

# Civil Service LEADER

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## NYC Planning to Fill

## 127 Posts Without Exams

A proposal of the NYC Civil Service Commission to open a wide variety of New York City jobs to temporary appointments without civil service examination will be the subject of a public hearing on Thursday, November 30, starting at 1:30 p.m., at the Commission's Offices, 299 Broadway, New York City. The appointments include a number of choice positions.

Following are the jobs which may be filled by the department personnel offices through direct hiring, if the proposal is adopted:

### Competitive Class

Accompanist, Assistant Architect, Assistant Civil Engineer, Assistant Director of Stores, Assistant Gardener, Assistant in Health Education, Assistant Maintainer, Assistant Medical Examiner, Associate Assistant Corporation Counsel, Auto Engineman, Auto Lawn Mower Operator, Bacteriologist, Basin Machine Operator, Blacksmith, Blueprinter, Bookkeeper, Bridge Officer, Bridge Tender, Buyer, Carpenter, Cashier, Chemist, Chief Dietitian, Chief Life Guard, Chief Luncheon Attendant, Chief Statistician, Civil Engineer, Claim Examiner (Torts), Clerk, Comptometer Operator.

Also, Cook, Court Stenographer, Crane Engineman, Dietitian, Dietitian Director, Director of Recreation, Dockmaster, Electrician,

Electrical Engineering Craftsman, Elevator Operator (men and women), Fan and Pump Maintainer, Field Auditor, Foreman, Foreman of Laundry, Furniture Maintainer, Furniture Maintainer's Helper, Garage Foreman, Gateman, Handyman, Head Dietitian, Health Inspector, Housekeeper, Housing Assistant, Inspector of Foods (Meat and Poultry), Inspector of Fuel, Inspector of Markets, Weights and Measures, Institutional Inspector, Instructor.

And, Investigator, Junior Accountant, Junior Air Traffic Controller, Junior Architect, Junior Bacteriologist, Junior Chemist, Junior Electrical Engineer, Junior Mechanical Engineer, Junior Physicist, Junior Physiologist, Life Guard, Maintenance Painter, Manager (School Lunches), Marine Engineer, Marine Stoker, Medical Clerk, Medical Inspector, Medical Social Worker, Menagerie Keeper,

(Continued on page 15)

# PRINTERS, RESEARCHERS, RADIO TRAINEES

EXCELLENT OPPORTUNITIES FOR MEN, WOMEN

See Page 12

# The Facts and Figures—Why U. S. Employees Must Get Higher Pay

WASHINGTON—The current drive to obtain raises for Federal employees is bringing to light evidence that Government salaries have lagged far behind those in private industry, resulting in real hardships.

Meanwhile news from the raise front is still bright, with chances for early response hinging on the President's action on the "Little Steel" formula.

The report of the Thomas-Pepper subcommittee of the Senate Committee on Education and Labor is being used as a powerful argument to sell the need for more money for U. S. workers to Congress.

The report stated: "... an income of as much as \$50 a week provides a very narrow margin of living, with prices as they now stand."

Civil Service figures reveal that of the 1,500,000 white-collar work-

ers in the Federal service, 85 per cent earn less than this minimum with their overtime included.

Only 14.3 per cent of all salaried Government workers, including top administrative officers, make more than \$50 per week, including overtime.

The largest single group of white-collar workers — 23.1 per cent of the total — earn base pay of \$1,440 per year, or \$27.69 per week. There are 18 per cent of the Government workers earning less. The average rate is approximately \$1,620 per year, or \$31 per week.

Labor Department reveals that

the average steel worker earns \$44 per week base pay.

### Near Privation

Result of this is described in the Committee report:

"They (Federal workers) gave convincing testimony to show that they dwell constantly in a borderland between subsistence and privation, where even the utmost thrift and caution do not suffice to make ends meet. Their standards of dress and nutrition, their continued education, their health safeguards and such modest security as they have been able to set up against future need, are being foregone in a desperate effort to meet the demands of the moment. Their personal resources and belongings, including War Bonds, are being drawn upon to meet these demands. And, as time goes on, more and more of them are leav-

ing the work for which they are trained and best fitted, forced out of it by the failure of income to match irreducible expenses."

### Actually a Decrease

Statistics based on OPA prices reveal that even though dollar earnings of Federal workers have increased because of overtime pay, in terms of groceries and shoes, earnings have actually decreased. Department of Labor statistics also show that Federal salaries have lagged 40 per cent behind workers in private heavy industry and approximately 30 per cent compared to other war industries.

Immediate strategy in the raise fight depends on Roosevelt's action on the "Little Steel" formula. If the exhortations of both the CIO and AFL conventions are successful, action will be fast.

Senator Downey is now writing

a bill to give a blanket 15 per cent raise. If the formula is broken he plans to introduce it immediately. Otherwise he will wait until the new Congress is formed.

Civil Service is also holding up its omnibus bill pending action on the formula.

Even the most conservative thought on the matter admits that something will be done before next summer. The least that is expected is to incorporate the overtime pay into the basic rates. This would be a step in the right direction, according to all interested parties.

Public Administration Page 10

# State Salary Board Publishes Pay Schedules

ALBANY—Failure of the five members of the State Salary Standardization Board to agree upon future policies, practices, and standards was given this week as the reason for the lack of any statement or program of recommendations in the seventh report of the group, just published.

Unlike previous annual reports, the new one fails to make any recommendations and even overlooks a fact of tremendous self-interest to the board—that the

board itself is due to expire on December 31, 1945 unless next year's Legislature makes other provision.

The new report had been awaited with interest in the expectation that the board would not only make recommendations with respect to strengthening and extending the scope of salary standardization, but that it would make some recommendation with respect to its own continuance or abolition.

### Reorganization Urged

The executive committee of the Association of State Civil Service Employees went on record by resolution recently urging a re-

organization of the board to make it more representative of employee interests and to reform it as an independent body with adequate personnel, funds, and quarters of its own. It is possible that some members of the board will make one kind of recommendation as to its continuance while others will go along with the aspirations of the Association. This would mean that Governor Dewey, his budget director, John E. Burton, and the Burton representatives on the board, would be aligned against the Association and its employee adherents.

### Salary Schedules Indexed

The report, which can be ob-

tained from Louis A. Liuzzi, Jr., assistant secretary, Room 437 State Capitol, contains the entire body of revised salary schedules, cross-indexed.

After citing the task of re-allocating salaries in the Mental Hygiene hospitals, and the problems arising from the establishment of new maintenance values because of reduced cash income of employees in numerous departments having institutions, the report goes on to say:

"There are many similar problems arising from the temporary minimum salary of \$1,200, the reorganization of departments, divisions or bureaus, changes in civil

service status of employees, etc., that need prompt attention of the Board."

The Board, which has twice been extended by law since its establishment in 1937 and which will expire next year unless again extended, includes: Newton J. T. Bigelow, chairman; Frank L. Tolman, secretary; and Marjorie Arnold, William R. Mc Williams, and Charles L. Campbell.

For More State News Pages 6, 7, 8, 9, 11, 15

# FREE SCHOLARSHIPS FOR VETS

BY GENERAL BRADLEY—See Page 4

# New Agency Proposed In Congress Would Mean Many More U. S. Jobs

By CHARLES SULLIVAN

WASHINGTON—Many new Federal jobs are in store if a bill introduced into the House last week is passed. A measure, drafted by the Committee to Investigate Executive Agencies, headed by Representative Howard W. Smith, provides for the creation of legislative staff service for the two houses of Congress.

Congress, in the past, has been at the mercy of agencies, claims the report which accompanies the bill. Congress has had to rely upon the executive side of the government for most of its research on legislation. And without an adequate staff of investigators, Congress has had to take the word of agencies and departments on how much money they need.

The bill, according to its authors, has these four purposes:

1—Most important to the civil service employee—Establish a joint legislative staff service avail-

to both houses of Congress to furnish expert, unbiased and independent analysis of proposals. (Just how large the staffs would be is not specifically stated in the bill. Several members of the Smith Committee believe they would eventually grow to considerable size.)

2—Establish a joint committee on appropriations with investigatory powers to study how agencies spend money, to attain efficient and economical administration.

3—Create a permanent joint committee to act as watchdog of the agencies.

4—Establish a joint committee to recommend improvements in Congress itself.

**Appropriations**  
The most important change recommended by the bill is in the appropriation procedure. At present, agencies, periodically estimate how much money they will need. The estimate is usually padded enough to withstand the slashes of Bureau of the Budget, and the figure which finally comes before Congress is still big enough to let the Appropriations Committee cut it still further. The usual result is that the agency gets what it actually needs with a comfortable margin.

The new bill, it is hoped, will eliminate this subterfuge, and provide Congress with a sensible, unbiased opinion of how much money is actually needed.

## Vet Agency Opens Offices To Process Loans

The Veterans Administration last week opened four new offices for the purpose of processing home loans to veterans, which are to be guaranteed by it under the provisions of the G. I. Bill of Rights. These offices will have no direct contact with veterans, but will deal with banks and other prospective lenders seeking guaranty of proposed loans, the Veterans Administration said.

The new offices are located in New York City, Washington, Chicago and San Francisco. The New York office will serve the New England States, New York and New Jersey; the Washington office will serve the other Middle Atlantic States, and the Southern States, and the District of Columbia. Chicago will serve the Middle West and San Francisco the Far West.

### More Offices to Come

These four are the first of a number of offices the Veterans Administration plans to open in connection with the guaranty of veterans' loans. The act authorizes the guaranty of 50 per cent, with a maximum not to exceed \$2,000, on approved loans to veterans that are made for the purpose of purchasing, repairing or otherwise improving a home, a business or a farm.

With the opening of the new offices the Veterans Administration issued forms that will be required to secure its guaranty of loans, together with an explanation of the home loan guaranty.

The forms in general supply the information that would be required by any prudent business man before he would endorse a note, the Veterans Administration said.

## Federal Workers Count Many Friends in Congress

WASHINGTON—Federal employees will have more friends in the 79th Congress when it convenes in January than practically any other Congress in history.

Although seven members of the present House Civil Service Committee will not be back, there is abundant material among newly elected members and others to form what is expected to be the most active and liberal Civil Service committees organized.

It is considered by employees here extremely fortunate that such a situation was created by the election, because Federal employees face one of their most crucial times with important civil service legislation coming up, including the all-important pay raise question.

### Senate Group Intact

The Senate Civil Service Committee will remain intact unless one of the old members requests transfer to another committee. This is unlikely. Announcement by Chairman Downey of California that he was going to drop much of his other legislative work to concentrate on civil service matters indicates a bright prospect for positive action from this body. He has already proved his intention by his advocacy of liberal severance pay provisions and a basic 15 per cent pay raise. These items he is now putting into a bill which will be introduced as soon as the next Congress swings into action.

### Good Friends Lost

Among the House members lost were good friends of civil service. Rep. Gale from Minnesota was pushing for a reorganization which would have helped the U.S. worker. Rep. Scanlon from Pennsylvania still has a slim chance if the count of the soldier vote is strongly in his column. He introduced a bill to set up a wage mediation board for Government

workers. Klein of New York will be missing. He worked hard for raises.

Others who won't show up are Stanley of New York, Carson of Ohio, Pracht of Pennsylvania and Patton of Texas. These vacancies will be filled when the new Congress is organized.

Mrs. Chase Going Woodhouse from Connecticut is a well-known advocate of women in Government. She can be counted on to be active in this respect.

### Ramspeck for Raises

Rep. Ramspeck's record as chairman of the House Civil Service Committee speaks for itself. He is currently working for raises and other liberal legislation.

Rep. Randolph also will be back. His particular interest is his health bill to extend health services to Federal employees. This measure is expected to get early favorable action.

Rep. Clason, Republican of Massachusetts, will be back actively pushing pay raise legislation. He has introduced a bill to give a blanket 25 per cent raise to Government workers.

Many new and old members of the 79th Congress themselves are former Civil Service employees. They can be counted on sympathetically to support much of the legislation to come out of the Senate and House committees.

## Vet Agency Boys and Gals

TEMPORARIES LET GO: The past month or so has seen the dismissal of many temporaries at the Vets agency, with this trend continuing through to date. In some instances, this column is informed, these temporary workers were let go and others hired directly from the outside to do similar work. Why not retain employees who know the work rather than hire outsiders and then train them?

FIRST ANNIVERSARY: Adjustment & Refund Section of the Premium Accounts Sub-Division at 346 Broadway will celebrate its first year anniversary this week with a dinner to be held at one of the night spots in mid-town Manhattan, Chiefs Paul Carr,

Laura Young, Isabelle Salisbury, and Virginia Pherson will be among those to attend.

JOTTINGS: There's a new Assistant to the Chief who recently came to Vets. Her ideas and tactics are definitely "school marmish," but she thinks "she's the chosen one." Her Chief has noticed her tactics and the complaints he's received. P.S.—She will be "put down a peg or two" very shortly, we hear. . . . Henry Braden will soon be in charge of a new division on the 12th Floor of the 346 Broadway Building under Chief Rice. . . . Laura Young spends a great deal of time in Adjustment & Refund. . . . Why is it so many persons refused promotions to Chief H. Hazard's Correspondence Section? . . . gals and fellows have told this column her "ratings" and in general, her attitude toward them. . . . Joe (Cigar) Harley, Chief 5th Floor, was seen with a big, big cigar in the lobby by this reporter. What's what, Joe, things pickin' up? . . . Here's a wise saying overheard at Vets the other day, "More employees have slipped on apple-sauce than ever fell on a banana peel. . . ." how about you Vets sending in similar ones? . . . Herbert A. Hutson, Chief of the G. I. Loans set-up isn't taking any more new help on at the 2 Park Avenue building? but how about the new set-up on Home Loans which is in your building too, Mr. Hutson? Some of the Sections to encourage the purchase of War Bonds in the 6th War Loan Drive have had drawings for Bonds, selling quite a number.

## What Lengths They'll Go to for Manpower

WASHINGTON—Officials of Civil Service Commission here are using the following incident as a commentary on the manpower shortage in the field and to what lengths recruiters have to go to place persons in the Government service.

A recruiter in the Chicago area need a Machinist Helper badly. He finally located one, but struck a snag. The man had a pet pig which he was fond of and claimed that he needed time to take care of the animal and it precluded his taking the proffered job.

The recruiter scratched his head and finally came up with an idea. He located a woman who offered to take the pig for \$30 and guarantee it a good home. That satisfied the man and the job was filled.

## Postmen Find Congressional Aid for Pay Rise

WASHINGTON.—The O'Brien Bill, H.R. 4715, which provides increased salaries to postal employees, received heavy support from Congressmen last week. At hearings before the House Committee on Post Offices and Roads, conducted by Representative Thomas G. Burch (Dem., Va.), 77 Congressmen appeared and spoke in favor of the bill; another hundred sent in communications favoring the measure.

The O'Brien Bill provides the following benefits to postal workers:

1. A general permanent increase of \$400 in place of the present \$300 bonus which expires in June, 1945.

2. A 23 per cent increase in the hourly rates of temporary postal employees to raise them from 74¢ cents an hour to 80 cents.

A delegation of representatives of New York City postal employees appeared at the hearing. Among them were: Emanuel Kushelewitz and Edward H. Rockwell, president and vice-president of Branch 36, National Association of Letter Carriers; Charles H. Dillon and John W. Blend, president and treasurer of Branch 41, NALC, Brooklyn, N. Y.; William T. Browne, Jr., and Max Schissel, president and vice-president Local 10, American Federation of Postal Clerks; Everett Gibson and Albert Glasser, president and secretary of Joint Conference of Postal Employees; Andrew T. Walker, president Local 1, UNAPOC.

## AFL Employee Group Will Select Committees

The New York City District Council of the AFL municipal employees union will have its first meeting on Wednesday, November 29, 6 p.m. The recently organized group, an affiliate of the American Federation of State, County, and Municipal Employees, will work to coordinate and crystallize the efforts of the various AFL municipal locals in the City.

The executive board has sanctioned the formation of three committees—legislative, civil service, and grievance. At Wednesday's meeting the personnel of these committees will be appointed. The District Council consists of presidents and delegates from the various locals.

Henry Feinstein, an employee in the office of the Manhattan Borough President, will preside.

## Statistical Services to Continue

WASHINGTON—Bureau of the Budget is working on a plan to give the Government's statistical services, which were taken over by the war agencies, back to the permanent departments.

In a report to Congress, the Bureau said that many of the services occasioned by the war would be continued after the peace and made permanent functions of Government.

It reported that as of July 1, 1944 there was a total of 5,870 forms which business firms were required to fill out for various agencies.

Plans for the taking of the 1944 manufacturers census, it was revealed, are already under way.

## OLD-TIME SUBWAY MEN PERMITTED TO STAY ON JOB

Because of the manpower shortage, employees of the NYC transit lines are allowed to stay on their jobs past the retirement age of 70. Last week, two subway motormen, Timothy P. Cavanaugh and Peter C. Larkin were given one-year extensions.

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### CIVIL SERVICE LEADER

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### Chock Full o' Nuts

## Welfare Worker Wins Suit; NYC Won't Appeal

For a change, New York City is not appealing a Court victory won by a municipal employee.

