

Civil Service LEADER

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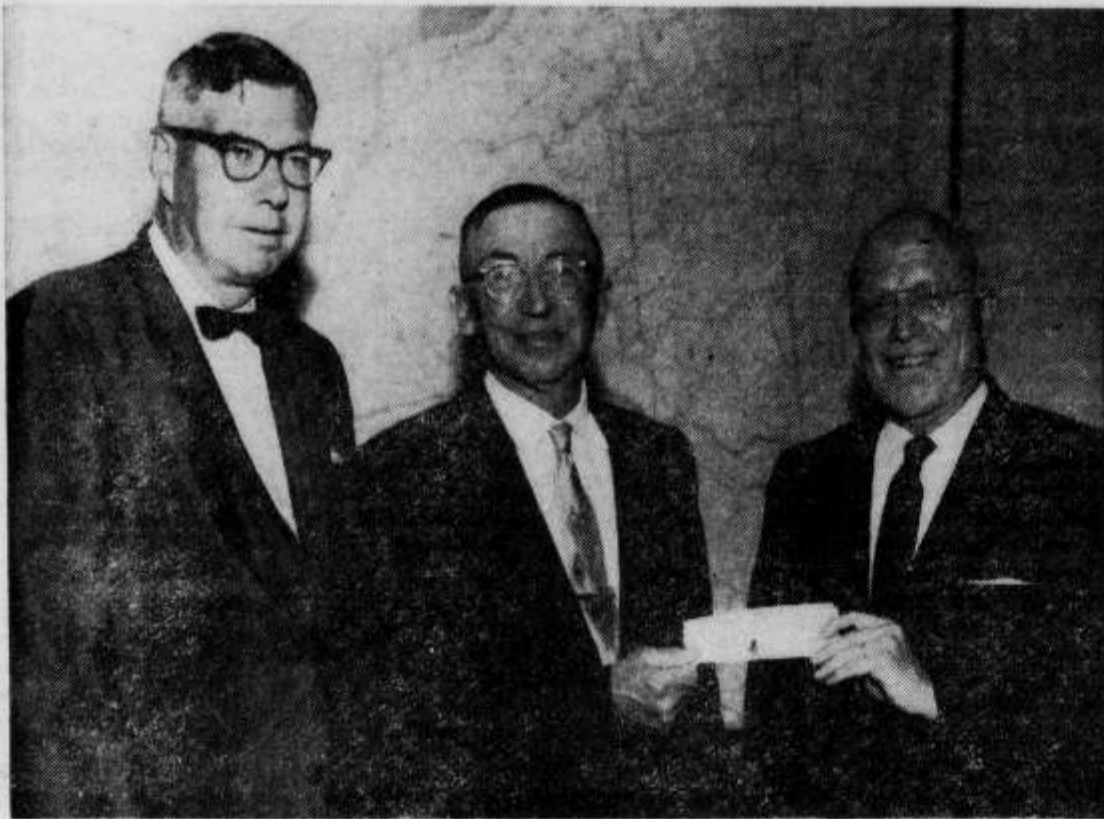
Tuesday, August 8, 1961

Price Ten Cents



View of CS

See Page 14



PW AIDE RECEIVES RETROACTIVE PAY — J. Burch McMorran, superintendent of State Public Works Department, right, presents check for \$275 in retroactive pay to Arthur W. Brust, center, a laborer in the Department. Looking on is Joseph F. Feily, president of the Civil Service Employees Assn. The check represents the difference in Mr. Brust's salary between April 1 and Aug. 9, 1961, when the new grading process for state laborers went into effect. Legislation placing the laborers on an annual salary basis was sponsored by the CSEA and approved by the Legislature this year.

Seek One Step Upgrading For Institution Clerics

ALBANY, Aug. 7—Compensation in the form of a one-step upgrading is being sought for the State's institutional clerical employees who still work a 40-hour week. State employees doing similar work in other agencies are on a 37½-hour week.

Bixby Supports Moving Expenses For Thruway Men

Moving expense allowances for State Thruway Authority employees are being supported by R. Burdell Bixby, Thruway chairman, the Civil Service Employees Assn. learned last week.

The Employees Association had asked the Thruway Authority to allow its workers the same moving expense formula granted State workers by the Legislature this year.

Mr. Bixby wrote to Joseph F. Feily, CSEA president, to inform him that his staff was working on the matter and that it would be recommended for approval.

State employees are reimbursed up to \$600 for moving expenses.

The upgrading was requested by the Civil Service Employees Assn. in a communication to J. Earl Kelly, State Director of Classification and Compensation.

Joseph F. Feily, CSEA president, wrote Mr. Kelly last week saying:

Recently our attention has again been directed to the salary and related problems of institution clerical personnel. It has been contended to us that the present grade allocation is inadequate.

You are keenly aware, just as we are, of the fact that office personnel employed in our State Institutions have a work week some 6% longer than their counterpart in the rest of the state service. We are also both aware that your general policy is to allocate positions without taking into account ancillary, but directly related, conditions of employment including the number of hours worked per week. The state service does contain exceptions.

Variance Cited

For example, there is the title of Regents Night Printer allocated to one grade higher than his counterpart who is employed days. More recently the title of Senior Chauffeur was established in the state service. According to the job specifications for this position, the grade and title differential was, at least in part, based on the recognition of the special work hours expected by this class. There may be others so subtle, that none of us, including yourself, were aware that it affected one's thinking.

While we are in sympathy with your needs to allocate positions without regard to other working conditions, as a very

(Continued on Page 3)

Erie County CSEA Launches Drive to Raise Pay in '62

(From Leader Correspondent)

BUFFALO, Aug. 7—Local units of the Civil Service Employees Association are in the forefront of a concerted drive to raise salaries of Erie County employees in the 1962 budget.

The Erie Chapter, CSEA, formally asked the Board of Supervisors to institute a thorough study of county salary schedules with a view to reclassifying every worker in the county. Chapter President Alexander T. Burke said units of the state employee group agree that all county workers rate upgrading at least one or two grades.

Mr. Burke met with presidents of local units—Frank Hanavan, welfare; Michael J. Faust, Meyer Hospital; Arthur L. Roets, Buffalo State Hospital; John J. Dee, Roswell Park Hospital; John Hennessey, Buffalo Chapter; Linda S. Vroman, Home & Informary;

400 New Erie Members So Far

BUFFALO, Aug. 7—More than 400 new Civil Service Employees Association members have been taken in a month.

This was reported today by enrolled in Erie County in less Alexander T. Burke, president of the CSEA's Erie Chapter.

Mr. Burke, noting that the current membership drive in the county has been extended to August 24, added:

"We have signed a lot of new members. I'm proud indeed of the work done by our membership committees. We're not stopping. We'll send on a new lot of signed applications to Albany before the week is ended."

Sylvester A. Schaub, West Seneca Non-Teaching—to draft the chapter program for action.

The conferees, by indirection, indicated that the recent Barrington survey of county jobs, failed to correct inequities and did not

(Continued on Page 3)

Syracuse Raises Pay Of Teachers, Non-Teaching Employees To Keep Help

(From Leader Correspondent)

SYRACUSE, N. Y.—Two across-the-board pay increases of \$200 each, effective Jan. 1 and Sept. 1, 1962, for Syracuse public school teachers have been approved by the city's Board of Education.

A single raise of \$200 was voted for non-teaching aides, effective July 1, 1962.

The Board on July 17 also approved two \$300 pay boosts on the same dates for principals and supervisors in the city's 45 public schools.

However, Edward Lindsay, president of the Syracuse Teachers Association, told the board at the meeting, the new pay schedules will "still not enable Syracuse schools to compete profitably for teachers."

The increases will boost beginning salaries of teachers with bachelor's degrees to \$4,600 annually next a Jan. 1, and to \$4,800 Sept. 1, 1962.

The Board said the pay increases were needed to make the city school system attractive for prospective teachers. Recently, Syracuse schools have not been able to compete successfully for teachers because of lower salaries than nearby communities, the

(Continued on Page 3)

Islip Town CSEA Submits Hard-Hitting Programs

At a recent combined meeting of the more than 340-member Town of Islip Unit and Highway Employees of the Civil Service Employees Association, the delegation present voted to submit a ve-point program to Supervisor Thomas J. Harwood, the Islip Town Board and Superintendent of Highways, William E. Stochl, Jr., for their consideration prior to setting up the proposed budget for 1962.

Heading the five-point program is \$600 across the board increase for all employees of the Town. There has been no general pay raise in five years. In 1956 adjustments were made in some grade positions after the Kaplan survey.

Another vital issue is the request for the employer to contribute 50 percent of the cost of hospital and group insurance. At the present time, the employees defray the entire cost of the Blue Cross and Blue Shield premium. The State and some townships in

Suffolk have already adopted the 50-50 plan.

Want Grievance Machinery

State law prohibits municipal workers from staging strikes; therefore, a recognized grievance procedure is requested whereby employer and employees' representatives would meet together to discuss and settle questions of a grievous nature, relative to hours, wages and conditions of employment.

Other points include attendance rules governing vacations, holidays, sick leave and personal leave; Job Tenure to cover employees not covered by Civil Service and Job Classification which would provide equal pay for equal work.

President Thomas Dobbs and Robert Chappell, Program Chairman of the Islip Unit and President Harold Smith and John Lewis along with CSEA Field Representative John Corcoran expect to meet with Town Officials shortly to discuss the program.

Endicott Studies Health Plan

ENDICOTT, Aug. 7—The Finance Committee of Endicott's Village Board of Trustees is studying 12 major medical insurance programs that have been offered to the village.

Both the Police and Fire departments urged the board to adopt the state plan which utilizes Blue Cross and Blue Shield, plus major medical insurance.

The village has about \$35,000 in its budget for its share of the cost of the insurance program.

Membership Drive Set To Go In Onondaga CSEA

SYRACUSE, Aug. 7—Onondaga Chapter, CSEA, expected to complete its committee this week for its planned intensive membership drive in Syracuse's City Hall.

Benjamin Roberts, field representative, said he is now contacting members in the various city departments to work in the campaign, and setting up times and dates for the drive in each department.

The campaign is expected to get into full swing Aug. 14.

The committee members plan to use previous CSEA achievements, coming programs of the organization and the recent decision by the Common Council to permit dues deductions from salaries and wages as inducements to membership.

Pass Your copy of The Leader on to a Non-member

FD Anchor Club to Visit Mt. Loretto

The Fire Department Anchor Club will conduct its thirteenth annual track and field event on August 15 for over a thousand children at the Mission of the Immaculate Virgin, Mt. Loretto, Staten Island.

Because of the large number of children competing in all events, preliminary heats have been conducted in the days preceding the visit of the firemen. All events on Field Day will begin with the quarter finals. Athletic and non-athletic events will attract participation by all the children.

Prizes will be awarded for all events and dormitory prizes that encourage team effort will be an added feature. A merry-go-round will be provided for the little tots. Ice cream, soda and cup cakes will be served as Very Rev. Msgr. Henry J. Vier, Mission Director, will serve as honorary judge. The Priests, Brothers and Sisters who staff the Mission will relax while the firemen officiate as starters, judges and officials.

A softball game between the older boys and the firemen will climax the day's activities.

The chairman of this day is Lieut. Joseph C. Maceda, aided by the co-chairman, Fireman Cornelius Early. Batt. Chief Uric Blessington is President of the Fire Department Anchor Club.

Internal Revenue Will Use Automatic Data Processing

The Internal Revenue Service announced today that the United States Civil Service Commission has authorized employment of special personnel procedures to facilitate conversion of tax returns accounting to automatic data processing.

The new procedures are designed to help the IRS avoid layoffs and other adverse personnel actions which otherwise might become necessary. Positions of several thousand IRS employees ultimately will be affected as the changeover proceeds over a period of several years.

The agreement is designed to permit the most flexible use of personnel in processing the work that must go on while the shifts to data processing are taking place. Numerous technical personnel matters relating to appointments, qualifications, details, and temporary promotions are involved.

Electronic Technicians Wanted by U. S. Army

Electronic technicians are needed now by the Federal Aviation Agency for jobs in radar and general electronics. They are in salary grades GS 8 and GS 10, and pay from \$5,885 to \$6,435 a year.

