# Civil Service

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Price Five Cents

# NYC Retirement System: How It Works

By Ralph L. Van Name

Secretary, New York City Employees Retirement System

# POST-WAR JOBS NOW OPEN

BIG LISTING—ALL FIELDS—SEE PAGE 10

# What Every Federal Employee **Should Know About His Job-Future**

WASHINGTON-Here are the all-important reduction in force regulations just issued by the U. S. Civil Service Commission, They tell you just how the axe is going

This is the order in which Federal employees will be fired when the time comes to get government back on a peace-time basis:

1. Recalled persons who retired before the war and persons kept beyond the involuntary retirement age.

2. Temporary employees with appointments limited to one year or less and employees whose ap-pointments are on a "when ac-tually employed basis."

service appointments

both with lobs under and excepted of tenure attainable in their refrom classified service, and those serving temporary or trial periods. This is called the "transitory" group

And the last to go:

4. Career employees. The principles followed by the Commission in making the regulations give priority in keeping jobs to the retention rights of career employees, veterans prefer-ence, efficiency, and seniority.

#### What's a Career Employee?

Career employees are defined as those employees with jobs in the classified service with permanent status, and employees who have jobs which are excepted by law from the classified service, but

spective agencies.

As a result of the existence of the Starnes-Scrugham Veterans preference act, recently passed, the new regulations include all employees in the Federal executive civil service. Before the Act only persons with jobs in the classified (competitive) service were affected by reduction in force.

#### No Cut in Sight

With the issuance of the regulations comes the warning to Federal employees that no cut in forces is as yet in sight. The Commission says the regulations were issued at this time to fully acquaint agencies with the rules and who have a maximum permanency | not because any reduction is im-

a special appeal for all workers to stay on the job.

In making any reduction when the time arrives, persons will be competing only with those in the same occupational groups, such as clerks with clerks and accountants with accountants.

In the first two groups above, workers without veteran preference must go before those with veteran preference serving under similar types of appointment. Within the non-veteran and veteran property of the eran groups, less efficient employ-ees must go first. When every-thing else is equal the length of service will decide who stays

When necessary cuts have taken

(Continued from Page 16)

# State Salary Board Adjusts Pay For Some Employees—But in

ALBANY—Under date of August 9th, the State Civil and the Budget Director the desirability of making adjustments of sirability of making adjustments of making adjustments of sirability of making adjustments of making adjustments of making adjustments of the before October 1st in order that employees may have the benefit of the higher scales of the benefit of the higher scales of the salary Stand-Board with new salary allowances effective April 1, 1945.

This action by the Board, following closely upon the resolutions of the Association of State Civil passed by the Executive Committutional employees in the remaining 35 groups will have early decisions as to their appeals.

#### Must Walt Till 1945

Commenting upon the reallocations of the Laundry and Physical

Service Employees stated: "Evitee of the Association of State dence of activity on the part of Civil Service Employees and repre- the Salary Standardization Board sentatives of the Association of is pleasing. The salaries granted Employees of the Department of are not those requested in each Mental Hygiene, encourages hope case, but are an improvement that the large number of insti- over present allocations. We are greatly disappointed that the opportunity provided by the lump sum budget and available funds has not resulted in making the reallocations effective at once in-stead of April 1, 1945. The Asso-ciation has urged strongly upon Therapy groups, a representative the Salary Standardization Board | Student Nurse Housemother......

also increment allowances." Advice to The LEADER indi- Director. cates that Association Chapters

ardization Board and the Budget Below are the new salary sched-

	4	THE REAL PROPERTY.	
Title	Service & Grade	Salary Range	Increment
Chief Laundry Supervisor (reallo- cated from 1-4)	1-5	\$2400-2800	\$100
cated from 1-3b)	1-4	2000-2400	100
Launderer (reallocated from 1-2a) Laundry Supervisor (reallocated from	1-2aa	1200-1600	100
Physical Therapy Technician (reallo-	1-3b	1700-2100	100
cated from 2-2a) Senior Launderer (reallocated from	2-2b	1650-2150	100
1-2b) Senior Physical Therapy Technician	1-3a	1500-1900	100
reallocated from 2-2b)	2-3 1-3a	2000-2500 1500-1900	100

Every regular New York City employee makes a contribution towards his retirement fund each payday. But judging from numerous letters which have come to The LEADER, most City employees are not familiar with the workings of the pension fund. Ralph L. Van Name, Secretary of the NYC Bureau of Retirement and Pensions, has prepared a nontechnical explanation of the Retirement System, showing how it works, how the City makes its contributions, what happens to the money and how the employee is protected. This is MUST reading for every New York City employee. The Police, Fire Departments and the Board of Education have their own pension systems; but they all operate similarly.

#### Organization

The New York City Employees' Retirement System is a municipal corporation including in its membership 97,000 of the City's 190,000 employees. The City's Board of Estimate is the legal head of the system and its retiring Board. The eight members of the Beard of Estimate are its of the Board of Estimate are its trustees. The Comptroller of the City, one of the eight Board members, is the legal custodian of the Fund. Because of the headship of the Board of Estimate, the New York City Employees' Retirement System functions as a bureau of the Board. The Secretary and Actuary of the Retirement System are appointed by the Board of Estimate under the provisions of the Civil Service Law. Under the Charter, the Secretary is granted all the legal powers of department head in respect to organization of his bureau and the officers and employees there-of. There is a Medical Board of three members, one appointed by the Board of Estimate, one by the Commissioner of Hospitals; the third is the Chief Medical Of-ficer of the Civil Service Commis-sion. This Medical Board conducts and passes upon all medi-cal examinations incident to ap-plications for ordinary and accident disability retirement and accidental death, and is the final judge of the facts developed in investigation of disability claims. Its decision as to the sufficiency of claim for disability retirement is final and cannot be overridden by the Board of Estimate. Benefits and operating costs are provided by joint and approximately equal contributions of the City and the 97,000 members.

#### Scope

The business of the New York City Employees' Retirement System is:

- 1. To provide old age income for its members.
- 2. To provide disability income throughout incapacity for work resulting from ordinary and ac-cidental disability.
- 3. To provide dependents halfpension for the surviving wife, children under 18 or depen-dent parez.ts, on accidental death.
- 4. To provide unemployment income for employees separated from service without fa 't or delinquency, according to length of service and age on separation.

  5. To provide a cash death ben-

(Continued on Page 16)

**NEW YORK STATE EMPLOYEE NEWS BEGINS ON PAGE 7** 

AMERICA'S LARGEST FURRIERS-5th AVENUE bet. 36th and 37th Street, NEW YORK 16, N. Y.

#### Final Rules Tell How Federal Employees Will Be Dropped After War

WASHINGTON — Because of the passage of the Starnes-Scrugham Veteran Preference Act," and not with the thought that here is any imminent reduction in force likely because of a cessation of hostilities," the U. S. Civil Service Commission last week issued new regulations governing the manner in which Federal employees must be selected for separation from their positions in a reduction in force.

Reduction-in-force regulations now apply for the first time to all employees in the Federal executive civil service. In the past, they applied only to incumbents of positions in the classified (competitive) service (positions subject to the provisions of the Civil Service Act). Extension of their scope is required by the Veterans' Preference Act of 1944, which provides that "In any reduction in personnel in any civilian service of any Federal agency, competing employees shall be released in accordance with Civil Service Commission regulations which shall give due effect to tenure of employment, military preference, length of service, and efficiency ratings."

#### What It Means

According to the Commission, "reduction in force" means the involuntary separation from the rolls of an agency, or furlough in excess of 90 days, of one or more employees in order to reduce personnel,

Reductions in force are made for such reasons as a decrease in appropriations, decrease in work, completion of a project, setting of personnel "ceilings," and reorganization and merging of agencies. They are also made for the purpose of making positions available for former employees, particularly veterans, with established reemployment rights.

#### You Won't Loose Job Quick

The Commission explained that issuance of the new regulations does not mean that demobilization of Federal employees, incident to termination of the war, is believed to be imminent, and advised employees against seeking other jobs in order to avoid being "caught" in a reduction in force.

"The public interest requires that every Government employee stick to his job as long as he is needed," the Commission said. "Where reductions in force have to be made, due notice will be given, and effected employees will be given help in getting other jobs in the Federal Government or in private industry."

The new regulations contain detailed and explicit instructions as to the manner in which employees shall be selected for separation or furlough in a reduction in force. The Commission said that in formulating them the guiding principle was the according of just weight to these factors: (1) retention rights of "career" employees; (2) veteran preference; (3) efficiency; and (4) seniority.

#### Career-Employee Group

The career-employee group, the last of four major groups to be reached in a reduction in force, consists of the following:

(1) Employees who occupy positions which are in the classified (competitive) service and who have a classified (competitive) civil-service status, except those who are serving under appointments limited to 1 year or less, and (2) employees who occupy positions which are excepted from the classified (competitive) service and who have a maximum permanency of tenure attainable in their respective agencies (employees whose periods of tenure are limited to 1 year or less, or

#### CIVIL SERVICE LEADER

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Published every Tuesday. Subscription price \$2 per year. Individual Copies, Sc. are conditioned upon the war period or other circumstances, are not included in the career group).

#### How It's Done

When officials of an agency find that a reduction in force is necessary, they must, as a preliminary step, determine the organizational unit \_\_ for example, an entire department, or a bureau of a department—and the occupational group in which the reduction is to be made. An occupational group consists of employees doing the same type of work. If a reduction is to be made in more than one occupational group, each group must be treated separately.

The next step is to categorize the employees in a competitive group on the basis of the types of appointments they hold. The categories, in the order in which they are considered for reduction-in-force purposes, are: (1) Recalled annuitants and employees continued beyond the involuntary retirement age; (2) temporary employees—that is, employees serving under appointments limited to 1 year or less, regardless of whether they have a classified (competitive) civil-service status as a result of prior service—and employees whose appointments are on a when-actually-employed (WAE) basis; (3) "transitory" employees; and (4) career employees.

Employees with similar types of appointment whose official positions are in an occupational group in which a reduction is to be made are considered to be "in competition" for reduction-inforce purposes.

#### "Transitory" Employees

The following employees are designated as "transitory":

(1) Employees occupying positions in the classified (competiservice but who do not have classified (competitive) status including those serving probational trial periods, those under war-service-indefinite ap-pointments limited to the duration of the war and 6 months thereafter, and those who failed to qualify when they had an opportunity to acquire classified (competitive) status, and (2) emportunity ployees occupying positions which are excepted from the classified (competitive) service who are serving under appointments which are not limited to 1 year or less, but are conditioned upon the war period or other circumstances.

In each occupational group, employees in the first categories—

(1) recalled annuitants and employees continued beyond the involuntary retirement age; (2) temporary and WAE employees—must be separated before transitory and career employees. In each of these two categories, employees without veteran preference must be separated before veteran-preference employees serving under similar types of appointment. Within the veteran groups and non-veteran groups of these categories, less efficient employees must be separated first. As between persons with the same preference status, and of equal efficiency, the order of separation must be determined on the basis of length of service.

#### Sequence of Selection

If further reduction in force is necessary, transitory employees, and then career employees, are considered. The sequence of selection within each of these categories is similar to that outlined for the first two categories. However, where an efficiency-rating system approved by the Civil Service Commission, or a similar system, is in use, "reduction credits" must be granted on the basis of efficiency ratings and length of service. Reduction credits are computed by giving a numerical value of 80 for a "Good" efficiency rating, 88 for a "Very Good" rating, and 96 for an "Excellent" rating, and adding 1 credit for each full year of service with the Federal Government, including active mili-

tary service. No reduction credits are given for a "Fair" efficiency rating, but persons with this rating receive the same credit for length of service as do those with higher ratings.

The following shows the sequence in which employees are considered for separation in a reduction in force within a transitory or career category in an agency in which an efficiency-rating system approved by the Civil Service Commission is in use:

First—employees without veteran preference who have "Fair" efficiency ratings, in ascending order of reduction credits.

Second—employees with veteran preference who have "Fair" efficiency ratings, in ascending order of eduction credits.

Third—employees without veteran preference who have efficiency ratings of "Good" or better, in ascending order of reduction credits.

Fourth, and last employees with veteran preference who have efficiency ratings of "Good" or better, in ascending order of reduction credits.

#### If No Efficiency Rating

Where no efficiency-rating system is used, or where the system used does not provide evaluations comparable to Commission-approved systems, the order of reduction within a transitory or career category is as follows: Pirst, employees without veteran preference, in ascending order of length of service; then employees with veteran preference, in ascending order of length of service.

The right to appeal from reduction-in-force a ction, to the Civil Service Commission, is restricted to career and transitory employees, and to employees who feel that their rights under veteran-preference laws have been violated. The period of appeal has been lengthened from 5 to 10 days.

Included in the new regulations is a priority guide which shows the reemployment rights of returning veterans and members of the Merchant Marine, and of returning transferees. Reemployment rights of these returning employees "may conflict with each other and will conflict with the rights of other employees," the Commission said. "These conflicts must be resolved in deciding which position is to be filled by a returning employee, in deciding what assignments are to be made as a matter of placement, transfer, or promotion, and in deciding whether a reduction in force is necessary."

#### Priority Guide

The priority guide, designed to resolve the conflicts, is as follows:

 Career employees with statutory restoration, reemployment, or retention rights."

 Transitory employees (not including war-service appointees) with statutory restoration, reemployment, or retention rights.

ployment, or retention rights.
(Within each of the above groups, those who served in the armed forces have priority over those who served in the Merchant Marine.)

3. Career employees who have





Lawson A. Moyer, Executive Director of the United States Civil Service Commission, has an enermons job on his hands in the coming demobilization of Federal employees.

veteran preference, other than those in group 1.

4. Career employees who do not have veteran preference.
5. Transitory employees who have veteran preference, other than those in group 2.

6. Transitory employees who do not have veteran preference.

In a section of the regulations devoted to a discussion of advance planning, the Commission said that it is the responsibility of heads of Federal agencies and establishments "always to be alert to evidences of overstaffing, diminishing work loads, appropriation and allotment restrictions, and other indications that reductions in force may be necessary.

"Wherever possible." the Commission continued, "they should take remedial action which will avoid the more drastic action of making a reduction in force. Some of the measures which are effective in avoiding reductions in force are restrictions on new appointments, shifting of personnel to meet changes in work loads, and encouraging employees whose services can be spared to seek transfers."

# Sick Employee Can Have Annual And Sick Leave

WASHINGTON—Under Annual and Sick Leave Regulations, a Federal employees who is required to resign his position because of his health, and this is substantiated by a doctor's certificate, may receive all of his accumulated annual and sick leave.

The granting of sick leave in such cases is an administrative matter, but the employee is entitled to his annual leave, and this may not be denied by the agency.

# Hatch Act Court Decision Will Be Appealed

WASHINGTON.—The United Federal Workers of America is taking an appeal to the Supreme Court from the decision rendered by the U. S. District Court, which upheld the constitutionality of the

Hatch Act.

Officials of the union stated that "the court-decision laid the basis for a successful Supreme Court appeal." Eleanor Nelson, secretary-treasurer, stated that "the District Court had rejected the claims made by the Department of Justice that there was no basis for a suit by federal workers against the Hatch Act, and that the Civil Service Commission was not the proper agency to be sued. On both of these issues, the Court upheld the contentions of the United Federal Workers of America."

In answer to the Court's decision that the Hatch Act is a restriction against political activity

In answer to the Court's decision that the Hatch Act is a restriction against political activity imposed on federal workers in return for their security from the spoil's system, Miss Nelson said: "There can be no greater guarantee for continued strengthening of the merit system than an active and intelligent body of federal employees who exercises their rights and duties as individual citizens in the same way as the rest of the people in the country."

The U.F.W.A.'s suit was heard in District Court June 29th by a three judge tribunal consisting of Chief Justice D. Lawrence Groner and Justices Jennings Bailey and James W. Morris.

#### On The Agenda For Congress

WASHINGTON — Congress has reconvened, and among the items on the agenda are measures affecting Federal workers.

How much time Congress will

How much time Congress will devote to the problems of the Federal employees depends largely on the military situation, according to Capitol observers. Two important problems, however, will very probably come before the legislators. They are:

 A bill to give relief to Federal employees who now face multiple taxation where they live in one locality and work in another.

 Suitable provisions for the demobilization of Federal employees, and help to tide them over until they find post-war jobs.



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#### Resolutions OK'd Affecting Many **NYC** Employees

The New York Stat Civil Service Commission has approved recent changes in the NYC civil service rules which were passed by the municipal commission and approved by Mayor LaGuardia. These resolutions affect a variety of New York City employees.

Following are the resolutions: 1. Resolved, That the classification of the Monicipal Civil Service Commission of New York in Part 38. The Skilled Craftsman and Operative Service of the competitive class be and the same is hereby amended as follows:

1. By striking therefrom the little Grass Line Roller Engineer.

2. By striking therefrom the title Anto Lawn Mower Engineer and by substituting therefor Auto Lawn Mower Operator.

Auto Lawn Mower Operator.

1. Resolved. That Part 39, The Rapid Transit Railroad Service, in the competitive class of the classification of The City of New York, be and the same is hereby amended as follows:

1. By striking from Group 2 (per amount positions), Pargraph (A1 the little of Assistant Station Supervisor, 2. By including under Group 2 (per amount positions), Pargraph (A.2) the little of Assistant Station Supervisor,—and be it further.

Resolved. That this resolution be effective July 1, 1944.

3. Resolved. That the classification of the Municipal Civil Service Commission of The City of New York be and the same in hereby amended as follows:

1. By striking from the Labor Classification of the collowing:

Asphalt Laborer
Asphalt Worker

2. By meluding in the Competitive Class under the heading, Part 38. The Sidlled Craftsman and Operative Service, the following:

Asphalt Worker

Duties: Under direct supervision, to work in a squad of men laying sheet asphalt pavements doing work such as cutting out defective areas for patching, painting the edges of cuts, curbs, manholes, etc., with hot asphalt and shovelling, raking tamping and smoothlog the hot asphalt; perform related work

Resolved, That the classification of the Municipal Civil Service Commission hereby amended by artiling the follow-ar from Part I of the non-competitive assunder the heading "Office of the aver."

class under the heading 'Office of the Mayor';

Telephone Operator — \$1,980 per annum without maintenance,
—and by transferring that position and the present incumbent to the corresponding title and grade in the competitive

5. Resolved, That the classification of the classified service of The City of New York be and the same is hereby amended as follows:

follows:

1. By striking from the competitive class under the heading, Parl 47.—The Aleport Service:

Assistant Supervising Air Traffic Controller, \$3,200 to but not including \$3,800 per annum;

2. By substituting therefor in the competitive class under the heading. Parl 47.—The Airport Service;

Supervising Air Traffic Controller, \$5,200 to but not including \$3,800 per annum.

6. Resolved, That the connectitive classification of the Municipal Civil Service Commission of The City of New York be and the same is hereby amended by striking from Part 38. The Skilled Craftsman and Operative Service the title, Licensed Fireman (approved specialty—Incinerator) and including in the same Part the following:

Stationary Fireman (Approved Specialties—Coal; oil).
Duties: To fire high pressure boilers with either coal or oil or both; perform related work.

# If You Want

The Engineers Club of the NYC Department of Water Supply. Gas and Electricity, recently improving the morale of the engineers by helping their financial condition. The memo took up a lot of pages and represented con-

of of pages and represented considerable thought and work on the part of the men.

They expected a reply from City Hall, and waited and waited. Finally one of the members went over to Mayor's office to find out what had happened.

"Sure, the Mayor got your com-munication," said one of the mayoral office workers, "but it didn't say you wanted an answer, so he didn't answer it."

Now the boys are planning to draft a new letter to La Guardia.

asking him to answer the memo-randum, but they're afraid that maybe he won't answer the

#### Free Course For Electricians

Men who are interested in get-ting a license as Master Electri-cian or City Electrician may now

**Use Carrier Pigeons** 

The New York Telephone Company is short about 50,000 phones and can't get new sets because of So the telephone company asked the City, dong with other big phone users, to see how many sets could be turned

Last week, after Budget Director Thomas J. Patterson sent out a notice, department heads were looking over their offices to see where phones could be eliminated. The LEADER has it on good authority that city employees won't have to change to signal flags and carrier pigeons, but unused extensions be eliminated; employees will have to share extensions.

#### NYC Whitewings Want Overtime-**But Can't Have It**

Many employees of the NYC Sanitation Department-who are current victims of Mayor La-Guardia's anti-outside job campaign-have a logical solution of their need for more money.

