wars, and Charles E. Foster, of the Disabled American Veterans.

Postmaster General Jesse Don-

aldson urged that his department be exempted from the provisions

DAV Leader Hits Hoover Commission

Jack P. Daniels, Commander of the Alfred E. Smith chapter, Disabled American Veterans, has condemned the Hoover Commission report on civil service and veteran preference. He cited statistics showing that:

Veterans—both able-bodied and disabled—make up 48 percent of the 1950 Federal employees.

Disabled vets constituted 8.2 percent of all Federal employees in 1946; 13.2 percent in 1949.

In all, 132,905 disabled vets are employees of the U. S.

"These statistics," the DAV Commander said, "offer proof that the disabled veteran is a valuable employee. It is all the more reason why the Hoover proposals that would impede the employment of disabled veterans through civil service should be defeated."

of the bill—if and when.

In the "category" system, candidates taking civil service examinations would not be graded by number, but by words, such as "excellent," "satisfactory," "unsatisfactory," etc. The "excellent" group would be equivalent to 90-100 in exam markings. The appointing officer would get all the names in the category and he would be able to choose among them, first taking the veterans in each group.

Want Central Agency

Another objection was to the Hoover proposal that each agency do its own examining. It was pointed out that this would be enormously inefficient. All the groups preferred that recruiting and examining be done by the central agency, the Civil Service Commission, as at present. The veteran spokesmen asserted they were well satisfied with the manner in which the preference laws now work.

POSTAL PAY VETO UPHELD

WASHINGTON, Sept. 4—The Senate upheld, by 48-29, President Truman's veto of a bill to give "indirect bonuses" up to \$250 a year to postal workers who are World War II veterans. The President had called the bill discriminatory.

New Law Speeds Checks to Survivors

Money that's owed by the Federal Government to survivors of Federal employees will be paid more quickly as a result of a law signed by President Truman on August 3.

Unpaid compensation might include pay for unused annual leave, overtime pay, cash awards, refund of salary deductions for U. S. Savings Bonds, per diem and traveling allowances, allowances paid upon change of station, quarters and cost-of-living allowances, and regular salary earned up to the date of the employee's death.

Under the new law, the employing agency can promptly contact either the designated beneficiary or the employee's widow or widower to settle the Government's debts of unpaid compensation. Previously, the General Accounting Office settled these debts after being officially notified by the employing agency and receiving a claim.

Separate from Retirement

This law does not affect lump-sum refunds or annuities under the Civil Service Retirement Act.

The law establishes an order of precedence of survivors, like the one set up in June for lump-sum benefit payments under the civil service retirement system. It will become effective in December.

Most Federal employees will be covered by the new law.

After the effective date of the new law, an employee who wishes to designate a beneficiary or change the regular order of prece-

dence can do so through his agency. In the future, these designations will be separate and distinct from those used for retirement purposes.

The order of precedence is the same as that under the new pension law (See P. 6).

Exams Open

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Electronic Scientist, \$3,825 to \$10,000.—Jobs are in Washington, D. C., and in the States of Maryland, North Carolina, Virginia, and West Virginia. Requirements: Appropriate education and/or experience plus professional scientific or engineering experience which included electronic research. No written test. Apply to the Board of U. S. Civil Service Examiners for Scientific and Technical Personnel of the Potomac River Naval Command, Building 37, Naval Research Laboratory, Washington 25, D.C. Announcement 4-34-4 (1949).

Geographer, \$7,600 to \$10,000.—Requirements: Education and/or experience plus professional experience in geography. No written test. Announcement 120 as amended.

Geophysicist, \$3,825 to \$6,400.—Jobs are in Washington and country-wide; a few outside the United States. Requirements: Appropriate education and/or experience plus professional experience in geophysics. No written test. Announcement 177.