Charles Rindone, a Clerk, grade 2 in the Welfare Department, had been allowed to take the promotion examination to grade 3, conditionally, while the proper date of his original appointment was being decided. After the first part of the examination, held on November 13, 1943, the Commission declared him ineligible. He started a legal action to compel the Commission to assign him an earlier date of appointment—which would make him eligible for the test, and the Commission allowed him to complete the examination.

In the Supreme Court, Justice Levy ruled that Rindone's official date of appointment was May 31, 1941, which gives him a place on the promotion list as he passed the examination.

At a conference between the Civil Service Commissioners and representatives of the Law Department it was decided not to appeal the Court's ruling.

## Know Anybody Who Ought to Be In a Museum?

ALBANY—Officials of the State Civil Service Department were startled a few days ago when the State Education Department made request for a competitive examination to fill the position of "Museum Guide."

Like other objects in a museum, the guides were more or less regarded as perpetual. Nobody ever thought of replacing a guide, apparently. Indeed, nobody in the Civil Service Department could recall ever having heard of an examination for "Museum Guide."

A check at the Education Department disclosed the one and only guide had passed away and that the one and only vacancy needs to be filled.

### The Job

The job—which pays \$1,700 to \$2,100—includes such duties as guiding visitors, the care of exhibits, and to cooperate with the maintenance staff. Guides are supposed to answer most questions but if they are stumped by some visitor, the requirements are that the guide guide the visitor to the director's office for additional information. The guide is supposed, too, to keep an eye on the exhibits, to dust the Indians, comb the Cohoes Mastodon and report the condition of the exhibits to the director.

### Qualifications

Qualifications include a high school education with three years of experience in dealing with the public. An old provision that the guide had to have three years of experience with a scientific museum collection has been eliminated. But the fellow who hopes to qualify for this job must have at least an interest in scientific and historic objects, an appreciation of the educational values of museum exhibits, the ability to meet and deal with children and adults, and he must be courteous and have good judgment.

If you know somebody you think ought to be in a museum—hand him this article.

The Civil Service Department hasn't decided yet whether to conduct an examination for the job.

Meanwhile one of the orderlies will have to curry the Cohoes Mastodon and dust off the Indians.

## A Cop and His Pants

New York City police may not like the idea of the extra 4-hour tour they put in for their bonus, but the City gives them one break. A cop's pants are considered his own, and if he tears them in the performance of duty, he gets paid.

Last week Patrolman William J. Kelly, 80th Precinct, had a bit of trouble affecting an arrest for disorderly conduct. In fact he landed on the sidewalk with enough force to inflict damage on his uniform trousers. So, the City is reimbursing him in the amount of three dollars for repairs to trousers "damaged in the performance of duty."

## Sanitation Military Intelligence

A grade 2 clerk in the NYC Department of Sanitation is spending his honeymoon in Hollywood, Florida, but not on his NYC salary. Now he's Radio Technician 1st Class Norman Schnittman, and is married to Addie Citron, Lieutenant J.G. in the Waves. He's stationed in the Florida City. . . .

Helen Buckley Fenton, Commissioner Morton's Secretary was honored at a dinner last week, to celebrate her marriage to Seabee John Fenton, formerly of the Appointment Clerk's office. Later in the day, Chief Clerk George Dwyer presented her with a \$50 bond on behalf of the staff. . . .

Sergeant Irving Lustgarten, formerly a Sanitation worker, later transferred to the Health Department, writes to his friends in Sanitation that he can't wait for the enemy to surrender. He was married six weeks before he was shipped overseas and is anxious to get back from France and back to the City. . . .

## Sanitation Men Hurt—Too Late to Collect

Two NYC sanitation have been denied accident disability on claims that they had been injured at work because they waited beyond the legal limit of two years to file their claims with the NYC Employees' Retirement System.

Patrick Fay, a licensed fireman, said his injury occurred on December 16, 1940; William H. Bahr, an auto engineer, gave July 23, 1938 as the date of his injury. The Board of Estimate denied both claims because of the delay in application.

# Pay Increase for NYC Employees Looks Slim

Prospects of New York City employees for a permanent increase in pay do not look too promising, at least not in the near future.

In August, the City Council passed a resolution asking that Board of Estimate and Mayor LaGuardia take immediate action to include all City employees earning up to \$5,000 a year in the bonus; then to make the bonus a permanent increase.

Favorable action by the Board of Estimate would be necessary to carry out this program. To date, the Board has taken no action on the resolution. Councilman Louis Cohen appeared before a Board of Estimate meeting and stressed the need for such action.

**Pigeon-Holed**  
Following Mr. Cohen's appearance, the Board referred the resolution to the "Committee of the Whole" and the Budget Director. At press time, the resolution was still pigeon-holed.

From the Budget Bureau it was learned that the resolution had been referred for a report—as is customary with matters affecting the City finances—but that, as yet, nothing had been done about it.

### Employees' Views

While the permanent bonus has the support of the Civil Service Forum, other employee organizations feel that the \$120 or \$240

bonus falls below meeting the actual cost of living differential.

The American Federation of State County and Municipal Employees, AFL, is asking an entire revision of the City's salary structure to bring salaries in line with those paid in private industry. The State, County and Municipal Employees, CIO, asks a \$500 cost-of-living bonus to bring the increase closer to present-day costs; then a permanent minimum salary of \$1,500 and a general upwards revision of salaries.

But chances of action before the next budget—if then—look slim. And this outlook at a time when Federal employees appear headed for better pay, doesn't make New York City's civil servants very happy.

## Subway Men Disciplined For Violating Rules

Every Wednesday the Trial Board of the NYC Transit System meets to consider the cases of transit workers who have been brought up on charges. Dismissal, suspension without pay, probationary periods are the penalties meted out.

Here are some samples of what happens to the employees who are charged with violating the Rules and Regulations.

James E. Smith, a conductor, charged with absence without leave. Suspended for three days, probation for six months.

Thomas Donnelly, a motor-man, charged with a collision because of failure to keep a car under control while switching

trains. Suspended for three days, probation for six months.

Thomas Oakley, Jr., a motor-man, charged with passing a red light, so that his train was stopped by an automatic "trip." Suspended for six days, probation for six months.

Barney Byrne, railroad clerk, charged with smoking while on duty. Suspended for three days.

## 200 New Jobs, Promotions Sought in Sanitation

Permission to hire 200 additional sanitation workers at \$2,040 a year was asked by the NYC Department of Sanitation last week of the City Budget Bureau. As there is no eligible list available, these jobs will be filled provisionally—employees hired directly by the Sanitation Department.

It is expected that the Budget Bureau will grant permission to hire the 200 men.

In addition, the department asked for the following promotions:

1. Promotion from Sanitation

man "B" to "C," an increase from \$2,200 to \$2,320, to fill 40 vacancies.

2. Seventy promotions in the Sanitation man "B" grade from \$2,040 to \$2,200.

## Welfare Department Typists Request Change in Salary and Classification

By JEROME YALE

The position of transcribing typists in the NYC Department of Welfare is the latest source of friction in the Department. These typists, who work from dictaphone cylinders, first protested against production quota; later asked a separate classification from that of other typists, whose work, they say, is far less taxing.

At present, the majority of the transcribing typists are grade 1 typists, with a maximum salary of \$1,200. The proposal of the Civil Service Commission to create a new title of Transcribing Typist, \$1,200 to \$1,800 a year, met with plenty of opposition at a hearing last week at the Commission.

### Commission Asks Test

Who should get the new title was the first problem to come up at the hearing. The Commission proposal was for a test to be given

to grade 1 typists. This was opposed by the Department and the State, County and Municipal Worker representatives.

The counter proposal was that the transcribing typists be reclassified on the basis of their present duties.

The SCWMA proposed that the salary schedule be lifted to \$1,200-\$1,800 for the transcribing typists, without any examination. The

Civil Service Forum upheld the Commission's views on hold an open-competitive test. Following the hearing the Commission reserved action.

### Marsh Suggests \$1,800 Ceiling

Giving the official view of the Department, Commissioner Harry W. Marsh said he felt that the ceiling for the transcribing typists should be \$1,800—the same as the maximum for other grade 2 clerical positions. As to the question of holding, or not holding, an examination, he opposed the test. He hoped that a legal way could be found to reclassify the transcribing typists without holding the examination.

## Health Dept. Seeks Dozen Clerks, Typists

A dozen clerks and typists are needed by the NYC Health Department for temporary work, at \$1,200 a year.

Applicants should see Miss Wales, appointment clerk, Room 211, 125 Worth Street, New York City.

Persons just out of high school have taken such positions in the past, then after acquiring some business experience, have gone on to better-paying positions in private industry.

## Fire Officers Meet Nov. 30

The New York Fire Department's new organization, The Uniformed Fire Officers Association, will adopt a constitution at a regular meeting on Thursday, November 30, at 8 p.m., at American Legion Hall 35 West 43rd Street.

All officers of the department are invited to attend the meeting of the group which is out for a goal of 100 percent membership among Fire officers.

## Teachers Don't Want Civil Service Clerks

The recent action of the Municipal Civil Service Commission in taking school clerks under the competitive civil service was slapped at a recent meeting of the Vocational High School Teachers Association.

According to the teachers' group, it set a bad precedent in transferring school clerk selection from the Board of Examiners to the Commission. "They are an important and integral part of the educational staff," said the teachers, "and must understand school problems."

## Subway Motorman List Held Back

The promotion list to Motorman, IND Division, New York City Transit Commission, published by the New York City Civil Service Commission, was ordered withheld from promulgation until an existing list is exhausted.

The old list was promulgated on January 26 1943. If the new list has been promulgated, it would have automatically killed the older list.

# Court Allows NYC to Charge Employees for Vacations, Pensions

A ruling of the Appellate Division last week upheld a financial policy of New York City, which is violently opposed by the skilled craftsmen, who are affected by the decision.

In the case of Mollett vs. McGoldrick, the Court, by 4-1 opinion, upheld the City's policies of making deductions from prevailing wage rates for the benefits of City employment.

Under present policy, this is what happens: According to Section 220 of the State Labor Law, skilled workers are entitled to the

prevailing rate for their work—the same rate as is paid in private industry for similar work. The Comptroller's Office makes surveys to determine this rate, then proceeds to deduct 10 per cent for "benefits." In the Watson Case, three years ago, the Appellate Division upheld the right of the City to make these deductions, but did not pass on the amount of deductions. In the Mollett case, the justices decided that a 10 per cent deduction was fair.

**How the Figure Was Arrived At**  
The City arrived at the 10 per cent figure in the following manner:

1—Skilled craftsmen, working for the City, generally receive

three weeks vacation. That comes to approximately 5 per cent of the working year, so 5 per cent is deducted on that score.

2—The City pays an amount equal to approximately 6 per cent of the employees' salary into the NYC Employees' Retirement System. However, employees in private industry pay 1 per cent to social security. That leaves an "average" of 5 per cent which is also deducted.

From the employee's point of view, paid vacations are considered a part of every job; other City workers receive paid vacations. The skilled craftsmen are in the position of being forced to

pay for their vacations out of their own pockets. The retirement payments by the City are part of the normal working conditions, not any special benefit for which one particular group of employees should be "docked," while others receive the municipal pension contributions without charge.

Action to bring this case to the Court of Appeals, the State's highest judicial body, are being set in progress.

### Three Years Ago

The suit of asphalt workers against the City was in the limelight three years ago. At that time, Henry Feinstein, as district organizer for the Hod Carriers

International represented the asphalt men in their negotiations with the Comptroller. In order to save the 10 per cent deductions—which generally "eats up" the back pay allowance, the asphalt group accepted a compromise by which they received a 50 per cent settlement of their back-pay—the City waived the 10 per cent deduction on back pay. This saved the City almost \$445,000 in back salary payments. The present case sets at naught the Feinstein arrangement, which was the best the employees could get at the time without going to court. Now, they won't even get the 50% difference.

# General Bradley's Column

By Brigadier General John J. Bradley (Ret.)

## Free Schooling for GI's



In the column below I continue my survey of the various benefits and opportunities now available to veterans of World War II. The present material deals with educational opportunities.

Educational aid for veterans is available from the Veterans' Administration provided: (1) You were discharged under conditions other than dishonorable; (2) you were not over 25 at the time you entered service, or can demonstrate that your education or training was interrupted or interfered with by your service; or if you desire a refresher or retraining course; (3) you served 90 days or more (not counting the time in Army Specialized Training Program or Navy College Training Program, which course was a continuation of a civilian course and which was pursued to completion, or as a Cadet or Midshipman in a Service Academy) or were discharged or released from service because of an actual service-incurred injury or disability; and (4) you start such education not later than two years after discharge or end of war (whichever date is later).

**Length of training:** One year (or its equivalent in part-time study). If you complete these courses (except refresher or retraining courses) satisfactorily, you will be entitled to additional education or training not to exceed the length of time you spent in active service after September 16, 1940, and before the end of the present war (not including ASTP or Navy College program). No course of education or training shall exceed 4 years.

**Types of courses:** You may select your own course at any educational or training institution which accepts you as qualified to undertake them, provided the institution is on the list approved by the Veterans' Administration.

**Types of educational institution:** Public or private, elementary, secondary and other schools furnishing education for adults; business schools and colleges; scientific and technical institutions; colleges, vocational schools, junior colleges, teachers' colleges, normal schools, professional schools, universities, and other educational and training institutions, including industrial establishments providing apprentice or other training on the job.

**Expenses paid:** The Veterans' Administration will pay to the educational or training institution the customary cost of tuition, and such laboratory, library, infirmary and similar payments as are customarily charged, and may pay for books, supplies, equipment and such other necessary expenses (exclusive of board, lodging, other living expenses and travel) as are required. Such payments shall not exceed \$500 for an ordinary school year.

**Living allowance:** The Veterans' Administration will also provide subsistence allowance of \$50 a month if you have no dependents, \$75 if you have. This may be re-

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tions and Testing, State Education Department. This extension has been granted because there are still insufficient applications for the total number of scholarships available for the current year.

Applicants' certificates of educational training and photostat copies of candidates' discharge papers will still be honored provided they reach the Division of Examinations and Testing in time for checking and for assigning applicants to an examination center. Admission to the examination can not be guaranteed for those whose papers do not reach the State Education Department prior to December 1. Every effort will be made, however, to provide examination privileges for late applicants whose papers are in proper order.

All communications relating to these scholarships should be addressed to the Division of Examinations and Testing, State Education Department, Albany 1, New York.

Because of the small number who have filed for these scholarships in the past, chances for obtaining one are considered excellent.

## 1000 GIs Will Be Released to Industry

The War Manpower Commission will assign interviewers from the United States Employment Service to assist Army camp commanders in the selection of 1,000 soldiers whose release from active duty has been authorized by the War Department for work in "must" forge and foundry shops. At the same time there is a possibility that the Navy also may release men to help ease critical forge and foundry production lags.

The 1,000 soldiers to be released from active duty will be assembled at Mid-west separation centers and assigned to specific forge and foundry shops in which there are production lags.

duced, however, if you attend on a part-time basis or receive compensation for work done as part of your training.)

You may also want to apply for school or college credit for what you learned in the service—or a record of it to show your prospective employer. For information and application blank, write to:

ARMY, U. S. Armed Forces Institute, Madison 3, Wisconsin.  
NAVY—Bureau of Naval Personnel, Navy Department, Washington 25, D. C.  
MARINE CORPS—Marine Corps Institute, Marine Barracks, Washington 25, D. C.  
COAST GUARD—U. S. Coast Guard Headquarters, Washington 25, D. C.

## Vets Should File Now for a Chance At State Scholarships

The deadline for filing applications in the competitive examination for the State War Service Veteran Scholarships, to be held on December 2 in various centers throughout the State, has been extended from November 15, until just prior to the examination date, it was announced last week by the Division of Examinations and Testing, State Education Department.

## Future NYC Civil Service Examinations

An open-competitive and three promotion examinations were submitted to the Budget Bureau by the NYC Civil Service Commission for approval. This is the final step before the tests are advertised, and applications accepted.

Following are the examinations: Open-competitive, Inspector of Foods, Grade 2.

Promotion: Officer, Department of Public Works; Inspector of Water Consumption, Grade 4, Department of Water Supply, Gas and Electricity; Inspector of Water Consumption, Grade 3, Department of Water Supply, Gas and Electricity.

Other tests being prepared are: Promotion to: Stationary Fireman, Department of Public Works; Auto Mechanic, Department of Public Works; Junior Accountant, NYC Tunnel Authority.

**Two Cancelled**

Two promotion tests were ordered cancelled last week—Promotion to Auto Mechanic, Department of Correction and Welfare; and Machinist's Helper, Office of the President, Borough of Manhattan.

## Hazel Keenan Will Appeal Her Dismissal

Many NYC Welfare employees are following with interest, the Court fight for reinstatement of Hazel Keenan, the social investigator, who was dismissed, but almost a year after her departmental hearing.

The present status of the case is this: Judge Bernard L. Shientag of the Supreme Court has handed down a decision denying her appeal for reinstatement, but has not yet handed down the official order. After the order is signed by the Judge, Miss Keenan has 30 days in which to file an appeal with the Appellate Division. Her attorney, Eugene Drumm, has indicated she will appeal.