These jobs are located in installations in Connecticut, Delaware, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, and Washington, D. C.

Applicants will be rated on experience and training, according to their knowledge of electronic theory, mathematics, communications receivers and transmitters,



END OF AN ERA — The retirement of Mrs. Helen Drummond Kerker, shown here in her Albany home, marks the end of an era in civil service reform. Mrs. Kerker has been a fighter for the merit system some 35 years through her position as assistant executive director of the National Civil Service League and the New York Civil Service Reform Assn.

Helen Drummond, Fighter For Merit System, Retires

(Special to The Leader)

Helen Cornwallis Drummond, who stormed many a patronage barricade to help build and strengthen the merit system in government, is retiring.

And her retirement as assistant executive director of the National Civil Service League and the New York Civil Service Reform Association marks the end of an era.

Sparked by conviction and a talent to see both sides of the problem, she left her mark in good government — like the magazine she edited, entitled "Good Government."

Helen Drummond spent some 35 years in helping to achieve a workable career and merit system in federal and state governments without ever holding a government job herself. She saw the spoils system gradually beaten back, and replaced by civil service. Now she sees new horizons and new challenges in government.

"We have got to realize a lot of traditional civil service practices now are behind the times," she says. "There are a lot of sacred cows that must be eliminated. One of the problems now, as against

the old days, is that we have made a god of equality in the civil service. Government must recognize and reward ability and creative thinking."

Sees Need of Review

She thinks that the competitive civil service examination process should be reviewed, for example, and improved to provide more flexibility in the selection of personnel, particularly in top administrative positions.

Interview by the Leader in her home in Albany, where in private life she is the wife of Philip Kerker, the public relations director for the Civil Service Employees Association, she spoke with conviction:

"Government can't expect its employes and officials to subsidize it by working for half what private industry would pay for equivalent work. Salary scales must match those in private industry, if government is going to get competent men."

During her career in the civil service reform movement, she worked with many notables in the field, including H. Elliot Kaplan, now the president of the New York State Civil Service Commission.

She has high praise for Mr. Kaplan, who served as the League's executive director at one time, as

(Continued on Page 12)

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READ The Leader every week for Job Opportunities

Murphy Seeks Reinstatement On Water Bd.

ALBANY, Aug. 7 — Supreme Court Justice Roscoe V. Ellsworth of Kingston is reserving decision in the action started by Vernon Murphy to get back his job as an attorney with the New York City Board of Water Supply.

Mr. Murphy, who was fired in April after it had been charged he had done no work for the city for three years, claims Civil Service status.

There were no arguments before Justice Ellsworth in Supreme Court as the case was submitted and will be decided on the basis of briefs.

The 51-year-old Kingston attorney figured prominently in New York City's battle to check the soaring costs of buying land for the city's huge water supply system in Delaware County.

He was accused by his critics of displaying more zeal than judgment and producing more charges than evidence in his legal skirmishes.

When fired, Mr. Murphy said that he had been ready and willing to take any assignments given him, but that he had not been given any.

City Residence Not Necessary for Civil Engineering Positions

The City of New York is looking for Civil engineering draftsmen, and will pay them from \$5,150 to \$6,590 a year.

New York City residence is not required for appointments to some departments. The filing deadline for this open-continuous exam is Oct. 3.

To qualify for this test candidates must have one of the following:

- (1) A baccalaureate degree in civil engineering issued after completion of a four year course in an accredited college or university.
- (2) An associate in applied science degree awarded by a community college or technical institution in an appropriate course of study and two years of experience in civil engineering drafting work.
- (3) A high school diploma and four years of experience including two years in civil engineering drafting work.

Application blanks are available at the Applications Section of the Department of Personnel, 96 Duane St., New York 7, N. Y.

Counseling Jobs Open With State Pay to \$6,850

Guidance counselors may apply until August 14 for jobs with the State of New York.

The salary ranges from \$5,620 to \$6,850 a year. Vacancies are at Attica Prison, Auburn Prison, Clinton Prison, Albion State Training School, Elmira Reformatory, and Sing Sing Prison.

Candidates must meet a combination of educational and professional requirements, including a college degree and either graduate study or satisfactory experience.

Applications and further information are available at the Recruitment Unit, New York State Department of Civil Service, Box 11, The State Campus, Albany, N. Y. or at the 270 Broadway, New York City.

Apply Now for City Typist Jobs From \$3,250

The City of New York is accepting applications now for typist jobs that pay from \$3,250 to \$4,330 a year. No formal education or experience is required.

The filing deadline is Aug. 31.

To qualify for this position, candidates must pass a written test with mark of 70 per cent. The written test includes questions mainly on vocabulary and spelling. Candidates must also pass a typing test with a minimum speed of 40 words per minute.

Applicants should report to the Commercial Office of the New York State Employment Service, 1 E. 19th St., Manhattan. Arrangements will then be made for them to be interviewed and scheduled for the required written and practical tests.

Those who pass these tests will receive an application from the City Department of Personnel which must be filled out and returned to the Filing Section, Department of Personnel, 96 Duane St.

Inspector Key Stands

The answer key for the inspector of borough works examination held June 26 has been approved with no changes. Eighteen items were protested by six persons. A total of 116 took the test.

Shoppers Service Guide

Help Wanted

GUARDS—Part-Full Time. Must have pistol permit. Retired police officers, preferred. Inquire: Veteran Detective Bureau, Inc., 4197 Park Ave. Bx 66, 11 AM to 7 PM.

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HELP WANTED: ONTARIO COUNTY. Director of Social Service. Open to New York State eligibles. Salary \$6,875 year. Degree in Master of Social Work plus four years experience, within past ten years, in public assistance and child welfare casework, including at least two years of full-time successful supervisory experience in either of these fields. Experience in recognized social agency is essential, public welfare experience preferred. Last date for filing applications August 22, 1961. Examination date September 16, 1961. Applications and further information available at the ONTARIO COUNTY CIVIL SERVICE COMMISSION, COURT HOUSE, CANTON, N. Y.

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THE PUBLIC EMPLOYEE

By **JOSEPH F. FEILY**
President,
Civil Service Employees Association

The Few Hurt The Many

WE SHARE THE distress of every public worker at the news stories appearing the past week alleging violations of trust among civil employees in New York State and City. The allegations involve people in high positions as well as in law and range from little black books listing pay-offs to graft on construction projects, and selling of professional examination questions. We by no means stand in any judgment on either the facts or guilt—but we feel that a situation which is bad enough to solicit the official interest of the State Commissioner of Education and the District Attorney's office merits some comment.

THE CIVIL SERVANTS of this country have had a hard row to hoe during the last century to establish themselves in positions of honor and esteem. They have too readily been judged as ineffective or political spoilsmen. Despite the many and frequent statements from reputable public citizens and business men as to their efficiency and dedication, the general public has been reluctant to accept the public worker on a par with their counterparts in industry. The tainting of a few apples in the public barrel is too easily used to condemn the whole lot.

ACTUALLY, IT HAS been shown again and again that the amount or degree of corruption among civil servants is no greater than it is for any other working group. Embezzlement, fixes, bribes, stock rigging, etc. are still being reported involving the workers in industry. When they do occur, they seem to occasion little comment and rarely merit front-page stories in our daily press.

HOWEVER, DUE TO their particular vulnerability and exposure to the public eye, civil servants must, for their own protection, bend over backwards to maintain high standards of efficiency and morality. They must even be above Caesar's wife in their behavior.

THE CIVIL SERVANTS are totally dependent upon the taxpayer for the proper recognition of their job value, their pay scales and other attributes of their calling. To protect themselves they must be doubly careful of their conduct and they must view with indignation any deviation from high moral standards by any of their fellow workers.

WE HOPE THAT all public servants everywhere will honor the trust of their office and live up to a high standard of conduct. We hope they will do this in the interest of their own dignity and the good of their community. In a world where we are struggling for the preservation of our form of society, we must view with alarm any form of public corruption.

Design 4-Point Program For Schenectady County

SCHENECTADY, Aug. 7—Four proposals aimed at bettering the overall working conditions of Schenectady County employees were made last week to County Finance Committee by representatives of the Civil Service Employees Assn.

The proposals, outlined by F. Henry Galpin, CSEA assistant executive director were:

1. Eight percent across-the-board pay raise.
2. A revision of the county salary plan.
3. Longevity increments for all employees after five and ten years' service.
4. Formulation of an adequate grievance procedure.

The meeting was the result of earlier sessions at which the CSEA representatives charted differences between Schenectady County salary rates and those in existence elsewhere in the State and at which they submitted information on salary increment formulas in other employee procedures.

Mr. Galpin said the CSEA's proposals "were very well received by the Committee" and that Committee Chairman Joel Weiss had "assured them that the committee would give serious consideration to the requests."

Other CSEA representatives at the meeting were Thomas Coyle of the CSEA research staff; Mark Delaney, former president of Schenectady County chapter, CSEA; and Nicholas Pintaville, of Schenectady chapter.

County Finance Committee members included Mr. Weiss,

Howard Howell, County treasurer; Glenn Wells, County budget officer, and William Leonard, clerk of the Board of Supervisors.

Erie CSEA Launches Pay Drive For '62

(Continued from Page 1) provide a fair salary base for county workers.

Call For New Survey

They called for a new survey by experts and one that would permit the CSEA to be represented and to be heard while it was in progress.

The conferees also agreed to back proposals for increased mileage allowances for workers who use their own autos on county business.

Said Mr. Burke: "The present allowance of 8 cents a mile is unfair and unrealistic. We believe the allowance should immediately be increased to 10 cents a mile."

The county units also propose an innovation in Western New York—longevity pay for veteran workers who remain for long periods in the same work classification.

"It's obvious," said Mr. Burke, "that a county employee in the

FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

Seek Upgrading For Clericals

(Continued from Page 1) practical matter I think we can agree that these ideals are not always achievable.

Offers Formula

We believe that the Civil Service Department can take effective steps toward resolution of a prime employee morale problem by changing the grades of institution clerical positions upward one grade. You may feel that there are sufficiently distinguishing characteristic between the functions performed by institution clerical personnel and departmental to warrant distinction in terms of title.

This would provide a medium through which a worthy objective could be achieved. At the same time this would provide partial recognition of the work week differential. We realize that the difference between the maximums of grades 4 and 5 is about 4.8%, while the difference in work hours between 37½ and 40 is about 6½%.

Charge Views Change When Employees Become Employers

(From Leader Correspondent)

CENTRAL ISLIP, Aug. 7—What happens when the employees become the employers? Do the workers—who want salary benefits—give the same benefits—when they become the bosses?

These questions have become the subject of some lively debate among Civil Service Employees Association members in the Central Islip area. They stem from the fact that four of the five members in the Central Islip School Board are employees at the Central Islip State Hospital. They are also members of the hospital's CSEA chapter.

Thus, at the hospital, they are employees. At the school district they are the employers.

Some Disagreement

But, complained Thomas Purtell, vice president of the hospital chapter, this week, "They are all members of the chapter in the

hospital and they are constantly coming to us for raises. But they deny salary increases to the non-teaching employees of the school district." There are 53 members in the CSEA unit at the schools.

The complaint was strongly denied by one of the four school trustees, William Crawford, who said, "We are surveying all of our school salaries all the time and we try to keep up to date. We also try to run the schools as economically as we can." The other three school trustees, who are also CSEA members at the hospital are Henry Ende, Andrew Morrow and Morris O'Connell.

Other Debates

Purtell and Crawford also disagreed on several other points. Purtell claimed that some non-teaching employees were the "lowest paid" in Suffolk County. Crawford said it was "not the truth." Purtell also claimed that he had been unsuccessful in getting increased for the non-teaching workers but Crawford said Purtell had never made any formal representations to the board.

Crawford said that while any formal comment would have to come from the board, as a unit, that the board has been willing to discuss salary problems at all times and already was entertaining a formal CSEA request for a conference.

Teacher Pay

(Continued from Page 1)

Board explained. About 200 teachers have been leaving the school system annually, and it was expected that the figure would go to 250 teachers a year.

Longevity Increment

Salaries of nearly 1,300 teachers and 92 school administrators will be increased under the plan.

A \$200 longevity increment for 25 years of service in the city's school system, and acceptance of seven years of outside experience was also approved.