Telephone Jobs Pay to \$6,400

The U. S. Civil Service Commission, Washington 25, D. C., will accept applications indefinitely for filling jobs as Telephone Engineer (Equip. Design) (Plant Design & Appraisal) at from \$4,600 to \$6,400 a year; Telephone Specialist, \$3,825 and \$4,600 a year; Auditor (Telephone), \$5,400 a year; Loan Appraiser (Telephone Facilities), \$4,600 to \$6,400 a year. For prompt consideration, applications should be filed by Sept. 26.

The jobs are in Washington, D. C., and throughout the U. S. with the Rural Electrification Administration, Dept. of Agriculture.

Foreign jobs too may be taken from this register.

The test is unassembled; scores to be based on education and experience. Apply at any 1st or 2nd class post office, except in regional headquarters cities, where forms can be secured from appropriate regional offices. Ask for Announcement 346 and application form No. 57 as well as Card Form 5001-ABC. If veteran preference is claimed, apply also for Form 14.

Applications may be obtained also at the Commission's regional office, 641 Washington Street, New York 14, N. Y.

U. S. Issues Information Manual

UNITED STATES GOVERNMENT ORGANIZATION MANUAL, 1950-51 edition.—Federal Register Division of the National Archives and Records Service, General Services Administration, Washington 25, D. C. Order from Superintendent of Documents, Government Printing Office, Washington 25, D. C. 650 pages. \$1.00 a copy.

WHAT YOU WILL FIND IN THE MANUAL:

The United States Government Organization Manual covers the creation and organization, functions and activities of all branches of the Government. The material in the Manual has been approved by the departments and agencies themselves and includes the names and titles of the administrative officials.

The Constitution. The Manual contains a literal print of the Constitution of the United States, its signers and amendments.

The Congress. This section includes a discussion of the powers of Congress, the enactment of laws, and a list of Senators and Representatives.

The Courts. In addition to the Supreme Court of the United States, the section on courts covers lower constitutional courts, the legislative courts, and a list of the judicial circuits and judges of the Circuit Courts of Appeals.

Departments and Agencies. Comprehensive statements on the nine executive departments and the independent establishments picture the organization of the Government on July 1, including changes made pursuant to the President's Reorganization Plans of 1950. Field offices and addresses are listed for many of the departments and agencies.

Charts. Included in the Manual are 37 charts showing the organization of the Government, the Senate, the House of Representatives, the departments, and major independent agencies.

Publications. A list of several hundred representative publications shows the types of published material available from Government establishments.

Abolished Agencies. Important to researchers is the Appendix on executive agencies and functions of the Federal Government abolished, transferred, or terminated subsequent to March 4, 1933.

Selected International Organizations. Statements on twenty-two selected international organizations appear in the 1950-51 edition of the Manual.

McCarran Hit For Hurting Merit System

"Vicious legislation" is the way Federal employees describe a bill by Senator Pat McCarran of Nevada which provides for the appointment of deputy U. S. marshals without regard to the civil service law.

There are only six deputy marshals in McCarran's home State. The bill is numbered S-3993 and is now pending before the House Judiciary Committee. It has already been passed by the Senate.

John P. Dougherty, president of an American Federation of Government Employees lodge in the U. S. Marshal's Office, NYC, has bitterly attacked the McCarran proposal. He points out that it cancels the intent of the Ranspeck Act, which brought civil service status to this group of employees. Says Mr. Dougherty: "The enactment of S-3993 would point the way for similar legislation against other regular Federal civil service employees."

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NEW YORK CITY NEWS

NYC Opens Housekeeper Test Sept. 11

Applications for Housekeeper, Grade 1, jobs are open for filing from September 11 to 26 with the NYC Civil Service Commission. There are now nine vacancies and more are expected during the four-year life of the list.

The pay starts at \$1,800 a year. The filing fee is \$1. Those appointed will have frequent opportunities for promotion to Senior Housekeeper.

The experience required is: a year in the supervision of a housekeeping unit in an institution, hotel or residence hall with a capacity of about 100 rooms.