"The department is short of men," they say, "We have to do extra work in order to make ends meet. Now, if the department would let us work a few extra hours a day, it would help solve their manpower, and our financial

#### No Sunday Pay

Until recently, they used to receive pay for working on Sundays, but that has been discontinued. However, legal technicalities

However, legal technicalities prevent the Sanitation men from working overtime and being paid for it. If they work extra hours they are supposed to take timeoff to compensate for it. Here are the reasons why the

overtime work idea can't be adopted — although some department big-wigs would like to do it.

#### Why It Can't Be Done

1. There are no funds in the Budget to provide for payment of overtime work.

The City Charter does not permit the payment of overtime.

3. The Administrative Code al-

lows payment of overtime for snow removal work only, and each item must be approved by the

4. The scheduled working hours of Sanitation trucks are so arranged as to have the trucks out on the streets during hours when the traffic is at its lowest. Putting in more hours would mean that the men and vehicles would have to operate during rush hours and face the extra hazards of heavy

However, the department is trying to get more work for the mechanics who work on motor vehicle repair and maintenance. At present these men work on a five day week, and a back-log of work is piling up because of the help shortage. The Budget Bureau LaGuardia to

has been requested to allow extra funds so that they will be able to work on Saturdays, but the O.K. hasn't come through

#### NYC Workers Won't Proposed Budget Changes Would Freeze Pay, Hamstring Promotions

By FRANCIS KELLY

A threat to the financial welfare of New York City employees was disclosed last week, when details of municipal budgetary changes proposed by the powerful Commerce and Industry Association were made public.

This Association, which has op-posed the cost-of-living increase to City employees, outlined its pro-posals in a letter to Vice-Chairman Joseph T. Sharkey, of the City Council.

The first seven of the Association's 12 proposals extend the period for consideration of the annual budget to allow for longer study by the Council and the public.

Would Freeze Employees

But the last five suggestions are those which materially affect City employees. In the opinion of City officials, if adopted, these pro-posals would freeze many em-ployees at their salary grades, would require practically all increases to be approved by the City

Council and the Board of Estimate, and would tie up pay increases in a morass of delay.

Here are some of the proposals included in the Association's let-ter to Mr. Sharkey: "No increase in salary shall be

made during the year except those indicated in the budget as finally adopted."

"No provision shall be made in the Budget for additional com-pensation or for the salary of any incumbent in excess of the civil service grade of such incumbent"; that is suggested as an amend-ment to the City Charter.

No "Modification"

At present, increases are grant-

ed to City employees through a process known as "modification of a budget line. That would be prohibited, except when author-ized by the Board of Estimate, and approved by the City Council.

Filling vacant positio in the City service would become a complicated process. The suggestion is that when a vacant position is dropped by the City Council, that the position shall not be filled directly or indirectly, unless the Mayor vetoes the Council act, and his veto is not overridden by the Council.

The present cost-of-living bo-nus was met largely by using funds left by military accruals (salaries of men and women on military leave). The Association proposes that these funds be segregated, and may only be used after a Board of Estimate resolu-tion and approval by the City



It's Major Frank A. Schaefer now. It's Mojor Frank A. Schaefer now. As Dr. Schaefer, secretary of the NYC Municipal Civil Service Commission, he went into military service back in October, 1940, for "at least one year." A former instructor of Latin and Greek at Fordham University, he is serving with Military Intelligence. Since his departure, two acting secretaries have functioned in his place.—William B. Murray and place - William B. Murray and Edwin C. Dobbins.

#### It Took Lots of Law, But He Gets His Job Back

A New York City fireman won a point from Fire Commissioner Patrick Walsh, but it took an act of the State Legislature and an opinion from the Corporation Counsel to get him back on the department rolls.

Back in February, 1944, First Grade Fireman Francis J. Shields, Jr., figured that he would be doing more for the country by serving with the Army Transport Service, than by staying at his fire-

He applied to the Fire Commissioner for permission to sign up with Uncle Sam, but Walsh, wouldn't give permission. So he joined up anyway.

That amounted to resignation

from the Fire Department.

Then the State Legislature passed an amendment to the Military Law which seemed to include the Army Transport Service, so ex-fireman Shields applied for reinstatement.

The department asked the Corporational Counsel for an opinion, and the City's legal division said he should be taken back. That was done, and he was reinstated as of February 21, 1944, the day

The Law That Saved the Job Here is the addition to the law

which saved Fireman Shield's job: Included under the legal definition of "military service" is:
"Service as an officer or mem-

ber of the crew on or in connec tion with a vessel documented under the laws of the United States or a vessel owned by, chartered to, or operated by or for the account or use of the United States, as an enrolee in the United States Maritime Service on active duty and, to such extent as may be prescribed by or under the laws of the United States, any period awaiting assignment to such service and any period of education or training for such service in any school or institution under the jurisdiction of the United States government."

#### "Shop Around-See If They'll Take You"

The New York City Departments hire provisional clerical workers when vacancies have to be filled, and there is no list of eligibles who can be appointed. Then, when the Civil Service Commission gives an examination, and a list is published, the provisional employees have to be let out.

But, at the same time that the temporary employees are dismissed, other departments are looking for people to take jobs, but there is no way for the discharged worker to find out where there are openings.

The only advice they can get has been discontinued

is "shop around and see if some other City department wants other you."

For a while, the City Civil Service Commission kept a list of provisional opportunities in the varous City departments, but that

#### 'Nothing New' On Grade 3, 4 Clerk Promotions

"Nothing new," is the report at the New York City Civil Service Commission on progress of the Clerk, grade 3 and 4 promo-tion tests which were held last November.

However, candidates may have some news on the examinations within a few weeks.

#### Over 70, They Stick to the Job

Two old-time employees of the Board of Transportation were granted permission last week to stay on the job although they have passed the mandatory re-tirement age of 70.

They are: Dr. Lemuel D. Ayers, Physician for the Board of Trans-portation; and Assistant Counsel Arthur G. Peacock, both of whom were granted permission to re-main at the job for another year.

#### Future NYC **Promotion Tests**

Another group of promotion of open-competitive examination has been announced by the NYC Civil Service Commission. No dates have been set for the receipt of applications, but The LEADER will carry this information when available.

Following are the prospective

pal Civil Service Commission.

Open Competitive
Chief of the Division of Research and Training (Child Hygiene), Grade 4.
Chief of the Division of Physically Handicapped Children, Gr. 4; Stenotypist, Grade 3.

Promotion
Auto Machinist, Depts, Sanitation, Parks and President, Borough of Manhattan. Stenographer, Grade 4. Munici-

#### sent a long memorandum to Flaw in U. S. Vet Preference Act Might Work Out Against Returning GI's

Several Federal officials claim they've found a flaw in the Starnes-Scrugham. This measure provides preference in civil service for war veterans, their wives, and their widows. One of them says: "It's a hole big enough to drive a team of horses through and then admit hordes of nonveterans to those positions specifically reserved for veterans."

Under the terms of the act, the positions of guard, elevator operator, messenger, and custo-dian in the Federal service, are restricted to veterans so long as there are enough former GI's available who wish to compete for those jobs. This restriction of jobs to veterans is to last for 5 years after the war. Moreover, either the President or Congress, by concurrent resolution, can add other positions to this list.

#### The "Hole'

But here's the gimmick: There is nothing to prevent an appointing officer from filling

cian or City Electrician may now enroll in a free course which is offered at the Samuel Gompers High School. 145th Street and Southern Boulevard, the Bronx. The agency goes over the list, then returns it to the Commission with a note saying: "Please cancel the certificates of the Act says plainly that the saying: "Please cancel the certificates. We've decided to fill the preferences refer "to applicants" positions by promotion. We have

for entrance into the service.' This is taken to mean original entrance. As some Federal officials interpret the Act, nothing contained in it prevents the appointment of qualified non-veterans already in the service to posts assumed to be reserved to veterans only.

#### How It Might Work How would this work in prac-

Suppose an agency head has 10 guard jobs to fill. He tells the Civil Service Commission. The Commission sends him over a list of names of veterans. The agency

enough qualified persons available among our permanent employees." The agency then proceeds to promote 10 clerks to the job.

Or, the agency could simply transfer employees of the same grade and earning the same salary, to the guard jobs. Probably Wouldn't Happen

H. Eliot Kaplan, Executive Sec-

retary of the Civil Service Reform retary of the Civil Service Reform Association, who was aware of the "inside" activity which preceded the writing of the bill, told The LEADER: "Theoretically, such an abuse of the Act's objective is possible. However, the Civil Service Commission has powerful controls which it can exercise. First, it can approve or disapprove promotions. Secondly, it can determine how certain posi-

can determine how certain posi-tions shall be filled. And it can call to account any appointing officer who seems deliberately to be evading the objectives of the act, by asking him to give his reasons for failing to appoint veterans, and then turning down those reasons if they're frivolous."

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#### The Conditio

Following are the conditions un-der which the City Civil Service Commission will accept refusals, and still keep the eligible on the

I If you live in a borough other than that in which the north than that in which the posi-tion is offered, that is a valid reason for not accepting the position. son for not accepting the position. In such cases, you will not be certified for a position in any borough other than the one in which you live. But you may, at any time, notify the Commission that any Borough is OK and increase your chances for an ap-

2 "Insufficient salary." If the position is offered below the maximum stated in the announce-ment of the examination, then you have the right to refuse. You will not, in the future, be certified to any opening paying less than the salary you refused.

3 "Temporary inability to accept the position." The Commission may require a full and

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By JEROME YALE

It is possible to refuse the offer of a job, and still remain on
the list, with an excellent chance
of taking the job in the future.
But you must refuse under certain stated conditions.

In this case, the Commission will release, are among typical reasons. In this case, the Commission will with-hold future certifications until you notify it that you are able

4 Many positions, at present, are being offered for indefinite," "temporary," or "military substitute" appointments. You may decline such an offer, and in the future you will only be certified for permanent positions.

The "objectionable nature" of the duties of the position are

the duties of the position are also valid grounds for refusal if the opening is in a hospital, mor-gue or similar institution.

Reply Quickly Another point to remember is this: You must reply within four days after receiving an offer of appointment or your name may be stricken from the list; and re-stored only after filing a written application with the Commission, subject to approval by the Com-

#### **Hines Case** Has Big Lessons For Employees

The civil service angles behind the recent decision in the Philip Hines Pension case are of interest to every public worker. This legal tangle, in which the courts prevented Hines from receiving a large yearly pension, shows the necessity of having wide-awake organizations to protect the op-erations of the Merit System.

Here is the whole story:

Philip Hines had an exempt political appointment) job as (political appointment) deputy City Clerk. He held this position for 25 years, having served the City 36 years in all. He suddenly decided to retire.

#### Ineligible for Pension

According to the law, his pre-cipitate resignation made him ineligible for pension, even though he was a member of the New York City Retirement System An application for retirement must be made while still in service, and least 30 days before the date of leaving the position. Each re-tirement application must be approved by the Board of Estimate. When Mr. Hines' application came before that body, a solution was found It seems that there was found it seems that there was a vacancy for a clerk in the City sanitarium at Otisville, New York. Mr. Hines' qualification apparently were just what the department needed, because he was appointed to the job and exactly four days after he came back to work, Mr. Hines again filed an application for retirement

The Municipal Civil Service Commission was notified of the appointment on December 4, 1942. It took no action until December 14, then approved the appointment retroactively to November 5, 1942. The action of the Commission was not mentioned the commission was not mentioned to the commission was not mentioned at the commission was not mentioned at the appointment of the commission was not mentioned at the appointment of the appointmen mission was not unanimous, Mrs. Esther Bromley dissenting.

Promptly, the day after the Com-mission's action—December 15— Hines resigned and applied for

retirement.
That started the legal fireworks.
The Civil Service Reform Association, through Richard Welling, its president, determined to fight this newly acquired legal status of Mr. Hines, H. Eliot Kapan, secretary of the Assoriation,

began action.

At the same time, Hines brought a suit against Mayor La-Guardia, demanding recognition of his pension status, which the City had resisted, alleging misconduct in office. Hines argued that any alleged misconduct had that any alleged misconduct had nothing to do with his rights to a pension.

#### Came Before Court

Both legal actions were con-Both legal actions were consolidated and came before Justice Julius Miller of the Special Term of the Supreme Court. The judge dances. Grand meals—not strictly Hosher. No social staff.

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Livingston Manor. New York

Both legal actions were consolidated and came before Justice Julius Miller of the Special Term of the Supreme Court. The judge of the Supreme Court. The judge because the pension on the grounds stated, but that the pension should be denied because Mr. Hines' last appointment did not meet the legal re
Livingston Manor. New York

Both legal actions were consolidated and came before Justice Julius Miller of the Special Term of the Supreme Court. The judge Dailly Thips to and From The Mountains Book To Book Service

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Employees of the NTC Department of Welfare were saddend to learn of the death of Eleanor to learn of the death of Eleanor Bliss, former department social worker who was serving with the American Red Cross in China. While on duty in China, she confracted a serious illness, and was flown to India, where she died and was buried in a U.S. Army Cemetery. She had been with the Red Cross since shortly after Pearl Harbor, and had served in North Africa during the desert campaign.

quirements.

#### Decision Reversed

Hines appealed, and in April, 1944, the Appellate Division re-versed Judge Miller and ordered to City to pay. Here the ruling was that the Civil Service Com-mission had made a practice of approving appointments retroactively, and that this was in ac-cordance with law; also that the Board of Estimate had no right to withhold the pension, as Mr. Hines had resigned and had not been dismissed for misconduct.

#### Reversed Again

Then the cases went higher, up to the Court of Appeals. The higher court reversed Judge Miller and held that Hines was not en-titled to a pension; that service in his last City position (hospital clerk) could not be counted prior to action by the Civil Service Com-mission; and that the pension application was faulty because of failure to make application 30 days before leaving the City service.

#### Civil Service Consequences

The civil service consequences outstrip any immediate result to to Hines. Legal status to a civil service position may not be acquired except through orderly, legal action by the Civil Service Commission. This takes in all municipal posts, competitive, non-competitive, labor class, permanent or provisional; all except the exempt jobs. A secondary result of this decision is to protect the pension system against grab-bag

#### Boys 16-17 May Learn Trade, Be Paid for It

There's a chance for young men of 16 and 17 to learn mechanical trades at the Brooklyn Navy Yard, starting at \$4.64 a day, and working up to \$7.52 a day.

Applicants must be American citizens, pass a physical test and a written mechanical aptitude test. Most preferred we young men who have completed a course at a vocational school or have had some mechanical background.

To obtain this opportunity, ap-ply at either of the following: 1. The Recorder, Labor Board, U. S. Navy Yard, Brocklyn, N. Y.

2, U S Civil Service Commission, 641 Washington Street, New York City

Among the different trades which will be taught are: black-smith, boatmaker, boilermaker, coppersmith, electrician, joiner, loftsman, machinist, molder, painter; pattermaker, pipefitter, sailmaker, shipfitter, shipwright and toolmaker.

#### **Training Courses** Of Interest to Civil Employees

A number of courses of interest to civil service workers are offer-ed by the School of Business of the City Colleg at Lexington Av-enue and 23rd Street, New York City. Evening courses in many fields are offered, and consultants are available to help choose the best subjects.

Among the courses which will open in September are: Accounting, advertising, art, business law, languages, economics, foreign trade, office machine operation, while speaking mysphasing real public speaking, purchasing, real estate, statistics, secretarial and cultural courses.

A Job Training Booklet may be obtained by writing to Robert A. Love, Director of the school, at the Lexington Avenue address.

#### 12 Older Men Needed For Easy Work

Twelve men are needed for what the NYC Department of Public Works describes as "easy outdoor work." These jobs, as bridge tenders on the small bridges around the City, entail light cleaning and other duties, The salary is \$1,440 a year, and older men—up to 70—are desired.

Apply to the Personnel Rep-

Apply to the Personnel Representative of the Department Room 1821-A, the Municipal Building, Park Row, New York City. The office is open from 9 to 5 daily.

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8 Ada M. Harrison 0 Alice L. Higgins
Promotion to Junior Chemist (Taxicology)
Office of Chief Medical Examiner
1 Saul Schenket

Promotion to Clerk of Court Grade 3
Court of Special Sessions
1 Julius Winstock 11 Ed. I. Barnett
3 Thomas Graham 12 J. L. Calamari
3 Arthur Keller 13 William Scherr
4 Milton Hartman 14 William Barrett
5 F. A. Taylor 15 Oscar C. Raney
6 J. C. A. Hennessyl 6 J. L. McKinley
7 J. P. Herbert 17 Robert M. Healy
8 Maurice Golomb 18 B. Lederman
9 Raymond Cothy 19 Joseph Ramson
10 George Hodes
Promotion to Telephone Operator Grade 2

Promotion to Telephone Operator Grade 2 Triborough Bridge Authority 1 Mary A. Supples

Stramfitters Helper 1 James Flynn 75 F. Lepere 2 James J. Brady 76 Thomas La Salie 3 John T. King 77 Vincent Gamba 4 S. J. Marocco 78 W. S. Waddell 5 J. J. Patterson 79 John A. Jordan 6 Salvatore Capasso 80 F. J. Dippoid 7 Patrick Flannery 81 Ernest Marza 8 M. Reojaminson 82 T. M. Mallimson 9 Leo A. Easop 83 Harold J. O'Neill 10 J. H. Geisier 84 A. J. Lapreta 11 Martin Isaacs 85 John W. Gobbi 12 M. J. Radigan 86 James Gaine 13 John A. Riss 87 L. A. Murray 14 V. DiGiovann 88 M. J. Contauro 15 Louis T. Di Palo 80 Charles Piore 16 Prank J. Krieger 90 J. M. Brennan 17 F. Pauling 91 Roland Malerba 92 Thomas Dipalo 19 Patrick Palasano 93 W. G. Schmid 90 E. V. Neville 94 D. Quaglia 18 A. Natiello 95 J. F. Cacace 22 M. L. De Maei 96 C. Calandra 23 J. Paccione 97 W. F. O'Shea 25 M. P. Grimandi 99 J. J. Donohue 27 Rudolph Stansk 101 J. Di Pabo 28 A. F. McKally 1002 Ed. C. Heck 29 S. Gaito 98 Frank Perone 99 J. J. Donohue 10 J. J. Donohue 11 J. J. NcKenna 105 Henry D. Burk 29 S. Gaito 90 J. J. Donohue 38 C. A. Mauro 105 Henry D. Burk 29 S. Gaito 107 Joseph Suda 14 E. J. Enright 105 Louis Tourant 105 Henry D. Burk 29 S. Gaito 107 Joseph Suda 15 J. M. Samuel Weber 108 M. F. Einstace 110 H. A. Gruschew 35 Joseph Meelino 114 J. V. Byrnes 16 J. J. McErroy 114 J. V. Byrnes 16 J. J. McErroy 115 John Sioane 175 L. A. Mannarino 18 Marking Irone 120 A. C. Galikosh 19 J. A. Calana 123 R. H. Davis 60 Joseph Dubles 114 Samuel Weber 115 John Sioane 124 Ramuel Witchel 60 C. L. Steinhauer 124 Samuel Witchel 61 Rubin Pressman 125 L. A. Mannarino 62 Moe Pinn 125 L. A. Mannarino 63 P. J. McErroy 117 William T. James 19 J. J. Stewart 19 J. J. S

10 A. G. De Nilo
Promotion to Car Inspector
New York City Transit System

1 Manuel Mendes
Promotion to Car Inspector
New York City Transit System

1 George J. Hill 3 J. G. Wheatley
1 George J. Hill 3 J. G. Wheatley
2 Bernard Kiernan
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#### **Bootblacks Don't** Want NYC Jobs

New York City departments are faced with a tough man-power situation. So tough, in power situation. So tough, in fact, that one department approached bootblacks who work in the Parks near the municipal office buildings to see if they could be talked into taking jobs with the City.

But when they learned that the salary offered for laboring jobs, was only \$1,200 a year, the boys said, "Phobey!"

#### **Impartial Board To Hear Problems** Of Subway Men

A new deadlock between the employees and the New York City Board of Transportation will now be brought up before an impartial board of arbitrators. The Trans-port Workers Union is dissatisfied with progress under the present setup, in which Deputy Commis-sioner Edward C. Maguire is in charge of personnel matters and labor adviser to the Board of Transportation, and has asked the Mayor to set up machinery for arbitration. This is provided by the Wilkinson Transit Committee which Mayor LaGuardia ap-pointed last year.