Mr. Lindsay declared: "It is again regrettable that when this salary program finally takes effect in September 1962, Syracuse will again find itself at least a year behind the salary program of surrounding communities, and therefore unable to compete with them for a competent staff for the Syracuse schools."

He also criticized the current year's salary program, which, he said, means \$200 raises for about 300 teachers, lower increases for 700 and no increases for 250 teachers in the highest step of the salary schedule on Sept. 1.

The salary increases will total more than \$500,000 in next year's education budget for the city, and help bring it to about \$17.5 million, about \$2 million more than the 1960 budget.

The school budget must be approved by the Common Council after the usual public hearing.

Broome Aide Retires

BINGHAMTON, Aug. 7—Mrs. Pauline O'Brien, an employee of the Broome County Welfare Department for 30 years, resigned, effective Aug. 15.

Mrs. O'Brien has spent most of her public career in the field of child welfare. She has been a case supervisor since 1943.

New Charter For Oneida May Eliminate Present Civil Service Commission

(From Leader Correspondent)

UTICA, Aug. 7 — A proposal to reorganize Oneida County government through a new county charter would mean the abolishment of the country's three-member Civil Service Commission.

A public hearing on the charter will be held Aug. 16 in a step that might clear the way for a referendum on the proposal next November.

Most members of the Board of Supervisors have indicated approval of the charter, which would establish a county executive form of government.

Under the charter, the Civil Service unit would be abolished on an. 1, 1963.

Single Executive

A Department of Personnel would be created to handle most of the duties now performed by the Civil Service agency. The county executive would appoint a commissioner to head the department, subject to the confirmation of the Board of Supervisors, for six years.

Civil Service law would govern

the duties and powers of the personnel commissioner, according to the charter. The commissioner also would be subject to supervision and control by the State Civil Service Commission.

The three Civil Service commissioners whose jobs would be abolished are William H. Schneible, Rome, chairman; Albert C. Townsend, Paris Station, and Frank W. Law, Vernon.

Presumably, the post of Lester F. Williams, Rome, executive officer for the commissioner, also would be abolished.

Claims Aides Protected

The charter points out that the "Civil Service status and rights of all county employees and their beneficiaries . . . shall not be affected by this charter or code."

It also states: "All positions in all departments, offices, institutions and agencies of the county, shall be in the classified service . . ."

The exceptions would be elective officers, department heads, members of boards, commissions and committees, the medical examiner and the commissioner of jurors.

Positions in the classified service that would be in the exempt class included deputies, confidential secretaries, assistant district attorneys, calendar clerks, personnel officer and contractors engaged to perform specific services and their employees.

If approved by voters next November, the charter would take effect Jan. 1, 1963. The county executive would be elected next year.

Named to Lakes Unit

ALBANY, Aug. 7—Ronald B. Peterson, deputy state commerce commissioner, has been appointed a member of the Great Lakes Commission by Governor Rockefeller. Mr. Peterson has served as head of the Commerce Department's Division of Economic Development.

Where to Apply For Public Jobs

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

NEW YORK CITY—The Applications Section of the New York City Department of Personnel is located at 96 Duane St., New York 7, N.Y. (Manhattan). It is two blocks north of City Hall, just west of Broadway, across from The Leader Office.

Hours are 9 A.M. to 4 P.M. closed Saturdays except to answer inquiries from 9 to 12 A.M. Telephone CORTland 7-8880.

Mailed requests for application blanks must include a stamped self-addressed business-size envelope. Mailed application forms must be sent to the Personnel Department, including the specified filing fee in the form of a check or money-order, at least five days before the closing date for filing applications. This is to allow time for handling and for the Department to contact the applicant in case his application is incomplete.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 8th Avenue Line. The IRT Lexington Avenue Line stop to use is the Brooklyn Bridge stop and the BMT Brighton Local's stop is City Hall. All these are but a few blocks from the Personnel Department.

STATE — First floor at 270 Broadway, New York 7, N. Y. corner of Chambers St., telephone BAclay 7-1616; Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; Room 400 at 155 West Main Street, Rochester (Wednesdays only); and 141 James St., Syracuse (first and third Tuesdays of each month).

Any of these addresses may be used for jobs with the State. The State's New York City Office is two blocks south of Broadway from the City Personnel Department's Broadway entrance, so the same transportation instructions apply. Mailed applications need not include return envelopes.

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

FEDERAL — Second U.S. Civil Service Region Office, News Building 226 East 42d Street (at 2d Ave.), New York 17, N. Y., just west of the United Nations building. Take the IRT Lexington Ave. line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

Hours are 8:30 A.M. to 5 P.M. Monday through Friday. Telephone number is YU 6-2626.

Applications are also obtainable at main post offices, except the New York, N. Y., Post Office. Boards of examiners at the particular installations offering the tests also may be applied to for further information and application forms. No return envelopes are required with named requests for application forms.

U.S. Service News Items

By CAROL CHRISTMAN

Almost Six Million Enrolled in Federal Health Benefits Plans

The Civil Service Commission has estimated that of the 132,000,000 persons in the United States having some form of health benefits protection, almost 6,000,000, or about 4.5 percent, are participating in the two health benefits programs which it administers.

The estimate is based on enrollments in the Federal Employees Health Benefits Program as of March 31, 1961, and in the Federal Employees Health Benefits Program as of July 1, 1961.

Each of these is a voluntary, contributory program with the Government, as the employer, paying a part of the cost. The Federal Employees Health Benefits Program is available to active employees, to enrolled employees who became annuitants after July 1, 1960, and to the dependents of these two groups.

Figures for the program for active Federal employees show a total of about 5,397,500 persons covered under that program as of March 31, 1961. This is a gain of 224,600 over the number of persons covered when the program went into effect July 1960. The 224,600 includes 74,000 new enrollees and an estimated 150,000 dependents. The new total coverage breaks down into 1,779,000 employees, 26,000 employee and survivor annuitants who continued their health benefits coverage, and 3,592,500 dependents of employees and annuitants.

New Jobs Rumored

It has been rumored in Washington that some 50,000 new civilian jobs with the Department of Army, Navy and Air Force will result from President Kennedy's announcement of his plans for meeting the Berlin crisis.

The Defense Department has stressed that the military buildup will not be accompanied by the hiring of new civilians, unless it can be proved that they are needed. But the rumors persist.

White House Issues Conduct Code for Federal Employees

A new code of conduct for Federal employees has been issued by the White House. It is directed to the "maintenance of high ethical and moral standards." The codes was drafted by the Civil Service Commission and sent out to agency heads.

The general aim of the code is to prohibit Federal employees, from the highest to the lowest, from using their official positions for private gain.

The code encourages teaching, writing and lecturing on the part of Federal employees, as outside employment, but stressed that it should not be engaged in when it might result in conflicts of interest.

"No employee may solicit or accept, directly or indirectly, anything of economic value as a gift, gratuity, or favor, which might reasonably be interpreted by others as being of such nature that it could affect his impartiality, from any person, corporation, or group, if the employee has reason to believe that the person, corporation or group:

"Has or is seeking to obtain contractual or other business or financial relationships with the employee's agency; conducts oper-

ations or activities which are regulated by the employee's agency, or has interests which may be substantially affected by such employee's performance of his official duty; or is in any way attempting to affect the employee's official actions."

NFFE Asks Congress to Act On Employee Bills

The National Federation of Federal Employees has urged Congress to act on a number of bills, which deal with Federal employees. Most of the bills have made some progress so far either in the House or in committee.

The bills are concerned with such things as travel and per diem allowances, and the retirement law.

The NFFE also criticized the Government's salary policies as being behind the times in this "critical period of the world's history." It said that the Government was in the position of not being able to attract the highly skilled employees that it needs, now more than ever before.

In another statement, the NFFE called on both Congress and the Executive Branch to take "firm, prompt and vigorous action" to halt the use of military personnel in civilian jobs and the contracting out to industry of work historically done by CS workers. The independent union's executive committee will conclude its meeting here this weekend.

Filing for Ship Jobs With U.S. Closing Aug. 14

The U.S. Civil Service Commission has announced the closing of filing periods for seven exams under the U.S. Army Corps of Engineers. The exams are all for positions on sea-going hopper dredges.

They are: third assistant electrician, paying \$2.82 to \$3.27 an hour; drag tender, \$2.02 to \$2.36 an hour; watertender, \$2.10 to \$2.32 an hour; marine fireman (oil), \$1.99 to \$2.19 an hour; wiper, \$1.89 to \$2.09 an hour; and mess attendant, \$1.56 to \$1.72 an hour.

Applications will not be accepted for these jobs after August 24. Until then, apply to the Board of U.S. Civil Service Examiners, U.S. Army Engineer District, New York, Corps of Engineers, 111 East 16th Street, New York 3, N.Y.

Pass Your copy of The Leader on to a Non-member

Architects Still Needed in City At \$6,400, up

The City of New York needs applicants to fill assistant architect jobs that pay from \$6,400 to \$8,200 a year. City residence is not required.

Candidates for this test must have a baccalaureate in architecture plus three years of satisfactory practical experience or a high school diploma or its equivalent plus seven years experience.

Employees in the title of assistant architect have promotional opportunities to the title of architect to \$9,600 a year. Employees in this occupational group may reach the title of director of architecture with a salary of \$13,000 a year.

Application blanks can be obtained at the Applications Section of the Department of Personnel, 96 Duane St., New York 7, N.Y. or by mail. Filing deadline is Aug. 31.

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Real Estate Managers: Provisional Jobs; \$5,450

Real estate managers are badly needed by the New York City Department of Real Estate, and qualified applicants will be hired immediately on a provisional basis.

Commissioner Ferdinand Roth said that the Department's expanded take-over of city properties had resulted in a serious shortage of employees with real estate manager qualifications. He said that private real estate firms would be canvassed in an effort to obtain competent personnel from private industry. At the same time efforts would be made to interest recent college graduates who intend to make real estate their career.

There is at present no civil service back-log of real estate managers, since the list established in connection with the examination held a year ago is exhausted. As a consequence the Department is permitted to go into the open market and engage provisionals who will be eligible to take the next civil service examination in this category which is scheduled tentatively for April 7, 1962.

Provisionals will be paid the same starting salary, \$5,450 a year, as the civil service real estate managers. Regular yearly increments of \$240 would increase their pay to a maximum of \$6,890.

"There are promotion opportunities for civil service employees in the real estate field up to positions paying \$11,500 annually," Commissioner Roth said. "Employees in this category receive 20 days annual leave at the end of a year's service and accrue one day's sick leave monthly."

Requirements for real estate managers are three years of satisfactory experience in the active management of residential, commercial or industrial real estate properties or in responsible position in site management or tenant relocation activities.

A baccalaureate degree may be substituted for one year's experience.

Typical duties of a real estate manager include the management of a large number of city-owned and receivership properties in an assigned regular area and inspection and examination of properties to determine the need for necessary repairs.

Interested persons may receive further information at the Department of Real Estate's office, 2 Lafayette Street.

Laundry Worker & 10 Other Lists Are Established

Twelve eligible lists were established on Wednesday, August 2.

Heading the list is laundry worker (women) with 682 names. The list for laundry worker (men) has 397 names. Eligibles for these two labor class jobs are subject to investigation and review of chest X-ray examination.

Lists were also established for the following open-competitive exams: Junior mechanical engineer, 22 names; laboratory aide, 106 names and typist, group 7, 285 names.

Seven lists were established from promotion tests. Foreman (structures, group B) BT has five names. Promotion to civil engineering draftsman, general list has five names. Promotion to civil engineering draftsman, general list has seven names; HA, 1 name, PB, 2 names, PR, 2 names. DW N.Y.C. division, 1 name and WB, bureau of engineering department of design, 1 name.

Staten Island Hospital Needs Medical Techs

The U.S. Public Health Service Hospital on Staten Island needs medical technicians now and will pay them from \$3,760 to \$4,345 to start, depending on experience. The jobs are in pay grades GS 3, 4 and 5.

Candidates for the GS 3 jobs must have one year of experience in laboratory work on blood counts, hemoglobin estimating, analyzing urine and other related work.

Education may be substituted for experience. However, all applicants must have at least three months experience.

An applicant must be physically able to perform the duties of the position.