The duties are to assign and supervise the housekeeping personnel in a hospital or institution, requisition and distribute linen and supplies; make inspections and determine that efficiency and cleanliness are maintained. The written test and experience each have a pass mark of 70. Successful candidates will take a medical qualifying test.

Housing Asst. Test Next Month

The Housing Assistant exam for filling jobs at \$2,710 with the NYC Housing Authority, will be opened next month for receipt of applications, the NYC Civil Service Commission announced. The exam had been tentatively scheduled for the September series.

The Housing Assistant test will be one of a series to fill jobs in the expanding Authority. In that title there are 60 present vacancies, while 250 more jobs are expected in the next few years. All would be filled from the list resulting from the coming exam.

Other jobs that the Authority will offer in the future bring the total to nearly 3,000 and include Porter, Maintenance Man, Laborer, Clerk and Low Pressure Fireman.

Besides the jobs to be offered to the public there will be promotion ones for which employees of the Authority will compete. No dates have been announced yet, but the Commission has promised to expedite the tests as much as possible.

A breakdown of the titles and jobs that the future holds in store follows:

Title	Jobs
Housing Manager and Asst.	
Housing Managers	108
Resident Building Supts. and Asst. Resident Building Supts.	126

Housing Assistants	240
Maintenance Men	400
Low Pressure Fireman	400
Porters and Laborers	1200
Watchmen	280
Jr. Accountants and Bookkeepers	100
Grade 3 and Grade 2 Clerical employees	200

Housing Asst. Requirements
The requirements for the Housing Assistant test are expected to be as follows:

Either (a) a baccalaureate degree issued upon completion of a course of study registered by the University of the State of New York; or (b) high school graduation, plus four years satisfactory full-time paid experience in low-rent housing, real estate management, education, recreation, or community work; or (c) a four year combination of experience and college education.

Persons who expect to be graduated by June, 1951 will be admitted but must present evidence at the time of investigation that they have complied with the foregoing requirements.

The written test will have a weight of 100. The pass mark will be the score of the candidate who ranks 600 in the order of comparative rating. In the event of a tie for the 600 place, all candidates with that rating will be passed.

U. S. Aids State and NYC On New Vet Preference Law

Three-way teamwork marks the preparation for the huge task of conforming eligible lists to the State's new veteran preference law that goes into effect on January 1 next.

The Federal Government is co-

operating with both the State Civil Service Commission and the NYC Commission. The Veterans Administration has assigned two men to the work, as two federal districts are involved, while Orlando R. Marett, State Veterans Assistance Officer, is liaison officer for the State and Sidney M. Stern, legal expert of the NYC Commission, represents that body.

How New Law Works
All the eligible lists in existence at the close of business on December 31 next will have to be subjected to the new law, which includes any lists that may be promulgated between now and then. Also all lists that come out thereafter will have the names listed in the order of percentages only, not veterans disabled 10 per cent or more in the first group, non-disabled veterans in the next and, finally, the non-veterans.

Disabled veterans in promotion exams will get 5 per cent added to their earned scores and in open-competitive exams twice as many points. Non-disabled veterans will receive 2½ points extra in promotion tests, twice as many points in open-competitive tests. No points will be added to the scores of non-veterans. The total percentages will determine the eligibles' standing on the list.

The VA's part of the work, which is entirely voluntary on its part, concerns the credentials necessary for obtaining disability preference.

Detroit Employees Fired for Leaving Jobs

DETROIT, Sept. 4—Two thousand and sanitation workers were dismissed by Mayor Albert E. Cobo for having left their jobs to demonstrate for a pay raise.

The Mayor acted under the State Hutchinson Act which authorizes dismissal of striking municipal employees; retired employees lose pension and security rights.

Employees who did not knowingly violate the act would be reinstated, the Mayor said. The workers, members of the United Public Workers, are asking a 20-cent-an-hour increase. About 450 union members picketed City Hall. The others did not appear for work.