#### Last Week's Action on NYC Eligible Rosters

Following are recent certifications made by the New York City Civil Service Commission to departments having vacancies:

#### Chauffeurs In Demand

Several City departments are making appointments from the open-competitive list for Auto Engineman at \$1,500 a year. Number 1362 was the last reached on the list which has been sent to the Welfare, Parks and Hospitals De-

#### Quick Action

Quick Action

The list for Office Appliance Operator (Remington-Rand Dalton Duplex Bookkeeping Machine), Grade 2, open-competitive, which was published on August 8, 1944, has been sent to the Comptroller's Office for appointments at \$1,440 a year. Permanent, Temporary, Military Substitute and Leave-of-Absence positions are open. The first 14 names on the list were certified.

Another office appliance operator list went to the Finance Department. The Remington-Rand Key Punch, Grade 2 list will be used to fill a vacancy at \$1,440 a year. The first 13 names were sent to the department. This list was published on June 31, 1944.

Bookkeepers at \$1,201 or \$1,320

The open-competitive list for

As Ernest Settimo explains it:

Back in 1930, as a postal clerk,

he had trouble learning the com-

plicated "scheme" of streets and

house numbers which postal clerks must memorize. And at the time he was a substitute and wasn't making enough at the Post Office, so he had to find other jobs.

He Gets an Idea

That meant he had still less time to study the "scheme," so, after considerable thought, he

says, a plan came to mind which would make life easier for the postal clerks.

His idea was to divide the City into zones, and then to sub-divide it into lettered sections, "A" "B," "C," etc., with each letter representing a carrier route.

500 W. 27th St., N. Y. C. CH. 4-2326

**Bklyn Clerk Wants Credit** 

of the zoning system which is now in use and that he

A Brooklyn postal clerk feels that he's the originator

For Postal Zoning Idea

should get some credit for the idea.

**New Job for Deputy** 

Many-jobbed First Deputy Com-missioner Joseph P. Piccirillo of the NYC Welfare Department had another assignment handed to him

Acting Commissioner Harry W. Marsh appointed him to the De-

partmental Board of Examiners who pass on the qualifications of employees hired directly by the department.

Other members of this Board are Mrs. Margaret F. Bourke and Miss Dorothy V. Zeman.

Welfare Chief

Bookkeeper was sent to the Board of Transportation to fill two positions at \$1,201. The same list was also sent to NYC Housing Authority for appointment at \$1,201 plus a bonus of \$119. The last name reached was number 88.

Correction Promotion

James W. Nugent was certified from the promotion list for Captain, Department of Correction, at \$2,401. He is number 16 on the list.

Sanitation Doctors

Sanitation Doctors
The open-competitive list for City Medical Officer was used to make three certifications for appointments as Medical Examiner in the Department of Sanitation at \$4,550 a year. Samuel A. Peley, number 16; Myron A. Sallick, 17, and Shephard Siegal, 21, were the three doctors. Names of others who are in military service were not sent in as the Department of not sent in as the Department of Sanitation has refused to accept the names of eligibles who are in

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#### **Dobbins Becomes** Civil Service Sec'y

The confusion at the NYC Civil Service Commission is ended now. William J. Murray, former acting secretary has gone over to the Board of Education, where he will head the Bureau of Supplies.

Edwin C. Dobbins is now acting secretary, in place of Frank A. Schaefer, now a major, who is on leave from his position as secre-



Michael Mercogliano

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# Civil Service EADE

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#### **Concerning State** Pay Adjustments

HE recent official decisions of the State Salary Standardization Board, referring to laundry and physical therapy employees, ignore the request of the workers that pay increases be made effective immediately instead

of April 1, 1945.

The Board, the State Budget Bureau, the Civil Service Commission, and the Mental Hygiene Department must know that salary reallocation may, under the lump-sum budget, be made legally effective retroactively or at the time dcisions are made-they needn't wait upon the beginning of the fiscal year 1945. And they should know how badly the institutional service needs these salary adjust ments.

Employees in the State's institutions have been extending themselves to the utmost in caring for patients. They've done it under a heavy work-load made heavier by the inability of the State to recruit new employees. And they've been doing the job under conditions which find

the institutions undermanned by the thousands. Moreover, the employees haven't asked hugely spiraling wage increases. They haven't even asked for adjustments they might have demanded to bring their pay up to wartime levels. It may be said that their requests have been comparatively moderate.

#### ONLY ACTION CAN IMPRESS THEM

We are dealing here with a matter involving the normal application of a law of the State, approved in 1937 by a Republican Assembly and a Democratic Senate. Employees cannot at this late date well be impressed by Standardization Board or Budget "studies." Nor can they be expected to shout in elation over Rule VIII-C, issued by the Civil Service Commission, which by-passes present appeal and decision machinery. Nor can they grow maudlin with excitement over proposals to give "flex-ibility" to the sound 1937 career service law. Employees are literally amazed and confounded at the length to which present procedures of State agencies dealing with personnel problems are limiting and delaying institutional salary adjustments. Employees are becoming ever more impatient of decisions and lack of decisions which result ultimately in the same thing-their salaries remaining unimproved after, in some cases, more than 20 years of ne-

Who is being fooled by this petty strategy? We

wonder.

#### letters

How to Get Job As Police Temp

ing or the position of Temporary Patrolman with the New Yor. City Police Department.

Five do I go about getting an convertion for this position?

approaction for this position?
HAROLD SULLIVAN.

The NYC Police Department is now accepting applications from men interested in the \$2,000 a year duration jobs. You may apply at Police Headquarters, 240 Centre Street, Manhattan. The department will give written and hysical tests to applicants. -Editor.

#### Likes Articles, Likes Miss Hudson

Sirs: I enjoyed your articles about the State retirement system. I know it is supposed to be a very good plan, but what provision, if any, is made for dependents of an employee in case of the death of said employee. of the death of said employee either before or after retirement.

Your "Miss Civil Service" contest was fine. But I think Miss Hudson, who won the War Service contest, rated a front-page position. She's mighty photogenic as well as being patriotic. STATE WORKER.

#### She's Worried About Post-War Job

Sirs: In your July 19 issue you had an article about the War Service Appointee having a chance to hold his job after the

am now a war service appointee at the ODB in Newark. took a civil service examination January, 1942, from which I was appointed to my job. When the ODB moved to Newark, they hired many with no civil service examination and many who never even knew what civil service was.

civil ser ice ratings. In fact I have seen in one unit two grade clerks given Assistant Group Leaderships while there were at least 20 or more grade 3's right there. No explanation was offered.

Now what I am trying to find out is: With all this post-war planning for the civil service worker, will we who have worked hard to get a civil service position and to keep it be left out without any seniority rights and those who have come in without examinations be kept on?

Thank you very much for your attention to this matter.

See articles on pages 1 and 2.-Editor.

Thanks from BMT Clerks

Sirs: Flease accept our sincere thanks for publishing our griev-

HELEN M. HEENAN,
1114 Atlantic Avenue, Brook
1318, N. Y.

#### Thanks from Wives Of the Firemen

Sirs: We want to take this op-portunity to thank you for the fine communication you sent the Brooklyn Committee of Firemen's Wives. Since that time, the various borough organizations have been consolidated into one organization known as the Firemen's Wives Association of Greater New York.

We thank you for your support.

FLORENCE GRAETZ.

#### Federal Employee Presents His Plight

Sirs: Your "gripe contest" in-spired the poem which follows. Before presenting it, I want to express, in advance, my appre-ciation for anything that The LEADER would print which would help improve the conditions com-

As far as I can see there has been no seniority given those with

#### Repeat This!



Military Stuff

Is it true that one of the lead-ing heroes of World War II has been heavily on the pan by the Army, and may even have been court-martialed? . . . When the U. S. Army in France needs workers, here's how they're recruited: The Labor Exchange posts a no-tice on an outside bulletin board, just like the private employment agencies do along old Sixth Ace-nue in NYC, . . . Other recruit-ment publicity stunts: sound-trucks going through the workers' tions. . . . Americans are finding native French labor leaders who escaped the Germans, and these leaders are now urging the French workers to take jobs with the Americans. . . In some cases we pay less than the Nazis did, but the French realize that prices have gone way down, and they no longer have to see the base indeposits. have to pay the huge indemnity imposed by the Nazis. . . . Where the French workers know no English and the supervising Americans know no French, sign language is used—and very successfully, too. ... They say a Navy man would rather be a civilian than have to work under Army orders, but just that is the fate of one Navy ad-miral, J. W. Bunkley, Ret. As Supervisor of New York Harbor, he keeps the waters clear of flot-sum and jetsum, but he's under the jurisdiction of the U. S. Army

iurisdiction of the U. S. Army Engineers. . . . Congressman Jim Fay, who lost a leg in World War I, is acting in movie shorts being produced for the convalescents of World War II. . . . Victory, the U. S. propaganda magazine put out by OWI and edited by Ken Purdy, is a better job than most private picture magazines.

York Items The Phil Dunn and Clarence Neal factions of Tammany Hall Neal factions of lammany that are farther apart than ever, with Ed Loughlin, leader of the Hall, in the middle. The Dunn faction wanted the recent Supreme Court nominations, but they didn't get it.
There's possibility they might be appeased by having their man appointed Jim McNally's successor as U. S. Attorney. U. S. Attorney. . . Former Su-preme Court Judge Jeremiah Ma-honey will be campaign manager for Senator Robert Wagner. . . . John Furia, a New York City official, heads a group of Federal per-sonnel executives. . . . Carey, NYC Sanitation head, will receive a most unusual present from his employees on his birthday, which comes soon, . . . Newbold Morris, President of the NYC Council, likes his c fort. He patters around City Hall in a pair of hadroom slippers. . . . Last week, the NYC Budget Office, on the 12th floor of the Municipal Building, became enveloped in clouds of smoke and dust. Reason: Pipes being fixed. . .

reasons. I prefer that you use the pseudonym, "Uphill Fighter" if you see fit to publish this poetical gripe of mine, otherwise known as "The Plight of the Federal Employee,"

The average federal employee Who feels that he should get a raise. Must either pass a promotion test Os wait eighteen months of very long days.

When he passes a test that is not for promotion

And then asks his "super" to have him transferred.

He will probably get the most eloquent

pruise, And just because he is able, his transfer's

Now along with these major difficulties is the property of the allotted half hour

for limes.

By the time he arrives at his favorite "Joe's Kate."

A very quick hite will be all he can house.

UPHILL FIGHTER.

#### S5 FOR BEST LETTERS

Put it in words!

Each month, The LEADER will pay \$5 in war stamps for the best letter dealing with a civil service problem. So, if there's a gripe bothering you, or if you have an idea to improve things, or just want to talk, put it into a letter! Address the Editor, Civil Service Leader, 97 Duane Street, NYC.

#### Merit Men



#### J. Frank O'Marah

J. FRANK O'MAPAP has just been appointed chief of a new bureau at an age that prompts

most men to seek retirement. O'Marah entered State service 53 years ago when (in 1897) he became stenographer and secre-tary to the superintendent of St. Lawrence State Hospital, Since then, he's advanced far in the service.

As director of the new bureau of Rights of Way and Claims in the Public Works Department, it will be O'Marah's task to set a functioning unit of 50 or more employees. This bureau will nego-tiate the payment of upwards of \$50,000,000 in the next few years for rights of way for highways and bridges under a new law which transfers the acquisition and cost of rights of way from the counties to the State.

#### His Methods Becomes Model

For many years, O'Marah has headed a small claims bureau devoted to the purchase of land needed by the State for grade crossing elimination projects and crossing elimination projects and O'Marah, now with the 8th Air for flood control. More than 90 Force "somewhere in England" per cent of these land acquisions have been successfully negosides in Miami Springs, Fla.

tlated by O'Marah without recourse to court adjudication, at a saving, of course, both to the State and landowners. Indeed, the organization and methods he used became a model for the

#### Formula for Success

O'Marah is tall, thin and wiry, He is one of the most self-effacing of public servants. He never raises his voice; is blessed with a sense of humor; and because he can see, tolerate and analyze the other fellow's point of view, he has been an outstanding success in dealing with all kinds of people whose property was required by the State.

#### What He's Achieved

During his period of service, about 1,000 grade crossing elimination projects have been undertaken and completed, involving 4.000 to 5.000 claims for the value of land appropriated and legal damages. In addition, many other projects have been completed, in-Cluding Albany-Rensselaer Bridge, Troy-Menands Bridge, Rip Van Winkle Bridge, Little Falls High Level Highway and about \$3,000,-000 for right of way on flood control projects. trol projects.

In a recent publication issued by the Federal Public Roads Administration, the Committee on Inter-region Highways recom-mended the adoption of O'Marah's procedure used on grade crossing elimination projects for use on State highway projects throughout the United States as a model of efficiency and effectiveness. Mr. O'Marah has been in charge of this procedure since 1928 and with others in the Department of with others in the Department of Public Works and the Attorney General's Department is largely responsible for the effective op-eration of the law and method of acquiring right of way for State

O'Marah is married. He has two children, Captain Franklin

be formed to confer with other

bona fide civil service groups. . . .

Can you imagine such "con: r-

ring" when the resolution con-tained the following nasty words about other employee organiza-

"Whereas, there is no collective bargaining organization for many of these (NYC) employees; nor is

there any civil service association

having as its primary motivating principle the betterment of work-ing, wage, or other conditions na-

tive to general employment in civil

"Whereas, the need for a unify

ing force is necessary to bring about the enhancement of the pre-

rogatives and privileges associated with employment in the City of

Seems to us that any bona fide

civil service organization would resent these cracks at its "nvi-mary motivations." It would be pretty hard to get them to do any "conferring" after slapping them

The resolution even proposed a

name for the new municipal em-ployee association. It was to have

been called, says the resolution, the "League of Civil Service Or-

Harnedy says that the letter

which he sent out to the delegates

containing the resolution "could hardly be considered an endorse-

O.K.! We

(we quote now from the

#### POLICE CALLS

#### An Idea—Mobile Kitchens for Cops

Why not mobile kitchens for cops who are covering big events over a period of hours? When the patrolman has to cover a ball game or a big outdoor meeting or a parade or an election or some municipal emergency, seems to us a good idea to make provision for him by setting up a system of mobile kitchens where he can get himself donuts and coffee and a sandwich.

resolution);

service;

New York. . . .

in the face like that.

ment of the resolution.

take Pat's word for that.

As it is today, Police Calls isn't revealing any secrets by affirming that the average cop on such a detail has to sneak off when he feels he can in order to snatch a fast bite. Mobile kitchens would

be much better, don't you think?
At the same time, the man would be available quickly when needed. And he wouldn't be taking the chance of not being around if a superior officer should ask for him.

Who would put up these mobile kitchens? Why not the PBA? Seems to us an excellent service the organization could render its members. If the PBA doesn't do it, maybe Commissioner Valen-tine or Mayor LaGuardia could figure out something. Certainly the cost isn't overwhelming.

In peacetime we'd suggest that some of the private organizations take this over, but right now they're all tied up with military work, and shouldn't be side-tracked.

Anyway, Police Calls would like to hear from men on the force about this idea. Do you approve? Has it got any bugs in it? How can it be made to work? Write in, give us your views and sug-

#### PBA Delegates Veto **Employee Group Plan**

Well, the PBA delegates at the monthly meeting last week defeated the resolution (described in ast week's Police Calls) for setting

up a new employee organization. PBA President Pat Harnedy says: "The PBA does not intend to form a city-wide employees organization." Of course not - the resolution

which would have been the first step in this direction was killed by the delegates. Pat says that the idea of the

The delegates knew full well what they were doing when they killed that resolution. Yes, there is plenty of room for

cooperation among civil service or-ganizations in New York City. The LEADER has often expressed this opinion. But cooperation can't begin by slapping the other resolution was that "a committee fellow around.



# The State **Employee**

By CLIFFORD C. SHORO

President, The Association of State Civil Service Employees

In writing "The State Employee" as a regular weekly feature of The LEADER, Clifford C. Shoro discusses all and any matters of interest to employees of the State of New York. He is writing this column with complete leeway to express his own views.

#### Headlines

TIME WAS when we opened our morning papers to read head-lines that gave us news of local, national and international happenings of a world at peace. News of sports, politics, education and all peaceful activities of human endeavor. News of accidents, some of which ended in sad fatalities. News of the progress of political campaigns, campaigns for raising funds for endowments of colleges, hospitals, etc.

In the news of our wartime day, there is all too frequently an unwelcome item suggesting serious lack of patriotism, of common sense, or of sound human relationship and procedures. Breaking in upon the news of the solemn sacrifices and devotion of the fighting man, the conscientious efforts of good statesmen, the loyal laborers of factory and farm, is the callous headline announcing unresponsible strikes—and more strikes, The very word is beginning to arouse sentiments and passions inimical to national welfare and particularly the welfare of workers.

Certainly the strike—the force weapon of labor—is not justified as a protest against minor grievances. Certainly stoppage of production, temporary or prolonged, either directly or indirectly, connected with the top speed prosecution of the war, is an act that may cost the lives of American soldiers and is, therefore, indefensible on any grounds.

State Workers Have Acute Problems STATE EMPLOYEES are organized in their own Association. They have faced many labor problems in the past. They have problems in the institutional services now that are acute. Employees of the Mental Hygiene hospitals and schools have been seeking for years to obtain what they earnestly is economic equality with other workers. They, too, are tempted now and again to register their protest against inaction by constituted authorities in a forceful manner. Only last week at Albany, serious delegates representing all of the thousands of workers involved, talked of the seeming futility of peaceful petitions and appeals. But State employees have a way of reasoning things out from moral standardings and appeals. of reasoning things out from moral standpoints, as do many self-disciplined groups of American workers. They know strikes are futile and they have outlawed them in the by-laws of their Association.

Sound Relations Can't Be Ignored SOUND EMPLOYER-WORKER RELATIONS may not morally be ignored by employers, public or private. Petitions of employees are sacred documents—just as was the petition to King John at Runymede in 1215. The right to petition is a constitutional right. Selfdiscipline within worker groups implies the same self-discipline and surrender to moral considerations on the part of business, industry and public agencies dealing with personnel problems. Recognition of human dignity, and man's social progress, will

outlaw the strike entirely in good time,

The Aims of Social Security
IN OUR SOCIAL SECURITY aims we must recognize that not only is unemployment a thing to plan against, but also employment at low wage scales with low standards of living, poor health safe-guards, poor housing, lack of ability to support the home, the church and the school. Labor relations based upon close employer-labor-government cooperation, is one with the problems of elimination of

In this period of crises for civilization, we must pray as never before for Divine guidance in solving the problems of a social justice that will satisfy the real aspirations of mankind without recourse

#### What Bigelow **Told the Mental Hygiene Employes**

ALBANY—The statement of Dr. Newton J. T. Bigelow at a meet-ing of the Mental Hygiene Employees Association has aroused much interest among employees of the department. Dr. Bigelow served in the dual role of Deputy Commissioner, Department of Mental Hygiene, and Chairman of the Salary Standardization Board. Here are the pertinent sections of his statement:

"Our chief current preoccupa tion is salary scales. A recent let-ter to Mr. Shoro set forth the sit-uation. [See LEADER for August 1.] The Salary Board is continuing meet regularly each week, hearing appellants and considering appeals from this and other depart-Recommendations have been made and have been appeen made and have been approved respecting occupational therapist, tailor, shoemaker and physical therapy technician positions in our Department. The research man's report will soon be available. Certain groups are being considered in advance of that where essential facts are

Later you will have a plan fashion designed to provide flexible salary schedules. [This plan was carried in full in The LEAD-ER for August 8.] This should enable the Board to make equit-able allocations and would remove serious stumbling blocks.

#### Second Headache

"The next largest headache is reclassification. The remaining two members of the Board are working day and night. You know that they have waded through the appeals at more than half of the institutions. Very soon you will have specific information. Individual hearings for each and the mass of paper-work following prolonged discussions of policy have been time consuming. I can as-sure you, however, that both Boards are acting sympathetically

and conscientiously.

"Also under study are further relaxation of rules relative to hospital meals for employees, aboli-tion of patient food handlers and the separate establishment of caf-eterias for employees.

"On the subject of meals you will also be glad to know that a supervising dietitian will soon be installed in the central office.

"The Department is otherwise busy with routine administration, some other innovations and particularly with a huge post-war building project. This concerns you, incidentally, in that your work should be pleasanter and easier in modern buildings."

#### STATE CIVIL SERVICE BRIEFS

What Is Involved In A Leave of Absence

IF YOU HAVE ever considered taking a leave of absence from your competitive State job, you have undoubtedly been troubled by several questions.

Am I entitled to a leave of

absence?