More complete information and application forms are available through the Board of U. S. Civil Service Examiners, U. S. Public Health Service Hospital, Staten Island 4, N. Y. Applications are being accepted until further notice.

Immigration Patrol Inspectors Needed - Pays to \$6,875

Immigration patrol inspector positions with the U.S. government pay \$5,355 a year to start and require no experience. They will be filled from the examination for which applications are now being accepted. Filing will remain open until Dec. 8.

Immigration patrol inspectors who complete their probationary period successfully are promoted to the journeyman position of patrol inspector at \$5,885 a year. Patrol inspectors receive a maximum salary of \$6,875 a year.

Immigration patrol inspectors work in the border patrol of the Service. The principal purpose of the border patrol is to prevent smuggling and illegal entry of aliens into the U. S. Inspectors patrol areas by automobile, by foot, by boat or in aircraft. In carrying out their duties they must inspect vehicles and in general investigate violations of the immigration laws.

Persons selected for appointment as immigration patrol inspectors are given two to three months of intensive training. They are taught the history and responsibilities of the service and instructed in immigration and nationality laws. They are also taught Spanish, physical training, marksmanship and other courses.

Those who pass the examinations at the Service academy are assigned to positions on the Southern border. During the rest of their probationary year, intensive training is continued on the job while in the company of a senior officer. The new employee is given further tests at the end of five and a half and 10 months of service.

Vacancies from the journeyman level up to executive levels are filled by promotions of officers. All officers are kept informed about the requirements for supervisory, management, and executive positions, so that they know the op-

portunities for advancement and the experience required.

Requirements

All applicants must be male U.S. citizens and at least 21 on appointment. Candidates may file when they are 20. A driver's license is required, and all applicants must have had at least a year of driving experience.

Six Civil Engineering Draftsman Lists Out

The New York City Department of Personnel has established six eligible lists, including the general list, for civil engineering draftsmen in various City agencies. The effective date was August 2.

Aside from the general list, they are: Housing Authority; Office of the Borough President, Brooklyn; Office of the Borough President, Richmond; Department of Water Supply, Gas and Electricity, New York City Division; Board of Water Supply, Department of Design (Bureau of Engineering).

Applicants must be at least five feet, eight inches and weigh 140 pounds. Vision must be at least 20/40 in each eye unaided, without glasses and binocular vision must be at least 20-30 unaided, without glasses. Applicants must be able to distinguish shades of color. Good physical condition is required.

Applicants will be rated on the basis of a written test which takes about three hours. Candidates who pass this written test must appear for an oral interview. All appointees will be subject to a thorough investigation.

Application forms and further information can be obtained from the regional office of the U.S. Civil Service Commission, 230 E. 42nd St., New York 17, N. Y.

Rail Clerk Key Okay'd

The answer key for the railroad clerk and promotion to railroad clerk exams held June 24 has been established as final with no changes. The test was taken by 7,437 candidates. Forty-five of them protested 49 answers.



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Tentative Scowman Answers Called Final

The City Civil Service Commission, last week, adopted the tentative key answers to the scowman written test as final. A total of five candidates protested seven items.

Key Answers Approved

The key answers for the New York City promotion to assistant supervisor (child welfare) exam have been established as first published, with no changes. Of the 98 candidates who took the test, one of them protested nine items.

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Some individuals, learning that an examination is about to be held for a position for which they feel that they are qualified, make further inquiries, file an application, enroll at a Civil Service School of established reputation and diligently apply themselves to this specialized preparation. In their case there is an excellent prospect for success.

Unfortunately, others content themselves with filing an application, visiting libraries, and obtaining books which are usually out-dated and of doubtful value. They often study intensively but their haphazard approach to preparation brings them to their exam with little or no hope of success.

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Classes preparing for these exams are now forming to start in early September. **ENROLL NOW!**

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TUESDAY, AUGUST 8, 1961 31

Day Of Promise

FOR New York City's civil servants, the day of promise is near at hand. Or rather, the days of promises—political ones.

The way things are going now, there will be enough candidates for the mayoralty to form a quorum for a debating society. And we can expect that the usual round of promises and hopes will be heard through the campaign oratory.

We suggest that civil service groups not wait for the word from the soap box but originate vital and sensible programs to which the candidates can, if they choose, commit themselves publicly.

It is as important for the civil service to set down intelligent and workable programs as it is for the candidates to make sensible and proper proposals for improving the lot of public workers.

Mental Hygiene Cure

THERE are several chronic problems in the State Department of Mental Hygiene that are in urgent need of being solved. Two outstanding problems are:

1. Placement of institutional clerical employees on a 37½-hour work week, a schedule enjoyed by similar workers in other State agencies.

2. A promotion series for attendants.

Lack of progress on these two items is beginning to cause serious morale problems among institutional personnel and, eventually, will begin to have a direct effect on the future of institutions.

Offering jobs that have no hope of promotion and jobs offering more work for the same pay is poor recruitment policy, as well as poor morale bolstering.

These problems have been debated and hashed over long enough. Let's get them solved.

Merit System Advances

STATE Public Works Department laborers this week will receive extra checks to pay them retroactive salary resulting from the placement of such laborers on an annual salary basis.

Many other benefits have accrued to these former hourly and per diem workers as the result of legislation sponsored by the Civil Service Employees Assn. and approved this year by the State Legislature.

The legislation is not only a victory for the Employees Assn. but another advance in the Merit System.

Questions Answered On Social Security

Below are questions on Social Security problems sent in by our readers and answered by a legal expert in the field. Anyone with a question on Social Security should write it out and send it to the Social Security Editor, Civil Service Leader, 97 Duane St., New York 7, N. Y.

I am a widow and now well past retirement age. The last time I asked the local social security office about getting monthly widow's benefits, they told me none were payable because my husband died before 1940. I heard about some recent change in the social security law and I wonder if this change will allow me to get benefits now?

Yes, if your husband had credit for as much as a year and a half

of work under social security before his death. If your husband died before April 1, 1938, he could not have this 1½ years of work necessary because people did not start earning credit for work under social security until January 1, 1937. When the law was changed in 1939 to provide for the payment of benefits to survivors and dependents of workers, no provision was made to pay monthly benefits unless the worker died on or after January 1, 1940. This is why your first claim was denied. Now, however, you may be able to get monthly payments, but you must file a new claim. So visit your social security office soon.

We have been told to inquire three months before retirement.

LETTERS TO THE EDITOR

Letters to the editor must be signed, and names will be withheld from publication upon request. They should be no longer than 300 words and we reserve the right to edit published letters as seems appropriate. Address all letters to: The Editor, Civil Service Leader, 97 Duane St., New York 7, N.Y.

Seeks Better Grievance Mach.

Editor, The Leader:

As a City employee who considers himself under-paid and frustrated as far as attempts to get a living wage are concerned, I can well sympathize with the plight of Welfare Patrolman Beza and the other Welfare Patrolmen who were suspended recently.

I can understand why it should be unlawful for City employees to go on "work stoppage," but since it is, I think there should be an effective grievance machinery for those who feel that they have a legitimate gripe. And I think that City employees should be given some way of applying pressure when their claims are ignored.

If this is not done, situations like that involving the Welfare Patrolmen will come up again and again. Employees will lodge their complaints, the City will make promises, and the thing will be forgotten—with no one who will listen to it.

For the civil service to be an effective and efficient working force, the civil service employees must be allowed the dignity of feeling that he can do something about the sub-standard conditions under which he works, particularly his sub-standard pay.

Frank Carver
Manhattan

Commander G. L. Bates Assigned to Third Coast Guard District

Commander Gordon L. Bates has been assigned the new Director of Auxiliary for the Third Coast Guard District to replace Lieutenant Commander John D. McCann who was transferred to Coast Guard Headquarters in Washington.

Commander Bates is a native of Winnipeg, Canada. After graduating with a Bachelor of Arts degree in 1942, he enlisted in the coast guard. A short while after his enlistment he entered the Coast Guard Academy, and was commissioned Ensign in 1943.

He lives at present on Staten Island with his wife and their two children.

Are our benefits affected if we fail to check with the social security office three months prior to our retirement or age 65?

No. During the years that you have worked as an employee or have been self-employed the Social Security Administration has kept a complete record of your wages and self-employment income. Inquiring three months prior to your retirement or age 65 gives the local office an opportunity to secure a record of your earnings and give you a list of things you will need to furnish to establish your claim for benefits. This assures you that you will receive your check soon after applying.

My father is now 65 and wishes



Civil Service LAW & YOU

by HAROLD L. HERZSTEIN

Mr. Herzstein is a member of the New York bar (The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper or of any organization).

Conversion--New York City

IN LAST WEEK'S issue I discussed the principles of civil service conversion. Concisely defined, civil service conversion is the regrading of examination papers to pass additional candidates to fill vacancies where the number of eligibles produced by the original grading was insufficient.

THE NEW YORK City conversion rule is contained in Rule IV, Section V, Paragraph 1 of the Rules and Regulations of the City Civil Service Commission. The pertinent part reads, as follows:

"WHERE THERE IS an insufficient number of candidates in open competitive examination or promotion examination to provide an eligible list to meet the needs of the service, the director may provide a mathematical formula of penalties for incorrect answers on the basis of test difficulty and other relevant factors involved in the rating of any written test."

THE STATE RULE and the New York City rule are very different. The State prescribes the detailed procedures which must be followed in effecting a conversion. As is evident from the above quotation, the city rule prescribes no procedures but leaves the method of conversion to the Personnel Director.

A FEW YEARS ago there was a bitter court contest about the application of the New York City conversion rule. The local commission had given a promotion examination for captain in the Police Department. The rules of the examination specifically stated that if a candidate failed to pass any part of the examination then he failed the entire examination and no other part would be graded. After the examination was held, the local civil service commission determined that it was too difficult and that not enough candidates would pass. It then applied a conversion formula which had the effect of reducing the passing grade for the first part of the two-part written examination.

THE POLICE LIEUTENANTS who passed the first part without the aid of the formula went into court to nullify the application of the formula by the commission. They claimed that under the "ground rules," they were the only candidates entitled to be graded upon the entire examination. They further claimed that they were prejudiced by the adoption of the formula since it allowed candidates who would otherwise be eliminated, to attain a higher grade on the entire examination than they did.

MANY LIEUTENANTS WHO had been passed as a result of the application of the formula were allowed by the court to intervene in the proceeding so as to defend their rights.

THE COURT QUOTED the New York City conversion rule referred to above, which was then Rule V, Section V, Paragraph 1. The court held the rule and the application of it valid. It wrote, in part, as follows:

"THERE IS NOTHING in the Constitution which prohibits an examining board from lowering the pass mark for the whole class if it determines in good faith, after an examination has been given, that it was too difficult and that the previously announced pass mark should not be adhered to."

THE CASE REFERRED to, Robbins v. Schechter, is perhaps the leading case on the subject (7 Misc. 2d 436, aff'd. 3 App. Div. 2d 1010 aff'd. 4 N. Y. 2d 935).

IN A CASE which followed, Hymes v. Schechter, 6 N. Y. 2d 352, the Court of Appeals held that a conversion rule is not applicable unless it is in effect at the time when the examination is given or unless the candidates are notified in some way that it will be applied.

to come in to the district office to file for his benefits. What will he need to bring with him?

His social security card; a record of his earnings for last year—W-2 form, or, if self-employed, a copy of his last year's tax return—1040; Schedule C, and proof of being paid; an estimate of what he has earned this year to date; and proof of his age. If his wife is 62, she should come in with him, bringing her social security card, if she has one, and proof of her age.

I am 67 years of age. I inquired at the social security office when I was 65 and was told I had not worked long enough under social security to get retirement benefits. I have been told that the law has been changed and that it is now easier to qualify. Is this true?

Yes, and I suggest that you get in touch with the nearest social security office right away. Recent amendments to the Social Secur-

ity Law have reduced the amount of work required by about one third. You may now be entitled to old-age benefits. If you became 65 in 1959, for example, you now need about 2½ years of work to qualify for retirement benefits. Under the old law, you needed about 4 years of work under social security to get benefits.

My husband died last month. Will I have to wait till I am 62 before I can draw social security benefits as a widow? I have no dependents.

You probably know that a woman who lived with her husband when he died can apply for a lump-sum death payment regardless of her age. You do have to wait for monthly widow's benefits, however, until you are 62. A widow under 62 receives monthly benefits only if she has a child under eighteen or a severely disabled child in her care.