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NEW YORK CITY NEWS

Eligible List for Laborer Job

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Carton Is Re-Elected Head Of State Police Conference

John E. Carton has been re-elected president of the Police Conference of the State of New York. The organization has 40,000 members throughout the State.

the State Police Conference, with the endorsement of both AFL and CIO, was successful in having the State Legislature approve the five-day week. There were 3,000,000 signatures to petitions brought in by the Conference.

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NEW YORK CITY NEWS

WHAT'S COOKIN?

By HELEN DUNN

Nedick's popular breakfast, consisting of a glass of Nedick's orange drink, a delicious cup of coffee and doughnut, is rated tops in town.

Plans for the Damen Runyon Cancer Fund Show are under way. If you can dance, sing, or play an instrument, watch next week's issue on how to participate for this great cause.

Did you know you can now shave with your eyes shut? That is with an "Eversharp Shick," Watch!

Charles Bloom, popular host of Caruso's Restaurant in the heart of Foley Square, in a huddle with a top exec of a local radio station. Could be planning a broadcast direct from his restaurant.

Believe it or not, Ripley's Clothing ace designer has just completed his fall line that will lead all other fashions to date.

According to Charles J. Silber, New York representative for County Fair Bourbon, "four out of five patrons now ask for County Fair."

Cunard transatlantic carrying above 1949 level as stated today by Harold P. Borer, general manager of the Cunard Line. Recent reductions in trans-atlantic steamship fares ranging to more than 20 percent are expected further to stimulate fall travel to Britain and the Continent.

Stanley Van Saxe reports that 50,000 red fezzed Shrinners will meet for a three day Mid-Atlantic meeting and celebration will be

held in Atlantic City on September 15-17.

Melrose Distillers' president, S. D. Hesse, has just announced the designation of Murrel J. Ades as vice-president and general sales manager of the company, sales affiliate of Schenley Distillers, Inc. Good Luck, Murrel!

Robert, outstanding Fifth Avenue beauty specialist has requested your reporter to choose a pretty blue eyed blonde, Civil Service Reader, for one of his famous hairdos and his guest at a cocktail party, Monday, Sept. 18. Write Helen Dunn c/o The Leader.

The N. Y. Telephone Company's installation crew is working overtime readying a half million new phones for January 1.

Social Investigator Study Material

By HERBERT M. BENON

The following continues study material for the Social Investigator exam that NYC will hold on Saturday, October 28. The reopened period for receipt of applications closed recently. There are about 8,000 candidates and about 1,000 present vacancies.

The first step involving an applicant for relief, that a Social Investigator has to handle, is in the Intake Service. Here the original application is received by an Intake Interviewer. It is processed, and if deemed acceptable at that point, eventually finds its way to the Social Investigator.

The Intake Interviewer scans the paper for the applicant's apparent eligibility, rejecting at once those obviously ineligible for assistance of the kind sought and referring applicants to the appropriate agency. The eligible applicant's records and previous applications are then passed on for investigation purposes. Relief policies are explained to the applicant so that he may cooperate with the investigator.

Clearing House The Social Service Exchange, operated by the Welfare Council, is contacted to determine any other welfare agencies to which the applicant may have applied. This Exchange maintains an alphabetical card index of those seeking relief from all regularly established public and private welfare agencies. Thus the Exchange acts as a clearing house for all applications. Its records provide a valuable insight into the background of the family, their problems in the past, how other agencies have tried to assist, and the general outlook.

Relief administration in NYC is based on the assumption that responsibility for originally establishing eligibility, and main-

taining that status, is the burden of the applicant. Verification of evidence submitted as to eligibility is the burden of the Social Investigator. The investigator is entitled to expect cooperation and honesty from the applicant. Dishonesty or concealment may cause the withholding, suspension or withdrawal of relief. Although the investigator is expected to be tactful and patient, refusal by the applicant to provide necessary information should suspend the case. Relief recipients are not penalized, but relief is only extended when the facts warrant it.