When must I return?

What seniority about my rights? Will I loose any salary incre-

ments?

The answers to these questions often decide whether you apply for the leave or not.

Leaves of Absence Discretionary Whether or not you get a leave of absence depends, first of all, on your appointing officer. If he turns you down, that's the end of it. There is no appeal. By its very nature a leave of absence must be discretionary with your appointing officer. The leave, once granted, is almost like a contract. The appointing officer agrees to hold your job open for you and promises to reinstate you on your return.

Duration of Leaves

Leaves of absence may be granted for a fixed period, such as three months, six months, nine months or a year, or may be for an indefinite period not exceeding one year.

If you get a definite three months leave, you must return when the three months are up, unless your appointing officer grants you an extension. This additional leave must not extend your total leave of absence beyond a year. If you do not get an extension and fail to show up for work at the end of your leave, you are A. W. O. L. and may be removed from your posi-tion or otherwise disciplined.

If your leave of absence is for an indefinite period (e. g., until you get over a serious illness) you get over a serious illness) then you must return within one year of the commencement of the leave. Otherwise, you will be deemed to have resigned on the date when your leave began.

The only type of discretionary

leave of absence which does not require that you report back for work within one year is a leave of absence granted under the State Civil Service Rule XVI (1b). This leave, which requires the consent of the Budget Director well. tor as well as of your appointing officer, is granted for the pur-pose of engaging in war work or in Federal government service, and is renewable each year on like consent without requiring you to report back for work between leaves. This type of leave, how-ever, cannot extend beyond six months after the termination of

Affect of Resignation During Leave

Persons who resign from service above the may be reinstated within one year reinstatement.

In NYC, a regulation of the Municipal Civil Service Commis-

sion required veterans to report to the Commission within 60 days after their discharge from the

armed forces to determine what

promotion examinations they had

missed and to apply for a special

However, the State Legislature

passed an amendment to the law which sets the period for this re-quest as 60 days after restoration

**Ex-GI Promotion Chances** 

Employees who have missed promotional examinations because

were in military service benefit by an amendment to the &

Military Law. This goes for employees of New York City and cincr Municipalities as well as the State.

Better Than Supposed

at the discretion of the appointing officer. If you take a leave of absence, you must return withone year. If you should submit your resignation before your year's leave of absence is up, it will not have the effect of giving you an extra year within which to obtain reinstatement. For exto obtain reinstatement. For example, if you took a leave of absence on July 1, 1943, you would be required to return by June 30, 1944. If you had resigned on January 1, 1944, you would still have to return by June 30, 1944, rather than by December 31, 1944. You are allowed only one year's continuous lowed only one year's continuous separation from the service-in-cluding both the time spent on a leave of absence and the time out on resignation.

#### Effect on Seniority Rights

Seniority, apart from its effect on your pension rights, plays an important part in promotions and lay-offs.

In promotion examinations a rating is given each candidate based on his total continuous state service. Time spent on a leave of absence is deducted, inasmuch as only actual work on the job considered.

In figuring seniority for lay-offs, however, time spent on a leave of absence followed by re-instatement is not deducted. In lay-offs, the important thing the date of original appointment in the service, provided service been continuous since then. The first appointed is the last to go. Inasmuch as a leave of absence does not break the continuity of service it is treated as service on the job. In this respect, a resignation followed by reinstatement is entirely different from a leave of absence. A resig-nation is considered an absolute break in service. Even where the resignation is followed by rein-statement, seniority must there-after be figured from the date of reinstatement rather than from the date or original appointment,

#### Effect on Increment Rights

If you occupy a Feld-Hamilton position and are not already at the maximum of your grade, you may lose an increment if you take a leave of absence. If you are out on leave of absence for six months or more between the period from April 1 to Merch 31, you are not eligible for an in-crement on the following April 1. If your leave is for less than six months you do not lose an

increment. a leave of absence, you re'n'n prior increment-or rning; service and need not come baat the minimum of the grade. The your salary was two increment minimum when the went on leave, you are entiled to a salary of two incoments the minimum upon your

#### New State Retirement Head Promises To 'Humanize' Present Pension System

ALBANY-State Comptroller Frank C. Moore revealed this week that he had designated Deputy Comptroller Edwin B. Kenngott of Buffalo in charge of the

State Retirement System. Mr. Kenngott told The LEADER that he intends later to confer Mr. Dubuar said. with representatives of the Association of State Civil Service Employees on proposals to "humanize" the retirement system as suggested by Comptroller Moore.

harles C. Dubuar, chairman of the Association's committee studying the retirement system, said he expected to write up a report on the committee's recommendations for presentation and discusslon with Deputy Kenngott and

#### His Background

Mr. Kenngott has been Deputy Comptroller heading the Municipal Affairs Division, Department of Addit and Control, since No-vember 8, 1943. In assigning him to his new duties, Comptroller Moore said, "For more than year the recodification of the Retirement Law has been under way. This will be completed in time for submission to the Legislature, at its next session, for its approval.

to modernizing and reorganizing the System so that better service may be rendered to the more than 106,000 members.

We have also initiated a survey to determine opportunities for increasing the benefits of the System, within the limitations of sound actuarial practice.

"With assets of \$230,000,000, our Retirement System is the largest of its kind in the country. All of its funds are invested in obligations of the United States Government and New York State municipalities.

"A man of the highest qualifications and of proven administrative ability is needed to head the System and to complete its Mr. Landsowne. The report will go into cost studies of the proposed liberalization of various features of the retirement plan, trative standpoint, with a view in System and to complete its organization. I know of no one better fitted for this important position than Mr. Kenngott, and I have accordingly designated features of the retirement plan, trative standpoint, with a view him."

Text of the Law

military examination.

to his position.

Following is the text of the State legislation which sets the procedure for the treatment of such employees:

"If a promotion examination is held while a public employee en-titled to participate therein is on military duty, such public em-ployee shall be given a compara-ble examination, provided he ble examination, provided he makes request therefore within 60 days after restoration to his position, and if he passes such examination, his name shall be entered on the regular promotion eligible list in relative order of rating and shall remain thereon until such list expires or is cancelled. If such list expires or is cancelled within two years after the name of such public employee urged early no a would have been reached for cer- ardization Education

tification while he was on military duty, had his name appeared on the original eligible list with the rating ultimately received, the name shall be placed on a special military list for the remainder of such two year period. Such special eligible list shall be certified be-fore certification shall be made from a subsequent eligible list for the same position.

#### Farm Workers Meet in Albany. Discuss Salary

ALBANY.-Last week, officers of the Executive Committee, New York State Farm and Grounds Employees Association, met at the Hotel Wellington in Albany. President of the Association is R. Van Dorpe.

Among other farm problems, the question of salary adjustment for farm workers came up. Requests for better pay were brought to the attention of the Civil Service Department and of the the name of such public employee State Salary Standardication has been placed thereon, and if Board Members of the formulates n by the Stand-

#### Willard State **Workers Deserve** A Great Big Cheer

WILLARD—Employees of Wil-lard State Hospital have gone allout in their aid to the war via the Blood Bank. After the Roches-ter Mobile Unit had recently passed through, here's how the score stood:

Seventh Donation Kenneth Keill, Edward Limner. Sixth Donation

Edwin Pemberton, Clifford Bastian, Myra Cole, Robert Cole. Fifth Donation Edgar Fritts, Clarence Vallee,

James Kelley, Emcry Barrett, Simmons, David Tripp, Elaine Leona Bell, Earl Bogardus, Carl VanVicet, Paulsen, Julian Rogers.

#### Fourth Donation

Allan Beaver, John Engel, Eugene Hayes, Edward McDonald, Herbert Milford, Justin Keady, Loretta Rooney, Leva Kelleher, Samuel Peltz, Burgess Guilfoos, Myra Guilfoos, Marguerite Pamphilon, Dorothy Moses, Ralph Salzer, Paul Warne, George Lewin

Third Donation

Mary Hayes, Estella Dunbar, Helen Petersen, Lettle Smith, Mary Taylor, Clara Covert, Marie Fisher, Walter Kipp, Edward Fin-nesan, Shirley Pearsall, Angelo Raffaele, Andrew Simmons, Mary llyn Mathews.

Ruth Blocm, Irene Pemberton.
Anne Miles, Frank Peltz, Mildred
Voigt, Ralph VanNostrand, Margaret Lewin, Marian Limner, Kenneth McGuire, Lena Terryberry,
margaret West, Alliene Chapman,
Kathleen Lochren, Margaret Mulvaney, Iola Eddy, Harry Jordan, William Keebler, Eleanor Malone, Glenn Shannon, Vergne Trask, Charles Carroll.

First Donation esa Carroll, I nees Theresa Carroll, I nees Spriggs, Margaret McDonald, Gladys O'Brien, Elaine McGuire, John Maher Mar-Lawrence Fox, John Maher, Mar-

#### **New York State Eligible Lists**

tatisties Clerk 3 18, Alb. off. Soc. Welf. From.

Taplin Lucy, Altamont
Emerich Marie, Watereliet
Dulin Mary C., Albany
Batton Mildred, Troy
Grace Catherine M., Albany
Type Copylet Gr. 4 Queens Count
Bieberberg, Helen, Maspeth
Steen, Anne, Jamaica
Diescher, Alma, Ridgewood
Obelen, Rose, Ozone Park
Ballock, Helen, Laurelton
Mann, Irene, Jamaica
Trabilsy, Anne M., Albane
Industrial Supt., Dept. of Correctie
Biner, Kenneth, Fort Ann
Kennedy, Michael, Dannemora
Rider, Charles, Alexander
Harding Sherman, Auburn
Davis, Dewitt Middletown
Stenographer, Dept. Health.
Tillim, Blanche, Rochester
Jungers, Kathleen, Attica
Rowman, Middred, G, Troy

Haeding Sherman, Anburn

Stenographer, Dept. Health.

Tillim, Blanche, Rochester

Jungers, Kathleen, Attica

Bowman, Mildred, G. Troy

Self

Bowman, Mildred, G. Troy

Self

Herslein, Margaret, Buffalo

Herslein, Margaret, Buffalo

Herslein, Margaret, Buffalo

Herslein, Margaret, Buffalo

Heald, Marsuerite, Niverville

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Heald, Marsuerite, Niverville

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Dayton, Frank J., Wynantskill 1
McCormack, F. M., Bochester
Hettrich, Paul W., Buffalo 3
Hamill, Lillian, Rochester 4
Cosgrove, John E., Watervliet 5
Ulancy, Edward F., Delmar 6
Arnold, Herbert, Hornell 7
Fetzer, Norman M., Buffalo 8
Peckham, Lillian, Utica 9
Hyrne, Charles, Albnoy 10
Smith, Francis R., Hamburg 11
Goyette, Bert E., Rochester 12
Tah, Technician, Open-Comp

Goyette Bert E. Rochester 13
Lab. Techniciam, Open-Com
Pottsch Leola, Bronx
Pottsch Leola, Bronx
Schatz, Rath, Brahyn. 2
Little George Elmhurst 3
Camermo, M. NYC 4
Oniskevich, Vera, NYC 5
Talit, Anita G. NYC 5
Jacobson, Doris, Brahyn. 7
Alexander, L. E. NYC 8
Jacobson, Doris, Brahyn. 7
Alexander, L. E. NYC 10
Schaefer, Ruth, NYC 11
Cooley, Mary, Albany 12
Langley, M. Albany 12
Langley, M. Albany 13
Goldstein, Florence, Bridyn. 14
Baran, Harry, Brahyn. 15
Brandstein, Florence, Bridyn. 16
Brandstein, Florence, Bridyn. 18
Stegel, Edith, NYC 19
Guernsey, Marlan, R. Albany 20
Schleimer, Sylvia K., Bridyn 18
Stegel, Edith, NYC 19
Guernsey, Marlan, R. Albany 20
Liebowitz, Judith, Bronx 23
Grossman, Samuel, Briyn, 24
Repert, Virginia, Albany 25
Hambin, Maxine R., Utica 27
Resseler, Edward B., Briyn, 28
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# When an Employee Gets in Trouble

By Frank H. Densler Civil Service Consultant, State Civil Service Department

The following article, written for The LEADER by Mr. Frank H. Densler, is intended to explain, in simplest form, what happens when a New York State employee finds himself in trouble—what his department can do and what he can do. This article is so basic that the editors suggest all employees clip and file for possible (but let's hope not) future use. Mr. Densler has long been affiliated with the State Department of Civil Service, and is considered an outstanding expert on civil service law and civil service technicalities.

#### Types of Trouble

The types of trouble in which an employee may get involved and which may cause his boss to think that drastic action is necessary, come under two general categor-ies: (1) incompetency, and (2) misconduct.

Incompetency has close integration with the performance of duty. It may be said to be inability or failure to perform reasonably well the duties which may be properly assigned to the position held by the employee. It usually results from lack of interest or lack of knowledge. It may also result from physical defects or mental incompetence.

Misconduct implies wrongdoing in some degree and this term includes many acts, such as insub-ordination, repental tardiness in reporting for work, absence without permission, intoxication during working hours, or absence caused by intoxication, neglect of duty, violations of rules of the department, mistreatment or assault of persons under the care of the employee while on duty, bribery, give the employee a reasonable and those instances of misconduct time in which to answer the Lindheimer, Harriet, Albany 3 84836
Carriero, D. M. Albany 4 8401;
Shapiro, Gertrude, Albany 5 8358;
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Borden, Eleanor, Cohoes 8 8168;
Donohue, Ethel, Albany 9 81458
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Burdick, Mary, Troy
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outside of employment which would affect the character and fit-ness of the employee for his po-

#### What the Employer Can Do

Under the Civil Service Law, the employer may apply certain pen-alties. The employee may be (1) dismissed from service; (2) demoted in title and grade; (3) suspended without pay for a period of not exceeding two months; (4) fined in an amount not exceeding \$50; or (5) reprimanded

If the employer decides that the employee's action warrants disci-plinary measures, he must give the employee written notice of the charges preferred. These charges should be specific and each charge should be followed by a brief and accurate statement of fact to substantiate it. The statement should stantiate it. The statement should include, so far as possible, such details as dates, identification of the incidents, and names of per-sons involved. The employer must

84830 84012 83588 New Buildings

To House State

ALBANY—An annex to cost around \$175,000 is planned for the State Office Building in Buf-

falo; and a new building, antici-pated to house State offices in Syracuse after the war, when men

This was disclosed as the State

Public Works Department began

a study of State office needs in the post-war era. A startling dis-closure was that no more rent-

able office space exists in Albany. "When we shift the Commerce

Department from the State Office Building to the Standard Build-

ing in downtown Albany in a few weeks, the last available com-mercial space in Albany will be

and materials become available.

**Departments** 

charges in writing. Although the Law is not specific as to what constitutes a reasonable time, the State Civil Service Commission has advised employers that at least four and prefera by eight days should be allowed for an-swer. If the employed is a U. S. War Veteran or is an exempt volunteer fireman as defined in the General Municipal Law, the ap-pointing officer must give him a hearing upon the charges before rendering a decision Pending a determination of the

charges, the employer may suspend the employee without pay for a period not exceeding thirty days. But if the employee is later acquitted, he must be restored to his position with full pay for the

period of suspension.

After considering the employee's reply to the charges, the employer must give written notice to the employee of his decision and, if the employee is found guilty, a copy of the charges preferred and the answer thereto must be en-tered on the records of the de-partment and a copy must be filed with the Civil Service Commis-

#### What Redress Has the Employee?

If a State employee believes himself aggrieved by the penalty or punishment, the Law provides that where the punishment is dismissal, demotion, or suspension without pay for more than ten days, the employee may appeal either by an application to the State Civil Service Commission or by an application to the State Supreme Court. If he appeals to

taken," said Commissioner Charles H. Sells, State Superintendent of Public Works. He said the acquisition of space for warehouse or record storage purposes is not a problem in Albany, but that any future expansion of the agencies wo ld present a serious problem. Will Rent in NYC

On the basis of present costs, it is indicated that the State finds it cheaper to rent offices in Albany and New York City than to build. This isn't true in the Buffalo and Syracuse areas. Thus !t appears that for a few years at least the State will continue to rent space in New York City rather than ex-pand its own building at 80 Center Street. Studies are being made. however, particularly with respect to Albany, which presents the most serious situation. The State now is paying \$19,180 a year for some 448,924 square feet of space in commercial buildings in Albany.

the State Civil Service Commission, he must file his appeal in written form within twenty days after receiving a written notice of the employer's decision and the State Civil Service Commission or its authorized representative shall hold a hearing and make such in-vestigations as may be deemed

advisable.

In these Civil Service hearings, compliance with the technical rules of evidence is not required, but both the employer and the employee are permitted to sum-mon witnesses and are allowed representation by counsel, The decision of the State Civil Serv-ice Commission is final and conclusive and is not subject to any further review in the Courts. The State Civil Service Commis-

sion gives these appeals careful and serious consideration, but should it decide that there is insufficient evidence of the em-ployee's guilt, the Commission is not empowered under the law to order the appointing officer to restore the employee to his posi-tion. It can, however, direct that the employee's name be placed on a preferred list for appointment to a vacancy in a similar type of position or it can permit the transfer of the employee to a similar position in another division or department. But where the employee chooses to appeal his case to the Courts, they can order that the employee be restored, with back pay, to the position from which he was removed.

Examples

An example of a successful ap-peal to the State Civil Service Commission is the case of a discharged institutional employee who denied the charges that he he had been tardy on several oc-casions and had left his patients, without permission, one hour be-fore the end of his work shift. The Commission found that no time records had been kept and the charges had been built entire-ly on the statements of the immediate supervisor of the em-ployee, but was able only to have his name placed on a preferred list and certified for positions in other institutions. Of interest and in contrast with this case, is the one where it was proved conclusively that the employee obtained one month of sick leave with pay, by convincing his employer that he was too ill to work an I needed a complete rest. He then used the time in gainful employment out-side of the public service. The Commission under the circumstances sustained the department head in dismissal of this employee.

City and County Service Employees in a service under the jurisdiction of a City or a County Civil Service Commission or a County Personnel Officer, usually have no recourse of ap-peal to a Civil Service Commission. However, these employees can bring an action in the Courts on the grounds that the removal was not made in accordance with the procedure required by the law. Generally speaking, the attitude of the courts in such cases may be illustrated by the following court opinion (1) "in a proceeding to review and annul a determination review and annul a determination of the court of tion removing an employee from his position, province of the court is restricted to questions of compliance of the presentation of the (Continued on Page 15)

#### **Progress Report** On State Exams

Open Competitive

JUNIOR INSURANCE QUALIFICATIONS
EXAMINER, Insurance Department: 79
candidates, held January 22, 1843. The
rating of the written examination is
completed. Investigations of training
and experience being made.

ASSOCIATE EDUCATION SUPERVISOR
(BUSINESS EDUCATION): 27 candidates, held May 6, 1944. Rating of the
written examination is completed. Rating of training and experience to be
done. Interviews to be held in August. BUSINESS CONSULTANT, Div. of Com-merce: 92 candidates, held May 6, 1944. Rating of the written examination is

Haling of the written examination is in progress.

JUNIOR STATISTICIAN: 64 condidates, held May 6, 1944, Rating of the written examination is in progress.

MOTION PICTURE INSPECTOR, State Education Dept.: 16 candidates, held May 6, 1944. Rating of the written examination is completed. Investigations of training and experience are in progress.

SENIOR BUSINESS CONSULTANT, DO

SENIOR BUSINESS CONSULTANT. Division of Commerce: 69 candidates, held May 6, 1944. Rating of the written examination is in progress.

SENIOR CIVIL SERVICE INVESTIGATOR, Dept. of Civil Service: 338 candidates, held May 6, 1944. Rating of the written examination is in progress.

SENIOR STATISTICS CLERK: 220 candidates, held May 6, 1944. Rating of the written examination is in progress.

JUNIOR STENOGRAPHER, Albany Area: 35 candidates, held June 17 and 24, 1944. Rating of written examination is in progress.

JUNIOR TYPIST, Albany Area: 711 candidates, held June 17, 1944 and June 24, 1944. Rating of the written examination is in progress.

STENOGRAPHER, Albany Area: 380 candidates, held June 17 and 24, 1944. Rating of the written examination is in progress.

JUNIOR CLERK, Albany Area: 1189 candidates, Linko Clerk, Albany Area: 1189 candidates, JUNIOR Candida

Rating of the written examination is in progress.
JUNIOR CLERK, Albany Area: 1189 candidates, held July 15, 1944. Rating schedule being propared.
PROMOTION
HEAD CLERK (Motor Vehicle) Department of Taxation and Finance: 10 candidates held February 26, 1944. Rating of the written examination being checked.