Fire Officers Elect Three To Board

The Uniformed Fire Officers Association have announced the election of three members to their Executive Board.

Battalion Chief Elmer A. Ryan of the 15th Battalion was reelected as Chief representative. Captain Joseph Lovett of Engine was reelected without opposition for Captains representative and Lt. Charles Stephens of Engine 214 has been elected for the first time to the Board as the Lieutenants representative.

Chief Ryan is the U.F.O.A.'s financial secretary and Capt. Lovett is the recording-secretary, at present. In the Fall the nine member board, three of which are elected each year, will meet to elect a president and other officers.

The ballots were distributed early in July and had to be returned not later than July 28th to the American Arbitration Association where they were counted.



B. C. ELMER A. RYAN

CAPT. JOSEPH LOVETT

LT. CHARLES STEPHENS

Hearing Set on Tab. Operator Trainee

The New York City Civil Service Commission will hold a public hearing tomorrow, August 9, on a resolution to classify tabulator operator trainees (IBM) in the Office Appliance Operator Occupational Group, in the competitive class.

The salary for these positions is \$3,000 a year.

They will also consider a resolution that persons in this title be reclassified after six months to tabulator operator, and that salary increments for tabulator operator be computed from date of original appointment as tabulator operator trainee.

City Jobs In Social Work Pay \$5,150

Many social investigator jobs in New York City will be filled from an examination for which applications are now being accepted. The starting salary for social investigators is \$5,150 a year, and the maximum pay is \$6,590.

Filing will close on August 18.

Written tests will be held monthly. Applicants will be summoned for a test in groups in the order of filing of applications. Successive eligible lists will be established for each group.

Candidates who have baccalaureate degrees are eligible to apply for the examination. Those who expect to receive their degree by August 1961 may apply for the test, but they must have their degree at the time of appointment.

A social investigator interviews applicants and recipients of aid at their homes or in the office to determine initial and continuing need and eligibility for public assistance.

Applications may be obtained by visiting or writing the Applications Section of the Department of Personnel, 95 Duane St., New York 7, N. Y. Filing deadline is Aug. 18.



“Dad and I can take care of ourselves...”

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Included in our retirement plan is Blue Cross-Blue Shield and major medical coverage. Dad was able to continue the protection when he retired after forty years of service as a State employee.”

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FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

The Job Market

A Survey of Opportunities
In Private Industry

By A. L. PETERS

In Manhattan, experienced pearl workers are needed, women who can string, tip, and clasp pearl and bead necklaces. Jobs pay \$1.10 an hour and up, depending on experience.

Also needed are costume jewelry foreladies, women experienced in supervising stringers, toppers and clasps; distributing, collecting and examining finished work, and instructing new workers. Jobs pay \$60 to \$75 a week and up, depending on experience.

There are several openings for TV service and repairmen, with three to five years' TV and related repair work, to do outside field service or inside bench work on TV, hi-fi units, radios, and record players. Some of these jobs require use of a car or a chauffeur's license.

Apply for the above jobs at the Manhattan Industrial Office, 255 West 54th Street.

Sewing Machine

There are jobs in Manhattan, too, for sewing machine operators, experienced women who can sew curtains, draperies, or bedspreads with single-needle Singer machine or special machines. Jobs pay \$50 to \$70 a week, depending on experience.

Also needed are sewing machine operators, both men and women, to operate a single-needle sewing machine on linings, zippers, pockets and outsides of fabric, plastic and leather handbags. Some of these jobs are in the Bronx and Queens, as well as Manhattan. Average pay, \$50 to \$75 a week.

Apply at the Manhattan Apparel Office, 238 West 35th Street.

In Brooklyn

In Brooklyn, there are jobs for quilting machine operators, textiles, experienced men who can operate a double-needle quilting machine. \$60 and up depending on experience.

A man who can set up and

operate a double-scoring machine on paper boxes is needed. \$82 a week and up, depending on experience.

Roofers are needed to do flat and pitched roofing, hot and cold tar; install butters and leaders; and do some side wall shingling. \$18 to \$24 a day, depending on experience.

Week-end car washers are needed, men for Fridays and Saturdays, or just Saturdays. Apply any Thursday or Friday morning. No experience necessary. \$1 an hour.

Apply at the Brooklyn Industrial Office, 590 Fulton Street.

In Flushing, an experienced multiple spindle automatic machine operator is needed to work on screw machine parts. Must be able to operate and set up. \$1.75 an hour. Apply at the Flushing Office, 42-09 Main Street.

Medical obs

There are many opportunities in physicians' offices for medical secretaries. Good locations and hours. Must know stenography or be able to use dictaphone, and also know how to type. Knowledge of medical terminology necessary. Pay is \$75 to \$90 a week.

Experienced physicians' assistants with laboratory and X-ray skills are wanted. \$75 to \$90 a week.

Experienced dental hygienists are in demand. Part-time and full-time positions. Must have New York State license. \$75 to \$95 a week.

There are also many openings for experienced dental assistants who are able to type. \$65 to \$95 a week.

Apply at the Nurse and Medical Placement Office, 444 Madison Avenue, Manhattan.

Commercial

Statistical typists are needed in midtown Manhattan offices. Must have CPA experience. Salaries

Filing to End This Month For College Office Workers

College office workers are needed now by the State of New York. The jobs pay from \$3,450 to \$4,850 a year. Applications will be accepted for them until August 31.

The tests are college office assistant "A" and college secretarial assistant "A" In addition to passing a written test, all candidates will have to pass a typing test at a minimum speed of 45 words per minute.

Candidates for these jobs must have a high school diploma or an equivalent certificate. In addition, candidates must have had

four years of college education equivalent to at least 120 credits recognized by the University of the State of New York or four years of experience in general office work.

Applicants who meet the minimum requirements may apply for a test appointment in person or by mail. Applicants who wish to apply in person for a test appointment should report directly to the commercial office of the New York State Employment Service.

range from \$85-\$95 a week.

Telephone solicitors, women with or without experience, are needed to recruit volunteers for fund-raising for national health agencies. Openings in all boroughs. Part-time hours, morning or evening. Salary \$1.50 an hour.

Apply at the Manhattan Commercial Office, 1 East 19th Street.

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Exam Study Books to help you get a higher grade on civil service tests may be obtained at The Leader Bookstore, 97 Duane Street, New York 7, N. Y. Phone orders accepted. Call Beckman 3-6010. For list of some current titles see Page 15.



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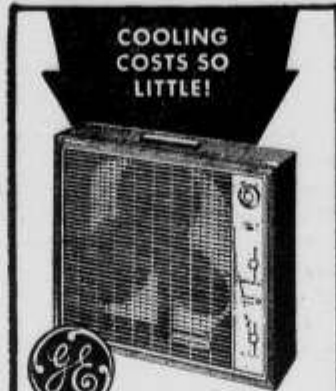
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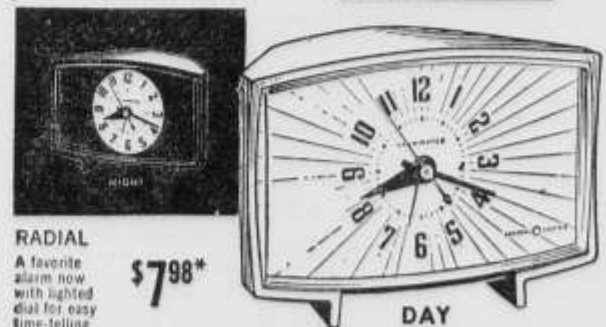
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TEST AND LIST PROGRESS - N.Y.C.

Below is the complete progress of New York City examinations, listed by title, latest progress on tests or list and other information of interest to anyone taking City civil service open-competitive or promotion examinations, and the last number certified from each eligible list. Only the most recent step toward appointment is listed.

Title	Latest Progress	Last No. Certified
Accountant, 5 certified Aug. 3		15
Aeronaut clerk, 29 certified June 9		222
Administrative assistant, prom. list (Department of Hospitals), 3 certified July 12		4
Administrative assistant, prom. list (Board of Education), 3 cert. July 19		19
Administrative assistant, prom. list (Office of the Comptroller), 3 cert. July 17		6
Administrative asst., 7 certified Aug. 3, prom. list (Health), 17		17
Administrative assistant, prom. list (Department of Markets), 3 cert. July 13		3
Administrative assistant, prom. list (Department of Water Supply, Gas and Electricity), 4 certified July 12		4
Administrative asst., prom. list (Welfare) 18 certified Aug. 3		18
Alphabetic key punch operator, 3 certified Aug. 3		59
Asphalt worker, gen. prom. list, 31 certified July 10		194
Asphalt worker, prom. list (Bronx President), 6 cert. July 7		31
Asst. assessor, 19 certified Aug. 2		89
Asst. attorney, 4 certified Aug. 3		155
Assistant captain, prom. list (Marine and Aviation), 3 certified July 6		21
Assistant civil engineer, prom. list (Manhattan President), 2 certified July 13		4
Assistant court clerk, prom. list (Domestic Relations Court), 4 cert. July 13		12
Assistant court clerk, prom. list (Court of Special Sessions), 4 cert. July 13		105
Assistant court clerk, prom. list (Magistrates Court), 5 cert. July 13		45
Assistant electrical engineer, prom. list (Water Supply, Gas & Electricity), 4 cert. July 20		4
Assistant electrical engineer, (Public Works), 2 certified July 20		2
Assistant foreman, prom. list (Sanitation Dept.)		42
Assistant mechanical engineer, prom. list (Board of Education), 2 cert. July 12		2
Asst. planner, 3 certified Aug. 1		55
Assistant resident buildings supt., prom. list (Housing Authority), 9 cert. July 14		199
Assistant stockman, 10 certified Feb. 17		225
Assistant supervisor, 51 certified Nov. 29		289
Asst. supervisor, (electrical power) prom. list, 7 cert. Aug. 3		7
Assistant supervisor, prom. list (Welfare), 31 certified June 12		359
Attendant (male), 29 certified Aug. 2		1910
Auto machinist, 3 certified July 17		37

- B -

Battalion chief, prom. list (Fire Department), 13 certified July 19	199
Battalion chief, 15 certified July 3	15
Bombing squad leader, 7 certified July 31	7
Bookkeeper, 27 certified July 3	99
Bridge and tunnel maintainer, 29 certified June 29	194
Bridge and tunnel officer, 60 certified July 10	1937
Bridge and tunnel sergeant, prom. list (Triborough Bridge), 3 cert. July 19	19

- C -

Captain, prom. list (Marine and Aviation), 3 certified July 6	7
Captain, prom. list (Fire Department), 15 certified July 20	81
Captain (bridge boat), prom. list (Public Works), 3 certified July 14	3
Captain, prom. list (Police Department), 8 certified March 13	149
Car cleaner, 74 certified June 26	1799
Carpenter, 35 certified June 6	140
Carriage upholsterer, 19 certified July 16	21
Carrier, prom. list (Transit Authority), 29 certified July 13	432
Cashier, prom. list (Transit Authority), 74 certified May 25	455
Chemist, prom. list (Dept. of Purchase), 2 certified July 24	2
Cleaner (male), 87 certified June 27	1915
Cleaner (women), 1 certified Sept. 30	391
Clerk, 29 certified April 14	2903
Clerk (adv. of the president) 23 certified Nov. 4	2388
Clerk (selective cert. of males only) 17 certified Aug. 26	2325
College office assistant A, group 1, Queens College, 26 cert. July 7	155
College office assistant, "A" Manhattan, 10 certified July 17	291
Conductor (surface bus operator), 1 certified April 7	3934
Constable, 56 certified March 28	199

District foreman (Highway and sewer maint.), prom. (Manh.), 4 cert. July 31 4

- E -

Electrician helper, 4 certified Aug. 3	24
Elevator mechanic, prom. list (Housing), 9 certified July 31	23
Elevator mechanic, prom. list (Public Works), 4 certified July 31	6
Elevator mechanic's helper, 4 certified July 14	68
Elevator operator, 93 certified May 3	839
Elevator starter, prom. list (Department of Welfare), 3 cert. July 12	2
Examiner, Board of Education, 3 certified July 19	9
Fire marshal, 4 certified July 27	8
Fireman, 1 certified April 5	2939
Fire alarm dispatcher, 4 certified July 13	11
Foreman of mechanics, prom. list (Parks), 4 certified July 31	5
Foreman (lighting), prom. list (TA), 5 certified Aug. 3	19
Foreman (signals) prom. list (TA), 13 certified Aug. 3	39