Proof of Residence The best evidence of continuous residence is rent receipts, gas and electric company bills, school records, and legal process paper. Other substantiating records are: tax bills, clinic and hospital records, library cards, licenses, employment records of the N. Y. State Employment Service and Census records. Postmarked envelopes are not necessarily good evidence, since these can be fraudulently arranged by merely mailing an envelope to the applicant when he actually resides somewhere else. If it becomes necessary to tentatively accept this secondary form of evidence, the senders of the envelope should be interviewed. And the investigator should inquire minutely into the applicant's inability to furnish the foregoing acceptable evidences. The burden of proof is on the applicant.

Interview Applicant The investigator's first action is to examine the Intake Service report, then the Social Service Exchange report, the application blank, and in cases of renewed application, the original reports. The investigator then interviews the applicant and his family in their own home. In this manner he obtains the clearest conception of the applicant's situation at first hand. Possible assistance from relatives should be looked into. The re-employment possibility should take the investigator to the applicant's previous place of employment. It is possible that in this way he may discover opportunities for getting the client a job in allied lines. This phase of the investigation may also bring to light collusion between

an applicant and a supposedly former employer.

QUESTIONS

15. An investigator is told by a relief recipient that his budget should be increased because he must now eat in restaurants, being unable to prepare his own food. If investigation bears this out, the social investigator should (A) explain why no provision can be made for this additional expense. (B) suggest that the client get a neighbor to help with the cooking. (C) recommend that the allowance be increased. (D) explain that relief recipients should not eat in restaurants.

16. An applicant for relief has exhausted all his resources, is threatened with dispossession and his record indicates that he has previously been a good economic planner in his family affairs. For sometime past he has received unemployment insurance payments which were less in amount than a home relief budget allowance. The applicant is obviously honest and reliable. In this situation, a social investigator should find that (A) it is unnecessary to verify the foregoing information in order to establish eligibility; (B) it is necessary to verify the facts given above in order to establish eligibility; (C) the interviewer should be free to decide whether any verifications are needed; (D) eligibility considerations should be waived and an immediate grant made in order to help the man feel better.

17. A taxpayer reports that a relief recipient, whom he identifies makes no effort to live economically and is thus wasting public funds to which he, in his capacity of taxpayer, contributes. The informer wants to know why relief in kind isn't issued instead of cash. The social investigator should say the recipient will not be changed to voucher relief because cash relief (A) is easier to administer; (B) enables the investigator to know how responsible a person is by the way he spends his money; (C) enables people to maintain their usual way of living; (D) keeps money in circulation.

ANSWERS

15, C; 16, B; 17, C. (Continued next week)

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City

170 Police Promotions

Promotions of 107 Police Department members were made by commissioner William P. O'Brien. The highest promotion, to Deputy Chief Inspector, went to Acting Deputy Chief Inspector M. P. Sullivan. Other promotions included three inspectors, one acting inspector, ten captains, one acting captain, 30 lieutenants and 54 sergeants.

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Advertisement for Sammy's Bowery Jollies, featuring Sammy Fuchs, Mayor of the Bowery, at 267 Bowery, BR. 3-9725.

Advertisement for Fancy Pants and Paramount, featuring Carolee Carrillo and Jean Carroll.

Advertisement for The Black Rose Technicolor, featuring the Philharmonic-Symphony Orchestra of New York conducted by Mitropoulos.

NEW YORK CITY NEWS

6 Months to a Year's Deferment In Draft Is All That an Individual Policeman or Fireman Will Get

By H. J. BERNARD

There will be no blanket draft exemption of Policemen and Firemen but local boards will decide cases of individual deferment which might run from six months to a year, said Colonel Candler Cobb, NYC Director of Selective Service. The same policy will be followed, he added, as in World War II, and he emphasized the fact that the law, still substantially the same, prohibits blanket exemptions or deferments.