Hating of the written examination being checked.

SENJOR PAROLE OFFICER, Division of Parele, Executive Department, New York District, Buffalo Region: 45 candidates, held February 26, 1944.

Rating of the written examination is completed. Rating of training and experience is completed.

SENIOR DAMAGES EVALUATOR, Department of Taxation and Finance: 18

candidates, held May 6, 1944. Rabing of the written examination is completed. Bating of training and experience to be done. Interviews to be held.

-STENOGRAPHER. Department of Civil Service: 27 candidates, held May 27, 1944. Rating of the written examination is completed.

ASASTANT DEPUTY CLERK, Appellate Division, Supreme Court, 2nd Judicial District: 13 candidates, held June 10, 1944, Raining of the written examina-tion is completed. Interviews may be held.

PRINCIPAL CLERK, Dept. of Taxation and Finance: 9 candidates, held June 10, 1944. Rating of the written exam-ination is in progress.

RETAINER CLERK-TYPIST. Appellate
Division Supreme Court. 2nd Judicial
District: 10 candidates, held June 3,
1944. Rating of the written examination is completed. Interviews may be
held.

heid.

TAX ADMINISTRATIVE SUPERVISOR (Corp.) Taxation and Finance: 10 candidates, held June 6, 1944. Rating of the written examination is in progress.

ADMINISTRATIVE ASSISTANT - COMMISSIONER OF CORRECTION, Dept. of Correction: 10 candidates, held June June 24, 1944. Rating of the written examination is in progress.

CLERK, Division of Commerce, Executive Department: 10 candidates, held June 24, 1944. Rating of the written examination is in progress.

CLERK, Department of Taxation and Fig.

CLERK, Department of Taxation and Fi-nance: 21 candidates, beld June 24, 1944. Rating of the written examina-tion is in progress.

FILE CLERK, Health Department: 14 can-didates, held June 24, 1844. Rating of the written examination is in pro-

STENOGRAPHER, Conservation Depart-ment: 6 candidates, held July 8, 1944. This examination has been sent to the Administration Division for printing. STENOGRAPHER, Department of Social Welfare: 9 candidates, held July 8, 1844. This examination has been sent to the Administration Division for printing.

YPIST Division of Laboratories and Re-search, Bepartment of Health, held July 8, 1944. Rating of the written examination is in progress.

TYPIST, Department of Health: 29 can didates held July 8, 1944. Rating of the written examination is in progress assistant Librarian (Traveling Libraries Education Department: 7 candidates held July 15, 1944. Rating of the written examination is in progress. PENOGRAPHER (LAW), Department of Planner of candidates. Taxation and Finance: 5 candidates held July 15, 1944. Rating of the written examination is completed. Pend-ing receipt of service record ratings.

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#### **NEWS ABOUT STATE EMPLOYEES**

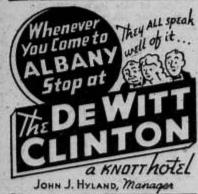
Craig Colony

MANY EMPLOYEES were shocked by the death of Stanley Robinson attendant for many years at the Laurel cottage. He was known affectionately as "Pop" Robinson to the patients and employees the standard of the s ployees. Our sincere sympathies are extended to his widow, Kathryn Robinson. . . . A special meeting of the local Chapter was held on August 1, for discussion of the future plans of the Mental Hasiana Association Walls Man. of the future plans of the Mental Hygiene Association, Waller Mannix, Vice-President of the Chapter, attended the meeting at Albany on Aug. 3rd as delegate, and submitted his report to the Chapter upon his return on August 4th... Ray Crocker and Ted Whitcher are fishing at Picton, Ont... Grace Walker and Barbara Applin are away on vacation... Dr. and Grace Walker and Barbara Applin are away on vacation. . . Dr. and Mrs. Willard H. Veeder recently entertained a large group of employees and officers at lawn picnics at their home and a good time was had by all. . . Dr. George M. Doolittle and family are vacationing at their cottage at Conesus Lake. . . Manager George Richardson and the Sonyea Nine are now out in second place in the Genesee Valley League and one game behind the leaders, Attica, after defeating Perry, Attica and Gainsville. Louis Belliotti, the peppery guardian of third base, was accidentally spiked on the knee in the game with Gainesville. Three the game with Gainesville. clips were needed to close the wound. He is getting along nicely now. . . Felicitations are being extended to Jimmy Kerns, Sr. Stores Clerk and Frances Picault

on their recent marriage.

Major and Mrs. Eugene Davidoji
have announced the birth of a
baby girl in Lebanon, Missouri. It
is No. 4 on the Baby Parade.

The Chrysiers, Hazel and Elmer,
we the best angles at the Colony are the best anglers at the Colony. The bass are biting poorly all over Canada's lakes, but they didn't know it, for they pulled out a 5-lb. bass and quite a few 3 and 4 pounders. . . The President of the Local Chapter found himself with a treble hook caught neatly and firmly in his hand, but was for-tunate to have the aid of two



#### Albany Shopping Guide

Hobbies

AIRPLANES, Stamps, Boats, Railroads. Bought and sold. Idyde Wylde Hobby Shop, 448 Breadway. Albany.

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The Edward J. Huriburt Director.

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nurses, Hazel Chrysler and Vivian Greene, who dislodged the hook.

#### Central Islip

AN ENTHUSIASTIC meeting of ASCSE was held recently. Despite the prevailing hot weather, shortage of gas, and other circumstances, the meeting was surprisingly well attended. Purpose of this special meeting was to give every employee an opportunity to every employee an opportunity to express an opinion with regard to express an opinion with regard to improving the present pension system. A resolution was unanimously adopted in favor of a 25-year straight service, without regard to age, while retaining all the advantages of the present 35-year set-up. The Standardization Board hearings was discussed. A motion was carried to set up a strong legislative committee restrong legislative committee, re-presentative of the different de-partments in the hospital, to as-sure that the Standardization Board hands up its decisions on the various hearings now and not in 1945. The members of this com-

mittee—Roy Scott, Frank Waish, Horowitz is pinch-hitting for Alexander Stadtmiller, Thomas Purtell, Michael Murphy, Jerry Sheedy and Charles Trink's—are Director, who is on vacation. . . . to take immediate action and it is hoped that this action in conjunc-tion with that of several such committees throughout the State, will bear fruit in season . . . Said one chapter official: "Too long have we been lured by the apple on the stick; too long has our position been that of the donkey and the hay. We are tired of gags and threadbare excuse and are painfully concerned with apparent disregard of consequences to maintaining proper care of patients taining proper care of patients with present salary conditions and shortage of help which are ag-gravated by the delays both as to Classification and salary Stan-dardization. Our patience is ex-austed with having things held dangling before our eyes and we demand action NOW and NOT in

#### Warwick State School

THIS IS THE LAST column which Larry Zuccolo, Warwick correspondent, will write for the duration. Says Larry: "It has been fun relaying news about this School, but now it will be Uncle Sam for whom I'll be working beginning August 10th. . . . Lou

"Doc" Fry and Susan Fry have returned from a week's vacation after visiting relatives in Fulton, N. Y. . . C. W. Wilson is in New York purchasing motion pictures . . . M. Fitzgerald has done it again: Won a door prize in an event held by Democratic Club event held by Democratic Club... As soon as Al Raponi completes a driving course from H. P. Goettel, he'll be sporting his newly purchased car. Claims to have a diesel motor too... Orchids to: Taylor Dickman, U. S. Navy, who visited Warwick week before last. Stationed in Norfolka Va.... Ross Dietrich, canning specialist, is doing o bang-up job of canning vegetables harvested by the boys... Staff members will go for blood donations August 30th... Harold P. Goettel has placed first on Civil Service Librarian test... Better than 200 boys and their supervisors have been helping surrounding farms been helping surrounding farms with their daily work and to those who have been purchasing bonds and stamp after their wages. . . To Jerry Lynch: his soft-ball team who have been playing

#### Free Copy of State Govt. Story Ready for You!

The State Assn. has available a limited supply of copies of the book, the "Story of Government, State of New York," which it published in 1942. Thousands of copies of this interesting and informative book were sold to persons within and without New York State. This is a paper bound 300-page volume contain-ing a very complete non-tech-nical description of the organization, services and activities of the nineteen departments of New York State government, prepared by the chief executive officers of these departments.

Every State worker should Every State worker should have a copy. It costs \$1, but this is how to get your copy free: Send one new membership application with annual dues of \$1.50 for 1944, to Association Headquarters, together with your name and address and membership number. and membership number.



# YOUR HOUSE may not be a military target,

but bombs don't stop to inquire. Bombs don't ask your name or the names of your children, either. In this war, as in no other in history, we are all targets. Blackouts merge soldiers and civilians alike. "War is hell" . . . for all of us. And it is costly . . . for all of us.

Who's going to pay the bill? Not only for the guns, but for the tanks and ships and planes our boys must have to smash the Axis?

Who? Why, all of us . , . you and me and the man next door. Because we are all in this war, and because blood and tears and sweat don't mean a thing if they do not come from everybody. Everybody must put every dime and dollar he can spare into Bonds and Stamps, even if it means going without something else . . . realizing that we are apt to go without everything, unless we win.

Remember you can start buying Bonds by buying Stamps for as little as 10 cents and that you get a \$25 Bond (maturity value) for only

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# A Page of Post-War Jobs Now Open State Opportunities For Permanent Jobs The State Civil Service Commission has opened a large number of positions to open-competitive examinations leading to permanent posits. These posts are both in the State and in the county service, when writing for detailed circums position form, specil-position form, specil-golden form, speci

6 cents postage. Address request to: Examinations Division, State Department of Civil Service, Albany, N. Y. Applications may also be obtained at the State Office Building, New York City.

Applications for the written examinations listed below will be received up to September 1. Most of these examinations will be held on September 28, 1944. Some may be held earlier or later as circumstances require. In case of any change from the scheduled date, candidates will be given adequate notice. None of these examina-tions, however, will be held before September 9, 1944.

Applications, together with the required fees, should be filed or postmarked on or before September 1 for written examinations. A salary range is given for each the examinations listed below. Appointment is expected at the minimum plus a war emergency

bonus,

8071. Assistant Archivist, Division
of Archives and History, Department
of Education, Usual salary rang \$2,4000
to \$3,000. Application fee \$2.00.
Minimum Qualifications.

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experience in research in American history or in editing historical documents,
manuscripts or other historical material,
preferably in the field of American history and graduation with a Master's degree in history, preferably American history, from a funiversity of recognized
standing:

tory and granutum with a received in history, preferably American history, from a funiversity of recognized standing; or (b) a satisfactory equivalent combination of the foregoing training and experience. Satisfactory experience as a teacher in the field of American history in an accrepited college or university will be accepted in partial fulfillment of the historical research or editorial experience, but not to exceed two years of such experience.

portence.

8072. ASSISTANT BIOCHEMIST, Division of Laboratories and Research, Department of Health. Usual salary range \$2,400 to \$3,000 Application fee \$2.00. Minimum Qualifications

Either (a) two years of responsible experience in professional laboratory work to biochemistry, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted with specialization in science, supplemented by post-graduate work in chemistry and physics equivalent to that represented by a Ph. D. degree; or (b) a satisfactory equivalent combination of the foregoing training and experience.

8073. ASSISTANT DISTRICT HEALTH
OFFICER, Department of Health.
Usual salary range \$4,000 to \$5,000.
Application fee \$3.00. This examination will be held September 9.
Min'mum Qualifications
Either (as four years of full-time exsectence in a responsible public health

position, within the six years immediately preceding the announced date of this examination; or (b) six months of full-time experience as apprentice epidemiologist or in another full-time acceptable public health position, and satisfactory completion of a postgraduate course in public health approved by the Public Health Council of one academic year in residence.

proved by the Public Health Council of one academic year in residence.

8074. ASSISTANT LABORATORY WORKER, Division of Laboratories and Research, Department of Health, Usual salary range \$1,150 to 1,650. Application fee \$.50. Minimum Qualifications

Either (a) two years of practical experience in routine laboratory work in connection with the production of media, and/or sera and/or the injection and bleeding of laboratory animals, in a public health laboratory or in a commercial laboratory engaged in the wholesale manifacture of biologicals, including some supervision over subordinate employees, and graduation from a standard senior high school with courses in science: or (b) equivalent combination of the foregoing experience and education.

8075. ASSISTANT LIBRARY SUPER-

or (0) equivalent combination of the lofegoing experience and education.

8075. ASSISTANT LIBRARY SUPERVISOR (PUBLIC LIBRARIES), Division of Adult Education and Library
Extension, Department of Education,
Usual salary range \$2,400 to \$3,000.
Application fee \$2,00. Candidates may
compete also in No. 8083 Junior Librarian (Extension). A separate application and fee must be filed for each.
Minimum Qualifications
Either (a) five years of public library
experience of which two years must have
been in a supervisory capacity, and graduation from a recognized college or university from a four year course for
which a backelor's degree is granted, supplemented by satisfactory completion of
one full year of work in an approved
library school;
or (b) three years of public library ex-

library school; or (b) three years of public library experience, of which one year must have been in a supervisory capacity, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted supplemented by two full years of work in an approved library school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

bination of the foregoing training and experience.

8076. ASSOCIATE EDUCATION SUPER-VISOR (CHILD DEVELOPMENT AND PARENT EDUCATION). Division of Elementary Education, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

Minimum Qualifications

Either (a) five years of teaching or guidance experience with young children and parents, such as teaching in a nursey and parents capacity, including extended supervisory experience in the training of lay teachers in parent education; or (b) two rears of responsible supervisory experience in the field of early childhood education, including extended supervisory experience in parent education and experience in the training of lay teachers in parent education, and graduation with a doctor's degree with major emphasis on child development; or (c) a satisfactory equivalent combination of the foregoing training and experience.

8077. ASSOCIATE EDUCATION SUPER-

8077. ASSOCIATE EDUCATION SUPER-

present, a vacancy exists in the Arbany Office, 8080. FIELD INSTRUCTOR IN PUBLIC HEALTH EDUCATION. Division of Public Health. Education, Department of Health. Usual salary range \$3,100 to \$3,600. Application fee \$2,00.

Minimum Qualifications
Either (a) three years full-time experience in community organization and public health education involving the planning and execution of field health campaigns together with the direction of the work of others, one year of such experience preferably shall have been in the emperience

#### **Future Tests** For Permanent NYC Positions

Following are tests for permanent jobs with New York City which have been ordered held by the Municipal Civil Service Commission. Residence in New York City for "three years pre-ceding the date of the examinaceding the date of the examination" is required for practically
all of these positions, by the
Lyons Law, Exceptions are the
Tunnel and Bridge Authorities,
the Boards of Education and
Higher Education, New York
City Transit System, and some
individual jobs If you're interindividual jobs. If you're inter-ested, you should start preparing now. Application periods for these test, when announced, will appear in The LEADER.

Assistant Architect Attendant, Man and Women Auto Mechanic Chief of Child Hygiene Service Chief of the Service of Crip-

pled Children Clinical Assistant Consultant (Medical Social Worker)

Director of Research Training Home Economist Interpreter (Yiddish & English)

Laundry Bath Assistant

(Women)
Public Health Nursing Consultant

Research Director Senior Bacteriologist Stationary Engineer Stenotypist, Grade 3

Supervising Tabulating Machine Operator, Grade 4 (Reming-ton-Rand Powers Installa-Supervisor (Dyanometer Sta-

tions) Tunnel Supervisor (Equipment)

Typist, Grade 2.

ploy of a state, county, or municipal health department, and graduation from a college or university of recognized standing preferably with specialization in journalism or community organization; or (b) a satisfactory equivalent combination of the foregoing training and experience, Additional credit will be given in rating training, experience, and general qualification requirements for completed courses in public health or other college work which bears directly upon preparation for educational work in the public health field.

Sosi, INSTITUTION EDUCATION SUPERVISOR (HOME ECONOMICS), Department of Correction, Usual salary range \$2,500 to \$3,100. Application fee \$2,00. At present, a vacancy exists at Westfield State Farm, Candidates may compets also in No. 8082 Institution Teacher (Home Economics). A separate application for Economics).

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of MIGHAEL'S BEDFORD SERVICE STATION, INC.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 25th day of July, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp. Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of UNISITE LENS COMPANY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official scal of the Department of State, at the City of Albany. (Seal) this 25th day of July, 1944. Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of NORGE ELECTRICAL APPLIANCE SERVICE CORP.

CORP, has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 28th day of July, 1044.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of KAPPA FROCKS, INC.

Has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 18t day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

LEGAL NOTICE

Thomas J. Curran, Secretary of State. By Frank S. Sharp. Deputy Secretary of State. STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of PRIVATE GARAGE APARTMENTS, INC. and that it appears therefrom that such accorporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Scal) this 25th day of July, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp. Deputy Secretary of State,

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State,

KOSMINSKY, BERTHA—CITATION—The People of the State of New York, by the Grace of God Free and Independint. To Hilds Gottesman, Robert Gottesman, Joseph Sonand, Helen Sonand, Carole Sonand, Max Sonand, Henjamin Kochman, Abraham Kochman, Gussie Rochman, Abraham Kochman, Anna M. Turno, "Jane" Proch, the name "Jane" being fictitious and all other daughters of Eather Proch, parties intended being the daughters of Esther Proch; "Jane" Proch, the name "Jane" being fictitious and all other daughters of Finkus Proch; being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise, in the cetale of BERTHA KOSMINSKY, deceased, who at the time of her death was a resident of 167 West Softh St., New York Chy, Send Greetings:

Upon the petition of PEARL SAMUELS, residing at 920 48th St., Brooklyn, N. Y. 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 15th day of September, 1944, at half-past tens of Nathan R. Shapiro of \$400.00 of which \$100.00 has been paid, should not be paid and for leave to sell property located at 475 West 130th St., N. Y. C., for the purpose of paying debts, administration expenses had for distribution, should not be judicially settled.

IN TESTIMONY WHEREOF, we have caused the scal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our and county, at the County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our Lord one thousand nine hundred and forty-four, (L.S.) GEORGE LOESCH,

Advertisement

#### SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOL

Academic and Commercial-College Preparatory BORO HALL ACADEMY -Flatbush Ext. Cor. Fulton St., Brooklyn. Regents Accredited. MA. 2-2447

A. L. S. DRIVING SCHOOL—Expert instructors, 620 Lenox Ava. New York City.

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Latin American Institute, 11 W. 42nd St.—All secretarial and business subjects in English, Spanish, Portuguese. Special courses in international administration and foreign service. LA, 4-2835.

DELEHANTY INSTITUTE--90-14 Sutphin Blvd., Januaica L. I. — Januaica 8-8200.

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BEDFORD ACADEMY—206 New York Ave., Brooklyn, N. Y., Tel. PR. 4-3404—
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POZA INSTITUTE -33 W. 42d (LO 5-4656). English, Spanish, Portuguese, Commercial Courses. Medical - Dental

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RADIO TELEVISION INSTITUTE—480 Lexington Ave.—Laboratory Training—Day and Evening Classes. PLaza 3-4585—Dept. L.

BRAITHWAITE BUSINESS SCHOOL -- 2376 Seventh Ave. (139th). AUdubon 5-3660. Courses for Civil Service jons. HEFFLEY & BROWNE SECRETARIAL SCHOOL Day & Eve. - 7 Lafayette Ave.

MANHATTAN BUSINESS INSTITUTE—147 West 42nd St. Summer Courses. Typing. Comptometer Oper., Shorthand, Stenotype. BR 3-4181. Open evenings.

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There is still a chance for persons having top-notch experience to overseas jobs with Herbert Lehman's United Relief and Rehalitation Administration. Many applications have been received, but is still possible to qualify for one of these interesting and vitally appriant jobs-helping to rebuild Europe in the wake of the vicprious Allied armies.

The positions range from steno- pable leader. raphic posts to mission chiefs, and include many varied fields of business, professional, social work, legal, financial and indust-

The salaries for many of these positions are high, some will reach \$0,000 a year. The deciding fac-tor in setting the scale will be the past earnings and qualifications of the candidate. Please don't apply unless you are absolute "top-notch" in your field

To apply, get application forms from Mrs. Marion Ray, Room 920, 641 Washington Street, New York City, Mrs. Ray is in charge of this recruiting program. Those applicants who seem to meet re-quirements will be called in for in-terviews late in August. But if you file, and don't hear anything, that doesn't wean you're out of the picture. You may be called in at some future time.