Garage prom. list (Department of Parks), 9 certified July 3 39

- H -

Homesite, 4 certified July 31	8
Housing asst., 18 certified Aug. 3	324
Housing caretaker, group 2, 122 cert. May 1	171
Housing caretaker, group 3, 146 certified May 1	187
Housing guard, 123 certified April 17	1019
Housing inspector, 37 certified March 8	281
Housing officer, 1 certified Oct. 20	610
Housing planning and redevelopment aide, 49 certified July 21	73

Information asst., 3 certified July 27	11
Inspector of buildings, 9 certified June 29	18
Investigator, 3 certified April 5	409
Investigator, Dept. of Finance, 3 certified Feb. 21	409
Investigator (Welfare), 4 certified Dec. 7	349

Junior attorney, 2 certified Oct. 5	199
Jr. chemist, general prom. list, 4 certified July 31	4
Jr. chemist, open list, 3 certified July 31	22

- L -

Laboratory aide, 9 certified July 31	57
Laborer, 117 certified April 24, Oneville, Orange County	1159
Laborer, Brooklyn, 100 certified July 19	1199
Laborer, Queens, 72 certified July 12	1159
Laborer, Manhattan & Richmond, 56 certified July 14	1039
Laborer, Manhattan, Bronx, Brooklyn, 90 certified May 8	1099
Laundry worker, 1 certified Oct. 26	459
Lieutenant, prom. list (Fire Department), 23 certified July 19	399
Lieutenant, prom. list (Police Department), 83 certified July 13	285

- M -

Maintenance man, 57 certified June 15	755
Maintenance helper, 37 certified Dec. 14	229
Maintenance helper, group A, 22 certified Jan. 23	391
Maintenance helper, group D, 5 certified April 7	215
Maintenance helper, group E, preferred list, 8 certified Feb. 4	298
Maintenance helper, Group G (Transit Authority) 29 certified Sept. 9	143
Marine engineer (uniformed), prom. list (Fire Dept.), 29 cert. July 31	44
Marine engineer, prom. list (Marine and Aviation), 3 certified July 14	25
Mail, prom. list (Department of Marine and Aviation), 3 cert. July 7	15
Messenger (attendant), 152 certified April 14	1949
Mortuary caretaker, 3 certified July 31	93
Motor vehicle operator, 97 certified May 19	1825
Motorman, prom. list (Transit Authority), 35 certified June 7	399

- O -

Office appliance operator, 16 certified Feb. 28	2969
Other, 55 certified Nov. 30	334

- P -

Park Foreman, prom. list (Dept. of Parks), 14 certified July 3	69
Parking meter collector, sanitation man, appropriate, 75 cert. July 19	2941
Patrolman, 721 certified June 21	2391
Photographer, 18 certified July 7	49
Photostat operator, 5 certified July 19	49
Plasterer, 3 certified July 17	25
Plasterer, 39 certified Jan. 27	19
Principal carrier, prom. list (Transit Authority), 4 certified July 13	115
Principal stockkeeper, prom. list, 4 certified July 13	9
Policewoman, 9 certified Jan. 13	4
Principal cashier, prom. list (Transit Authority), 3 cert. July 29	177
Probation officer, 4 certified Aug. 3	11
Prisoner adviser, male 31 certified Feb. 9	599
Psychologist, 17 certified June 30	3655
Public health asst., 79 certified May 11	29
Railroad clerk, prom. list (NYC Trans. Auth.), 24 certified Jan. 5	384
Railroad clerk 182 certified May 29	2329

(Continued on Page 12)



OCEANOGRAPHY EXPLAINED

Dr. Harris B. Stewart, Jr., chief oceanographer for the U.S. Coast and Geodetic Survey, explains sea survey equipment to participants in the American Legion Boys Nation during their recent visit to the U.S. Civil Service Commission. Earlier in the program CSC Chairman John W. Macy, Jr., spoke

of the urgency and importance of the work being done by civil employees for the citizens of the United States. He emphasized the challenge of careers in Government service and told the boys the Government offers opportunity to "contribute your talent to the solution of the most demanding problems of your time."

Continuous Recruiting For Recreation Specialists

Jobs paying from \$4,345 to \$8,955 a year are being offered now to recreation specialists. The positions are located in this country and abroad.

For GS 5 positions applicants must have had a four year course in a college or university including or supplemented by 24 semester hours in the following fields: arts and crafts, dramatics, music, radio and television, roving leadership, social activities, or sports. Three years of experience in recreation, education, welfare or related fields is also acceptable, as is a satisfactory equivalent of education and experience.

Applicants will be rated on the basis of their experience, training and personal traits. A qualifying written test will be held.

Applicants must be citizens, at least 19 (21 for foreign appointments), and physically able to perform the duties of the position.

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Houses - Sullivan County

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Housing Director Title Changed

The New York City Civil Service Commission recently amended the classification of the Classified Service, non-competitive class, by deleting from the heading Office of the Controller the title "director of mortgage banking and housing," and including under the heading Housing and Redevelopment Board the title "director of project services." This is a pay grade 32 title, paying \$13,100 a year and up.



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LEGAL NOTICE

KENT, SIDNEY R.—CITATION.—THE PEOPLE OF THE STATE OF NEW YORK, BY THE GRACE OF GOD FREE AND INDEPENDENT, TO: American Trust and Investment Company, Lillian White LaMotte (formerly Lillian White Kent), Lawrence Kent, Martha Kagan, Mrs. Robert K. Pierrot, William Sidney Kent, Raymond Rolland Kent, Great W. Barber, Ruth Saylor, being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise, in a certain trust established for the benefit of PEGGY ANN KENT, in the Last Will and Testament of SIDNEY R. KENT, deceased, who at the time of his death was a resident of the City, County and State of New York. SEND GREETING.

Upon the petition of PEGGY ANN KENT, residing at No. 450 East 63rd Street, New York City, 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 19th day of September, 1961, at half past ten o'clock in the forenoon of that day, why a decree should not be made and entered herein determining that the facts alleged in the petition of PEGGY ANN KENT, verified July 11, 1961, constitute sufficient grounds for American Trust Company, as Trustee, in the exercise of its uncontrolled discretion, to invade the principal of the aforesaid trust so as to provide said PEGGY ANN KENT with the funds necessary to pay the obligations owing by her, as set forth in said petition; and further, why such decree should not grant such other and further relief as may be appropriate herein.

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 S. SAMUEL DI FALCO, a Surrogate of our said county, at the County of New York, the 13th day of July, in the year of our Lord one thousand nine hundred and sixty-one. PHILIP A. DONAHUE, Clerk of the Surrogate's Court

Helen Drummond, Fighter For Merit System, Retires

(Continued from Page 2) one the leading experts in the field.

Her Activities

In addition to her work as the assistant executive director for the League and Reform Association, she has maintained a vital interest in other professional organizations in the government field.

When the American Recreation Association, for example, wanted to hold an institute in public personnel administration not long ago, it came to the League's Helen Drummond for help in setting it up.

Before joining the League staff as a secretary in the 1930's, she worked for two publishing firms, including Vanity Fair. Although not a college graduate, she became known as an expert on civil service law and personnel administration.

Passed Exam

Once she took a civil service examination for an investigative position just to see what it was like and to check on the questions. She passed, ranking fourth of the eligible list.

Her work for the League included editing its house organ, Good Government, doing research work, answering the countless inquiries it received from schools, civil groups and professional agencies. She also built up the League's civil service library.

League Contributions

Some of the important contributions and accomplishments of the League, she says, are these:

Forcing compliance with the civil service law through many court actions.

Winning acceptance for an examination system in promotions. She estimates that in New York State alone that the taxpayers have been saved millions of dollars over the years by League court actions.

She feels the organizations for which she worked also have made important contributions in the field

of better administration of civil service law and procedures and in better examination and recruitment techniques.

While she has been on the job, the number of states with a civil service system rose from less than a dozen to 27.

The present executive director for the League and Reform Association is James R. Watson. He succeeded Mr. Kaplan in 1948.

Before retiring June 30th, she edited the July and part of the August issues of Good Government. The magazine now has reached its 78th volume.

Descended From Patriot

She is a native New Yorker, having been born in Greenwich Village. For many years, however, she lived in East Orange, New Jersey and commuted to her New York City offices.

Her father was an accountant, but she freely admits math was one of her poorer subjects. Her ancestors were among the first settlers and property owners in New York City. One signed the Declaration of Independence.

One thing she has liked about her work in civil service reform has been the many interesting people she has met and worked with. She has no immediate plans for the future, except to enjoy her retirement.

Her likes run to gardening, reading — particularly history — and traveling.

Could Write A Book

One thing she is certain of is that she won't be doing much writing. Although this was an important part of her work, she says "I never really enjoyed it much."

But what a book she could write, if she desired, about civil service, its history and trials and tribulations. Such as the uproar in Brazil that was caused when the public found that government-sponsored ballot wasn't up to snuff because the dancers were patronage appointees and not chosen on merit and fitness.

Named Treasurer

WARSAW, Aug. 1—Mrs. Doris Sinclair of Warsaw has been appointed Wyoming County treasurer to fill the unexpired term of DeAlton Brown who died June 4.

Voters will choose a county treasurer in November. It was indicated here that Mrs. Sinclair will not be a candidate for the post.

LEGAL NOTICE

CITATION — THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Free and Independent, To Owen Brady, Jr. and Patrick Hannan as Executors of the Estate of Joseph Brady, Deceased; Conal General of Ireland; Mary A. Finlay; being the persons interested as creditors, distributees or otherwise in the estate of Catherine Sullivan, deceased, who at the time of her death was a resident of 415 East 84th Street, New York, N.Y. SEND GREETING.

Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased:

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 22nd day of September, 1961, at half past ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

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 S. SAMUEL DI FALCO, a Surrogate of our said county, at the County of New York, the 8th day of July, in the year of our Lord one thousand nine hundred and sixty-one. Philip A. Donahue, Clerk of the Surrogate's Court

US Missile Unit Needs Equipment Specialists

Missile specialists are needed now at \$5,955 a year to fill jobs throughout the country. The openings are with the U.S. Army Ordnance Missile Command, and are in either surface to surface or air missile systems.

A missile specialist acts as technical advisor and instructor in operation, repair and supply of U.S. Army Ordnance missile material in either surface to air or surface to surface missile systems.

Applicants must have had experience or training of sufficient scope and quality to perform the duties of the position. Applicants will be ranked on the basis of experience and training.

Applicants who meet the experience and training requirements for eligibility will be required to report for an oral interview.

Veterans preference will be granted to eligible applicants.

Further information and application forms available at the U.S. Civil Service Commission's regional office at 220 E. 42nd St.,

New York 17, N. Y. The announcement is No. 5-35-17 (61). There is no closing date.

New Title of Junior Court Clerk Approved

The City Civil Service Commission approved a recommendation to establish a new title of junior court clerk, or another appropriate title, to reclassify certain positions in the Municipal Court which are presently classified as senior clerk.

Auto Mechanic Test Approved by City

The City Civil Service Commission this week acted on a recommendation to order a promotional test to auto mechanic for the Departments of Public Works, Parks, Police, Fire, Sanitation, Hospital, Water Supply Gas and Electricity, and New York City Housing. No date has been set.