## Machine Shop Assistant Sought by NYC

Applications are now being accepted by the NYC Board of Education for a license test for Machine Shop Assistant (Audiometer) in Day High Schools.

December 18 is the last day on which applications may be filed with the Board of Examiners, 110 Livingston Street, Brooklyn, N. Y. Duties of the position are to repair, maintain and install audiometer equipment used in the high schools.

## Bernard Big Bond Booster

One of New York City's most ardent War Bond Boosters is Herman J. Bernard, confidential assistant to Manhattan Borough President Edgar J. Nathan, Jr.

As a member of the Speakers' Committee of the War Finance Committee of the Treasury Department, he speaks at neighborhood rallies, at moving picture theaters, on the radio, at meetings of labor unions and public employee groups.

He often makes as many as half a dozen War Bond appeals during a single day.

## NYC LAW EMPLOYEE DIES AT HIS DESK

George Young, a provisional employee of the NYC Law Department died of a heart attack while working in the Corporation Counsel's office last week.

A veteran attorney, he had a temporary position as a clerk with the City.

# NYC Clerk Promotion Won't Mean More Cash

Those New York City employees who are on the promotion lists to clerk, grade 3 and 4 are anxiously waiting to learn whether they will be among those selected for upgrading. But it is not expected that the promotions will mean many distributions of cash increases.

On the grade 4 lists, practically all the employees near the top of the lists in the various City departments owe their high standing to the advantages of years of service—seniority and service counted for 50 per cent of the final grade on the examination. They are now earning the \$2,400, or more because of the bonus, which is the grade 4 salary. Under the present McCarthy Increment Law, annual increments stop at \$2,400, so the promotion would affect only a change in title and a raise of base pay of \$1 to \$2,401.

### The Advantages

The advantages of being a grade 4, over a grade 3 are:

1. Promotion examinations to the administrative positions are restricted to employees "earning \$2,401 or more." That includes the grade 4 clerk.
2. The grade 4, while out of the increment class, may be increased by personal raises (by Department head with approval of the Budget Director) to \$3,000 a year.

### To Grade 3

The grade 2 clerks awaiting promotion to grade 3 will, except in very few cases, receive no more than an additional dollar. But upon being promoted they are eligi-

ble to receive 4 automatic annual increments of \$120.

### The Quiz

Clerical employees have recently received quiz-sheets to fill out and return to their personnel offices, which will send them to the Budget Bureau. Employees assume that these sheets will be used in determining who gets promoted.

Following are the questions which are asked:

1. Employee's name.
2. Title.
3. Duties—described in detail.
4. Hours a year devoted to each task listed.
5. Birthplace of employee.
6. Address of employee.

The description of duties asked on the forms annoyed some employees. For instance, watchmen and attendants were eligible to take the clerical promotion examinations. They can't figure out what their present duties have to do with their chances of promotion. That, they feel, should depend on their standing on the promotion list.

The Budget Bureau described the distribution of forms as a routine matter.

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# NYC Civil Service News Briefs

DEPARTMENT of Sanitation Band is being measured for new uniforms . . . the department's baseball team is also scheduled for new outfits, but arguments are still on about the color scheme . . . Fruits and vegetables don't mix with business, is view of Board of Transportation, which dismissed Ernest Marano, charged with devoting too much time to his own vegetable business, not enough to his job as bus operator . . .

Promotion to Investigator exam. was killed by the Civil Service Commission last week. . . . The trek of CSC employees to the front office with pleas of "more money" is continuing. . . . The top people got raises, now the little ones want something. . . . Promotion to Budget Examiner test has a gimmick. . . . "Qualifying Oral Examination." . . .

FOR A SUCCESS story in the

Police Department, there's the tale entitled: "Boatswain's Mate to Lieutenant." When Peter E. Terranova went into the Navy he was a sergeant in the Emergency Division; then he went off to the Navy, where he rose to the rank of Boatswain's Mate, equivalent of a technical sergeant in the Army. But, when he came back to the Police Department, with an honorable discharge, last week, he found himself a lieutenant. He had been promoted on July 1, 1944, while he was in the Navy. Now he's assigned to the Third Division.

SENIOR Actuary promotion exams produced small lists. Isadore Reuben and Sophie Silverman passed in the Retirement System; Grace Geary in Teachers' Retirement; Irma Hilfer, Board of Transportation. . . . Board of Education is accepting applications for license as Junior High

School Principal. December 13 is last day to file application at 110 Livingston Street, Brooklyn. . . . Brooklyn people in the NYC Certification Bureau aren't angry at Noel Coward; they dislike eligibles who decline jobs because they are located in the borough across the bridge . . .

BILLS ARE piling up in the City Council, referred to the Committee on Civil Employees and Veterans. . . . Council members introduce bills to build themselves up as regular guys with the City employees. . . . Council committee manages to avoid holding meetings or hearings. . . . finally bills die of old age when the Council goes out. . . . Councilman Schick is chairman of the Committee. . . . Health Department needs clerks for \$1,200 a year, but wants men or women under 45. Apply at Room 211, 125 Worth Street. Ask for Miss Wales . . .

## Servicemen Must Watch Their Pay Differential

The six hundred servicemen from New York City departments who are receiving differential pay are advised to keep in touch with their department payroll bureaus about their salary status, or changes in pay. Each of these employees was a member of the National Guard, Naval Militia, or other reserve force which was called into action before April 1, 1942, and is entitled by law to the difference between his military pay and his salary from the City. When the serviceman gets a higher rating, and more pay, his differential pay is reduced accordingly. But sometimes the department doesn't know that there has been a change in status. Then, later, adjustments have to be made, payments stopped or re-

duced to straighten the books. The service man on the differential payroll should let his payroll clerk know, as soon as possible, when Uncle Sam promotes, or demotes him. Families of servicemen should clip this item and send it along.

## Firemen Charge Walsh Curbs Civil Rights

Charging that the issue at question, the violation of their civil rights as American citizens hasn't been settled, the NYC firemen, who are fighting against section 248 of the department's "Rules and Regulations" are ready to appeal the decision of Justice Sersvoge of the Appellate Division.

In a brief opinion, the Judge stated that the rule, which subjects firemen to departmental discipline—usually exile to an outlying firehouse, far from home—was valid.

However, David Savage, attorney for the Uniformed Firemen's Association, who is fighting the case in the name of the Uniformed Firemen's Association, says the matter will be taken up to State's highest legal body, the Court of Appeals in Albany.

Civil Liberties Group Comes In The firemen have the support of the American Civil Liberties Union, which has submitted briefs upholding the claims of the City firemen, that a prohibition against speaking is unconstitutional.

In his opinion, the Justice said: "Rule 248 of the Rules and Regulations of the Fire Department was promulgated by the Fire Commissioner in 1937. It is a reasonable exercise of the Commissioner's right to prescribe rules and regulations affecting discipline of members of the department. That

## NYC Commission Employees Told To Shun Lawyers

Employees of the New York City Civil Service Commission last week were notified to avoid attorneys.

A memo from the Secretary of the Commission to the staff told them that: "I have been told by the Executive Director to advise members of the staff concerning contact with lawyers or their associates regarding candidates or potential candidates or others who are, or may be otherwise involved in litigation with the City.

### The Warning

"It should be obvious to all that contacts of this nature are fraught with danger and may seriously disturb an employee's relationship with the Commission."

The memo ended with directions to send legal callers at the Commission's offices either to the Executive Director or the Secretary.

being so, the Commissioner had the right to verbally inform members of the department of his intentions to enforce the rule. Motion to dismiss the complaint granted."



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LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of HARTMAN LUNCH COMPANY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 10th day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of CHARELL REALTIES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of CORDELL CAFETERIA, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 31st day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of O. GLANTZ, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of EXCELLENT DRESSES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department

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of State, at the City of Albany. (Seal) this 8th day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of WEST 14TH ST. RETAIL MEAT MARKET, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 10th day of November, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

\*DARK HAMMOCK COMPANY—The following is the substance of the Certificate of Limited Partnership, subscribed and acknowledged by all partners and filed in the New York County Clerk's Office on November 18, 1944. The name and location of the principal place of business of the partnership is: DARK HAMMOCK COMPANY, 119 West 57th Street, New York City, and its business is producing the play DARK HAMMOCK. General Partner: Meyer Davis, 101 West 55th Street, New York City, Limited Partners, their cash contributions, profit share and residence, all of which is New York City unless otherwise specified, are as follows: Abraham M. Sonnenfeld, 337 Buxton Street, Brookline, Mass., \$1,200, 2%; Joseph R. Simon, St. Georges Road, Chestnut Hill, Pa., \$3,000, 5%; Emanuel W. Wirshman, 6708 McCallum Street, Philadelphia, Pa., \$1,200, 2%; Gerald C. Heller, 4 Shule Avenue, Philadelphia, Pa., \$600, 1%; Frederick R. Mann, Biltmore Plaza, Philadelphia, Pa., \$1,800, 3%; Charles Miller, 15 Dolna Road, Secaucus, N. Y., \$3,000, 5%; Reznah Dushant, 109 Central Park South, \$2,400, 4%; Lew Samoff, Orchard Hill Road, Rutherford, N. Y., \$2,500, 4-1/2%; Meyer Davis, 101 West 55th Street, \$12,500, 20-5/8%; William S. Wasserman, 225 South 15th Street, Philadelphia, Pa., \$1,800, 3%.

The partnership term commences on filing of certificate, continuing until all partnership rights in the play have terminated. Limited Partners' contributions returnable in cash only unless otherwise agreed by all parties in writing, after play opens in New York City, and payment to be provision for all liabilities plus cash reserve \$7,500; excess cash over \$7,500 cash reserve to be paid monthly to Limited Partners until capital contributions shall have been paid. After production of play is discontinued partnership assets to be liquidated and applied to payment of liabilities and unpaid capital contributions. Payments of profit shall be returned by Limited and General Partners in the event of insufficient assets to pay liabilities; the Limited Partners to make additional capital contributions equal to 20% of original contribution upon request by General Partner. Additional partners admissible but share of profits payable only out of General Partner's share. Substituted Limited Partners prohibited. No priority to any Limited Partner as to contributions or to compensation. Partnership terminated upon death, insanity or retirement of General Partner.

# Civil Service LEADER

Jerry Finkelstein, Publisher; Maxwell Lehman, Executive Editor; Brigadier General John J. Bradley (Ret.), Military Editor; David Robinson, Associate; N. H. Mager, Business Manager.

19 MEMBER AUDIT BUREAU OF CIRCULATIONS  
97 DUANE STREET NEW YORK CITY Cortlandt 7-5668

## New York State Employees And the Budget Picture

STATE employees have much at stake in the formation of Governor Dewey's fiscal plan for the new year. They are wondering whether: 1) the \$1,200 minimum salary will be continued for another year; 2) whether the Governor will suggest re-enactment of the present war-time schedule of pay bonuses, or recommend a higher schedule more in line with the cost-of-living index; 3) whether unemployment insurance for State employees will be authorized; 4) whether the Retirement System will be revamped to "humanize" it and create larger pensions for lower-paid employees; 5) whether a more equitable overtime-pay arrangement will be worked out; whether re-allocation of salaries will be approached from a more liberal viewpoint.

Budget Director John E. Burton has scheduled departmental hearings on the budget throughout the week. Much of the preliminary work on budgetary details was accomplished in the past few weeks through "informal" hearings. But what happens this week will be crucial to State employees in the coming year.

The men and women who work for New York State have felt that 1944 brought them little. Civil Service in New York State and the relationship between employees and administration were not improved by the "cold" treatment.

Let's hope the coming year will display a different picture.

## Who Wants to Tie Up U. S. Salaries in Wartime?

THE salaries of Federal employees cannot now be attached.

The Senate Judiciary Committee has under consideration a bill which would permit such attachment. Last year this bill came up in Congress, and was defeated. The present measure must be defeated, too.

The United States is no collection agency for private creditors, and shouldn't be turned into one. If the bill passes, it would mean the setting up of a bureau with tentacles all over the United States, with an incredible quantity of paper work, red-tape and snooping. That would really be "bureaucracy" in the worst sense in which that word is used. We don't think that in wartime, manpower should be diverted to so clearly a non-war-aiding function. For every employee who might be utilized on such a service, we will show you a Federal war job begging to be done on which that employee's time can be better used.

So on this bill, The LEADER'S vote is No!

## POLICE CALLS

### Manpower Shortage Begins to Hit Patrolmen Where It Really Hurts

In recent months the manpower shortage in the NYC Police Department has begun to hurt the members of the force. When they were given their bonus, the cops took an extra four hours a week. They didn't particularly like it.

But lately many of the cops have begun to feel that their schedule of tours is just a framework around which to hang extra hours of work. . . . And the compensatory time-off is a distant vista. So distant, in fact, that many cops aren't even bothering to keep track of their extra hours.

The recent elections brought out the fact that a shortage of over 3,000 patrolmen makes one big difference when the whole force is called out. On Election Day, most members of the force had the pleasant experience of reporting to their outfits at the early hour of 4 a.m. Then 20 hours later, they were able to start for home after watching the polls and turning in the papers.

Registration day was almost as bad. Then the police reported at 6 a.m. At 7, they watched the polls open, and again they stayed on duty till midnight.

**Guarding Military Property**  
The responsibility of guarding vital military installations around the City has become part of the regular police routine, but much of the extra work comes in connection with the war.

Every Bond Rally or Parade means that more cops must leave their homes and button up their uniforms. Frank Sinatra makes a hit at the Paramount, and boys

from the outlying precincts are called down to Times Square.

The City Patrol Corps does what it can to help, but a lot of men think that more could be done.

#### Still Some Men on Lists

There aren't many men on the City eligible lists for Patrolman, but the few who are around don't get a chance at P. D. jobs. They are offered positions as court attendants, guards, inspectors, other similar posts.

The "quota" of the department shows that the upper-bracket ranks of the uniformed force are pretty well filled, but that there's a big difference between the number of patrolmen called for, and the number in service. The savings of the 3,000 patrolmen's salaries could be used, some of the men feel, to pay them for the overtime work that's put in, but New York City doesn't believe in paying for overtime. It's cheaper to give time off.

#### Latest Quota

Here's the official quota as it read late last week:

	In	Quota	Service
Chief Inspector . . . .	1	1	
Asst. Chief Inspector . . . .	4	4	
Dep. Chief Inspector . . . .	12	12	
Chief Surgeon . . . . .	1	1	
Surgeon . . . . .	23	23	

## Merit Man



Lieutenant Colonel William K. Bonnell

LIEUTENANT COLONEL William K. Bonnell has been appointed chief of the Family Allowance Division of the Office of Dependency Benefits in Newark.

More than fourteen million dependents of men and women in the Army look forward each month to their check from the Newark War Department agency which has mailed over 108 million allotment checks, totaling over six billion dollars.

The complexity of the job which is handled by the staff under Colonel Bonnell is shown by the fact that every three months, another million checks are sent out; family allowance applications and pay allotments roll in at the rate of 20,000 each day. Changes in family conditions such as marriage, birth, death, divorce, or change in economic status will mean that the ODB has to change its payment accordingly.

#### 134,000 Letters Daily

Requests for information pour in, changes of address, complaints bring in 134,000 pieces of mail daily—topping the mail volume of the average large city.

As background for his important position, the Lieutenant Colonel has long experience in both military life and private business. He was a student of landscape architecture at Harvard when World War I broke out, and joined the Harvard Regiment.

He attended ROTC Camp at Fort Myer, Virginia, and was commissioned a second lieutenant in November, 1917, then became and instructor in gunnery at Fort Sill, Oklahoma. In 1919, he joined the Army Reserve Corps, was appointed captain in 1919, major in May, 1930, and lieutenant colonel in September, 1936.

Following the war, he entered the landscape engineering business with his father in New York, later joined a firm of landscape engineers in Philadelphia. He was called into active service in June, 1942, when he was holding an executive post with the Federal Housing Authority, and was among the first group of officers who were assigned to set the dependency benefit office in operation.

C. O. Detec. Div. . . . .	1	1
Inspectors . . . . .	31	31
Deputy Inspectors . . . . .	27	27
Captains . . . . .	117	116
Lieutenants . . . . .	577	573
Lieuts. (Actg. Capt.) . . . . .	51	51
Sergeants . . . . .	1,047	1,038
Patrolmen . . . . .	16,706	13,578
Policewomen . . . . .	190	167
Veterinarian . . . . .	1	1
Asst. Supt. Telegraph . . . . .	1	1

#### \$5 FOR BEST LETTERS

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



#### DEWEY DEPARTMENT

When Governor Dewey returns to Albany, he'll find tougher legislators, tougher county chairmen wherever he turns. . . . To succeed former State GOP Chairman Edwin F. Jaekle, three names have the inside track: Broderick of Monroe, Platt of Westchester, Perry of Chemung. Russell Sprague of Nassau doesn't want it, considers it a step-down, since he is now national committeeman. Ashmead of Queens would be a likely choice if his health were better and the upstaters would go along. . . . William Bleakley doesn't want the job, but he might be prevailed upon to accept. . . . Timing of Jaekle's resignation was such as to forestall pressure upon him to remain a while longer, pressure to which he didn't want to succumb.