Here are the positions and the general experience requirements: Chief of Missions, Deputy Chiefs and Assistant Chiefs: Requiremedis—Reom-case utive or administrative experience in a large government agency or industry.

District Director, Deputy District Director: Instituted of this position to the bare count working know her at problems in rubble batth we at wefore distribution, and marking. Must be ca-

panie leaner.

Secretary: Ability to transcribe accurately, and at rapid rate of speed dicta-tion. Must be able to undertake respon-sible elected tasks.

Field Officer: Experience in responsible administrative or executive positions with considerable authority, particularly in relief or distribution.

Distribution Officers: Desirable quali-Distribution officers: Desirable quan-fications include 5 years experience in work involving procuring, wavehasising, distributing of supplies in large volume. At least 3 years supervisory experience in same field. Experience in large chain companies or mail order houses particu-larly desirable, knowledge of foreign countries, supply points, transportation and storage facilities, monetary systems, being

heips.
Price Control Specialists.
Rationing Specialists.
Marketing Specialists.
Chief, Assi. Chief Warehouseman; Qualifications—Pive years' experience administering a warehousing program, large volume. Thorough acquaintance warehousing program, and and arise procedures.

volume. Thorough acquaintance warehousing standards, procedures, Chief, Assi. Chief Transport Officer: Wide experience in operation of trucking system, such as is gained by the manager or dispatcher of a large trucking concern; or traffic manager or freight agent for railway company, or shipping agent for inland waterways company.

Legal Adviser: At least 10 years practice of law, a knowledge of international law and of the laws and legal practices of the comprises under jurisdiction. Should be familiar with economic social and political conditions of steh comprises.

Financial Adviser and Financial Analyst: College degree in economies an extensive experience in fields of interna-tional currency exchange and publi Intelligence Officer, Asst. Intelligence

Officer: College degree blus experience in either financial, currency, or marketing research, or in analytical studies of conditions in foreign countries.

Public Relations Officer.

Pinance Officer.

Deputy Chief of Mission for Finance and Administration.

Deputy Chief of Mission: Bureau of Requirements Coordination and Supply—An unusual degree of administrative aptitude, experience in private business, training in economics knowledge of world trade, procurement shipping. Officer: College degree plus experi

Statistician, Coordination and Supply Specialists: Training in marketing, statistics, world

trade,
Director of Agricultural Rehabilitation:
Responsible experience in large-scale food production, food processing fishing industry, or in planning, ordering, distributing supplies.

Rehabilitation Specialists in following fields: Livestock, fishing supplies and fishing gear, pesticides and fertilizers, farm machinery, seeds food processing and containers, hard goods pouliry.

Agricultural Rehabilitation Officer: Experience in work involving producting, procuring distributing supplies used in food, or production and distribution of processed foods.

Director, Asst. Director, Camp. Admin.

Director, Asst. Director, Camp Admin-istration; Experience as camp director or coordinator for such agencies as NYA.

Displaced Persons Specialist: Broad ex-perience in work involving (a) commu-nity organization for programs covering large numbers of people; movements of

large numbers of people; movements of large group; foreign languages.

Director of Welfarer At least 7 years administrative experience in some type of work involving operations with community organizations.

District Welfare Officer: Training in welfare work plus experience in settlement or relocation projects. Work involving assistance to welfare organizations.

volving assistance to well-actions.

Welfare Specialists in each of the following fields: General relief child care, registration information and advice, emergency feeding, emergency shelter, camp welfare, community organization, occupational training shel self-help.

Welfare Field Officer.
Industrial Rehabilitation Specialists:
Extensive experience in plant construction, plant management, utility development, building trades, transportation.

Engineers in following fields: Public attilities chemical sprientlinial products, processing (textiles, clothing, leather, slices).

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We will employ you if you possess a knowledge of typing and proa knowledge of typing and pro-vide you meanwhile with an op-portunity to learn radiotelegraph

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Good Work Conditions
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#### TEST SET TECHNICIANS

Radio or electrical back-ground desirable for build-ing and maintaining elec-tronic testing equipment

#### INSTRUMENT MAKERS

Machinists or men with in-strument making experience for building mechanical parts for electronic testing equipment

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Western Electric Co. ROOM 400, 4TH FLOOR 463 HUDSON ST., N. Y. C.

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PORTERS, Day or Night SODA MEN, Good Appearance

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FOOD CHECKERS LAUNDRY WASHERS SALESGIRLS

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APPLY ALL DAY 56 W. 23rd St., N. Y.

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EXPERIENCE NOT NECESSARY General Factory Work, Opportun-ity for Advancement and Honns, Overtime, Good work conditions, Luncheon facilities.

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We train you and PAY YOU while learning. Important war industry. Plant localed in the heart of Manhattan.

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TRAIN SERVICE and STATION DEPT. No experience necessary,

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release statement.

#### CAMERA CORP. Personnel Dept., 32 WEST 23d ST

#### The NY State Positions Listed Here Are Permanent

(Continued from Page 10)
cathon and fee must be filed for each,
Minimum Qualifications
Either (a) 20 credit hours in educational methods and procedures and not
less than 15 credit hours in graduate
courses of which at least 8 credit hours
must have been in the field of educational
supervision or administration;
or (b) 15 credit hours in educational
methods and procedures and not less than
10 credit hours in straduate courses of
which at least 0 credit hours must have
been in the field of educational supervision or administration and one year of
satisfactory teaching experience in Home
Keonomics work in a correctional institution.

ion.

In addition to (a) or (b) they must have had three years of recent eatisfactory Home Economics or vocational homemaking teaching experience, or two years of satisfactory teaching experience in a correctional institution.

sears of satisfactory toaching experience in a correctional institution.

8082. INSTITUTION TEACHER (HOME BUONOMES). State and County Departments and Institutions. Usual salary resue \$2,000 to \$2,000. Application fee \$1.00. At present, a vacancy exists at Westfield State Farm at \$1,450 and maintenance. If clirible, candidates may compete also in No. 8081 Institution Education Supervisor (Home Economics). A separate application and fee must be filed for each.

Minimum Qualifications

Candidates must have or be eligible for a certificate to teach Home Economics in the public schools of New York State. In addition, they must have had three years of satisfactory experience in teaching Home Econofics, including or supplemented by one year of experience in the supervision or management of a cafeteria or other commercial or institutional food service establishment serving not less than 100 persons at each meat.

8063. JUNIOR LIBRARIAN (EXTENSION). Division of Adult Education.

Sign 100 persons at each meat.

Sign Junior Librarian (ExtenSign). Division of Adult Education
and Labrary Extension, Department of
Education, Usual salary range \$1.800
to \$2,300. Application fee \$1.00. If
eligible, candidates may compete also
in No. 8075 Assistant Library Supervisor (Public Libraries). A separate
application and fee must be filed for
each.

Either (a) one year of professional it

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STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of McCANN, MORSE & GROSSMAN, INC. has been filed in this department this day and that it appears therefrom that such corporation has compiled with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seel of the Department of Spate, at the City of Albany. (Seal) this 18th day of July, 1944.

Thomas J. Curran, Secretary of State. By Frank S, Sharp, Deputy Secretary of State.

brary experience preferably in a public library, and graduation from a recognized college or university from a four year course for which a backelor's degree is granted, supplemented by satisfactory com-pletion of an approved course in library science of a least one year; or (b) a satisfactory equivalent combina-tion of the foregoing training and experi-ence.

OS4. JUNIOR X-RAY TECHNICIAN (THERAPY). State Institute for the Study of Malignant Diseases, Department of Health, Usual salary range \$1.400 to 1,000, Application fee \$1.00. Minimum Qualifications. Either (a) six months of experience in the operation and insintenance of high oltage therapeutic X-ray equipment, and igh school graduation including a course physics:

or (b) a satisfactory equivalent combina-tion of the foregoing training and experi-

tion of the foregoing training and experience.

8085. PHYSICIAN, State and County Departments and Institutions. Usual salary rang \$5,120 to \$5,870. Application fee \$3.00. At present, a vacancy for a woman physician exists at Westfield, Farm. This list will not be used to fill vacancies where male physicians are required. Appointments of men physicians are being made on a "warduration" basis,

Minimum Qualifications

Candidates must be granuates of a recognised medical school and must be lierased to practice medicine in New York State. They must have served one yar in a rotating internship in an approved general hospital and have had two years of acceptable medical experience with major emphasis on gynecology or basic obstetries and pediatrics. Candidates must have a thorough knowledge of the principles and practices of medicine and surgery; skill in diagnosis and treatment; asympathetic understanding of the sick; tact: good judgment; and good address.

8086. SENIOR EDUCATION SUPER-visor (BUSINESS EDUCATION)

tact: good judgment; and good address.

8086. SENIOR EDUCATION SUPERVISOR (BUSINESS EDUCATION).

Division of Vocational and Extension.

Education, Department of Education.

Usual salary range \$3,120 to \$3,870.

Application fee \$3,00. One appointment expected in January, 1945.

Minimum Qualifications

Either (a) three years of diversified teaching experience in business education within the last five years, preforably in a New York State public secondary school or in a private school of comparable standing, and graduation with a muster's degree in business administration, business education or education administration from a college or university of recognized standing:

standing; or (b) one year of recent diversified teach or (b) one year of recent diversified teach or (b) one year of recent diversities tracting asperience in business education as described under (a) and graduation with a doctor's degree with major emphasis on business administration or business education from a college or university of recognized standing; or (c) a satisfactory equivalent combination of the foregoing training and experience.

orience.

887. SENIOR EDUCATION SUPERVISOR (DENTAL HYGIENE), Division
of Health and Physical Education, Department of Education, Usual sulary
range \$3,120 to \$3,870. Application
fee \$3,00.

fee \$3.00.

Minimum Qualifications

Either (a) three years of satisfactory experience as a dental hygiene teacher in New York State, one year of which must have been in a responsible supervisory or administrative capacity and graduation from a recognized college or university from a four-year course for which a backelor's degree is granted with specialization in Health Education; or (b) a satisfactory equivalent combination of the foregoing training and experience.

soss. SENIOR LABORATORY TECHNICIAN (CLINICAL PATHOLOGY),
State and County Departments and
Institutions. Usual salary range \$1.650
to \$2.150. Application fee \$1.90. At
present, a vacancy for a male technician exists in Sing Sing Prison, Department of Correction.

Minimum Qualifications
Either (a) two years of experience in
an approved acientific laboratory as a
technical assistant in clinical pathological procedures, and graduation from a
four-year course for which a backelor's
degree is granted, with specialization in
chemistry, including courses in organic
and inorganic chemistry and qualitative
and quantitative analysis;
or (b) three wars of experience in ne

chemistry, including the control of the control of

granted; or (e) a satisfactory equivalent combina-tion of the foregoing training and experi-

89. SENIOR MEDICAL BIOCHEMIST.
Division of Laboratories and Research,
Department of Health, Usual salary
range \$4,000 to \$5,000. Application
fee \$3.00.

fee \$3.00.

Minimum Qualifications

Candidates must be grauntes of a medical school of recognized standing, and must be licensed to practice medicine in major biochemical research or any satisfactory equivalent experience. Candidates must have a thorough knowledge of organic and biological chemistry; ability to plan and direct important biochemical work; ability to direct subordinates; a high degree of technical ability; accuracy; dependability; and good judgment. 8000. SENIOR TUBERCULOSIS HOSPITAL PHYSICIAN, Division of Tuberculosis, Department of Health, Usual salary range \$4.000 to \$5.000 with suitable deduction for maintenance.

Minimum Qualifications

Either (a) four years off additional

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medical experience of which two years must have been in full-time readient work in a tuberculosis hospital, sanatorium, or the tuberculosis department of an ap-proved general hospital, having teaching connections with an approved medical

school; or (b) a satisfactory equivalent combina-tion of the foregoing experience and ad-ditional medical education.

tion of the foregoing experience and additional medical education.

8091. ASSISTANT STATE REPORTER,
Law Reporting Bureau of the State of
New York, Usual salary range \$2.841
to \$3,240. Application fee \$2.00. At
present, one vacancy exists at \$3,000.
Minimum qualifications
Either (a) five years of practice of
law, including or supplemented by one
year of satisfactory legal editorial work
or actual law writing, for publication in
this State, necessitating the examination
of judicial opinions:
or (b) three years of practice of law, including or supplemented by one year of
the type of legal editorial work or setual
law writing described in (a) above, and
araduation from a recognized college or
university from a four-year course for
which a bachelor's degree is granted;
or (c) three years of the type of legal
editorial work or actual law writing described in (a) above;
or (d) a satisfactory equivalent combination of the foregoing training and experience.

tion of the foregoing training and experience.

8092. ASSISTANT TO SUPERVISOR OF INSURANCE CONTRACTS Division of Standards and Purchase, Executive Department. Usual salary range \$3.450 to \$4.200. Application fee \$3.00. At present, one vacancy exists.

Minimum Qualifications.
Either (a) eight years of full-time experience as an insurance broker or underwriter selling or underwriting diversified policies and contracts of insurance, inecluding a variety of easualty, fire, burgiany limbility fidelity and surely lines, of which four years must have been in a responsible capacity either making decisions as to the reduired coverage in important specific risks in several lines of insurance or reviewing the varied risks submitted by agents and brokers for insurance company underwriting purposes; or (b) four years of the specialized experience as described under (a) and graduation from a recomined college or university from a four-year course for which a bachelor's degree is granted in finance, economics or business administration including or supplemented by courses in insurance:

or (c) a satisfactory equivalent combina-

(c) a satisfactory equivalent combina-nof the foregoing training and experi-

store.

Sont CHIEF ACCOUNT CLERK Bureau
of Accounts, Department of Educa-

softs: CHIEF ACCOUNT CLERK, Bureau of Accounts, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

Minimum Qualifications:
Either (a) cight years of recent satisfactory high grade accounting or auditing experience of which five years must have been in a responsible administrative capacity in charge of an accounting or auditing program involving multiple problems of control:

or (b) five years of the responsible experience described under (a) and graduation from a four-year course for which a bachelor's degree is granted in accounting, finance, or busines administration including or supplemented by \$2 credit hours in accounting courses:

or (c) a satisfactory equivalent combination of the foregoing training and experience.

perience.

8004. ELECTRIC INSPECTOR, Department of Public Service. Usual salary range \$1.800 to \$2,300. Application fee \$1.00. At present, two vacancies exist in the New York Office of the Power Bureau.

Minimum Qualifications
Either (a) two years of satisfactory experience in electric light and power company service including some experience in the construction, repair or testing of electric meters, and graduation from a standard senior high school: or (b) graduation from a recognized college or university from an electrical engineering course for which a degree is granted;

(c) a satisfactory equivalent combi-on of the foregoing training and ex-

8095, JUNIOR GAS ENGINEER, Department of Public Service, Usual salary range \$2,400 to \$3,000. Application fee \$2.00. At present, a vacancy exists in the New York Office of the Power Bureau.

Bureau.

Minimum Qualifications

Either (a) axy years of satisfactory
general experience (exclusive of valuation or appraisal) with a public utility
or regulatory body in engineering work
for the production and distribution of
gas:

gae:
or (b) two years of the general experience stated in (a) and graduation from a recognized college or university from a mechanical engineering course for which a degree is granted;
or (c) a satisfactory equivalent combination of the above stated education and experience.

OPS. JUNIOR OFFICE MACHINE OPERATOR (CALCULATING.) State and County Departments. Due to war conditions, the minimum salary will probably be \$1,320 until at least March 31, 1945, although the usual salary range for this position is \$900 to \$1,400. Application fee \$.50. At present, vacancies exist in the New York Office of The State Insurance Fund.

Fund.

Minimum Qualifications

Either (a) one year of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard junior high school:

or (b) three months of natisfuctory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard senior high school:

or (c) a satisfactory equivalent combina-

97. JUNIOR RESEARCH AID (MUNI-CIPAL AFFARS). Municipal Accounts Division. Department of Audit and Control. Usual salary range \$1.500 to \$3,300. Application for \$1.00. Condi-dates may compete also in No. 8998

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Minimum Qualifications

Either (a) four years of satisfactory responsible experience in public or business administration, including some stenographic experience, and graduation from a standard senior high school; or (b) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with at least twelve credit hours in government, political science or business administration and supplemented by a satisfactory course in stenography; or (c) a satisfactory equivalent combination of the foregoing training and experience.

MUNICIPAL RESEARCH ASSIST ANT, Municipal Accounts Division De-partment of Audit and Control, Usual salary range \$2.400 to \$8,000. Appli-cation fee \$2.00. Candidates may com-pete also in No. 8007 Junior Research Aide (Municipal Affairs). A separate application and fee must be filed for each.

each.

Minimum Qualifications

Either (a) five years of satisfactory responsible experience in the field of public administration, of which two years must have been specialized in municipal finance, and graduation from a standard senior high school; or (b) two years of satisfactory responsible experience in the field of public administration, specializing in municipal finance, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with at least twelve credit hours in public finance or public administration;

or (c) a satisfactory equivalent combina-tion of the foregoing training and experi-

1009. SENIOR HEARING STENOGRAPHER, State and County Departments,
Usual salary range \$2,000 to \$2,500.
Application fee \$1.00. At present, vacancles exist in the Buffalo and Rochester
Offices of the State Liquor Authority.
Candidates must be free to travel to
other sections of the State when necmeasury. This list will be used for making temporary military substitute appointments and permanent appointments.
Minimum Qualifications

ments. Minimum Qualifications
Candidates must have had two years of satisfactory verbatim reporting, preferably including the taking of medical, legal, or other technical verbatim hearings. Candidates must have a good command of English and spelling and must be familiar with legal terms. They must state clearly on their applicatinos the type of verbatim reporting in which they have had experience and the usual subject matter, preferably including samples of their work. The stenographic test will probably simulate a hearing, including examination of wilnesses.

Sido. WOMEN'S PAROLE OFFICER. Department of Correction. Usual salary range \$1,800 to \$2,000, or \$1,500 to \$2,000 plus maintenance. At present, a vacancy for a woman parole officer exists at Albion State Training School. State Unwritten Examination of September 23 (Applications should be filed by September 23) Minimum Qualifications.

Either (a) five years of full-time paid paid experience in social case work, within the list ten years, with a public or private social arency adhering to acceptable standards, and graduation from a standard senior high school or equivalent education:

or (b) one year of experience as de-8100. WOMEN'S PAROLE OFFICER, De

education; or (b) one year of experience as described under (a) and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (c) college graduation as described under (b) with courses in sociology or related fields; or (d) a satisfactory equivalent combination of the foregoing training and experience.

8102. INDUSTRIAL FOREMAN (FIN-ISHER-TEXTILE SHOP). Department of Correction. Salary range \$2,100 to \$3,800. Application fee \$2.90. At present, a vacancy exists in Auburn Prison.

Prison.

Misimum Qualifications
Candidates must have had five years of satisfactory apprenticeship and journeyman experience in the wet and dry finishing of worsted and woolen fabrics, three years of which must have been in a responsible supervisory capacity. Candidates must be thoroughly familiar with the wet finishing of worsted and woolen fabrics such as the fulling and scouring, crabbing and extracting, and the various soap and chemical formulas used in processing those goods and the necessary shrinkage calculations to attain desired finished weight and also of the dry finishing processes such as tentering, napping, shearing, pressing, conditioning and decating of fabrics, perch inspection, felding and wrapping. Candidates must be capable of instructing inmates and be firm but fair in dealing with them so as to get the men to work together effectively.

SENIOR TRANSPORTATION EXPENDICED

Sios. SENIOR TRANSPORTATION EN-GINEER, Department of Public Serv-ice, Usual salary range \$4,000 to \$5,000. Application fee \$3. At present, one vacancy exists in the Albany Of-fice. Maximum age limit is 56 years. Candidates must be physically able to climb bridges and other railroad struc-iones.

#### **Vet Agency Jobs** Last a Long Time to Come

Veterans Administration is one "war baby" agency of the Fed-eral Government whose work will carry on, and in all probability increase after the end of the war. Now, the Federal Civil Serv-ice Commission is recruiting help for this important branch of the Government.

Here are the present needs of 'Vets":

Stenographer, \$1,440 a plus overtime, bringing the ary to \$1,752 or \$34 a week. High School graduates with commercial training should be able to pass the short qualifying examination.

Typists, also \$1,440 plus overtime

Clerks: Those with a year's business experience can start at \$1,620 a year, plus overtime, about \$38 a week; without experience, at \$34 a week.

Also: A card punch operator at \$34 a week; a mimeograph operator, with little experience, \$30 a week and folding machine operator at \$34.