TEST & LIST PROGRESS

(Continued from Page 10)

Railroad porter, 75 certified July 24	1,195
Real estate manager, 4 certified Aug. 3	29
Research assistant, 4 certified July 19	9
Resident building insp't, prom. list (Housing Authority), 4 cert. July 19	33
Sanitation man, 49 certified July 25	2,895.5
Seasonal parkman, 139 certified March 30	1375
Senior civil engineer, prom. list (Board of Education) 6 certified July 13	8
Senior clerk, 22 certified Nov. 25	805
Senior clerk, gen. prom. list, 23 certified July 3	672
Senior clerk, prom. list (Board of Education), 2 certified July 3	104
Senior clerk, prom. list (City Magistrates Courts), 8 certified July 12	13
Senior clerk, prom. list (Fire Department), 2 certified July 17	17
Senior clerk, prom. list (Law Department), 3 certified July 20	19
Senior clerk, prom. list (Department of Hospitals), 30 certified July 11	173
Senior clerk, prom. list (Dept. of Welfare), 29 certified Jan. 9	263
Senior deputy sheriff, prom. list (City Sheriff Hall of Records), 10 cert. July 14	32
Senior psychologist, prom. list (Hospitals), 2 certified July 17	10
Senior psychologist, 4 certified July 17	4
Senior stenographer, 12 certified July 29	515
Senior stenographer, (Water Supply, etc.), 15 certified July 20	509
Senior stenographer, prom. list, 449 certified June 14	1525
Senior stenographer, prom. list (Domestic Relations Court), 2 cert. July 19	4
Senior stenographer, prom. list (Department of Hospitals), 40 cert. July 14	75
Senior stenographer, prom. list (City Magistrates Courts), 2 certified July 11	2
Sergeant, prom. list (Police Department), 164 certified July 13	930
Senior stenographer, gen. prom. list, 4 certified May 17	508
Sergeant, 150 certified, Oct. 25	668
Sewage treatment worker, 41 certified Aug. 1	190
Ship carpenter, 32 certified Jan. 19	145
Special inspector, 9 certified Jan. 27	177
Special officer, 11 certified Aug. 3	488
Social investigator, group 1, 143 certified	170
Social investigator, group 2, 150 certified April 24	187
Social investigator, group 3, 20 certified June 21	218
Social investigator, group 4, 173 certified June 7	250
Social investigator, group 5, 508 certified June 7	508
Social investigator, group 9, 18 certified Feb. 27	123
Stationary engineer, gen. prom. list, 330 certified July 12	30
Stationary engineer, prom. list (Department of Hospitals), 20 certified July 13	20
Stationary engineer, prom. list (Department of Correction), 2 certified July 13	2
Stationary engineer, prom. list (Department of Sanitation), 8 cert. July 13	7
Stationary engineer, 8 certified July 13	45
Stationary engineer, prom. list (Public Works), 5 cert. July 13	5
Stationary fireman, new list, 13 certified July 14	59.5
Stationary fireman, 5 certified Jan. 13	159
Storekeeper, 5 certified July 14	13
Supervising parking meter attendant, 20 appointed Dec. 30, 1960	
Supervising cashier, prom. list (Transit Authority), 4 certified July 17	14
Supervising clerk, prom. list (Department of Markets), 2 certified July 14	2
Supervising clerk, prom. list (Municipal Court), 3 certified July 11	3
Supervising clerk, gen. prom. list, 11 certified June 29	100
Supervising housing groundswoman, 6 certified Aug. 3	25
Supervising public health nurse, prom. list (Health) 3 cert. July 28	21
Supervising stenographer, prom. list (Hospitals), 10 certified Aug. 3	15
Supervising stenographer, prom. list (Transit Authority), 4 certified July 11	4
Supervising tabulator operator (IBM), 6 certified July 19	31
Surface line operator, 23 certified March 30	2015
Telephone operator, 10 certified July 31	19
Ticket agent, 20 certified June 12	1046
Traffic control inspector, 11 certified May 17	200
Transit patrolman, last number certified	479
Uniformed court officer, 25 certified June 29	309
Watchman, 159 certified April 17	1048

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Exam Study Books

to help you get a higher grade on civil service tests may be obtained at The Leader Bookstore, 97 Duane Street, New York 7, N. Y. Phone orders accepted. Call BEekman 3-6010. For list of some current titles see Page 10.

If you want to know what's happening to you to your chances of promotion to your job to your next raise and similar matters! FOLLOW THE LEADER REGULARLY!

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For grade GS 3, a year of general experience or six months of specialized experience is required. For GS 4, a year of each is required.

General experience includes experience as a typist or key punch operator. Experience in the operation of teletypewriter equipment is considered specialized experience.

Graduation from a four year high school may be substituted for

a year of the required general experience. Specialized education can also be a substituted for experience requirements.

Candidates will be required to pass a clerical abilities test and a performance test of speed and accuracy on a typewriter-style keyboard.

Applicants must be citizens, over 18 and physically able to carry out the duties of the position.

For further information and application forms, write or visit the Second Region office of the U.S. Civil Service Commission, 220 E. 42nd St., New York 17, N.Y.

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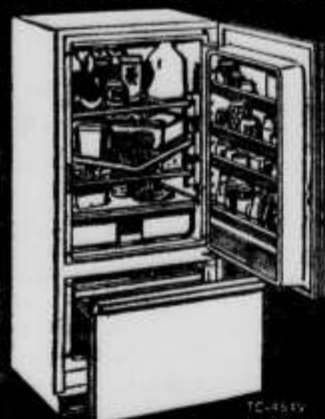
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- NO FROST to defrost in refrigerator or freezer
- Roll-Out Freezer
- 3 Swing-Out shelves—adjustable
- Pedal Door Opening
- Swing-Out Vegetable Bins
- Freeze-N-Store Ice Service
- Straight-Line Design—No coils on back
- Mixer-Match Colors or White

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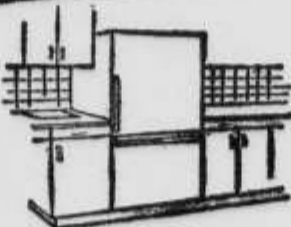


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THE CIVIL SERVICE— AN OUTSIDER'S VIEW

Some weeks ago, a Local Government Workshop, was held in Albany to encourage discussion and debate on local government problems. It was sponsored by the State Office of Local Government and among the participants was Emmett N. O'Brien, of the Albany Bureau of the Gannett News Service.

The remarks Mr. O'Brien presented in his topic—"Improving the Concept of Government Service"—give a provocative and illuminating view of how some of those who are outside the Civil Service conceive public employment.

The Leader views Mr. O'Brien's speech as informative and constructively critical and the full text of his remarks follows:

Before discussing how to improve the public concept of government service, it is necessary to determine if there is a genuine, universal public concept. There is not.

There are many concepts. This is very confusing to the public servant who, at election time, or during any period of governmental stress, is hailed uniformly as the "dedicated career man."

At other times, either openly by those of boorish tastes, or behind the palm, he is called a "wallower in the public trough;" whose job is a "soft snap," and who is there "only because of political pull."

Of course, the average civil servant lies somewhere between these two points. On the extreme ends, you will find men and women who fit both categories. They are a small percentage.

To establish a concept, it is only fair to accept Thomas Aquinas' position that man is born with an innate virtue; a virtue that requires discipline to bring to full flower. That gives the civil servant the most priceless possession anyone can, and all should enjoy: The dignity of man.

The Dangers

What does civil service do to man's dignity? It was initiated, after a political revolution, to preserve it. Today, there is a strong feeling that the preserva-

tion is in danger.

Civil Service has become muscle bound.

Civil Service has become power crazy.

Civil Service has become rule happy.

None of this has been a deliberate, contrived objective. It is a thing that has been spawned in red tape, nursed on expertise, and given over to the foster parenthood of suspicion and distrust.

These are harsh words for an institution that is the lifeblood of a system of government unmatched in this world. They are words of the mind; not the heart. Observation of public service at every level in this state for more than three decades has given me overwhelming evidence of the absolute need for the merit system. Nothing but cold sweat and fear is produced by the horrible thought that the merit plan might be abolished.

Nor are the harsh words directed against the administrators of civil service. New York State is proud of its Civil Service Commission president, who not only has labored long in the vineyard but has produced the most delicate wines. To pick only one from many, because I have known him over many years in public service, Joe Gates deserves the accolades for his labors in Monroe County. He is symbolic. And he is genuinely dedicated.

So the problem that gives rise to a conception of public service that is not wholly warranted is the institution itself. It has become, in many cases, too rigid; too inflexible, too stubborn to meet changing personnel needs.

It gives rise, in the public mind, to the belief that the worker who qualifies is set for life, regardless of competence, attitude or conduct.

To this the politician has greatly contributed. Every election year, he becomes acutely aware of the hundreds of thousands of civil servants in the state. He cheerfully promises them the maximum.

When elected, he delivers in part. But count the number of promises and the partial deliveries, and you get a picture of a well secured, well cared for worker; with 10 paid holidays a year, liberal vacation and sick leave, a less than 40-hour week, and annual increments.

Actually, this is exactly what the civil service reformers wanted to achieve. They wanted security; they wanted decent pay; decent hours and working conditions; respectable retirement and other social security benefits.

Frustration Abounds

Why then should the fruits of victory be sour?

Frustration is one answer. There probably is nothing more frustrating to the administrator than civil service rules and red tape; unless it be the rejection by the comptroller of an expense voucher.

"You are lucky if you get one hour's work a day out of them," an upstate political leader told me in a recent conversation.

That was a harsh criticism of a City Hall work force.

An administrator had a different problem. He was engaged in social service activities and he wanted to start a program among alcoholics. He found the man he wanted for the job: A reformed drunk. This chap, an



HONORED — Burton Thelander, Associate in the Bureau of Guidance, State Education Department, receives a merit award from Deputy Commissioner of Education Ewald B. Nyquist, while Bruce E. Shear, Director of Pupil Personnel Services, looks on.

attorney, had a good educational background for the work, and an avid interest. He had demonstrated organizational ability, as the sad tale was told to me. He failed to qualify because of a lack of knowledge of the Social Welfare Law.

The only person available, via civil service, was an attorney in the Welfare Department, who did not meet the administrator's ideas of what was needed to head up this new, and important, project.

So this administrator, a man with a definite future in policy making roles in government, gave this acid reaction to civil service: "It is a deterrent. It is frustrating when you want to get help. It destroys initiative. It blocks young people. It is cumbersome."

Maneuverability Lacking

This points clearly to one of the weaknesses in the too rigid civil service system. There is too little room for the administrator to maneuver to select the staff he thinks he needs.

Remember, this administrator has a great stake in that staff. He rises or falls with it. His election, his career and his reputation are closely allied to the productivity, talent and imagination of his associates. The administrator of whom I speak, is himself a career man; an ambitious man to succeed in government. He is not a spoilsman.

The rigidity, while festooned with red tape, also is supported by court decisions; key decisions. These effectively tie the hands of even the civil service director or who wants to do something else.

There was a case of an incoming mayor tossing out a local civil service commission head whose background and associations did not convince the mayor he was the best choice available to head a merit system. The Court of Appeals, on the law, reinstated the ousted chairman.

The all too numerous cases of veterans preference and volunteer firemen decisions have made many civil service directors a little gun shy. These are cited, not to assail the courts or even the law, but so to show how the rigidity sets it.

They serve to make governmental personnel work somewhat less spontaneous than some would like.

Serving The 'Boss'

The personnel director does not enjoy the freedom of movement once exercised by a very prominent political leader in the olden days when local civil

service was crawling from under the rock. The local director brought the Boss the new list for city firemen. The Boss mentioned the name of the man he wanted appointed.

Our pioneering hero paled. The name was at the bottom of the list.

"So it's got to be at the top, has it?" growled the Boss. "Let me see that list."

He took it, turned it upside down and handed it back.

"Now," he said, "where is the name?"

We have moved, and fortunately, a long way from that topsy-turvy world. We are in one that presents bright new problems every day to the personnel director.

Lighting The Picture

But enough of this criticism. How can the image be brightened so that it accurately reflects the worth of the merit system and enshrines itself in the dignity of man?

For one thing, cutting down on the delay between examination and certification of the list would help. Why must it be four months? There is one fairly important state job open now, and an acting director must serve until the list is certified. This kind of thing is not a good morale builder.

The state must follow a partnership, not overlord, attitude toward the subdivisions. You cannot impose New York City qualifications upon Essex County. Frankly, the county neither likes it, nor can it afford the price tag.

The state should make up its mind where it is going in civil service as it relates to the localities. Not too many years ago there was a big push for the state to virtually usurp the field. Today, it is pulling back, claiming lack of staff. It tossed the school districts into a tizzy, over the opposition of the districts and the counties, by withdrawing from that field.