Director Cobb had conferred with Mayor William O'Dwyer, who referred the problem to former Police Commissioner William P. O'Brien, Fire Commissioner Frank J. Quayle, former Police Commissioner Arthur W. Wallander, now head of the Mayor's committee on civilian defense, and Acting Deputy Mayor Louis Cohen. Director Cobb stated he canvassed the whole situation with them.

No Formal Request

There was no formal request by the NYC Administration for draft exemption or deferment for Policemen and Firemen. Commissioner Quayle, however, requested a blanket six-months deferment for all Policemen and Firemen, but this was one of the acts prohibited under the law, Selective Service found. Also, there could be no special treatment of NYC Policemen and Firemen under a nationwide law.

"The Federal law forbids class or group exemptions," commented Colonel Cobb.

He added that Selective Service was co-operating with the Mayor's office by holding conferences on handling the problem in an orderly and intelligent way, so that the law would be enforced with

as little damage to as possible to the City's operation of its departments.

List Begins to Grow

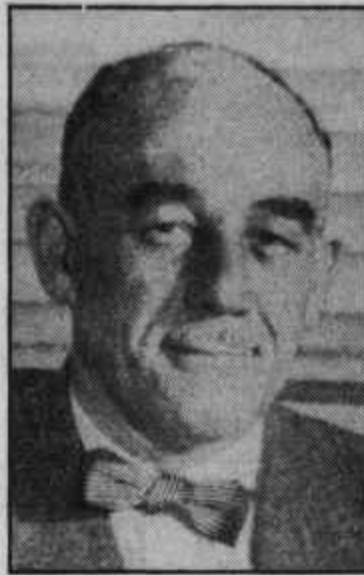
Meanwhile the City's list of those on ordered military duty increased, although it is a small list even now. For instance, in the Police Department 20 Policemen have been granted military leave, and in the Fire Department about half as many Firemen. These 30 were members of a reserve force or corps, or the National Guard, and were ordered to military duty.

Under Section 170 of the State Military Law, the granting of military leave is regarded officially as compulsory in such cases. The men have job protection while away on military duty, also any increments that would have been earned had they not been called away would show up as increased pay for the future, on their return, and seniority, promotion and pension credit rights would be preserved. This applies to all City employees ordered to military duty.

Mr. O'Dwyer, as Mayor, issued a directive authorizing leaves of absence without pay to those City employees who volunteer and perform active military duty as members of the armed forces after June 30, 1950 (Korea Day). Such employees are not on ordered but on voluntary military duty and the leaves they get are regular civilian leaves, not military leaves.

However, the Mayor's directive made no distinction between ordered and voluntary military duty in allowing pay for the accrued vacation, counted from the end of the employee's last vacation to the date of inception of military service. The regular vaca-

Horwitz Is Acting Head of Fire Dept.



NATHAN C. HORWITZ

For the first time in the history of the NYC Fire Department a competitive employee is the Acting Fire Commissioner. He is Nathan C. Horwitz, First Deputy Commissioner, to which job he was appointed recently by former Mayor William O'Dwyer at request of Commissioner Frank J. Quayle.

Mr. Horowitz was formerly Third Deputy Commissioner.

His competitive title is Law Assistant. He is a lawyer and chemical engineer, besides being an expert on the affairs of the Fire Department, with which he's been connected for three decades.

tion period is not to be exceeded, nor in any event is such pay to be given for a vacation period exceeding 30 days.

The statement issued from the Mayor's office warned employees that leave for volunteers "protects their jobs but does not include any rights to promotion, seniority, and pension credit, which are now provided by law for those employees who are ordered to active military duty without their consent." The Mayor attached a memorandum from Corporation

Counsel John P. McGrath, bearing out that statement.

New Legislation Needed

The memorandum added that "special State legislation would be necessary to grant to volunteers the full protection now afforded by law to City employees who are ordered to active military duty without their consent."

Draftees are in the same category as reservists ordered to military duty.