To get one of these jobs while they are available, apply at the U. S. Civil Service Commission, 641 Washington Street, New York City.

#### How'd You Like Extra Cash Week-Ends?

If you like to drive a car and want to drive out into the country on week-ends, you can make as much as \$24 a day taking prospects out to Ramapo Mount-ain Lakes, 28 miles fr n Times Square on Saturdays and Sundays. The company is paying \$12 per trip and two trips a day are

Apply at the 16th floor of the Herald Tribune Building, 230 W. 41st St., between noon and 8 P. M.

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#### Wendel-Hall Pontiac Co. PAYS HIGHER PRICES

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#### Column for Car Owners

CIVIL SERVICE LEADER, 97 Duane Street, New York City CAR APPRAISAL SERVICE BUREAU

If you wish to sell your car, send in the following information or write to one of the dealers listed below.: We will get an estimated valuation for you based on the best marked price we can find from a reputable dealer.

ibao!	tion	of	Tires		Your	Own	Appraisal:
quip	-	٠.		*******			
700							. Mileage
	-	_				00000	

#### **Employees Asked** To Cut Down Use Of Envelopes

Latest conservation drive in the New York City government is to

save white envelopes.

In a memo to all City departments, Commissioner Albert Pleydell of the Department of Purchase gives some tips on envelope economy:

 Do not use envelopes for inter-department communications.
 Accumulate all mail during the day, and then put together mail which is going to a common destination.

3. Save envelopes that come in, and use them for letters that are delivered by hand. elivered by hand.

4. But confidential mail should

be put into an envelope, he says.

#### LEGAL NOTICE

THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God Free and Independent,

independent,

WARREN TODD FURNISS, JAMES

PINE FURNISS, HENRY DAWSON

FURNISS, 3RD Infant, PETER RAN
DALL FURNISS, Infant, PACIFIC

MUTUAL LIFE INSURANCE COM
PANY OF CALIFORNIA, TRAVELERS

INSURANCE COMPANY and THE

NORTHWESTERN MUTUAL LIFE

INSURANCE COMPANY, being the per
sons interested as creditors, distributees, sons interested as creditors, distributers, or otherwise, in the Estate of H. Daw-son Furniss, deceased, who at the time of his death was a resident of No. 6 Henderson Place, New York, New York, SEND GREETING:

Henderson Place, New York, New York, SEND GREETING:

Upon the petition of Ruth Pine Furniss, residing at No. 5 Prospect Place, New York, and Henry Dawson Furniss, Jr., residing at No. 10 Fern Street, Auburndale, Massachusetta.

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 15th day of September, 1944, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of Ruth Pine Furniss and Henry Dawson Furniss, Jr., as Executors, and the account of Henry Dawson Furniss, Jr., as Instee, should not be judicially settled, and why Henry Dawson Furnission to abandon certain worthless assets, should not be instructed as to whether the net proceeds of radium should be paid to Ruth Pine Furniss as legatee, and whether certain discretionary powers may be exercised by Henry Dawson Furniss of the Ruth Pine Furniss as legatee, and whether certain discretionary powers may be exercised by Henry Dawson Furniss as exercised by Henry Dawson Furniss be exercised by Henry Dawson Furniss has the Ruth Pine Furniss as legatee, and whether certain discretionary powers may be exercised by Henry Dawson Furniss has the Ruth Parkson Furniss has the Ruth Parkson Furniss as legated by Henry Dawson Furniss has the Ruth Parkson Furniss has the Ruth Parks pe paid to kuth Pine Furniss as legates, and whether certain discretionary powers may be exercised by Henry Dawson Furniss, Jr., as Substitute Trustee.

In Testimony Whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereinto affixed.

WITNESS HONORABLE JAMES

WITNESS, HONORABLE JAMES
A. FOLEY, a Surrogate of our
said county, at the County of
New York, the 15th day of
July, in the year of our Lord
one thousand nine hundred and
forty-form

forty-four, GEORGE LOESCH,

DeWASSERMANN, OLGA LEONIE.—Citation.—P. 1266, 1944.—The People of the State of New York, by the grace of God free and independent, to George A. Wasserman, 7 Astell Honse, Astell, London, S. W. 3, England one of the next of kin and heirs at law of Olga Leonie de-Wassermann, deceased, send greeting.

Whereas Rowland W. Lassen, who resides at 511 West 2324 Street, Bronx 52, N. Y., 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 the 24th day of July 1942, relating to both real and personal property, duly proved as the last will and testament of Olga Leonie deWassermann, deceased, who was at the time

LEGAL NOTICE

of her death a resident of 100 West 55th Street. City of New York, 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 Sth day of September, one thousand nine hundred and forty-four, at half-past ten o'clock in the foremoon 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 James A. Foley, Surrogate of our said County of New York, at said county, the 31st day of May, in the year of our Lord one thousand nine hundred and forty-four.

GEORGE LOESCH,

I. s. Clerk of the Surrogate's Court.

I. CLERK Of the Surrogate's Court.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GROSS PLUMBING AND HEATING CO.. INC. has been filed in this department this day and that it appears therefrom that such corporation has compiled with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 1st day of August. 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do bereby certify that a certificate of dissolution of 32 HOLD-ING CORP.

has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 106 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 27th day of July, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp; Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, as.; I do hereby certify that a certificate of dissolution of GOLDTEX MANUFACTURING CO., INC. has been filed in this department this day and that it appears therefrom that such corporation has compiled with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albauy. (Seal) this 1st day of August. 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW TORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a cate of dissolution of VALENSI REALTY CORPORATION, has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 5th day of August, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State. TATE, OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of SOUTH 9th STREET REALTY CO., INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 25th day of July, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State. STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of ROCKAWAY CATERING CO., INC.

Ins been filed in this department this day and that it appears thereform that such ecorporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 7th day of August, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp; Deputy Secretary of State. By Frank S. Sharp; Deputy Secretary of State.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of BROKERAGE ASSOCIATES COMPANY. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal)

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State,

STATE OF NEW YORK, DEPARTMENT OF STATE, es.: I do hereby certify that a certificate of dissolution of PEACH DRESS CO., INC.
has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 4th day of August, 1944.
Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, sa.: I do hereby certify that a certificate of dissolution of MAY CAB CORPORATION.

OF STATE, ss.: I do hereby certify that a certificate of dissolution of MAY CAB CORPORATION.

has been filed in this department this day and that it appears therefrom that such corporation has compiled with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 4th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State, STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of H. S. R. REALITY CORPORATION.

has been filed in this department this day and that it appears therefrom that such corporation has compiled with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany. (Seal) this 31st day of July, 1944.

Thomas J. Curran, Secretary of State. By Prank S. Sharp, Deputy Secretary of State. CORPORAL COMPANY—Notice is hereby given that the persons herein named have formed a limited partnership for the transaction of business in the State of New York and elsewhere, and have filed a certificate in the office of the Clerk of the County of New York, which is substantially as follows:

The name of the partnership is CORPORAL COMPANY.

The character of the business is that of theatrical producers.

The location of the principal place of business is 1564 Broadway, Borough of Manhattan, City of New York, which is substantially as follows:

The name and place of residence of the members are: William B. Friedlander, 154 West 70th Street, New York City, who is the general partner, and E. Richard Bagracay 730 Riverside Drive, New York City, Who is the general partner, and E. Richard Bagracay 730 Riverside Drive, New York City, Who are limited partners.

The term for which the partnership is to exist is at the will of the partnership is to exist is at the will of the partnership.

Park West, New York City, Otto Simetti, 213 East 58th Street New York City, who are limited partners.

The term for which the partnership is to exist is at the will of the partners. The smount of eash contributed by each limited partner is as follows: E. Richard Bagarozy, Eleven thousand (\$11,000.00) Dollars, Harry Fromkes, Seven thousand five hundred (\$7,500.00) Dollars. Otto Simetti, One thousand five hundred (\$1,500.00) Dollars. No other property is contributed and no additional contributions are agreed to be made by any limited partnership.

The time when the contribution of each

partnership.

The time when the contribution of each limited partner is to be returned is upon the dissolution of the partnership.

The compensation of all the limited partners is seventy (70%) per cent of the net profits of the partnership to be divided among them in the ratio of their respective contributions to the total capital contributed.

No right is siven a limited partner to

No right is given a limited partner to substitute an assignee as contributor in his place, nor may the partners admit additional limited partners. No right to

LEGAL NOTICE

priority is given any limited partner over the others as to contribution or as to compensation by way of income or other-wise. In case of the death or insanity of the general partner, the partnership shall be terminated unless the remaining part-ners elect otherwise.

The certificate referred to above has been signed and acknowledged by all the partners, general and limited.

Dated, July 12th, 1944.

CROWN LEATHER PRODUCTS .- We.

Dated, July 12th, 1944.

CROWN LEATHER PRODUCTS.—We, the undersigned do hereby give notice that we have signed the following in substance on a certificate of fimited oppartnership, subscribed and acknowledged by all the partners and filed in the New York County Clerk's office on the 24th day of July, 1944.

The name of the parinership is Crown Leather Products; its business is manufacture, purchase and sale of leather articles or any other products akin thereto. Its principal place of business is 137 Rast 25th Street, in the City of New York. The name and addresses of the reneral partners are Issione Cohen, 1049 Montromery Street, Brooklyn, New York, and Elias Avram, 752 East 51st Street, Brooklyn, New York, and Elias Avram, 752 East 51st Street, Brooklyn, New York, The name and address of the limited partner is Philip D, Firman, 310 West 72d Street, New York City, The termination of the partnership is indefinite, commencing July 20th, 1944; the amount of cash contributed by the limited partner is four thousand (34,000) dollars and no other property is contributed and no additional contributions are agreed to be made by any of the limited partners; the contributions of the limited partners; the contributions of the similar partners are to be returned upon dissolution of the partnership; the compensation of the limited partner is fifty (50%) per cent, of the net profits of the partnership after the payment of salaries and other expenses.

That the limited partners have the rights to continue in business upon the death retirement or insanity of the general or limited partners. In the event of death, retirement or insanity of the partners of limited partners. In the event of death, retirement or insanity of the partners of limited partners have the rights to continue in business upon the death retirement or insanity of the peneral or limited partners, his estate shall be paid his interest according to the book value as to the net worth of the business, plus the good will.

That the limited partner shall have no ri

#### DR. H. SCHLISSEL Dental Surgeon

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Palmer's "SKIN SUCCESS" Scap is a special sump containing the same costly medication as 104 year proved Palmer's "SKIN SUCCESS" Continuent. Whip up the rich cleansing, FU-LIY MEDIL ITED. With finger tips, washfoth or brush and allow to remain on 3 minutes. Amazinally quick results come to many skins, afflicted with pimples, blackbeads, riching of ecosma, and rashes externally causell that need the scientific hygiene action of Palmer's "SKIN SUCCESS" Soap, For your youth-clear, soft lovelines, give your skin this luxurious 3 minute foamy medication-treatment. At toiletry contents everywhere Zecor from E. T. Browne Drug Company, 127 Water St., Mew York 5, N. Y.

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of NERVES, SKIN AND STOMACH Lame Eack, Swollen Glands, PILES HEALED

Positive Proof? Former patients can tell you how I healed their piles without hospitals, knife or pain.

Consultation, Laboratory Test \$2

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#### Dr. Burton Davis

415 Lexington Ave. Fourth Floor Hours Daily: 9 a.m. e 7 p.m., sues. Thurs. 9 to 4 Only. Sun. & Holidays 10-1

CHRONIC AILMENTS MEN AND WOMEN STOMACH, SKIN AND NERVES

HEMORRHOIDS & other RECTAL DISEASES, KIDNEY, BLADDER, STOMACH DISORDERS, CHRONIC ULCERS, GENERAL WEAKNESS, LAME BACK, RHEUMATISM, X-RAY, BLOOD AND URINE EXAMINATIONS ASSURE CORRECT DIAGNOSIS AND PROPER TREATMENT.

All Chronic Diseases Treated FEES ARE MODERATE-

Medical Examination \$2

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Hours 9 a.m. to 7 p.m. Sun. 9 to 2

Chronic and Neglected Ailments SKIN and NERVES

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RECTAL DISEASES
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Men and Women Treated

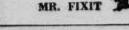
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128 EAST 86th STREET

ove Lexington Ave. Subway Station Centrally located, easily reached from everywhere

arate waiting rooms for women Dady 10-2, 4-9. Sundays 10-2 THOROUGH EXAMINATION IN-CLUDING BLOOD TEST — \$5.00

#### MR. FIXIT



Clockwork KEEP IN TIME! Have your watch sheeked at SINGER'S WATCH RE-PAIRING, 169 Park Row, New York City, Telephone Worth 2-3271.

GEORGE C. HEINICKE—Registered in all States. Have you an idea or Invention that should be patented? Come in and talk it over at no cost to you. Open 10 A.M. to 4 P.M. 147 Fourth Ave., Room 320, N. Y. C. Tei.: Algonquin 4-0686.

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EXCELLENT, RELIABLE turning

—\$3. Repairing, reconditioning, reasonable. Go any distance. Reterences: Hunter College, Bd. of Educ. 103EPH ALFREDGE, 220 72nd St., Brooklyn, SH. 5-4723.

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Guaranteed. Painless Method. Strictly private. Ms. I. Dudley, 1815

Therefor Ave, Brook. Underhill 3-1794.

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Typewriters
TYPEWRITERS, adding, calculating machines Addressographs, mimeographs Bented, Bought, Repaired, Sold, Serviced. Wormser Typewriter and Adding Machine Corp., 952 Broadway at 23 St. AL 4-1772.

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A. L. EASTMOND, formerly of 37
W. 144th St., is now located at
306-8 W. 145rd St., nr. 8th Ave.,
and offers his old customers and
friends the same reliable collision
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DELIVERY & PICKUP SERVICE,
Railroad, theatre tickets and reservations: at low cost. MERCURY
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Mme. Baldwina will complete your wedding gown and outfit your entire wedding party within 24 hours. Mme. Baldwina, 301 and 387 E. Fordham Rd. SEdgwick 3-4769.

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EAT AND MRET at the RED BRICK RESTAURANT, 147 E. 51st St. Enjoy "Home Atmosphere." Good Food—The Way You Like It. Sorry—Closed Saturday & Sunday. PREE TEA CUP READING. Hedy's Tea Garden, Tea and Cookies 35c Weekdays 11:30 A.M. to 9 P.M. Sat. & Sun. 5 P.M. to 9 P.M. 40 East Tremont Ave. Near Crotom Thea, 1 flight up.

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#### READER'S ERVICE

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SOCIAL INTRODUCTION SERV-ICE opens new avenues to pleasant associations for men and women. Responsible, dignified clientele. Non-Responsible, defining chemical surroductions, Confidential, MAY RICHARDSON, 36 W. 59th (Central Park So.) PLaza S-3345, 10 a.m. to 5 p.m. daily and Sunday.

ARE YOU FRIENDSHIP OR MAR-RIAGE MINDED? Investigate my Method of Personal Introduction. Finest references and recommenda-tions. CONFIDENTIAL Service. Helen Brooks, 100 W. 42d St., WI 7-2430.

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A BACKGROUND OF SATISFACTION in Personnel service since 1910.
Male and Female Secretaries, Stenesraphers, File—Law Clorks, Switchboard Operator, HRODY AGENCY
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HOUSehold Necessities
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SUBSTANTIAL SAVINGS, GIFTS
alarm clocks, Judgers, etc., FOR
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BANE Sells, Exchanges Fure, Stor-age, Insurance, Clean, Glaze. Ro-model, Restyle. New coals, individ-ually styled. Phone Ed. 4-6646 or visit 2228 Seventh Ave. (131 8t.)

NEW AND SLIGHTLY USED SUITS and Top Coats. Such standard brands as Bonds, John David, Kusmart Clothes, All 3-piece suits, \$16.50 to \$22.50 for all sizes and shapes. Grand Clothing Co., 519 Lenox Ave., Bet, 135 & 136 Sts.

PAY A VISIT TO THE BORO Clothing Exchange, 39 Myrtle Ave., Bklyn. We carry a full line of men's. women's and children's clothes of the best advertised brands. All dry cleaned and pressed for just a frac-tion of their original cost. Write for Catalog C. Easy to reach by all cars, and buses and subways.

TAUB'S MEN'S Clothing Shop, new and slightly used. Fants to match. We buy and sell used clothing. Suits and coats from \$55 up. Quality brands. 500 W. 42 St.

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BEAT THE RISING PRICES! Buy Quality Merchandise at Bargain Prices. Clothing for men, women, children. Home furnishings, novel-ties. THE TIPTOP, 29 Greenwich Avg. WA. 9-0828

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MEXICAN ARTS-CRAFTS, Las Novedades , 87 Christopher St. (Villare). 11:00 A. M. to 11:00 P. M.

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Founder) Terms very reason-able. Call, phone or write for particulars, 2157 Seventh Ave. (nr. 128th St.) UN. 4-9366.

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ANGELA AND HER CAMERA-Make natural—hard to get—pic-tures of your babies and pets at your home or her studio. By ap-pointment ANGELA 6½ Jane St. CH 3-1735

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SPECIALISTS IN VITAMINS AND
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prescriptions to Sept. 15, 1943 refilled on our premises. Notary Public, 15e per signature. Jay Drug Co.,
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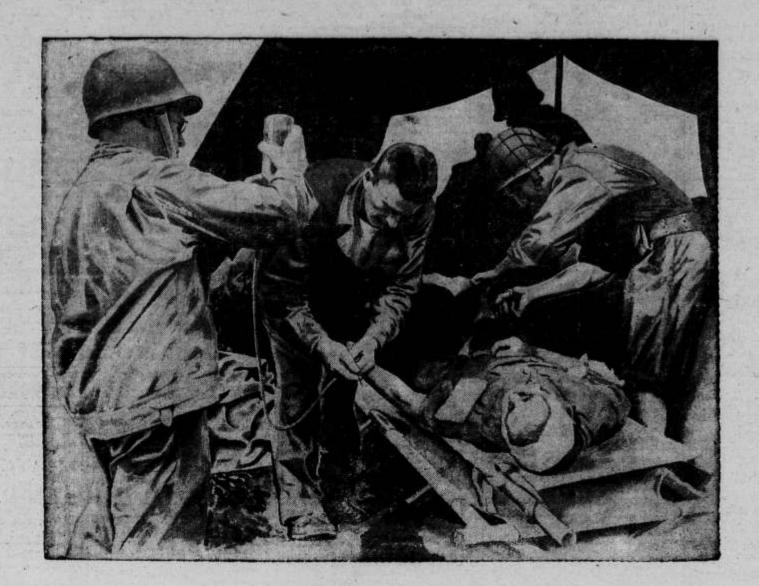
Masseur Louis Wattien, Licensed Masseur, Lie, No. 370796, Residence Serv-ice. Medical massage. DAyton 3-8639, 1021 Trinity Ave., Broux. Office Hours 4-9 P.M.

#### Convalescent Homes CONVALESCENT & CHRONIC cases: Swedish massages and medicated baths: nurses: day-night; diets; spacious grounds: reasonable rates. spacious grounds: reasonable rates, PARKER SANATORIUM, 49 Waring Pl., Yonkers, N. Y. Yonkers 3-8887.

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EDITH BRADLEY gives mientific acalp and hair treatments in your home. Over 20 years experience in New York, Paris. Free 'con-sultation, Call JA D-0178.



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Blood plasma is ammunition.

Only you on the home front can provide that blood so necessary to carry on at the battlefront.

There are many others in your department who are helping to provide life blood for America's fighting men.

Have you done your part?

Call your Red Cross blood donor service today for appointment.

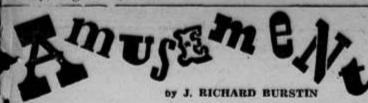
The pint of blood you give, painlessly, may mean the difference between life and death for someone's brother or husband or father.

In New York City

BLOOD DONOR SERVICE - 2 East 37th Street, N. Y. C.