Another piece of pre-Christmas business awaiting the Dewey hand is patronage. Among the juicy presents he has to give out are these: Member, Public Service Commission, 10-year term, \$15,000 a year . . . Chairman, State Parole Board, 6-year term, \$12,000 a year . . . Two members, State Court of Claims, 9 years at \$10,000 per (one to fill out an unexpired term) . . . Member, State Liquor Authority, 5 years, \$7,500 per . . . Member, State Tax Commission, 6-year term, \$10,000 . . . Chairman, State Athletic Commission, 3 years at \$7,500 per . . . Member, Public Service Commission, 10-year term, \$15,000 a year . . . Three members, State Power Authority, 5 years each, with "expenses" up to \$7,500 . . . Four members Saratoga Springs Authority, 5-year terms . . . Plus many, many lesser plums. . . .

#### AND LA GUARDIA

Things you never knew about Fiorello LaGuardia! He's one of the greatest bronco-busters in the U. S. . . . When he was 14, LaGuardia ran away to join the Spanish-American War. Among those who caught him were John Fitzpatrick, of the State Attorney General's office and Harry T. Smith, of the NYTimes. . . . Fiorello's father was bandmaster of the 11th Infantry in those days. The Little Fellow was made a life-member of the outfit, only person ever given that honor who didn't serve with the outfit. . . . And there's a group of 25,000 Spanish-American War vets who'll support the Mayor come hell or high water. . . .

The Navy Department has offices at 2 Lafayette Street, N. Y. C., and gobs and waves ride up and down all day long. When they reach the lobby, operators announce: "All out. Main deck!" . . .

Statistics show this trend among servicemen who return to New York City jobs. They take their municipal posts, resign shortly after for jobs in private industry. . . .

A group of NYC civil service employees approached Councilman Joe Sharkey and asked his support for some bills they wanted passed. "Look," said the statesman, "I'm not running for office this year. I don't have to be friendly with you." . . .

A disgruntled Republican from Boston filled out and sent to the U. S. Civil Service Commission a form which is a request for information as to the date of an examination. This gentleman wanted to know the date of the next exam for President of the United States. . . .

## letters

### Support Comes For Ross J. Clark

Sirs: More power to Ross J. Clark, the former Canal Structure Operator. He has the IT that real men are made of. In 1915 the State appropriated \$100,000,000 for canals and more than \$100,000,000 for highways. Thirty years later, the same State, the richest in the union, couldn't appropriate any amount of money to pay decent employees decent wages.

Since 1907 I have been "building a career in public service," but the foundation upon which my career has been standing must have been pretty rotten, because it collapsed on me when I was handed a reduction in title and salary — stenographer, 3 lb., \$1,200-\$1,700. In 1920 I was promoted from stenographer, 2nd grade, to stenographer, 1st grade, \$1,200-\$1,800, including maintenance.

Thirty-seven years is a long time to wait for appreciation, but instead I got a kick in the pants.

Sure, I could retire after 37 years, but I'm still a long way from 60. The pension I would get, would about pay my town, county, State and Federal taxes, the interest due on the mortgage on my small, but humble home, purchase fuel, light, water. Now, will some intelligent fellow employee figure out for me how much I would have left to purchase eats — clothes? Oh, I haven't bought any since 1939.

JAMES P. MCKIERNAN

### Welfare Employee Answers Libbie Diamond

Sirs: In your column headed "Letters," on page 6 of this week's LEADER (October 10th issue), appears a letter headed "Protests Handling of Promotion Lists." This letter is signed "Libbie Diamond, Stenographer, Grade 2."

Miss Diamond speaks of "discriminatory handling of promotional lists in the various municipal departments," and states that the Department of Welfare has seen fit to create almost 50 additional Grade 3 Stenographer

positions (and is still in the process of making others.) She states that she is unfortunate enough to be in the Department of Hospitals where she does not stand a Chinaman's chance of receiving a promotion.

Perhaps Miss Diamond is not aware of the fact that in the first instance there were approximately 450 Stenographer Grade 3 Eligibles on the Department of Welfare Promotion List. If 50 of these are promoted, 400 other eligibles still remain on the promotion list. These 400 may well feel stymied and even disgruntled. Particularly is this the case of so many of the stenographers eligible for promotion who came in originally, in accordance with the age and educational requirements, and who were eligible for appointment in any city department, yet were not so fortunate as many others who have been appointed elsewhere, where there is not the amount of competition that exists in the Department of Welfare. Some of the stenographers could not help themselves in accepting original appointment to Welfare, because they came in under the age and educational waiver and were eligible for appointment only to the Home Relief Division of Welfare; but as to the others, they are sort of doubly unlucky because they might have been elsewhere and scored but a 75% final average yet be promoted; whereas in this department, with all the competition, their chances are nil.

It would seem the only fair way of promoting city employees is according to seniority; that is, each employee who has served a stated number of years should automatically be promoted. Otherwise, the same opportunities are not accorded to all. It is unnecessary for me to state that persons with a final average of just about a passing mark are promoted in one department and others who score perhaps 10% above the passing mark but are in some other departments are not promoted. The automatic promotions would, it seems, cure the present method.

REGULAR READER.



# The State Employee

By **CLIFFORD C. SHORO**  
President, The Association of State Civil Service Employees

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

## New Positions — How Created

THE PROCEDURE by which a State department or other State agency obtains new positions is, to say the least, cumbersome. Let me explain the steps in the procedure.

1. A statement detailing the duties of the proposed new position, the minimum educational and experience qualifications to be required, its relationship to existing positions in the organization, all these are set forth on a form "CL-20" furnished by the Department of Civil Service. Usually a title and salary grade are recommended by the agency requesting the classification of the position.

This form is sent to the Classification Board which operates within the Department of Civil Service.

2. If the title recommended by the Board is one not previously created, the Board sends all its information to the Temporary Salary Standardization Board, which assigns a group and grade or, in other words, determines the salary the position should carry.

3. Next, the recommendations of both Boards are sent to the Director of the Budget for approval. Here three determinations are made:

- (a) The need for the position:

Please bear in mind that much work has already been done toward establishing the position—title and salary—before it is determined by the Division of the Budget that it will allow an additional position in the agency requesting it. If the Budget refuses the new position, after a careful study of the unit for which it is requested, all the work that has already been done is wasted.

- (b) The title of the position:

The Director of the Budget has veto power over the action of the Classification Board and may suggest a title different from the one recommended by the Board.

- (c) The group and grade, which means salary.

The Director of the Budget likewise has veto power over the actions of the Salary Board and may refuse to accept the group and grade recommended by that Board and assign the salary he determines to be carried by the position.

### It's Cumbersome

THE PROCEDURE outlined above is indeed cumbersome. It is wasteful of time and effort and necessitates duplication of work.

The Temporary Salary Standardization Board terminates in December, 1945. To what authority will the duties now assigned to that Board be transferred? Many suggestions have been heard in discussions of this problem. I list some of them that have come to my attention:

1. Set up an independent Board with full-time personnel and appropriation sufficient to function properly.
2. Transfer the duties to the Classification Board.
3. Assign the duties of allocations of salaries to the Director of the Budget.
4. Transfer the duties of both the Classification Board and the Salary Board to the Director of the Budget with an independent appeals board appointed jointly by the Governor and Legislature to review decisions appealed by Department Heads or employees.
5. Transfer the duties of the Salary Board to the Department of Labor.

There may be arguments both for and against each of these suggestions.

### What's Your Reaction?

I INVITE your reaction to these proposals. Which one do YOU prefer? Or have you a suggestion that you think is better than any listed above?

Remember, State employees, this is your individual problem. Please assist your officers and Committees in framing legislation on this vital subject.

Department heads and other administrative officers should also give serious thought to the proper solution to this problem.

## STATE CIVIL SERVICE BRIEFS

By THEODORE BECKER

### What You Should Know About Promotions

THE VALUE of any career system is judged by the method provided for advancement in the service on the basis of demonstrated merit and fitness. The career system is an integral part of the competitive civil service in this State. Promotions are guaranteed by the legislative command that "vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade."

#### Safeguards Provided

In order to give employees an opportunity to protect the holding of open competitive examinations to fill vacancies to which they consider promotion practicable, appointing officers must post notices of requests for open competitive examinations for 15 days, unless the civil service commission has determined that there are fewer than three employees eligible to compete in a promotion examination for the particular position involved.

In addition, under the rules of the State Civil Service Commission, a transfer cannot be made to a vacancy for which either a promotion list or a field for promotion (i. e. three or more qualified employees) exists.

#### Qualifications for Promotion

Promotions to State positions are ordinarily confined to employees working in promotion units established by the State Civil Commission in cooperation with the departmental appointing officers. A recent change in the Civil Service Law authorizes inter-

departmental promotion examinations to fill vacancies in departments where no departmental promotion list or field for promotion exists. But no such examinations have yet been held for State positions.

Eligibility for promotion is also limited to competitive class employees with six months or more of service immediately preceding the date of the examination in positions which would naturally and properly fit them to perform the duties of the higher position.

#### Competitive and Non-Competitive Promotion

If more than three eligible applicants file for a promotion examination, a competitive examination must be held. But if three or fewer eligibles file, a competitive examination need not be required. In such case, the appointing officer may nominate one of the three applicants for non-competitive examination. If such nominee has qualified in an examination of an equivalent character, he need not be required to take a further examination. Otherwise he must be given a qualifying examination. Where a promotion does not involve a change in duties, but only an increase in salary, the nominee need not take an examination to establish his qualification.

#### Salary on Promotion

Generally, employees promoted to Feld-Hamilton positions must be appointed at the minimum salary of the grade. However, if an employee is promoted to a higher overlapping grade and has been earning more than the minimum of the higher grade, then he may be promoted at his old salary, but

# "Let Politicians Provide Vet Preference For Patronage Appointees": State Assn.

ALBANY—One of the difficult problems confronting the Association of State Civil Service Employees, and allied groups, when the 1945 Legislature convenes will be to have the Legislature accept their veteran preference recommendations, and block re-passage of the Hampton-Devany veteran preference resolution to amend the Constitution. If the measure passes the next Legislature it will be submitted to the people for their acceptance or rejection in November, 1945.

Officers of the Association and many other organizations already are at work preparing a pamphlet setting forth objections to the proposal and at the same time are offering a substitute preference measure. This provides for a five-point preference for non-disabled veterans, 10 points for disabled veterans. The Hampton-Devany measure gives disabled veterans outright preference over all others on any list for which they qualify, and secondary preference to all non-disabled vets.

#### Backs Assn.

The Association, together with the League of Women Voters, the American Veterans Association, among many other groups, contends the Hampton-Devany bill would be unfair, would wreck the merit system, and would give veterans a virtual monopoly on competitive jobs and promotions in state and municipal civil service for years to come.

#### Would Extend Preference

One of the Association's points in its alternative proposal is the extension of the 5 and 10 point

preference to positions in the non-competitive and labor class. This represents about 90 per cent of municipal jobs and perhaps 40 per cent of State positions, since it covers such occupations as mechanics, chauffeurs and the like.

#### Political Patronage

"We believe veteran preference should not be limited to the competitive class alone," said an Association spokesman. "The politicians seem anxious to wreck the merit system by invoking the unfair Hampton-Devany bill but we say let the politicians give up some of their patronage. Open veteran preference to political appointees. We want the base widened so the patronage jobs will be included."

Neither Governor Dewey nor any of the members of the State Civil Service Commission has made any public expression on the veteran preference issue. Theoretically, the Governor has nothing to do with resolutions before the Legislature for proposed amendments to the State Constitution. Once such a resolution is adopted

(after passing two different Legislatures) it goes to the Secretary of State, not to the Governor. He has no veto power over legislative action on a proposed Constitutional amendment, but could oppose or support the passage of a resolution by communication to the Legislature.

There is talk in Albany that the Hampton-Devany proposal will be backed strongly again by the American Legion whose national commander, Edward N. Scheiberling, is now a resident of Albany.

The Hampton-Devany proposal passed both houses this year without objection. The 1945 Legislature, however, will have a membership of about one-third new men and women.

#### Must Study Proposal

One out for opponents of the measure might be to persuade the new members in both houses that they should take time to study the proposal. Members who would hesitate for political reasons to vote against the veteran preference resolution might be persuaded to support a bill to create a special legislative commission to give the subject a thorough overhauling and special study. Such a commission would be given a year or two to thresh out the question and recommend, thereafter, a plan of veteran preference that would satisfy everybody.

# Should State Employees Have OK to Make More Payments into Retirement Fund?

Should State employees be permitted to make additional contributions into the Retirement Fund? This question is one taken up by the Committee on Retirements of the Association of State Civil Service Employees. This Committee, headed by Charles Dubuar, submitted to the State Comptroller Frank C. Moore, a detailed 11-point program for revision of the Retirement System. The Committee's discussion on additional compensation follows:

Additional contributions by employees were permitted up to July 1, 1939, but have since been prohibited by Section 58(1), presumably because it was felt that the employees were using the system as a savings account in order to obtain 4 per cent interest. Since then the interest rate has been fixed by the Comptroller from time to time. The prohibition arose more by reason of the abuse of the privilege than any conclusion that the system was not a proper depository for additional contributions. Actually the privilege of additional contributions still exists through the right of each employee to contribute on the basis of retirement at 55. According to the information leaflet published by the Comptroller the following illustrates what the normal and increased contributions (as a proportion of salary) would be for a male in the clerical and administrative group entering on or before June 30, 1943:

Age at Entry	—For Retirement—	at 55	at 60	Difference
20	0.44%	4.20%	5.15%	
25	0.57%	4.37%	5.20%	
30	0.84%	4.53%	5.33%	
35	1.03%	4.80%	5.38%	
40	1.12%	5.17%	5.00%	

The same privilege of extra contributions exists for old members, but because the contributions must produce the same retirement allowance at 55 as if the member worked to 60 the cost is prohibitive in most cases. The Committee feels that the objective of enabling employees to obtain a more adequate retirement allowance is worthy and that the above should

not be the sole basis for determining extra contributions and that certain flexibility should be permitted. After all, the System is adequately protected by reason of the provision that the rate of interest may be fixed by the Comptroller. The only question might be as to how to accomplish this objective with a minimum of accounting cost. The Committee feels that reasonable rules could be prepared along such lines. To illustrate, a member might be allowed:

- (a) To pay an increased regular contribution of 1 per cent of salary or any multiple thereof; or
- (b) To make single payments from time to time of \$25 or any multiple thereof.

A limitation as to the maximum contributions which could be paid by any member in any year would be necessary. Such a privilege would be particularly important during the post-war period when the war effort no longer requires salary deductions for war savings bonds. There is somewhat of a precedent for the above in the right of members to make additional contributions under Section 10 of the United States Civil Service Retirement Act and in Section B3-15.0 of Administrative Code of City of New York relating to City Employees' Retirement System. The privilege of making additional contributions should be considered with the recommendation of the Committee for Optional Retirement at 55—members pay share of extra cost.

#### Optional Retirement After 35 Years

At the present time the normal retirement age is 60. However, in the New York State Teachers' Retirement System, New York City Employees' Retirement System and Board of Education Retirement System, the privilege exists of retirement after 35 years of service. This gives recognition to the fact that employees after such a long period, particularly female employees, may find it necessary or desirable to retire. Naturally the benefit would affect only employees entering state service prior to age 25. It is conservatively estimated that the addition to the normal contribution of the State would be less than 15/100 of 1 per cent of payroll or about \$120,000 and actually might only be one-half of this amount.

#### Optional Retirement After 25 Yrs. (Members Share in Extra Cost)

Over and beyond the benefits in the present Retirement Law and the preceding recommendations of the Committee, there has been a very insistent demand by

State employees for the privilege of optional retirement after twenty-five years and with the employee paying a share of the extra cost. This demand in most part has come from Institutional employees. It is pointed out in their behalf that they are subject to long hours and adverse working conditions which makes employment in institutions far less attractive than in other fields and explains to some extent why the State has not been able to retain this class of employees. It has not been possible at this time to make any studies of the additional cost to the State if such a privilege were granted. It is believed that this demand should be carefully considered from the viewpoint of the better stability of employment which should result.

The following table illustrates the approximate contributions (as a proportion of salary) for Optional Retirement after 25 years with a retirement allowance of 1/50 of final average salary times the number of years of service. Clerical and Administrative Class — Male (entering prior to June 30, 1943)

Entry Age	Percentage Salary Deduct. for Optional Ret. after 25 years
20	19.61%
25	15.99%
30	12.48%

The above figures assume that the employee pays the entire additional cost involved from date of entry. If the State shared in the additional cost, the deductions would be only a little more than 50% of the amounts shown above, depending upon the percentage of contribution made by the State. Different scales of rates would apply to employees with prior service and such rates might be very high depending upon the number of years remaining to complete 25 years of service.

# Lysett Did Not Promulgate Sick Leave Order

In *The Leader* of November 7, a story appeared concerning the promulgation of rules affecting sick leave among employees in the State Canal Service.

The order referred to was, the story stated, signed by W. F. Lysett, canal section superintendent.

Mr. Lysett did not, however, promulgate the order. He was acting under orders of his superiors; the story did not intend to imply that he was personally responsible for the content of that order. *The Leader* knows that he was not. He was properly performing his duty.