Plans for State-wide legislation, restoring benefits that have expired and introducing new ones, for public employees of the State and its civil divisions, have been made by The Civil Service Employees Association. If the situation warranted, a special session of the legislature would be requested, the Association announced.

Meanwhile in NYC the payrolls of the various branches of government within the State show the number of persons on military leave, usually at the head of each payroll sheet. The civilian leaves are noted next to the employee's name hence not readily tabulated. However, even in NYC the tabulation of the number of City employees on military leave has not been made, as there are tens of thousands of sheets. From inspection it is obvious the total figure would be meagre. If any such totalling is officially requested, it is not expected to be made until October.

Military leaves to drafted employees would increase the number, but the first draftees since 1949 were inducted only last week.

More Firemen Listed

Four more names of those on military leave were announced by the Fire Department, bringing the number up to 10: Joseph P. Boyle, Hook & Ladder 18; Robert J. Bruckner, Engine Co. 48; David R. Fisher, Engine Co. 212, and William J. Kelly Jr. Hook & Ladder 25. These men, true of qualified reservists generally, get City pay for the first 30 days. In the Fire Department they are transferred from their recent units to the Military Service Division of the department. The difference between their higher City pay and their military pay, after the 30 days, is not paid by the City, unless they were members of the reserve or National Guard prior to April 1, 1942, and have so remained continuously since then. This is under the State Military Law.

THE NYC EMPLOYEE

An executive committee meeting of the Sanitation Eligibles Association, Angelo Costa, president will be held on Thursday, September 7 at 6:30 P.M. at 121 Leonard St., Manhattan, headquarters of the Sanitationmen's Local 111-A, AFL. All vacancies should be filled promptly as they occur and the sanitation force should be increased, the group says. A general meeting for the whole membership will be held later.

A vacancy in the Board of Transportation will be filled immediately from the Investigator list. The title is Examiner, Grade 2, at \$2,710. The job is in the Real Estate Division of the Board in Manhattan. The Board's new building, which it will occupy exclusively, is nearing completion in the Borough Hall district of Brooklyn, and that will be the candidate's home office. Certified for the place were disabled vet 190, vet 47, and non-vets 43, 51, 54 and 56.

Tonight (Tuesday) at 9 P.M. on the TV Winner Take All show there will come face to face Letter Carrier, Bill Stevens, and a Patrolman, Bill Bauman. The second Bill is well known to TV viewers, having won contests by answering correctly questions on American history. The program is known as the Battle of Civil Service and is MC'd by Bud Collyer.

A public hearing will be held by the Municipal Civil Service Commission on a proposal to place in the exempt class four civil defense posts in the Mayor's Office. The titles are Chief of Police Auxiliaries, Deputy Chief of Police Auxiliaries, Chief of Firemen Auxiliaries and Deputy Chief of Firemen Auxiliaries. If approved by the Municipal Commission, the resolution must be approved by the State Civil Service Commission before becoming effective.

Patrolman (P. D.) aspirants will hear a talk on prospective appointments at a meeting of the Police Eligibles Association, it was announced by Vincent E. Murphy, president. The meeting will be held tonight (Tuesday) at 7 at Werdermann's Hall, 16th Street and 3rd Avenue, Manhattan.

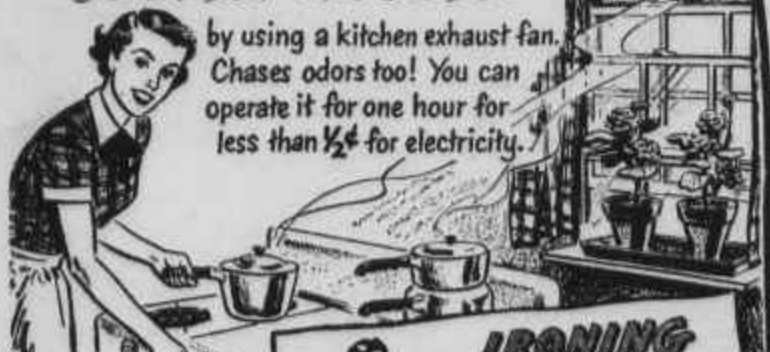
Two jobs at \$3,150 to start will be filled immediately in the Police Department as Policewoman. Those certified to the vacancy from that list are non-vets 57, 59, 60, 61, 63 and 64.