MUrray Hill 5-6400





ston Sturges was his usual rical self when he wrote and ed his newest Paramount the Conquering Hero" now ing at the N. Y. Paramount. u saw "The Miracle of Mor-Creek" you have the perample of the type of char-Eddie Bracken plays. Eddie voodrow Truesmith, finds itself a discharged Marine for decidely unromantic reason of oronic hayfever. Six real adalcanal heros, with a mother aplex, escort him home on a of glory, elevate him to the is of a war hero, make him ebrity, under false pretenses, generally cause a state of sion. William Demarest as of the Marines, and Ella s as the "girl I left behind" ie situations pathetically and chock full of emotion-

and chock full of emotionspeal.

bu can't help but like the
riding stage show. Vaughn
aroe sings in his inimitable
te, with svelte Marylin Duke
the female songstress in adtion to Bobby Rickey, Gil
ison in "Doggone Nonsense",
Slater as the "Temptress
aps", and Gene Sheidon,
y star of "Take a Bow."
mond Massey, Warner Bros.
ct player, leaves New
for Hollywood tomorrow to
work on that studio's film
hent of "God Is My Cothe autobiography of Col.
t Lee Scott. Ann Sheridan
een picked by Jask Warner
me title role in forthcoming
arner Bros.' film "Calamity
se". Tommy Tucker and his
chestra are in their second
Y. Strand stage. Mother Goss,
pioneer women of the old west,
the next role for Majorie Main,
the star in MGM's "Gentle
a" being prepared for early the star in MGM's "Gentle "being prepared for early iction. Van Johnson of the fillespie series is now work-in the MGM lot in "Dr. Red

RAL COIN COLLECTION URES ANCIENT MONEY tral Savings Bank is exhibin the lobby of its uptown fice at 73rd Street and Broad-ay, unusual portions of the celeated Chase Coin Collection of 000 coins. The exhibit will be an for public inspection during aking hours until after Labor

SINGERS

ARD ALBANO, one of the world's st baritones, original predigy of is personally interested in rap-toyeloping a small number of oribsts for BANDS, RADIO, STAGE, CREEN. Direct Management! If slented, money no object.



who is headlining the stage show for the second week at the N. Y. Strand with "Janie" as the currest screen attraction.

SCAROON MANOR HAS PLAN FOR SERVICEMEN

Sure, our enterainers are doing a wonderful job, but it isn't only Miss Hollywood or Miss Broadway who are making contributions to soldiers' morale. Scaroon Manor, the popular resort of Scaroon Lake, in the Adirondacks, has instituted a policy of allowing special discounts in weekly rates to men in uniform.

#### When a State **Employee Gets** Into Trouble

Continued from Page 8)

charges in accord with statute and whether the charges are of a serious and substantial nature"; (2) "in reviewing determination that an employee has been guilty of misconduct or incompetence in serious particulars warranting dismissal, the court has no right to review facts generally as to weight of evidence, beyond seeing to it that there is substantial evidence to support such determination." In a Court proceeding the Court will usually look into a claim that the charges by the appointing officer have not been made in good

Public employees who are vet-erans or exempt volunteer fire-men may obtain a full review of their cases by applying to the Courts.

An appeal to the Court must be instituted by the employee within four months after receiving notice of his discharge from public



The Biggest Small Program on the Air"

isten TONIGHT to TOM MURRAY end FREE SMOKES to the SERVICE

UNDAY NIGHTS: 11 to 12 M. POICE OF THE SERVICE" HOUR

ation WHOM - 1480 on Your Dial





#### **DPUI Employees Lose Daily Rest Period**

Employees of the New York City office of the DPUI have a new complaint. Last week the staff up-State was lopped because of lack of work.

Then a memo came down to the New York office ordering immediate abolition of all organized rest periods. Formerly, the DPUI workers used to get 10 minutes off in the morning, another 10 minutes in the afternoon. But the order, signed by Howard A. Kiernan, assistant director, stopped that. Now they have to manage without their pause to relax.

#### **New Identification** System Devised For State Exams

A new examination identification system, replacing the former method of assigning specific identification numbers for each examination, has been instituted by the New York State Civil Service

Commission.

Under the new system, candidates will place their names and other identifying information on a detachable stub which will form a part of the examination book-let. Identifying information will not appear on any other part of the examination material and candidates will not know their identification number. Prior to the scoring of examinations, all stubs will be given a number, the numbers will be placed on the examination booklets, and the stubs will be detached from the examination papers, placed in envelopes, and sealed. Only after the examination papers are scored will the envelopes be opened to identify the examination papers.



LAST 6 DAYS M-G-M's Talent-Topping-Triumph

#### BEAUTY

in Technicolor

STANSING Red Skelton ESTHER WILLIAMS

HARRY JAMES XAVIER CUGAT

Continuous popular prices ASTOR at 45th 5t. at the cool

COME IN AND PARTAKE OF OUR DAILY SPECIALS. Delicious Chow Mein, tasty sandwiches, appetizing salads. Tea Leaf Readings on entertainment feature-

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"The New Eating Place PARK DELICATESSEN CHAMBERS STREET, near Broadway

AT LAST!

Delicious Hot Sandwiches . . .

Hot Corned Beef Hot Pastrami

n the Heart of the Civil Service District

Try our Quick Lunch Delivery Service.

Gall WOrth 2-930. Hot sandwiches

delivered to your affice.

#### Bklyn Clerk **Claims Credit** For Zoning Plan

(Continued from Page 5)

Then, the clerk would get a plece of mail, would just have to look at the zone and letter, and drop the missive into the right

To acquaint the public with the new plan, he proposed that each street sign carry the new postal designation, and that it become part of every house number.

Got Sarcastic Response

He submitted this plan to his local postmaster. He says he got back a sarcastic letter advising him to spend more time studying his "schemes" and less time working on plans for remodeling the poetal setup. postal setup.

Then, later in 1930, he sent the plans to Washington and received a letter advising him that the idea was "impractical."

Postmaster that he made this suggestion back in 1930.

Many Suggestions

Back came a letter which did not satisfy him. In part it reads: The plan involved is not to be attributed as originating from any single individual. During the past several years similar suggestions have been received from supervisors and employees throughout the service, none of which embodied all the features of the present plan, but which nevertheless aided the Department in formulating the completed plan."

That letter was signed by K. P. Oldrich, First Assistant Postmaster General.

Now, Mr. Settimo is asking Senator Mead to have the Post Office search their files and give him adequate credit for having been the real originator of the idea.

Incidentally, he has recently submitted to President Roosevelt a "simple" plan on how to prepare for the period of industrial re-When the zoning system was submitted to President Roosevelt set up last year, Settimo felt that a "simple" plan on how to prepare for the period of industrial renition for the idea, so he wrote to Washington, reminding the

SHE'S THE GLEAM IN THE EYE OF EVERY G.I.

WARNER HIT . WITH JOYCE REYNOLDS, ROBT. HUTTON, EDW. ARNOLD, ANN HARDING, ROST. BENCHLEY, ALAN HALE

in persoa

TOMMY TUCKER AND HIS ORCHESTRA

Air-Contioned

Strand

B'way & 47th St.

#### **BETTE DAVIS**

"MR. SKEFFINGTON"

Claude Rains

B'WAY AT 51st ST.

HOLLYWOOD

#### RADIO CITY -MUSIC HALL

Showplace of the Nation ROCKEFELLER CENTER

Powerful picture of love and courage based on Pearl Buck's great novel... M-G-M's Production

#### "DRAGON SEED" KATHARINE HEPBURN

Walter Huston - Aline MacMahon Akim Tamiroff - Turhan Bey

ON THE GREAT STAGE: "SKY HIGH"—Tops in melody and glamour , featuring the Rockettes, Glee Club, Corp de Ballet, and Music Hall Sym-phony Orchestra.

First Mezzanine Seats Reserved.

#### "HAIL THE CONQUERING HERO

FRESTON STURES'

**Eddie Bracken** 

ELLA RAINES - WILLIAM DEMAREST

**VAUGHN MONROE** AND HIS ORCHESTRA Plus GIL MAISON

Extra GENE SHELDON PARAMOUNT

TIMES SQUARE

Restaurants

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163 West 46th St., East of Bway.

Nationally famous for its quality food. Dinner from \$1.25 served till clusing. Excellent Floor Show. Gypsy and Dance Orchestra. No cover ever, no min., ex. Saturday, after 9 P. M. Tops for parties. Air conditioned. LOng. 3-0115.



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FORTIFY YOURSELF to meet the bardships of war with good wholesone vitamin-bursting food at sensible prices Regular Luncheon and Dinner. Bar and Cafe Also a la Carte. Air Conditioned

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ELSIE TAYLOR, Proprietor

#### SEEN AND HEARD IN VET AGENCY

#### Vet Agency Sets Up Unit to Hear Beefs', Ideas Sought to Improve Supervision

Charles Reichert, Manager of the Veteran Administra-tion Office in New York City, told a LEADER reporter he is desirous of overcoming the difficulties existing between employees and management in his agency. He admits freely that such difficulties as The LEADER has written about are present, but says that the causes are not always easy to find nor, once found, to eradicate.

He has taken a major step, however, in the direction of improving the present situation. He proposed to Washington head-quarters that an employee relations unit be set up. This unit would serve as a clearing house for grievances, discipline, negotiation.

Last week, Washington gave its blessing to the suggestion. Machinery is already being set up.

#### Functions of New Unit

As outlined by Washington, the new unit will consist of 2 em-ployees relations officers, 3 clerks and 1 stenographer. Any employee with a complaint or a grievance will have the right to present his case. He will not have to ask permission of his supervisor, nor will he have reason to fear reprisal from his superiors, if his complaint should concern his

supervisor. Specific functions of the new

unit will be these;
1. Maintaining and controlling procedures for handling emploree

grievances. Supervising employee welfare, relief housing, and recrea-

Personnel counselling.

4. Interviews with employees both upon entering and upon

leaving the agency.
5. Supervision of medical examinations. 6. Caring for the safety of employees.

To Encourage Appeals
In addition, The LEADER has been informed, a memorandum will be issued, probably this week, encouraging employees to take appeals from efficiency ratings if they honestly feel those ratings are not in accord with

In general, Mr. Reichert's idea is to get employees to talk out their complaints and grievances freely and openly. If there is substance to these complaints, "something will be done about them," he says.

The Supervision Problem The frank-speaking Manager also is aware of that supervision in the offices under his administration can be improved. He is willing to listen to suggestions, and in fact has only recently received a list of suggestions from Federal Civil Service and War Manpower officials. He points out, however, that his agency has mushroomed vastly, that opportunities for promotion have been provided to thousands of em-

ployees, and that higher positions had to be filled with such speed that mistakes were inevitable. He adds that no one holding higher than a grade 4 position can get there without a college education, and that many employees who want the supervisory jobs just haven't the necessary background: Courses will continue to be given in the functions of supervision; bad supervisors will be weeded out; and "the personal element," if it exists in promotion (many employees have claimed that favoritism is a factor) will be extirpated when proven.

#### Refresher Course

At the same time, the agency has started a refresher course in typing and stenography. The course is voluntary, and may be attended during working hours by members of the staff who wish to improve their ability.

agencies under Mr. Mr. Reichert expresses himself as imperatively anxious to solve employee problems, so that his unit can get on with the huge job administering veteran insur-

Reichert's management are at 346 and at 350 Broadway, 2 Lafa-yette Street, 2 Park Avenue, and a new office at 34th Street and 10th Avenue.

The organization is expending rapidly, and can use all the clerical, typing, and stenographic help it can get.

#### Yeoman Is Just A Grade 1 Clerk

From Victory News, green-covered magazine put out by the staff of the NYC Excise Tax Bureau, comes a letter written by William Handelsman, former clerk, now a yoeman in the Navy, stationed on the Hawaiian Island of Mani. It was select-ed as their best letter of the month, and reads, in part:

"Now I'm a duty yoeman. (A yoeman is a clerk, grade 1, with a knowledge of typing at less than \$840). I'm the boy who tells what boys clean what, and my name never appears on the duty cheet.

on the duty sheet.

"All in all, this place is a bit of all right. We have movies here—just think next week we have "Harold Lloyd in China-town!" There are swell basket ball courts, and handball faciliball courts, and handball facilities. I don't indulge as it may
make me too healthy. They pick
out the strong, healthy boys to
build air-fields. I keep telling
them, "what possible help can
I be—me and my typewriter,
in constructing air-strips," I
hunch my shoulders, cough a
little and give the officers my
best near-sighted look. I get
along."

#### War Dept. Gives Its Views on **Employee Groups**

WASHINGTON - War Department, in a recent circular to commanding officers of all installation, has outlined its stand on the question of unionism in the Gov-

"The desire of Government em-ployees for fair and adequate pay, reasonable hours of work, safe

#### No Collective Bargaining

dures in personnel matters.

#### Departmental Policy

"It is the policy of the Depart-

#### Postmen Vie At Ball and Beer

Flushing and Yonkers letter carriers met at a combination soft ball and eating contest at Yonkers last week. The outdoor affair lasted for 6 hours and the menu shows that mailmen have good appartite. petites. Hot roast beef sandwich-

On the comittee for the event were: Sal De Rugglero, Bill Sut-ton, Hank Panzer, Frank Fenton,

circular begins.

However, Government cannot enter collective bargaining. On that: "The process of collective bargaining, as usually understood, cannot be transplanted into the public service. . . . The very nature and purposes of Government make it impossible for administrative of-ficials to represent fully or bind the employer in mutual discus-sions with Government employee organizations. . . Administrative officials and employees all the area officials and employees alike are governed and guided, and in many instances, restricted by laws which establish policies, rules, or proce-

ment to recognize the right of employees to organize into groups, to give prompt consideration to peti-tions or presentations of the groups, and to allow them free-dom to pursue a program of ac-tivities consistent with the purposes of the organization and within the limits imposed by the circumstances of Government employment. In recognizing this right, it will be expressly understood that that no one group can be considered as solely represent. be considered as solely representing the interests of employees of an installation. Furthermore, em-ployment of workers will not be contingent upon their membership in an organization, because membership in organizations is entirely voluntary in the War Department. The relationship of employees to the department is independent of the fact of member-ship in an employee organization."

es, clam chowder, clam broth, steamed clams, cherrystone clams, corn-on-the-cob, hot dogs.

Matt Bucsko, Tom Ahearn, Ray Sellet, and Herb Gebhardt, presi-dent of Yonkers Branch, Nation-al Association of Letter Carriers.

and suitable working conditions, development of opportunities for advancement, facilities for fair and impartial consideration and review of grievances, and other objectives . . . is basically no dif-ferent from that of employees in private industry. Organization on their part to present their views on such matters is both natural and logical." That's the way the

fried eels, beer and soda made up the eatables. Pinochle and poker players also had their innings.

#### **NYC Retirement** System Explained By Van Name

(Continued from Page 1) employees dying otherwise than

in the performance of duty.

6. To accumulate on an insurance basis and to invest and disburse the City or taxpayer con-tributions for the above purposes

7. To accumulate on a savings bank basis employee-contributions toward the annuity part of the service or superannuation retire. ment allowance, to invest the contributions, and to disbut them as annuities throughout I on the retirement of individu on the retirement of individual contributors for service, and throughout c.dinary or accident disability or unemployment through dismissal without fault or delinquency, and to refund such accumulations to the individual contributor on dismissal or resignation before retirement, or resignation before retirement, of to the designated beneficiary of a individual contributor on his death before retirement .

death before retirement.

Investment of interest, which constitutes over 20% of the Retirement System's total income is an important function. Investment may be made in any security legal for savings banks of the State of New York, but, in practice, investments are in two kinds of security only. First, and principally, New York City bonds, and, secondly, loans to members of the Retirement System not exceeding 40% of the amount of their accumulated savings, replyable in regular installment from their city-paid, salaries.

To be continued in next week LEADER.



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FOOT-STICK. Cools and soothes tired, hot feet. Relieves itching, scaling and cracking of Athlete's Foot. Antiseptic. Deodorizing.
Purchased separately 1.00

Results are quick! SHAVE-STICK. Brushless. Works whether water is cold, hot, hard or soft. Contains Active Ozone.

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For a beautiful, easy-to-manage colf-fure, it's the cutting that counts! Bring out your best features. Natural wave encouraged by celebrated person-ality modier. Consultation and styling (Includes shampoo and set). \$1.50. BILL BAILEY 379 5th Av. (25.50. 5ts.) METRAY MIR 2.5311

#### What Every U. S. Employee Wants to Chane Should Know About 'Reduction in Force'

(Continued from Page 1)

all the persons in the first two groups, only then do transitory (which includes war service jobs) and career personnel start getting

Order of selection for release is the same in the last two groups as in the first two, with the ex-ception that the efficiency rating is considered. A system of "re-duction credits" is figured on a basis of length of service and efficiency rating.

#### Reduction Credits

Reduction credits are computed by giving a numerical value of 80 for "good," 88 for "very good," and 96 for "excellent," One credit is added for each full year of service including military service. No credits are given for a 'fair," but persons with this rating receive the same credit for length of service as those with higher ratings.

According to the regulations, where no approved efficiency rating system is used, or where the system used does not provide evaluations comparable to commission-approved systems the order of reduction within a transitory or career category is as fol-lows: First employees without veteran preference, in ascending order of length of service; then employees with veteran preference, in ascending order of length of ser-

According to the regulations the right to appeal from reduction in force action is restricted to career and transitory employees, and to employees who feel that their rights under veteran preference

laws have been viola.ed. Appeals must be made within

The rules give maximum protection to the career employee group. The following rule is the most important in that respect:

"Whenever it is finally deter-mined in a reduction in force that a career employee reached for action is to be separated from the rolls or furloughed in excess of 90 days, and there is within the department at the same geographical location a position not occupied by a career employee which the career employee so reached is qualified to fill, the career em-ployee so reachd shall be trans-ferred or assigned to such posi-tion."

It is also stated in the regulations that persons who were trans-

ferred or promoted into a war service job must be returned to a a position at the same geographical location wherever possible with seniority, status, and pay at least equal to the former job before being subjected to competition for reduction.

One of the most important factors in a reduction procedure is the determination of the area of competition. The area is set up in the rules as a "governmental entity" defined as follows:

"Governmental entity means an exocutive department, a bureau of an executive department, a par-ent organization, a constituent agency, an independent establishan entire field installation, an entire regional office, an en-tire field station, a department of municipal government of the District of Columbia, or any other such organization or separate governmental agency of the Pederal

Government created by act of Congress or executive order." If career or transitory em-ployees are involved in a particular reduction, no smaller area can be used without the prior approval of the commission. Approval for the use of a smaller area will be given only if the area is large enough (1) to pre-vent the loss of highly efficient employees, (2) to allow true com-petition to exist, and (3) to permit the retention of permanent employees and those entitled to veteran preference.

#### 30 Days Notice

Thirty days rotice, or more is required for any cut. Wherever possible, there shall be 30 days notice before active duty stops. Where conditions do not permit 30 days notice before active duty stops, an employee may be placed in a leave status, but he may not be separated from the rolls before the end of the 30 days.

Included in the regulations is a priority guide which shows the re-employment rights of returning veterans and members of the Merchant Marine, and of returning transferees, Rights of these returning employees may conflict with each other. The guide, de-signed to resolve these conflicts is set forth by the commission and gives the following priority:

1. Career employees with statutory restoration, re-employment, or retention rights.

Transitory employees (not inwar-service appointees)

#### His Job, Gets Tied in Red Tape A New York City Correction

Officer has been on the job for six years, wants to transfer to another department where he would have better chances for advancement, but is enmeshed in

As Correction Officer Frederick Mathesie tells the story: "When Mr. Kern was Civil

Service Commission president, he informed me that I could transfer to the Sanitation Department as a Sanitation Man. After securthe necessary sanctions, and greatly bothering the commissioners of the two departments involved, Mr. Kern's Civil Service Comissioners denied the trans-fer request on the ground that the duties were dissimilar, the examinations dissimilar, and the qualifications for the jobs like-wise dissimilar. (This was obvious right from the start.)

"Recently when I communicated with the Commissioner of Civil (Mrs. Esther Bromley) and asked her advice as to whether or not a transfer could be effected, she tersely told me it was not her function to do this."

Now Mr. Mathiese doesn't know where to turn. He'd still like to get away, but can't figure out how to do it. He knows that he can't transfer to the Police or Fire Department, but thinks there are a lot of other City jobs in different departments that call for the qualifications of a Correction Officer.

with statutory restoration, re-em-

ployment, or retention rights.
(Within each of the above gorups, those who served in the armed forces have priority over those who served in the Merchant

3. Career employees who have veteran preference, other than those in group 1.

4. Career employees who do not have veteran preference. 5. Transitory employees who have veteran preference, other than those in group 2.

6. Transitory employees who do have veteran preference.

All agencies are asked in the regulations to keep a careful check of the work load in offices and let turn-over take care of cuts where necessary. It is said this will ease the blow of re-ductions in force.

It is also urged that personnel encourage the use of the transfer wherever possible and so make reductions unnecessary. Now turn to page 2 for addi-

tional information.