Mr. Lysett's reputation as a State employee is the highest; and he has often "gone to bat" for other employees.

# An Explanation of the Group Plan Of Accident and Sickness Insurance

By C. A. CARLISLE, JR.

The following article is the third section of four, which explain in detail the Group Plan of Accident and Sickness insurance available to members of the Association of State Civil Service Employees.

## You

The Group Plan Policy may be taken by any employee of the State of New York, who is accepted by the Company after completing an application, providing he is not over fifty-nine years of age. Once you are insured, you may carry this insurance up to age seventy. Each and every employee who reads this should consider this matter seriously and should urge his or her fellow-workers to read this carefully and get complete data on the Group Plan of Accident and Sickness Insurance, so that the broad form cover can be issued by the Company at the earliest possible moment.

## Save

Your Group Plan of Accident and sickness Insurance will save you money and in addition it is broader than many individual policies offered to you at higher cost. You need this protection, and you need it now. Buy now while you are in good health so you will have it when you really need it.

Don't above all things, let anyone tell you another policy is just as good. Compare the advantages of this policy explained in *The LEADER* of Nov. 21, 1944—they are all VERY IMPORTANT.

## Association Membership

If you are not a member of the Association of State Civil Service Employees of the State of New York, join now by paying your dues to a representative or sending it to the Association, Room 156, State Capitol, Albany, N. Y. Membership is necessary for the continuance of this insurance, and dues must be paid within sixty days from the effective date of your policy, or it will of necessity be automatically terminated.

## Other Insurance

You will see in the newspapers and magazines, and through circulars, other accident and sickness insurance policies offered to you at various prices ranging from \$10.00 a year up. One of the first things you should do when a policy of this kind is offered to you, before you consider it at all, is to get a sample copy of the policy.

Look at the heading on the outside—does it say that it is a limited policy, particularly if it is a policy issued by a company licensed to do business in the State of New York—it will then say "Limited Policy." Then look inside for a heading, usually in black letters—"Exclusions and Reductions." Study these carefully, see if any of them apply to you. Then after you have done all this, write to a reliable insurance agent, or your State Insurance Department, or some one who is well-versed in Accident and Sickness Insurance, and ask them to tell you truthfully whether that policy measures up in benefits and costs to the policy that is offered to you by your State Association at such a low cost and with such broad coverage.

All this is very important, because only one policy issued by the Commercial Casualty Insurance Company, 10 Park Place, Newark, N. J., is the policy that has been approved by your Association Insurance Committee for issuance to State Employees, and it is only this policy that carries the very broad coverages and is available on a low-cost, salary deduction form of payment.

## How Claims Are Paid

A just claim receives immediate attention. It is realized how very important an insurance claim is and therefore, without red tape, without delay of any kind, the company makes payment as fast as it is humanly possible to do so.

We will not tolerate any complicated and unwieldy system that only delays the payment of just claims. If you are unfortunate enough to meet with an accident or fall sick, simply communicate with the Commercial Casualty Insurance Company, at any one of the four following addresses—White Building, Buffalo, N. Y., 59 John Street, New York City, N. Y., 75 State Street, Albany, N. Y., 1025 Lincoln-Alliance Bldg., Rochester, N. Y.

Or, notify any officer of your local chapter, or the Association,

Room 156, State Capitol, Albany, N. Y., or Ter Bush & Powell, Inc., 423 State Street, Schenectady, N. Y.

In this notification, state the nature of the sickness or injury, and other facts, if possible. That is all you need to do.

The question that you must decide is, whether you prefer cash instead of sympathy in case of disability due to Accident or Sickness.

## Insurance Men Say

From time to time, experienced insurance men have said this Group Plan insurance is as broad as can be purchased, and it is impossible to meet its coverage and rates on an individual basis from anyone at any time anywhere. Check this very statement with a reliable insurance man and see what he says about this low cost, broad form of insurance.

## Benefits Begin

Disability benefits begin the first day for accident and pay up to five years under the non-occupational policy, and one year for occupational accidents. Sickness benefits begin on the 8th day of disability, and pay up to a period of one year for any one disability. These maximum periods of indemnity are with respect to any one claim and please note under the plan there are no restrictions as to the number of claims you may make.

## Renewal Conditions

Here is one of the most valuable parts of your policy.

The Company reserves the right to decline to renew this policy only on any of the following grounds:

(a) Because of non-payment of premium. (You should always see that your premium is kept up. If you are on payroll deduction, and are off the payroll for any reason whatever, pay your premiums direct to Ter Bush & Powell, Inc., promptly.)

(b) When the Insured becomes 70 years of age.

(c) If the Insured retires or ceases to be actively employed by the State of New York.

(d) If the Insured ceases to be an active member of the Association of State Civil Service Employees of the State of New York, Inc.

(e) If the Company declines to renew all such policies issued to

members of the Association of State Civil Service Employees of the State of New York, Inc., upon giving at least 60 days' written notice of such declination prior to the renewal date of the policies.

From the above, you will note that this is practically a non-cancellable policy except for the conditions mentioned. In other words, when you have a serious

## PRINCIPAL SUM \$500

Employees with Annual Salary of	Monthly Benefit	Plan 1		Plan 2	
		Regular Coverage —See Note Below—	Occupational Coverage Non-Clerical Employment	Regular Coverage —See Note Below—	Occupational Coverage Non-Clerical Employment
Less than \$800	\$ 30	\$ .45	\$ .65	\$ .75	\$1.05
\$800, but less than \$1,000	50	.75	1.05	1.20	1.70
\$1,000, but less than \$1,300	60	.90	1.25	1.45	2.00
\$1,300, but less than \$1,600	75	1.10	1.55	1.85	2.50
\$1,600 and over	100	1.45	2.05	2.35	3.30

\*NOTE—Employees engaged in office or clerical work exclusively, shall be insured against sickness or injuries sustained both on and off the job, at Plan 1 rates. All other employees will be insured for all sickness; also for Non-Occupational injuries (accidents happening on the job) under Plan 1 above, unless application is made for Occupational Coverage (accidents happening on and off the job) Plan 2 above at the rates shown. All policies are issued under Plan 1 unless otherwise requested on application.

## NEWS ABOUT STATE EMPLOYEES

### Attica Prison

ATTICA CHAPTER sends in the following brief analysis of its activities:

PAST—The past year has been a successful one to the Attica group. There were eleven monthly and two special meetings at which current topics and legislation were discussed. Delegates were sent to Albany for classification hearings, information, meetings



Doris LeFever, of the State Department of Labor, Syracuse, is well-known among her fellow-employees for the active role she takes in employee activities.

Wallace LaCount and Richard Hurd have returned to work, after having received medical discharges from the U. S. Army. . . .

Employees in the armed forces who visited here in the last month are: Raymond Downs, Kenneth Hackett, Roy LaHart, Robert Lejeune and Joseph Luckfering with an injury to his back. Walter Litner is back on duty after being off for a month suff. . . .

Roy LaHart of the Seabees spent his recent furlough honeymooning with the former Marg Bressette, R.N. Congratulations and good luck! . . . Paul Blaster, former secretary of the State Association Chapter, who has been on leave of absence, recently resigned his position to continue employment with the United States Intelligence Service. . . . Wesley LaPorte represented the Chapter in Albany at the annual meeting of the Association. . . .

### New York City

DEPARTMENT OF SOCIAL WELFARE members of the big City chapter report on the doings of some of their fellow members. . . .

Lieutenant Carolyn H. Jones, WAAC, stationed in the Valley Forge General Hospital, Pennsylvania, is in complete charge of the rehabilitation program for returned veterans. . . . Ensign Dorothy S. Meach, Naval Nurse Corps, is stationed at a naval hospital in California, caring for wounded veterans of the Pacific campaign. . . . Rosalie F. Cohen (blind) is teaching Braille and handicrafts to veterans at Valley Forge Hospital. . . . Technical Sergeant Herbert Gottschalk with Fifth Armored Division in France, has just been awarded the Purple Heart. He has also received the Combat Infantry Medal. . . . His wife, Janet Lyons, Social Welfare employee, is plenty proud. . . . Word from Paris recently told of the arrival there of **Corp. James J. McCabe**. . . . Ballots are on the way for the 1945 election of officers for the Chapter. . . . Delegates will receive theirs for distribution to members soon. . . . The fine new Association Chapter office in Room 905, 80 Center St. is collecting dues, too, in case you're interested. . . .

### Clinton Prison

AT THE REGULAR November meeting of the Clinton Prison State Association Chapter, reports were heard from **Charles Doe** and **D. Barron Leatham**, delegates to the Annual Meeting in Albany. Both delegates accomplished commendable work. . . . The chaplain, **Rev. Ambrose R. Hyland**, recently returned from Hollywood, where he has spent some time on the preliminary work relative to the motion picture, "The Church of the Good Thief." Metro photographers have been at Clinton Prison taking pictures for use in the film. They were escorted by amateur photographer **Harry Robbins**. We hear that Harry has improved his work considerably since then. . . . The hunters are not doing so well this season. Psychiatric stenographer **Gordon Deyo** returned from a week's hunting trip without even telling us about the one "that got away." claims he didn't even see a deer. Reports are coming in that **Tot La Fontaine**, ran down a small spike-horned deer, and it took him about three weeks to do that. **Sgt. Don Converse** and his party seem to be an exception to the rule. They bagged the limit. . . . The bowlers are knocking over the maples every Saturday evening and giving out the alibis every Monday morning. . . . A committee consisting of **President William B. Mehan**, **D. Barron Leatham**, **John Cain**, **L. Dennicore** and **Leonard Welch** of Clinton Prison, and **C. Dames** of Dannemora State Hospital, discussed coming legislation with Senator Feinberg.

with other delegates. The group went on record as opposing the addition of sub-groups A, B and C, to group 12, Feld-Hamilton law.

PRESENT—There are 275 men from Attica carrying 1944 State Association cards, and by December 15, there will be almost that many carrying 1945 State cards. During 1944, four men from the institution joined the armed services, making a total of 63 men who are in or who have been in the armed services. Attica's cigarette fund sends cigarettes to these men, and to the sons and daughters of employees who are in the services.

FUTURE—Attica is looking forward to legislation modernizing the retirement laws, clarification and sick time rules, removal of subgroups A, B and C from salary group 12, and an increased cost of living bonus. 1945 officers: President, **Lawrence R. Law**; Vice President, **Howard Strang**; Treasurer, **Alvie Haskins**; Recording Secretary, **Wm. Ganey**; Financial Secretary, **Kenyon Ticean**, and an executive committee of **Woodrow Ruff**, **Rex Hare**, **Edward Schmidt**, **Roland Clark**, and **Francis Coty**.

### Dannemora

THE BOWLING season at the Dannemora State Hospital is in full swing with mail-carrier, **Bill Holzer**, as president of the bowling club. **Edgar Kennedy** was elected secretary-treasurer. There are six teams competing for high honors this year. The teams are captained by **Frank Kimbell**, **William Davies**, **Edward Beauchemin**, **Ralph Kiroy**, **Edgar Kennedy** and **William Holzer**. The domestics are also going in for a little exercise this season. They bowl every Thursday night. The alleys used are in the basement of the main building. . . . The employees of the institution extend heartfelt sympathy to the family of **Maurice Martin**, a former employee, who died recently at Gouverneur, N. Y. . . . **Dr. Otto Stern** resigned his position at Dannemora to accept employment at Rutland, Mass. . . . Congratulations to **Emmett Buckley** on his recent promotion to Senior Attendant. . . .

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3. BY RELIEVING FINANCIAL WORRY IT WILL HELP HURRY YOUR RECOVERY—and when a man's mind is at ease. . . . when he knows that his bills are being taken care of—nature and medicine can work wonders.
4. IT WILL HELP PROTECT YOUR FAMILY by giving them that extra protection they need if misfortune should befall you.

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### McDonough Says Merit Essential To Democracy

Speaking before the graduate students in journalism at Columbia University recently, William F. McDonough, Executive Representative of the Association of State Civil Service Employees, declared: "The merit system is essential to progressive democratic government."

He reviewed the slow acceptance of the principle of merit and fitness in public service throughout the nation.

"Reluctance to appoint only the most fit to public office and to establish definite plans of promotion on the sole basis of efficiency, is due almost entirely to the unwillingness of political leaders to abandon the idea of building up or strengthening party organizations through the parceling out of offices as a reward

for some party service. Failure to appoint strong, independent individuals to the Civil Service Commissions, failure to supply adequate funds to Civil Service Departments, and failure to pay civil service employees in line with private employees, are means which have most frequently been employed to weaken the merit plan.

**Went Outside the Service**

"For a number of years New York State has led in good civil service procedure, and a fine body of civil service employees have been recruited. However, succeeding administrations have been lax in bringing into the competitive class many of the positions at or near the top of the ladder. Again and again the citizens have been told that it was necessary to go outside the service and even outside the State to get men for top positions when in fact the civil service ranks were literally overflowing with highly trained, experienced, efficient men and women."

### State Assn. Seeks Aid of Albany Medical Group

ALBANY—The Executive Committee of the Association of State Civil Service Employees last week called upon the Albany County Medical Society to support a plan of mutual aid to finance the cost of medical and surgical care.

Clifford C. Shoro, president of the Association, distributed copies of the resolution to the Medical Society and to employee groups. The resolution points out the benefits derived from operation of the so-called Blue Cross Hospitalization Plan, by which contributors are insured against hospital expenses.

**Wants Plan Extended**

But the Association wants the plan extended to help wage earners to finance medical and surgical expenses on a basis satisfactory to the medical profession. The resolution reads:

THEREFORE, BE IT RESOLVED, that the Association of State Civil Service Employees hereby urges upon the Albany County Medical Society that they give early approval to a surgical and medical benefit plan for the residents of the area served by members of the Society, and

BE IT FURTHER RESOLVED, that the Association send copies of this resolution to large employee groups in the City of Albany and also to the press of the City and County, and otherwise appeal for the support of employee groups and citizens generally for a sound mutual plan to provide surgical and medical benefits for individuals and for families of workers wherever located throughout the State.

### Attica Chapter Of State Assn. Wins 8-Hour Day

ALBANY—Efforts of the Attica Prison Chapter of the Association of State Civil Service Employees and officers of the Association have prevailed with the officers of Attica Prison and the State Department of Correction, to bring about early establishment of a straight eight-hour day at Attica Prison.

A number of employees at this Prison have been on a ten-hour day basis with certain compensating days off. The arrangement resulted in such employees working more than 48 hours per week, and in many cases was unsatisfactory to employees.

A referendum conducted by representatives of the Association's Attica Prison Chapter, including Lawrence R. Law, Howard L. Huff and Howard W. Strong, showed that the eight-hour day was preferred by an overwhelming vote. As a result of the preference indicated by employees, the Department of Correction will put the eight hour day in effect for all guards early in December.

**Cooperative Action**

This important matter was handled in a business-like manner by representatives of the Association. The successful termination of the conference is a good example of cooperative action between officials and employees in dealing with employment policies. The employees expressed themselves in a democratic fashion through a referendum, and there is every indication that the new schedule will work out to the greater satisfaction of the employees at Attica.

Considerable credit is due to Lawrence R. Law, President of the Attica Chapter of the State Association, and to the members of the Committee.

### Classification Board Visits Buffalo Hospital

ALBANY—J. Earl Kelly, Director of the Bureau of Classification, and Arthur F. Maloy, a member of the Classification Board, visited Buffalo State Hospital during the week of November 13th for the purpose of hearing appeals of employees who were dissatisfied with their present titles. Approximately 125 employees were interviewed by the Board.

**Schwartz Assists**

Harry B. Schwartz, President of the Association's Buffalo State Hospital Chapter, was present during most of the interviews and assisted in the clarification of many points of appeal.

Mr. Schwartz expressed himself as highly appreciative of the consideration given to the employees by the members of the Board. He said: "If the State ever decides to give awards for meritorious service, Mr. Kelly, Mr. Maloy and the members of the Classification staff should be the first to receive such awards."

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### Albany Shopping Guide

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**Flowers**

**ALBERT'S FLOWER SHOP**—Bridal bouquets, funeral designs, beautiful corsages, fresh cut flowers; high quality, low prices. 58 Columbia St. (off N. Pearl). Albany 5-0936.

**For The Ladies**

**TRIXY FOUNDATIONS and Health Supporters.** Free figure analysis at your convenience. CAROLYN H. VAN ALLEN, 45 Maiden Lane, Albany, N. Y. Albany 3-3029.

**Furs**

**CUSTOM AND READY MADE FUR COATS.** Good work OUR HOBBY. Remodeling, Repairing, Cleaning, Insured cold storage. A complete fur service on premises. BECK FURS, 111 Clinton Ave., Albany 5-1784.

**Hotels**

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**Optician**

**CHARLES LEVY, OPTICIAN**—Modern eyeglasses. 87 State St. (cor. Jamez), State Bank Building, Albany, N. Y. Dial 3-8127.

**HELEN'S BEAUTY SALON**, 123 North Pearl St. (1 flight up), features permanent waving of the best at reasonable prices. Special courtesy to civil service personnel. Evenings. Dial 5-9433 for appointment.