CURRENT TOPICS

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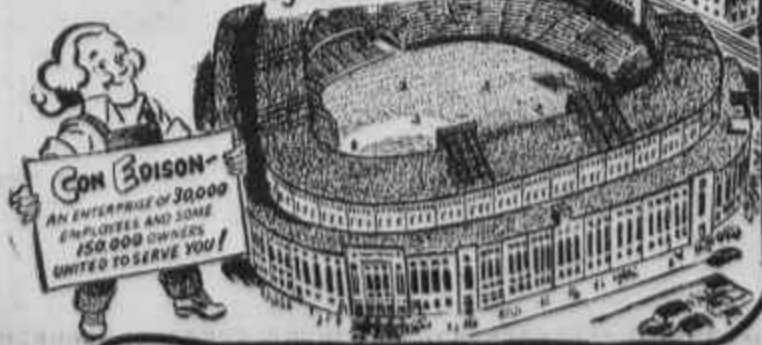
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Career Forms Are Easy to Fill Out

(Continued from page 1)
City employees who have a large stake in the result of the survey, will also have assurance of fullest safeguards. It is expected that employee committees will be set up after the preliminary information is gathered, and that they will be asked to participate actively in helping to solve the problems involved. The Mayor's Committee which set up the career-salary survey had on it two employee representatives, of the AFL and the CIO, who kept careful watch that the employee interests should be fully protected. One of Mayor O'Dwyer's final acts before leaving office was to send a letter to the heads of all departments and agencies requesting that they give Griffenhagen & Associates "your complete cooperation."

New Words

Along with the questionnaire, employees have received full instructions for filling out the forms. Department heads have also received a sheet of instructions. The forms contain some word usages which will be relatively new to most New York City employees and officials. These are defined:

"basic organization unit" or "basic unit" means either (1) an agency not too large to be treated as a whole for the purposes of this project, or (2) a subdivision of a large agency, which is treated as a unit for purposes of this work. The executive who deals with the career-and-salary staff is known as the "head of the basic organization unit" or the

"unit head" for convenience.

A "position list" means a schedule of positions in a basic unit, prepared by the unit head.

The "position description form" (Form 51) is the form which the employee himself fills out.

Three Colors

The Griffenhagen staff supplies each unit head with enough position description forms to supply the unit. These forms come in three colors:

Buff—for the employee to fill out himself and turn in. This will eventually be returned to the agency.

White—this form is typed from the buff copy, and is then sent to the career-salary staff.

Blue—this is a carbon prepared with the white copy. It is returned to the employee for his own record.

Employees have been asked to fill out Form 51 within three days after receiving it.

The finished forms are then collected from the employees, reviewed, and signed by the supervisor, with such comments as the supervisor considers necessary. The unit head also fills in a portion of Form 51.

The completed forms must be returned to the career-and-salary staff not later than 20 days from the time the blank forms have been delivered.

A large number of positions are excluded from the study. These comprise:

All positions subject to section 220 of the State Labor Law;

Temporary and seasonal positions;

Positions in the uniformed forces of the Police and Fire Departments.

Teaching positions in the Board of Education and the Board of Higher Education.

Operating positions in the Board of Transportation.

Positions which are now in the "unclassified service" and exempt jobs are excluded for the time being.

Instructions Found Easy

Each employee has received a green instruction form, giving full instructions on how to answer the numbered entries of Form 51. The instructions are clearly written, and thus far employees have expressed satisfaction with the simplicity of the whole operation.

For meals and between meals

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