With that uncertain history, it is in poor position to demand higher standards. Yet, the state department has a wealth of knowledge and know-how that should be shared. Partnership, firm partnership, might be the answer. As Aquinas wrote, man's virtue is subject to discipline.

Practicality Needed

The small localities are a sensitive area. Let the headstrong remember that one of the great reform movements of the last decade — court reorganization — crashed into nothing, despite portions of obvious merit, because it ignored — or ob-

(Continue on Page 16)



INSTALLED — The Brookhaven Highway Employees' Association held its annual installation of officers at the Brau House in Medford last Thursday. One of the highlights of the evening was when Suffolk Sheriff Charles Dominy presented engraved gavels to the past Presidents.

Shown above, l. to r. are (seated): installing officer Sheriff Charles Dominy, President Charles Valder and Highway Superintendent Charles Barraud. (Standing): Past Presidents, Harold Gunn, Daniel Russo, John Adams, Ernest Camerlingo and Immediate Past President George Albin.

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- Transit Patrolman \$4.00
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City Housing Guard Exam Opening Sept. 6; Jobs Pay to \$4,200

On Sept. 6 the City's big exam for housing guard will open for the filing of applications. These jobs are with the New York City Housing Authority, and at present there are more than 60 vacancies, with more expected before long.

Housing guards start at \$3,300 a year, and can attain a maximum salary of \$4,200 a year. These positions are exempt from the three year New York City residence requirement.

Most assignments from the exam will be to the 4 p.m. to midnight, or the midnight to 8 a.m. tours of duty.

There are no formal education or experience requirements. Candidates must, however, be eligible

to be deputized as special patrolman by the New York City Police Department. The exam is open to men only.

Housing Guard job is not to be confused with housing officer which has peace officer status position.

A housing guard is responsible for the protection of Housing Authority property and performs emergency services of minor

maintenance and serve legal papers when necessary.

A 70 per cent mark will be required for passing the written test.

Do not apply for this exam until after Sept. 6. After that date, applications will be given out, and accepted, at the Applications Section of the City Department of Personnel, 96 Duane St., New York 7, N. Y., across from the Leader offices.

B of Ed Institution Trades Instructors; Pays to \$4,850

Carpentry teachers are needed in the New York City school system, and applications for the examination will be available on October 4. The positions pay from \$3,750 to \$4,830 a year.

Requirements for these jobs are graduation from a trade, technical or vocational senior high school and one year of recent experience in the field of carpentry or as an instructor of it. Graduation from an academic senior high school and three years of experience is also acceptable.

Candidates lacking up to one year of the required education or experience will be admitted to the examination, but they must meet the minimum requirement at the time of appointment.

These jobs involve responsibility for the operation and maintenance of a carpentry shop and carpentry instruction and training.

The written test which will count

for all of the total grade is tentatively scheduled for Jan. 15, 1962. In this test, candidates will be required to show their knowledge of trade techniques, use of tools, characteristics and use of lumber, simple teaching techniques and other related areas.

Starting Oct. 4, applications can be obtained at the Applications Section of the Department of Personnel, 96 Duane St., New York 7, N. Y. The filing period will be open until Oct. 24.

City Sets Up Lists In Various Fields

Six eligible lists for various titles have been established by the New York City Department of Personnel. They are all subject to substantiation of preference claims.

The one promotion list is for foreman (structures - group B), New York City Transit Authority.

The open competitive, which are subject to investigation, substantiation of preference claims, qualifying medical, and review of chest x-ray examination, are: junior mechanical engineer, laboratory aide, and typist (group 7).

The labor class lists, subject to investigation and review of chest x-ray, are: laundry worker (men) and laundry worker (women).

Recreation Jobs Now Open Paying to \$5,990 a Year

College graduates, both male and female, are wanted by the City of New York to fill recreation leader jobs, which start at \$4,550 a year and reach a maximum salary of \$5,990.

Appointments will be made to the Department of Parks and to the Department of Hospitals. Appointments to the Department of Hospitals are exempt from the New York City residence requirements.

Requirements

Candidates for this test must be college graduates. The candidate's college studies should have included 18 credits in recreation, physical education, or group work. Six months of paid leadership experience in organized recreational programs may be substituted for the specific credit requirements.

The written test will be of the multiple choice type and may include questions covering such areas as general intelligence, reading comprehension and arithmetic reasoning. Questions on dealing with people and general background information may also be included.

Candidates will be required to pass a qualifying medical and physical test before appointment.

Applications will be issued and received at the Applications Section of the Department of Personnel, 96 Duane St., New York 7,

New York. Filing deadline is June 27, 1962.

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MENTAL HYGIENE MEMO

By WILLIAM ROSSITER
CSEA Mental Hygiene Representative

(The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper or of any organization).

Some Unfinished Business

ONE OF THE fundamental principles that helps to govern success in an employee organization is the ability to practice intellectual compromise.

SOME GAINS CAN be made after considerable study and effort — others, although most worthy, suffer defeat. It is when no workable compromise can be seen on the horizon that our members become perplexed and doubtful.

SUCH IS THE case of the institutional clerical employees. For many years these office workers have been working a 40 hour week while their counterparts in other State Departments (in the same grade with the same salary) have enjoyed a 37½ hour work week.

MUCH ACTION HAS been taken and many words written to correct this injustice but without success.

THE CIVIL SERVICE Employees Association, by using another avenue, is attempting to assist the clerical employees. Contacts with the Division of Budget and Civil Service Department are now being made. We are recommending that the clerical workers be either placed on a 37½ hour week or be reallocated one grade.

MANY STATE OFFICIALS are very wary of instituting the 37½ hour week for fear that it may snowball in all other institutional departments. Because of this belief (and we don't agree), possibly a one grade increase would be palatable. Certainly a soothing oil is beneficial when one is splashed with an evil fuel.

WE FEEL THAT if like pay for like work is not in the cards for our institutional clerical workers, then certainly for working 2½ hours more per week than the departmental office employees, adequate compensation should be forthcoming.

CSEA HEADQUARTERS IS sending letters to Chapter presidents re the Service Record Rating System as practiced in our department of Mental Hygiene. This survey is being done in order to find out a more satisfactory way to rate employees.

ADJECTIVES HAVE BEEN used as have numerals on rating employees but neither system has produced satisfaction. On the other hand, it has produced difficulty in the ranks.

MANY ATTENDANTS FEEL that the term "satisfactory" and "unsatisfactory" would suffice. Inform your chapter representatives of your decision re the matter and we will forward your recommendations to the State Department of Mental Hygiene.

PLANS ARE NOW being made for a hearing with the Civil Service Commission re the nurses Salary Appeal. This original appeal was rejected by Mr. J. Earl Kelly, Director of Classification and Compensation, several months ago.

THIS ISSUE IS very much alive. We suggest that the nurses in all the institutions keep up this fight by their letter writing campaign and holding meetings to consolidate plans and thinking. Write to Mr. H. Elliot Kaplan, Commissioner, Civil Service Department, State Campus Albany, New York.



INSTALLS OFFICERS — New officers of the Rockland State Hospital chapter of the Civil Service Employees Association were installed recently at a buffet supper at the Hotel Nyacker. Shown above are Thomas A. Brann, installing officer and CSEA field representative; Nicholas Puzifferri, president; Helen Schultze, second vice president; Vincent Mabee, first vice president; Rebella Eufemio, secretary; and Kenneth Gokey, treasurer. Elected to the Chapter's executive committee were: Emil Bollman, Royal Bonville, Lillian Cullen, Mary Frasier, Francis Lahey, John Rice, and Lewis VanHuben.

Francis J. Welch Of Ontario County Unit, CSEA, Dies

Francis J. Welch, former president of the Ontario County chapter of the Civil Service Employees Association, died recently at his home in Canandaigua, N.Y. He was a senior case worker in the Ontario County Welfare Department, where he had worked for the past 29 years.

Mr. Welch had been a member of the Ontario County chapter since it was formed in 1949, and was its president for two years. He also served on the executive committee for two years, and held various other offices in the Chapter.

He was a native of Phelps, N.Y., attended school there, and was a graduate of the Rochester Business Institute. He was an active member in many groups, including the Knights of Columbus, the Holy Name Society and the Elks Club.

He is survived by his wife, Mrs. Helen Finnerty Welch; two sisters and several nieces and nephews.

Mileage Section Moves

ALBANY, Aug. 7—The State Truck Mileage Tax Section in the State Tax Department has moved to a new location at 40 Steuben St.

MHEA, Hoch Confer On Development, Problems In Mental Hygiene Dept.

ALBANY, Aug. 7—Representatives of the Mental Hygiene Employees Association met in Albany last month with Commissioner Paul H. Hoch for their regular summer conference.

Major topics on the agenda were ward staffing and training and promotion opportunities for institution personnel. Considerable time was devoted to staff requirements to maintain care and treatment consistent with modern psychiatric institution philosophy.

Dr. Hoch pointed out that the department is continuing its efforts to improve the staffing pattern on hospital ward service. He also told the group that staffing changes recognizing the acute medical-surgical needs of the state schools went into effect in February of this year.

Promotion Opportunities

The employee group again called attention to the need for a promotion series for attendants. Dr. Hoch indicated that both training opportunities and promotion levels have been under study. Discussions have centered around the addition of trainee and intermediate level positions and are expected to continue, he said.

A stipend and tuition program for non-professional personnel was requested and the association was asked to present further information on proposed courses and professional school programs. Detailing of attendants to other duties and out of title work were brought up and Commissioner Hoch assured the employee representatives that the department was not in favor of this practice and was making every effort to arrive at an equitable solution.

Interest also focussed on a lump sum payment for sick leave credits on retirement, separation or death. While indicating that this is a statewide issue, it was pointed out that the department has recommended that consideration be given accumulated sick

leave credits and has suggested conversion of these credits to health insurance upon retirement.

Who Attended

A general discussion was held on the nurses' recent salary appeal, the classification survey of office personnel, a 37½ hour week for office personnel, upgrading of bakery personnel, intermediate grades for safety officers, certificates for retiring employees, and time schedules for ward personnel.

Representing the employee association were: John O'Brien, President, Harlem Valley State Hospital; Dorris Blust, Secretary, Marcy State Hospital; William J. Rossiter, Rochester State Hospital; Carl Sabo, Wassaic State School; John J. Cottle, Pilgrim State Hospital; A. Maye Bull, Gowanda State Hospital; Agnes Miller, Rockland State Hospital; Arthur B. Cole, Marcy State Hospital; Willard Brooks, Craig Colony and Hospital; and Arnold Moses, Brooklyn State Hospital.

Members of the Commissioner's staff who participated in the conference were: Dr. Arthur W. Pense, Assistant Commissioner; Granvill Hills, Director of Personnel; and Muriel K. Gibbons, Office of Mental Health Education and Information.

Outside View

(Continued from Page 14)

iterated — the small justices of peace and the small county judges. So, be practical when you plan. You still are dealing with people and government.

You in government are well aware that a new element is coming into the field. The management expert, or the public affairs administrator, has arrived. He is impatient with delays. For him to achieve his full potential, civil service must supply him with a little more flexibility.

This review has been harsh. It is so intended. It is designed to provoke some soul searching so that a great merit system can be greater, and the civil servant can be what he was intended to be: A proud representative of a proud state and local government.



GRADUATES — Twelve employees of the Newark State School recently completed a course in "Case Studies in Supervision." Graduates who were presented certificates recently were, left to right, seated: Carolyn Howley, Mrs. Lois Kardys, Mrs.

Frances Green, Rev. E. Charles Bauer, and Mrs. Alice C. Smith. Standing: Charles Emerson; G. Kenneth Robarge; Dr. Frank R. Henne, Director; Dr. Michael Semchyshyn; Eldon Grant; and William Verbridge. Absent from picture were: Robert Dean, Howard Lyon, and John Thomas.

Rochester WC Aides Presented Service Pin

The Workmen's Compensation board in Rochester recently made a presentation of service pins to ten employees for their years of continuous service to the state.

Those who received pins are: Lee Allenza, 31 years; Ann Bashwiner, 35 years; Madeline Collins, 38 years; Michalina Denaro, 38 years; Josephine Ferrara, 34 years; S. Agnes Griffin, 34 years; Eleanor Repp, 38 years; David Rothbard, 32 years; Florence Turney, 40 years; and Margaret Smith (now deceased), 41 years.