**Millinery**

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**BICYCLES, TRI-CYCLES** repaired, baby carriage wheels repaired and re-tired; toys, games, skis, sleds, skates, toboggans, snow shoes. Charles Klarsfeld, 87 Hudson Ave. Albany 3-7392.

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# PUBLIC ADMINISTRATION

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER  
AMERICA'S LARGEST WEEKLY FOR PUBLIC EMPLOYEES

DEVOTED TO THE ACTIVITIES OF ALL COMMUNITIES, AND TO PLANS, PROGRAMS AND TECHNIQUES OF OFFICIALS, EXECUTIVES, ADMINISTRATORS AND PERSONNEL IN ALL PUBLIC AGENCIES

## More For Your Money Government Purchasing Men Are Learning How To Get More For Less

By ALBERT H. HALL

Executive Director  
National Institute of Governmental Purchasing

GOVERNMENTAL purchasing agencies of the United States and Canada spend hundreds of millions of dollars annually for supplies, materials and equipment. The efficient, professional expenditure of these huge sums by governmental buying agencies obviously has far-reaching and beneficial effects on government and business. It is equally obvious that inefficient use of such funds is harmful not only to the governmental unit directly affected, but also to the whole social and economic structure.

A desire to promote efficient, professional purchasing by governmental buying agencies has led to the creation of the National Institute of Governmental Purchasing, Incorporated.

The Institute is a service organization dedicated to improved governmental buying.

It is an agency which enables its membership, as a unit or in groups, to study, discuss and recommend improvements in governmental purchasing; to interchange ideas and experiences and

obtain expert advice on local, state and national governmental purchasing problems; to collect and distribute to governmental purchasing officials information on the organization and administration of governmental buying; to develop and promote simplified standards and specifications; to promote uniform purchasing laws and procedures; to work for or against proposals affecting the welfare of governmental buying agencies; to give to taxpayers information on governmental buying problems in order to foster interest in public affairs and cooperation between governmental buyers and those they serve; and to do any and all things necessary and proper for the benefit of its members.

### How It Is Organized and Directed

The governmental purchasing agency is the basis of membership and each is represented in the Institute by its head or his designated representative. Governmental purchasing agencies eligible for Institute membership

include Federal procurement agencies and the buying agencies of states, counties, cities, villages, towns, boroughs, provinces, publicly-owned utilities, public schools and colleges, prisons, governmental hospitals and other institutions, other tax-supported buying organizations and public authorities and similar agencies.

The schedule of assessments for the support of Institute activities is based on the population of the governmental jurisdictions served by member governmental purchasing agencies.

The governing body of the Institute is a Board of Directors of eleven members. The Board establishes policies, provides for general administration and prepares and enforces rules for the operation of the Institute.

### The Board

The following governmental buying officials constitute the membership of the Board: Alvin J. Holm, President, City Purchasing Agent, Los Angeles, California; Albert Pleydell, Vice-President, Commissioner of Purchase of the City of New York; Joseph W. Nicholson, Vice-President, City Purchasing Agent, Milwaukee, Wisconsin; Harold F.

Burnworth, Treasurer, Director of Supplies, Pittsburgh, Pennsylvania; L. G. Baker, Chief Purchasing Agent, University of California, Berkeley, California; H. D. Van Eaton, Supervisor of Purchasing, Olympia, Washington; Herbert D. Fearman, City Purchasing Agent, Hamilton, Ontario, Canada; David H. Marbury, City Purchasing Agent, Birmingham, Alabama; Charles F. McCauley, Director of Purchases, Board of Auditors of Wayne County, Detroit, Michigan; W. Howard Williams, Purchasing Agent, Department of Finance, Division of Purchases and Stores, Montgomery, Alabama; Seibert W. Mote, Purchasing Agent, University of Utah, Salt Lake City. Albert H. Hall is Executive Director.

The Institute holds an annual meeting at which all problems of interest to its members are discussed. Consideration is given particularly to the essential features of efficient governmental purchasing departments, systems and services. The annual meeting is in fact a training institute giving an intensive short course of advanced training in governmental purchasing. Special conferences of members are called by the Institute when necessary.

The Institute will hold its first annual conference in Chicago in May, 1945. This is the first forum of its kind for governmental buyers of the United States and Canada. No governmental purchasing official can afford to miss it. Conference plans are being developed by a Committee headed by Joseph W. Nicholson, a Vice-President of the Institute

and City Purchasing Agent of Milwaukee.

### Institute Headquarters

The Institute is located at 730 Jackson Place, N. W., Washington 6, D. C., in the headquarters building of the United States Conference of Mayors. The Institute offices are equipped to render service with speed and accuracy and at a minimum of expense. Space is available where governmental purchasing officials may work or confer while in Washington on official business. When governmental purchasing officials are in Washington they can keep in touch with their home offices through the Institute office. Each member agency thus has an official office in the National Capital which it can use at any time and as long as desired.

### Current Institute Activities

The Institute issues a series of research publications on governmental purchasing organization and administration and also a bi-weekly publication known as the "Governmental Purchasing News." This bulletin contains a record of current progress in governmental purchasing.

The Institute is giving close attention to the disposal of surplus war materials, supplies and equipment to non-federal governmental agencies. The directors of the Institute have developed a simple and workable plan for the distribution of war surpluses to such agencies. The NIGP plan will be presented to the Board to be established under the Surplus Disposal Law of 1944.

## Information

The Civil Service LEADER will be happy to provide, without charge, any of the information-items listed below which may be requested by readers. Simply send in the coupon at the bottom of this column, to the Public Administration Editor, Civil Service Leader, 97 Duane Street, New York City.

### 128. DUST PROTECTION

The Pulmosan M-500 Dust Respirator gives workers protection against pneumoconiosis-producing and nuisance dusts. Among features of this respirator are: easy breathing; light weight, 4.7 ounces; adjustable to fit any face contour; can be worn with glasses or goggles; easily cleaned. Manufactured by the Pulmosan Safety Equipment Corporation, 174 Johnson St., Brooklyn, N. Y.

### 129. BOILER ROOM SAFETY

A complete line of boiler water feeders and low-water cutoffs are described in the catalog of McDonell and Miller, 1313 Wrigley Bldg., Chicago, Ill. This equipment may be used as feed-pump control, low-water cut-off; low water alarm, or any combination of these functions.

### 130. EMERGENCY ELECTRICITY

Onan Gasoline engine driven electric generating plants are suggested as a dependable source of electricity for municipal signal projects, or for emergency or standby service. Over 65 models are described in literature of D. W. Onan and Sons, 4357 Royalston Ave., Minneapolis, Minn.

### 131. F-M STATION EQUIPMENT

General Electric's 250-watt station equipment has the following features, according to descriptive material now available: 1. can be used with one or more remote control units; 2. transmitters can be equipped with two-station receivers on two frequencies; 3. exciter and receiver chassis have simple plug-in connections; 4. ample overload protection. This is a product of the General Electric Co., Schenectady, N. Y.

### 132. EXPANSION JOINTS

Gun packed expansion joints, which are packed under full steam pressure are described in Bulletin EJ-1908 of the Yarnall-Waring Company, 104 Mermain Ave., Philadelphia, Pa. By the turn of a wrench, integral pressure guns force a special semi-plastic packing into the stuffing box.

### 133. TILE CONDUITS

A post-war demand for community heating is predicted by the manufacturers of Adco-Bannon Tile conduits.

Their illustrated bulletin shows the use of these conduits, made of vitrified clay tile, insulated with fibreglass. Made by American District Steam Co., North Tonawanda, N. Y.

### 134. SYNTHETIC RUBBER

Properties of natural and synthetic rubbers are thoroughly analyzed in Catalog 8000, prepared by the B. F. Goodrich Company, Akron, Ohio.

### 135. FOR EVEN HEATING

"Dead" spots in the shop or office may be given proper heating through use of a unit heater. Airtherm Heaters are made both in vertical and horizontal delivery models. A bulletin is available showing detailed specifications and delivery estimates. The Airtherm Manufacturing Co., 732 South Spring Ave., St. Louis, Mo.

### 136. GUIDES ON EXTINGUISHERS

Decalomanias to mark fire extinguishers to indicate the type of fire for which the extinguisher may be used are available from the Walter Kidde Co., New York 6, N. Y. A limited number of sets will be distributed free. Larger quantities at a nominal charge.

### 137. SEWAGE TREATMENT

Spirallo Clarifiers and Aero Filters are described in bulletins 120 and 112 of the Lakeside Engineering Corporation, 222 West Adams St., Chicago, Ill.

### 138. REFLECTING ROAD SIGNS

More readable at greater distances night and day is claimed for signs and symbols reflectorized with Scotchlite, the new reflective sign material, which comes in flexible roll form. White, yellow, silver and red are available. Manufactured by the Minnesota Mining and Manufacturing Co., St. Paul, Minn.

### 139. FOR HIGH SPRAYING

Trees as tall as 120 feet are sprayed with the "Friend" bark sprayer, according to literature of the Friend Manufacturing Co., Gasport, N. Y. The sprayer is described as having 1/2 to 1/3 as many moving parts as other high-pressure pumps, instant-clean valves, and instant-packing adjustment on each pump cylinder.

## Communities Make Plans for Radio Systems

Many communities have radio systems on their post-war drawing boards. Police and Fire Commissioners are looking forward to the time when they can have instant communications between all units of their forces.

With the latest types of radio-telephone equipment, mobile units may be at the scene of a fire or accident, or chase a fugitive at high speed along a highway, and at the time maintain constant contact with their home stations or other cars.

### Military Helps

Dependable radio communication for emergency service has been greatly improved through the development of transmitters and receivers used in military service. Two-way equipment used on tanks, PT Boats and plants has resulted in many improvements which are adaptable to peace-time use by communities.

In addition to Police and Fire use, public utilities have equipped service trucks with the two-way equipment. The operator of the repair truck can keep in touch with headquarters, call for added assistance if necessary, save on cruising by directions from headquarters. A "trouble shooter" in the central office can be in touch with all individual trucks every minute of the day, giving explicit directions for their guidance during any emergency.

### Connecticut Uses FM

The Connecticut State Police Department has installed a FM system to cover an area of 4,955 square miles.

In that State, overlapping transmitters provide coverage in the event that any one of the ten transmitting stations should be put out of service. Each of the cars is provided with car-to-car and car-to-station transmission.

This system was designed and installed by the Fred M. Link Company, 125 West 17th Street, New York City, which is prepared to assist other communities and States in their communication problems.

Among equipment manufactured by this company are: fixed station and mobile equipment, remote control units, portable transmitter-receiver equipment.

## Sound-Recording Machine Works 8 Hours at Stretch

A sound recording machine that records up to eight hours continuously without supervision is of interest to municipal operations in departments where permanent records of conversations are important. In-training courses, lectures can be on hand for repetition at low cost.

The Fonda recorder makes its transcriptions on cellophane tape. The recordings are permanent, may be played back hundreds of times.

### In Carrying Case

The complete recording mechanism and amplifier are mounted in a small lightweight carrying case and may be quickly connected to a radio set or a program line from the studio.

No technical knowledge is needed to operate the device. The tape magazine comes preformed, ready to slip into the

machine. Pressing a button starts the recorder, pressing another button stops it. To play the recording, the reproducer is placed on the tape.

The Fonda Recorder cuts 60 grooves on a 350-foot magazine of cellophane tape. A dial, calibrated from 1 to 60, moves the pickup to the desired track for playback. The titles of individual recordings may be marked directly on the tape.

On the control panel are receptacles for microphone and radio or wire line input, volume control, selector switch for recording and playback, power switch, volume indicator meter and pinjacks for monitoring headphones.

This apparatus is manufactured by the Fonda Corporation, 245 East 23rd Street, New York 10, N. Y.

## New Inspection Set-up Increases Efficiency

Consolidation of San Francisco health department inspection services has increased efficiency of operation, eliminated duplicate inspections and cut departmental expenses, the Civil Service Assembly reports. There may be a suggestion here for other municipalities.

A study showed an excessive duplication of inspection services; in the case of many large structures housing industrial plants, restaurants, living facilities for employees and a public food market, four different inspectors made separate inspections, sometimes all on the same day.

Questionnaires sent to public personnel administration agencies in other cities provided a tabulation of the most advanced methods and a yardstick for San Francisco's specific problems, which included "hit or miss" inspection services including staffs of inspectors each covering the entire area of the city and county.

The commission's recommendations were adopted as follows: 1. San Francisco was divided

into four districts, each including as closely as possible an equal number of various types of facilities requiring inspection.

2. Housing and industrial inspectors were grouped together, since each inspector deals basically with the same problems, one in private homes, the other in industrial establishments.

3. Food and restaurant inspectors were consolidated with market inspectors. Previously each dealt with foodstuffs and some type of business.

4. Four chief inspectors were classified as district supervisors, each responsible for one of the four main districts.

5. An in-service training program was conducted by the department of public health with assistance of authorities in the inspection field to inspect various types of facilities; previously they had been taught to inspect just one type of facility. Some of the inspectors receiving additional training participated in courses of inspection conducted by the University of California.

Though the plan has not been in effect long enough to produce accurate figures on cost reduction, important savings have been made in lower transportation costs, simplified and consolidated printed forms and reports, and in personnel efficiency.

### Public Administration Editor

Civil Service Leader, 97 Duane Street, New York City

Please send me information pertaining to the items whose numbers I have listed below. There is no charge for this service.

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		312 Middleton, B.	422 Lofaro, S. J.	312 Ford, M. A.	656 Simon, M.				
		313 Brunner, M.	423 Steuerwald, E.	313 Middleton, B.	657 Greenberg, H.				
		314 Lyon, L. A.	424 Denker, M.	314 Brunner, M.	658 Sample, Mary				
		315 Rivet, R. J.	425 Vanarnum, J.	315 Lyon, L. A.	659 Turton, B.				
			426 Condee, G.	316 Rivet, R. J.					
			427 Vanwie, E.						
			428 Keane, M.						
			429 Rafferty, E.						
			430 Wilkins, R.						
			431 Stoetzel, H.						

**LEGAL NOTICE**  
 At a Special Term, Part II, of the City Court of the City of New York, held in and for the County of New York, at the Court House, 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 30th day of October, 1944.  
 Present: HON. JOHN A. BYRNES, Chief Justice.

In the Matter of the Application of MAX ELIAS BLACKOWITZ for leave to assume the name of ELIAS MAX BLACK.  
 Upon reading and filing the petition of MAX ELIAS BLACKOWITZ, verified the 26th day of October, 1944, praying for leave to assume the name of ELIAS MAX BLACK, in place and stead of his present name, and it appearing that the MAX ELIAS BLACKOWITZ has submitted to registration under the Selective Service Act of 1940, and the Court being satisfied that there is no reasonable objection to the assumption by said petitioner of the name proposed.  
 Now, on motion of SAUL BERGER, attorney for the petitioner, it is ORDERED, that the said MAX ELIAS BLACKOWITZ be, and he hereby is, authorized to assume the name of ELIAS MAX BLACK in place and stead of his present name on and after the 9th day of December, 1944, and it is further  
 ORDERED, that this order be entered and the papers on which it is granted be filed within ten days from the date hereof in the office of the clerk of this court and that a copy of this order be published within ten days after the entry thereof in Civil Service Leader, a newspaper published in New York County, and that within forty days after the date hereof, an affidavit of the publication thereof shall be filed and recorded in the office of the clerk of this court in New York County; and it is further  
 ORDERED, that a copy of this order and the papers upon which it is based be served upon the Chairman of Local Board No. 6 of the United States Selective Service at 136 Delance

# Government Openings

## Aircraft Communicator (Trainee)

\$2,100 a Year  
 (Salary includes the amount paid for overtime as shown below.)  
**GIVEN AERONAUTICS ADMINISTRATION**  
 (Closing Date: Applications will be received until the needs of the Service have been met.)  
 Annual salary for this position is as follows: Basic Salary, \$1,800; Overtime Pay, \$300; Total Salary, \$2,100.

**Place of Employment:** Region 1, Civil Aeronautics Administration, Department of Commerce (Headquarters: New York, New York), comprising the States of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and the District of Columbia.

**Duties:** To receive training for Aircraft Communicator positions:

In all phases of operation of necessary equipment including radio-telephone, radio-telephone, teletype, long line telephone equipment and services, plus instructions in required supplementary maintenance.

In securing, abstracting and dissemination of information essential to the safe and expedition flight of aircraft.

In taking and reporting of weather observations and the use of meteorological and associated equipment.

### Minimum Qualifications

**Qualifying Experience:** Except as provided under "Substitution of Education for Experience," applicants must have had, as a minimum, the experience specified in (1), (2), (3), or (4) immediately below:

(1) Twelve months of military or commercial aeronautical communications experience; or, eighteen months of radio communications experience other than aeronautical.

(2) Six months experience as commercial or military aeronautical dispatcher; or, twelve months experience as an air traffic controller.

(3) 150 hours of flying time as an aircraft radio operator; or, 100 hours of flying time as a military or airline pilot, co-pilot, or navigator; or possession of a valid commercial (or higher) pilot's certificate.

(4) Completion of at least a six months course of study in aeronautical meteorology or navigation at a Civil Aeronautics Administration approved technical school,

or at a college or university of recognized standing; or, successful completion of elementary, Secondary, and Cross-country War Training Service group school courses.  
**Substitution of Education for Experience:** Successful completion of two years of general study in a college or university of recognized standing may be substituted in full for the experience required above.  
**Note:** Persons entitled to veterans preference should include in their experience statement the duties performed while serving in the armed forces.

### Conditions of Employment

**Training—**Trainee will first enter on duty at the Aircraft Communicator Training Center, 385 Madison Ave., New York, New York, and must report at personal expense. Normally, the intensive period of training will be approximately six months. However, due to the urgent need for trainees, an abbreviated six weeks course has been developed, which will cover instruction in only the most immediately needed essential subjects. Progress while in training will be measured at regular intervals to determine suitability for continued participation in training course and readiness for assignment to regular operation duties. Transportation from the training school to the first field assignment will be at Government expense. This will not include moving of household or other personal effects.

**Promotion—**Trainees completing this abbreviated course will be eligible for promotion to the \$2,433 grade (basic salary \$2,000, plus overtime pay), and will be assigned to duty at field stations. After a period of on-the-job training and orientation, trainees will be returned to the training center for whatever additional training is required, followed by reassignment to the field. Positions and salaries in the Communication Branch progress upward to \$5,000.

Applicants, on the date of receipt of applications, must have reached their 18th birthday, but must not have passed their 40th birthday. These age limits will be waived for veterans.

**Physical Requirements—**Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or would endanger their fellow employees or others. In addition to the general physical requirements stated above:

1. **Speech—**No accent or speech defect which would interfere with the intelligibility of voice transmission.

2. **Vision—**A visual acuity of at least 20/50 in each eye separately without correction. However, if vision in either or both eyes is not less than 20/100 and is

corrected to 20/30 or better in each eye by glasses, the applicant may be qualified. Must also have normal color vision (color chart test).

3. **Hearing—**Must be able to hear and understand ordinary conversation with each ear at a distance of at least 15 feet. These physical requirements will not be waived in any case.

No written test is required. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100, based on a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

### How to Apply

The necessary forms may be obtained at any first- or second-class post office in which this notice is posted, or from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, New York. Ask for Recruiting Circular 2R-103—Revised.

**Estimator and Jacket Writer**  
 \$3,628 a Year Including Overtime Pay  
 Applications will be accepted from both men and women

Positions are in the Government Printing Office, Washington, D. C.

**Salary and Workweek—**The standard workweek of 48 hours includes 8 hours of required overtime. The annual salary for the position named is as follows: Basic salary, \$3,000; overtime pay, \$628; total salary, \$3,628.

**Duties—**Appointees will develop practical and economical plans for the production of all types of printing, and procedures for binding all types of printed matter; estimate the cost of producing a job in accordance with the plan developed, and prepare on the work jacket (shop order) all necessary written instructions to the production divisions for completing the job; and prepare when necessary, specifications upon which commercial firms may be requested to submit bids. The duties of these positions involve a thorough working knowledge of production methods, production costs, equipment, paper, and materials used in composing, platemaking, presswork, binding and photography.

**Requirements—**A. **Experience:** Applicants must show that they have had at least 6 years of experience in the printing industry (which may have included apprenticeship in one of the trades peculiar to the printing and binding fields). Of this experience at least 2 years must have included responsibility for estimating job materials and costs, or for the preparation of jackets (job orders) specifying production methods and materials required for the job.

**Nonqualifying Experience—**Small jobbing shop work, or specialized experience in any one branch of the printing and binding industry without general experience in all phases previously specified, will not be accepted as qualifying.

B. **Written tests.** Competitors will be given two tests: (1) general test and (2) a test related to the duties of the position (no sample questions available).

Competitors will be rated on a scale of 100. The qualifying grade for each of the tests is 70, except for applicants who are granted a 5-point preference, who must make a score of 65, excluding preference credit, and for applicants who are granted 10-point preference, who must make a score of 60, excluding preference credit.

There are no age limits for this examination.

Applications will be accepted until the needs of the service have been met.

Appointments generally will be for the duration of the war and in no case will extend more than 6 months beyond the end of the war.

**How To Apply for Examination—**A. **Forms to be filed.** Applicants must file the following forms with the United States Civil Service Commission at Washington 25, D. C.:

1. Application Form 57.  
 2. Application Card, Form 4000—ABC.  
 3. Form 14 with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

**Caution:** Applicants should be careful to answer all questions in the application forms. Failure to do so may result in loss of opportunity for appointment.

B. **Where to obtain forms.** The necessary forms may be obtained at: Federal Building, Christopher Street, New York City 14, N. Y. Ask for Circular No. 345 (Assembled).

### Technologist

\$2,433 to \$6,228 a Year Including Overtime Pay

These positions are located in Washington, D. C., and throughout the United States.

**Salaries and Workweek—**The standard Federal workweek of 48 hours includes 8 hours of required overtime.

Annual salaries for Technologist positions are as follows:

Grade of position	Basic salary	Overtime pay	Total salary
P-1	\$2,000	\$428	\$2,428
P-2	\$2,600	\$628	\$3,228
P-3	\$3,200	\$828	\$4,028
P-4	\$4,000	\$1,228	\$5,228
P-5	\$5,000	\$1,728	\$6,728

**Duties—**The duties of these positions are to perform or assist in performing the following:

A. **Planning, directing, conducting, interpreting and reporting upon investigations or research in such branches of technology as explosives, fuels, plastics, rubber, minerals, textiles, or any other well defined specialized branch; or**  
 B. **Testing, designing, developing, and producing the material in the specialized branches of technology listed above.**

The grade of the position depend on the amount and quality of experience.

**Character of Experience.**—Credit will be given for all valuable experience of the type required regardless of whether compensation was received or whether the experience was gained in a part time or full time occupation. Such experience will be credited on the basis of time actually spent in appropriate activities.

(Continued on Page 16)

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**\$46.80**  
 For 6 Day Week

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 (Division of Curtiss-Wright Corp.)

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### LEGAL NOTICE

#### CERTIFICATE OF LIMITED PARTNERSHIP

STATE OF NEW YORK,  
 COUNTY OF QUEENS, ss.:  
 We, KENNETH G. JUDSON and CAROLYN W. JUDSON, having formed a limited partnership pursuant to the provisions of the Partnership Law of the State of New York, DO HEREBY CERTIFY:

1. The name of the partnership is JUDSON & CO.  
 2. The character of the business to be transacted is that of brokers, commission merchants and dealers in all kinds of stocks, bonds, notes and other securities, foreign, local and domestic, gold and silver, bread stuffs, produce, grain, provisions, cotton, coal and petroleum, and to continue the present partnership of Judson & Co.

3. The location of the principal place of business is to be at No. 60 Beaver Street, Borough of Manhattan, City and State of New York.

4. The name and place of residence of each member is as follows: KENNETH G. JUDSON, General Partner, 26 Greenway Terrace, Forest Hills, New York.

CAROLYN W. JUDSON, Limited Partner, 26 Greenway Terrace, Forest Hills, New York.

5. The term for which the partnership is to exist is from November 1st, 1944, to October 31st, 1945.

6. The only contribution of the Limited Partner is the sum of Fifteen Thousand (\$15,000.00) Dollars.

7. The contribution of the Limited Partner is to be returned to her upon the termination of the partnership.

8. The share of profits or other compensation by way of income which the Limited Partner shall receive is thirty-five (35%) per cent of the net profits of the partnership.

9. No right is given to the Limited Partner to substitute an assignee as contributor in her place, or to demand and receive property other than cash in return for her contribution.

10. No right is given the partners to admit additional limited partners.

11. The General Partner contributes to the firm the use of his seat on the New York Stock Exchange.

12. In the event of the death of the Limited Partner, any sale or assignment of her interest for the purpose of continuing the partnership, shall be subject to the approval of the New York Stock Exchange.

CAROLYN W. JUDSON,  
 KENNETH G. JUDSON,  
 Sworn to before me this 27th day of October, 1944.

ARTHUR H. PRIEST,  
 Notary Public  
 Queens Co. Clk's No. 2712 Reg. No. 133P5  
 Kings Co. Clk's No. 37 Reg. No. 182P5  
 Term Expires March 30, 1945

#### STATE OF NEW YORK,

COUNTY OF QUEENS, ss.:

On this 27th day of October, 1944, before me personally appeared KENNETH G. JUDSON and CAROLYN W. JUDSON, to me known and known to me to be the persons described in, and who executed the within certificate, and they duly severally acknowledged to me that they executed the same.

ARTHUR H. PRIEST,  
 Notary Public  
 Queens Co. Clk's No. 2712 Reg. No. 133P5  
 Kings Co. Clk's No. 37 Reg. No. 182P5  
 Term Expires March 30, 1945

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

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

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

FRANJEAN REALTY COMPANY, INC.,  
 and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it

is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 14th day of November, 1944.

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

is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 14th day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

GUARANTEED BUFF CO., INC.  
 has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 13th day of November 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

3235 PARKSIDE PLACE CORP.  
 and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

BROKAW REALTY AND SECURITIES CORPORATION  
 has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

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

Thomas J. Curran, Secretary of State, By Walter J. Goin, Deputy Secretary of State.

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

536 WEST 163RD STREET REALTY CO., INC.  
 has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 3rd day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

CHUSED BROS. RELIABLE GROCERS, INC.  
 has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

SNAPPY HAT CORP.  
 has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 14th day of November, 1944.

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

#### STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of

FRANJEAN REALTY COMPANY, INC.,  
 and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it

is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 14th day of November, 1944.

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



**BEAUTIFUL FURS**  
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 (Non-Sectarian)  
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 The new Gibson Section completely landscaped and all with perpetual care, is now open for both single graves and plots.  
**PRICE OF LOTS**  
 Depending upon Location Persons desiring time for payment will be accommodated. Single Graves for three interments in the New Park Section with perpetual care and including the first opening. \$175 Single Graves for three interments in other sections without perpetual care but including the first opening, \$100

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**CARS WANTED ALL MAKES 1936-1942 Top Prices Paid**  
**FIELDSTONE MOTORS**  
 New York's Oldest DeSoto, Plymouth Dealers  
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 PROVIDENT TICKETS OUR SPECIALTY  
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 25c Up To \$100.00  
**PARAMOUNT**  
 277 CANAL ST., Nr. Broadway OPEN FROM 7 A.M. TO 1 P.M.  
 309 FIFTH AVE., Nr. 32nd St.

Help Wanted—Male

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Over 16 Years of Age

PART TIME

**STOCK WORK**

Daily 5 P.M. or 6 - 10 P.M.

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NEW YORK CITY

**MEN  
NO EXPERIENCE**

for **PENICILLIN Plant**  
WILL TRAIN as Chemical Operators

**\$39 TO START**

FOR 40 HOURS ...

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NEAR ALL TRANSPORTATION LINES

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FULL TIME OR PART TIME  
(8-1 or 2-6 daily or 8-6 any one day)  
Also Thanksgiving week work.

Boys under 18 bring working papers  
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Apply all week except Wed.  
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Write qualifications, Personnel Dept.

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311 WASHINGTON ST.  
Nr. Boro Hall, B'klyn  
40 JOURNAL SQ., Jersey City

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**Aircraft**

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will end only with the  
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Start \$51.43 per week

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Progressive Increases.  
Also Many Day Shift Openings

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FOR  
**TRAIN SERVICE**

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New York 7, N. Y.

Essential Workers Need  
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Full Time

**STOCK MEN**

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And 2 P.M. to Closing

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DAY OR NIGHT  
Or Part Time—6 P.M. to 10 P.M.  
Also Saturday or Sunday

**SCHRAFFT'S**

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Or Apply 5 to 8 P.M.  
1381 BWAY, (38th St.)

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**NO EXPERIENCE  
ANY DRAFT STATUS**

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Hour to Start.  
After 30 Days  
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NO EXPERIENCE REQUIRED

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APPLY

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NEAR 128th ST.  
OBSERVING WMC RULES

PART TIME  
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Day or Night Shifts  
Full time 40 hour week  
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**GOOD SALARY**

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Experienced in industrial construction,  
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experience necessary.

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Male and Female Secretaries, Stenographers,  
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EMPLOYMENT OFFICE  
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**MEN -- WOMEN -- BOYS**

TRAINEES OR EXPERIENCED  
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Several openings for filing  
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Good Opportunity and  
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MODELS TO SUIT YOUR PERSONALITY. Made to order. Dorothy Dantaler-Pyles, dressmaker. 1375 Fifth Ave., N. Y. C., Cor. 109th St. UNIVERSITY 4-4957.

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JOLA WHITE, Proprietor of The Washington Beauty Salon, formerly of Washington, D. C., is now established at 754 East 165th St., Bronx. Opportunity for two operators. DAYTON 3-8308.

ARVE WEST BEAUTY SHOP, 307 W. 135 St. 1 flight up, New York, N. Y. Miss West, formerly of Master Beautyician of Baltimore Md. & Washington D. C. BY APPOINTMENT ONLY. Specialize in dyeing and bleaching.

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#### Corsetiers

SPENCER CORSETS—Style and surgical corsets. Abdominal belts for men and women. JANE STRINGER, 500 5th Ave. (Cor. 42nd), Pennsylvania 6-5928.

REMOVAL NOTICE: Rebecca Watkins Allen, Agent for Charis Foundation Garments, formerly of 234 W. 116th St., N. Y., has moved to 855 Westchester Ave., Bronx. Call DAYTON 3-3551 for appointment for measurements. Gowns, slips and brassieres.

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NEW FRIENDS ARE YOURS: Through Our Personal Introductions. Enhance Your Social Life, Discriminating Clientele. Non-Sectarian. Original Dating Bureau. GRACE BOWES, Est. 1935, 236 West 70th St. (Bet. B'way & West End Ave.), END. 2-4680.

PERSONAL INTRODUCTIONS FOR SERIOUS MINDED PEOPLE. All Religions. All Ages. Final References and Recommendations. Confidential Service. Interview Free. Helen Brooks, 100 West 42nd St. Corner 6th Ave., Room 602. Wisconsin 7-2430.

### WHERE TO DINE

HAVE LUNCH TODAY at the O.K. Restaurant, 28 Elk Street (between Pearl and Duane), Excellent home cooking. Breakfast, luncheon, catering. Two floors of table service.

EAT AND MEET at the RED BRICK RESTAURANT, 147 E. 51st St. Enjoy "Home Atmosphere." Good Food—The Way You Like It. Sorry—Closed Saturday & Sunday.

VIRGINIA RESTAURANT, 271 West 119 St. (Between St. Nicholas and 8th Ave.), serves delicious dinners. UN. 4-8890. Mary Abernathy, Prop.

MRS. BROWN'S, YOUR FAVORITE eating place, is now located in its own spacious establishment—opposite the Old Stand, 2415 Seventh Avenue, N. W. corner 141 St. Specializing in southern home cooking.

ANTHONY'S GYPSY TEA ROOM. Featuring excellent readers, FREE TEA LEAF READING. Special attention to parties. Above Trans Lux Theatre, 1607 Broadway, thru Lobby, Columbus 5-9619.

BARONS BAR-B-Q ROTISSERIE. Famous for tastily cooked foods. Breakfast, luncheon and dinner. Serving a la carte, 2409 7th Ave. (Next to Roosevelt Theater.)

TEA ROOMS  
CURIOSITY TEA SHOP invites you for sandwiches and tea. Readings are gratis. Open from 11 A.M. to 9 P.M. 581 Fulton St. nr. Flatbush Ext. Brooklyn.

EVERYBODY'S BUY

Animal Feed  
FINE'S VICTORY MEAT for animals—made fresh daily. 25c. lb. No points, 467 Sixth Ave., near 11th St.

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H. GORMAN, Men's and Young Men's Clothing—Slightly used, well known manufacturers; topcoats, suits, overcoats, from \$5 up. 423 West 42nd St., bet. 9th-10th Ave.

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SMALL RADIOS WANTED—Portable radio-phonograph combinations, fans, irons, electrical appliances. TOP PRICES PAID. Also repairs. Jack Greene's Radio Co. 79 1/2 Cortland St., N. Y. C. BE. 3-0930

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

Bicycles  
Sold — Rented — Repaired — Refinished. Equal to new. (No priorities needed on new bicycles). Expert baby carriage repairs. "Quality comes first." Special discount to civil service personnel. Dobbs Cycle Co., 1798 E. Tremont Ave. (nr. Beach Ave.), Bronx. TAlmadre 2-9593.

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DON'T THROW THOSE STAMPS AWAY! They may have value. Send for "Stamp Want List" showing prices we pay for U. S. stamps. Free if you mention The Leader, Stampazine, 315 W. 42nd St., New York.

Beauty School  
ALMANELLO (Alma Grant Founder) Terms very reasonable. Call, phone or write for particulars, 2157 Seventh Ave. (nr. 128th St.) UN. 4-9266.

Tires  
TIRES-TIRES-TIRES—Have them Recapped, Rebuilt, Retreaded and Vulcanized by Experts at the RIVERSIDE TIRE SERVICE 270 9th Ave., Longacre 5-8394

Specialty Shop  
NOW OPEN—TITO'S Specialty Shop, 2752 Eighth Ave (near 146th St.), ED 4-6981. Full line of Ladies' Hosiery, Lingerie, Dresses, etc.

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KITCHEN UNITS, WARDROBES and LUMBER OF ALL DESCRIPTIONS. Liberty Lumber Co., 126-18 Liberty Ave., Richmond Hill, VI. 3-7220; 218-42 Hempstead Ave., Queens Village, HOLIS 5-3730.

Furs  
FURS REPAIRED, REMODELED, expert glazing, blending; all kinds of furs for sale. BROADWAY FURRIERS, 305 7th Ave., 7th floor. CH 4-8896.

MAGNIFICENT GENUINE FUR COATS. Wonderful quality. Samples from Fashion Show Room. From \$65. LEONA STUDIO, 105 W. 72nd nr. Broadway (not a store).

RESTYLED AND REPAIRED. Bring old model to us, we will make a new 1945 creation out of it. FINEST OF CARE—UTMOST IN STYLE, reasonable cost. All work done on premises. Guaranteed. G. KANDILOU, Man. Furriers. 11 West 30th St. CH. 4-1375

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HARRIS SECRETARIAL SERVICE, 200 W. 125th St., Room 211, N. Y. Excellent stenographic work of every description. No job too large or too small. Envelopes addressed, Typing, Dictation, Mimeographing, Academy 2-7500.

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SUBSTANTIAL SAVINGS, GIFTS—all occasions. Also appliances; alarm clocks, juicers, etc. FOR SMALL gift shops, Unique personalized plan. Small lots wholesale. Municipal Employees Service, 41 Park Row.

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CREATIONS IN STYLE AND FASHIONS as seen in Harpoda Bazaar, Vogue, etc., featuring exquisite suits, street and cocktail dresses for fall and winter. Most complete store of its kind in city. DOROTHEE'S EXCLUSIVE DRESS SHOPPE, 270 St. Nicholas Ave. (Cor. 124th St.) UN. 4-7790.

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SPECIALISTS IN VITAMINS AND Prescriptions. Blood and urine specimens analyzed. Argold Drug Co. prescriptions to Sept. 15, 1943 refilled on our premises. Notary Public, 15c per signature. Jay Drug Co., 305 E'way. WO 2-4736.

Masseur  
Louis Watten, Licensed Masseur, Lic. No. 370795. Residence Service. Medical massage. Dayton 9-6639, 1021 Trinity Ave., Bronx. Office Hours 4-9 P.M.

Bald Heads  
CLARENCE GREEN'S MIRACULOUS DISCOVERY restores hair to bald heads; age or condition of baldness does not matter; Roots don't die. For particulars call, phone. Clarence Green, 64 Bradhurst Ave. (cor. 145th St.), N.Y. AU 3-9748.

Scalp-Hair Treatments  
EDITH BRADLEY gives scientific scalp and hair treatments in your home. Over 30 years experience in New York, Paris. Free consultation. Call JA 9-0178.

### LEGAL NOTICE

CRUTTENDEN, HELEN F.—Supplemental CITATION—The People of the State of New York, by the grace of God free and independent, to GEORGE V. RICHARDS, KATHARINE TEAL, STOCKTON REED, WILLIAM L. SLADE, STANLEY FIELD, the next of kin and heirs at law of HELEN F. CRUTTENDEN, deceased, send greeting:

Whereas FRANK M. MARSH, who resides at 10716 Deering Ave., Cleveland, State of Ohio, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing dated June 23, 1936, relating to both real and personal property, duly proved as the last will and testament of HELEN F. CRUTTENDEN, deceased, who was at the time of her death a resident of 755 Park Ave., the County of New York, temporarily sojourning at 10716 Deering Ave., Cleveland, Ohio,

Therefore you and each of you are cited to show cause before the Surrogate's Court of our County of New York at the hall of Records, in the County of New York, on the 13th day of December, one thousand nine hundred and forty-four, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

Witness: Hon. JAMES A. FOLEY, Surrogate of our said County of New York, at said county, the 3rd day of November, in the year of our Lord, one thousand nine hundred and forty-four.

GEORGE LOESCH, Clerk of the Surrogate's Court.

CITATION—The people of the State of New York by the grace of God, free and independent, to LUCILA VARAS DE AVALOS; VIOLETA AVALOS SWAN; ARTURO AVALOS VARAS; THOMAS LUIS AVALOS VARAS; ROBERTO AVALOS VARAS; LUCILA CARMELA AVALOS GULL; and the next of kin of LUIS LORETO AVALOS PAEZ, deceased, whose names and Postnames and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner hereat; being the persons interested as creditors, next of kin or otherwise in the estate of LUIS LORETO AVALOS PAEZ, deceased, who at the time of his death was a resident of Monte Carlo, Principality of Monaco. Send GREETING:

Upon the petition of The Public Administrator of the County of New York having his office at Hall of Records, Room 308, 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 15th day of December, 1944, 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: Hon. JAMES A. FOLEY, S. Surrogate of our said County, at the County of New York, the 20th day of October, in the year of our Lord one thousand nine hundred and forty-four.

GEORGE LOESCH, Clerk of the Surrogate's Court.

CERTIFICATE OF FORMATION OF LIMITED PARTNERSHIP—We, the undersigned, being desirous of forming a limited partnership, pursuant to the laws of the State of New York, do certify as follows:

1. The name of the partnership is DEBRY JUNIOR COAT & SUIT COM-

PANY.  
2. The character of the partnership business is the manufacturing and selling of coats, suits and raincoats.

3. The principal place of business of the partnership is 247 West 38th St., Borough of Manhattan, City, County and State of New York.

4. The name and place of residence of each member, and a designation of which are general partners and which are limited partners, are as follows:

General Partners—SAMUEL GREENBLATT, 20 Evergreen Ave., Lynbrook, Nassau County, New York; HERMAN GOLDBERG, 1700 Grand Concourse, Borough and County of Bronx, City of New York.

Limited Partners—LEE GREENBLATT, 29 Evergreen Ave., Lynbrook, Nassau County, New York; CELIA GOLDBERG, 1700 Grand Concourse, Borough and County of Bronx, City of New York; RUTH MARKS, 320 West End Ave., Borough of Manhattan, City of New York; SADYE GOLDSTEIN, 8 Weston Place, Lawrence, Nassau County, New York; FANNIE SCHNEIDER, 2685 University Ave., Borough of Bronx, City of New York; DOROTHY KLEIN, 371 Belmont Ave., City of Newark, New Jersey.

5. The term for which the limited partnership is to exist is for one year, commencing November 1, 1944, and shall automatically renew itself from year to year unless any one or more of the partners gives sixty (60) days written notice to all the other partners of his or her intention to dissolve the partnership, and upon such notice the partnership shall proceed to dissolution.

6. The amounts of cash contributed by the limited partners are as follows:  
Lee Greenblatt ..... \$12,000  
Celia Goldberg ..... 12,000  
Ruth Marks ..... 4,000  
Sadye Goldstein ..... 4,000  
Fannie Schneider ..... 4,000  
Dorothy Klein ..... 4,000

7. The limited partners shall make no additional contribution at any time.

8. The contributions of the limited partners shall be returned upon termination or dissolution of the partnership, and if at any time there is insufficient capital to repay both the limited and general partners all their respective amounts which they contributed to the partnership, then there shall be repaid to them an amount pro rated according to their respective original contributions of capital to the partnership.

9. (a) The share of the profits or other compensation by way of income which each limited partner shall receive by reason of his or her contribution is as follows: Lee Greenblatt and Celia Goldberg are each to receive \$100 per week and 1/6th of the profits; Ruth Marks, Sadye Goldstein, Fannie Schneider and Dorothy Klein are each to receive \$50 per week and 1/12 of the profits. In case any of these drawings will be increased or decreased, then such increase or decrease shall be made proportionately—that is, the decrease or increase shall be in the ratio that the present fixed amount bears to the total amount distributed to all the parties herein.  
(b) The general partners jointly and severally guarantee payment unto Ruth Marks, Sadye Goldstein, Fannie Schneider and Dorothy Klein jointly, the sum of \$25,000.00, which includes \$16,000.00 originally contributed by them upon the formation of the partnership. If any portion of the profits or the whole or any part of the original investment shall have been received prior thereto, then such sum or sums so received shall be applied toward the return of the guaranty of the said \$25,000.00.

(c) If and when the aforesaid payment of \$25,000.00 shall have been paid and there be a total net asset of \$50,000.00 or less, then in such event that sum shall be divided equally amongst Samuel Greenblatt, Lee Greenblatt, Herman Goldberg and Celia Goldberg.  
(d) If one or more of the last aforesaid shall have received any portion of the profits or the whole or any part of the original investment prior thereto, then such sum or sums so received shall be applied towards the payment of \$50,000.00 or less, as aforesaid.

PLASTICS DESIGN GUILD—The following is the substance of a certificate of limited partnership filed in the office of the New York County Clerk on October 18, 1944. The name of the limited partnership is Plastics Design Guild. The character of the business is dealing in plastics in general and in plastic mouldings in particular, including the manufacture, production and sale of same. The location of the principal place of business is No. 3833 Ninth Avenue, Borough of Manhattan, New York City. The name

(e) The surplus, if any, of the assets then remaining, shall be divided in the following manner: 1/5 thereof shall be given to Lee Greenblatt and Celia Goldberg, and 1/12 thereof shall be given to Ruth Marks, Sadye Goldstein, Fannie Schneider and Dorothy Klein.

10. All the limited partners may substitute assignees as contributors in their places.

(a) Lee Greenblatt may substitute Samuel Greenblatt as assignee in her place.  
(b) Celia Goldberg may substitute Herman Goldberg as assignee in her place.  
(c) The limited partners, Ruth Marks, Sadye Goldstein, Fannie Schneider and Dorothy Klein, may substitute as assignees in their places any persons of good moral character and against whom there are no judgments.

(d) All substitutions shall be upon the same terms and conditions as provided for in the original partnership agreement.

11. The partners shall have no right to admit additional limited partners.

12. No one or more of the limited partners shall have priorities over the other limited partners as to contributions or compensations by way of income, except as herein stated.

13. Upon the demise of either general partner, this partnership shall not be dissolved. The interests of the demised general partner shall be sold to the surviving general partner, who agrees to purchase such interest and pay for it as provided for in the partnership agreement; thereafter, the partnership shall continue between the remaining general partner and the limited partners, under the terms contained in the partnership agreement.

14. The limited partners shall have no right to demand and receive property other than cash in return for their contributions.

The above certificate was signed, acknowledged and sworn to by all the above mentioned partners on October 31, 1944.

PLAUT, HERMAN. CITATION—P2691, 1944. The People of the State of New York by the grace of God free and independent, to LINA HEINEMANN, HOWARD W. PLAUT, HARRY OSTWALD, HANS HERBERT PLAUT, MARIAN PLAUT, the next of kin and heirs at law of HERMAN PLAUT, deceased, send greetings:

Whereas, RENE BIGEON PLAUT, who resides at 530 Park Avenue, City of New York, and HERMAN G. KOPALD, who resides at 940 Park Avenue, City of New York, have lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date May 24, 1944, relating to both real and personal property, duly proved as the last will and testament of HERMAN PLAUT, deceased, who was at the time of his death a resident of 530 Park Avenue, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 15th day of December, one thousand, nine hundred and forty-four, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

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

Witness: Hon. James A. Delehanty, surrogate of our said County, at said county, the 6th day of November, in the year of our Lord, one thousand nine hundred and forty-four.

GEORGE LOESCH, Clerk of the Surrogate's Court.

and residence of each member is as follows: Edward L. Courmand, 1016 Fifth Avenue, New York City, and John S. Dougherty, 33-15 84th St., Queens, New York City, general partners; Lowell Walcutt, Maplewood, New Jersey, and Jacques DuPont, Great Neck, New York, both of whom are limited partners. The term of the partnership is from September 25, 1944 to September 25, 1949.

The amount of cash and other assets contributed by each limited partner is as follows: Lowell Walcutt, ONE (\$1.00) DOLLAR, Jacques DuPont, ONE (\$1.00) DOLLAR. No additional contributions are agreed to be made by any limited partner. The time when the contribution of each limited partner is to be returned is on the dissolution of the partnership, or the contribution shall be returned to a withdrawing limited partner within six months after his withdrawal. The compensation which each limited partner shall receive by reason of his contribution is 13 1/2 per cent of the net profit of the partnership. No right is given a limited partner to substitute an assignee as contributor in his place, nor may the partners admit additional limited partners. No right to priority is given either limited partner over the other as to contribution or as to compensation by way of income. In case of death of a general partner, the partnership shall

terminate. In case of death of a limited partner, the partnership shall be continued, and his capital may be retained in the partnership or paid off at the option of the surviving partners. The certificate referred to above has been sworn to by all the general and limited partners.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of ENCO PAINTING COMPANY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 2nd day of November, 1944.

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

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of CIALU CORPORATION has been filed in this department this day, and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 9th day of November, 1944.

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

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of NERVES, SKIN and STOMACH  
Kidney, Bladder, General Weakness,  
Lame Back, Swollen Glands,  
PILES HEALED  
Positive Proof? Former patients can tell you how I healed their piles without hospitals, knife or pain.  
Consultation, Examination & Laboratory Test \$2  
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Hours: Daily 9 a.m. to 7 p.m., 1 week, 9 Thurs. 9 to 4 Only, Sun. & Holidays 1

# No Exams for 127 NYC Positions

(Continued from Page 1)  
 Mortuary Caretaker, Motion Picture Operator, Nurse, Nutritionist, Occupational Aide, Pathologist, Patrolman - on - Aqueduct, Pharmacist, Photographer, Photo-sat Operator.  
 Physicist, Playground Director, Process Server, Psychiatric Social Worker, Public Address Operator, Public Health Nurse, Radiation Technician, Radio Operation Assistant, Radio Traffic Assistant, Recreational Center Director, Recreation Leader, Resident Physician, Roentgenologist, Rubber Tire Repairer, Sanitation Man "B," Scowman, Seamstress, Senior Cook, Senior Detention, Senior Luncheon Assistant, Senior Maintainer, Senior Stationary Engineer, Senior Storekeeper, Special Patrolman (Welfare), Stationary Fireman, Statistician, Steamfitter, Stenographer, Storekeeper, Supervisor of Park Operations.  
 Supervisor of Recreation, Superintendent of Motor Vehicles.

Tabulating Machine Operator, Tailor, Telephone Operator, Ticket Agent, Tunnel Officer, Tunnel Officer (Female), Typewriter-Bookkeeper, Typewriter-Accountant, Typist, Visual Aid Technician, Watchman, Weighmaster.  
 The following positions in the Labor Class will also be filled by each department: Baker, Blacksmith's Helper, Bookbinder's Seamstress, Butcher, Cleaner (men and women), Climber and Pruner, Electrician's Helper, Hostler, Laboratory Helper, Lineman's

Helper, Mess Man and Porter.  
 According to Civil Service Law, the Commission, after holding a public hearing, may permit hiring without examination for any municipal jobs, when war conditions make it impractical to hold examinations. The appointments are on a temporary basis, but may last for a considerable time. However, when examinations are given, at some future time, the persons in the jobs will have valuable experience to prepare them for the tests.

## Progress Report On State Exams

(Continued from Page 11)  
 examination has been sent to the Administration Division for printing.  
**SENIOR ACCOUNT CLERK**, Department of Labor (New York Office): 14 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**SENIOR ESTATE TAX EXAMINER**, Department of Taxation and Finance: 8 candidates, held October 28, 1944. Not yet started.  
**STENOGRAPHER**, Education Department (Albany Office): 6 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**STENOGRAPHER**, Insurance Department (Albany Office): 8 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**STENOGRAPHER**, Public Works, Main Office: 11 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**STENOGRAPHER**, State Insurance Fund, Upstate Office: 11 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**STENOGRAPHER (LAW)** State Insurance Fund (New York Office): 7 candidates, held October 28, 1944. Preparation of the rating schedule is in progress.  
**STENOGRAPHER (MEDICAL)** State Insurance Fund, New York Office: 8 candidates, held October 28, 1944. Preparation of the rating schedule is in progress.  
**TYPIST**, Executive Department, ABO

**BOARD**, New York Office: 7 candidates, held October 28, 1944. Rating of the written examination is completed. Clerical work is in progress.  
**TYPIST**, Department of Taxation and Finance: 6 candidates, held October 28, 1944. Rating of the written examination is in progress.  
**Open Competitive**  
**SENIOR CIVIL SERVICE INVESTIGATOR**, Department of Civil Service: 338 candidates, held May 6, 1944. Rating of the written examination is in progress.  
**JUNIOR CLERK**, Albany area: 1189 candidates, held July 18, 1944. This examination has been sent to the Administrative Division for printing.  
**ASSISTANT LABORATORY WORKER**, Division of Laboratories and Research, Dept. of Health: 33 candidates, held September 23, 1944. Rating of the written examination is in progress.  
**ASSISTANT LIBRARY SUPERVISOR (PUBLIC LIBRARIES)**, Education Department: 8 candidates, held September 23, 1944. Rating of the written examination is completed. Rating of training and experience is in progress.  
**ASSISTANT TO SUPERVISOR OF INSURANCE CONTRACTS**: 13 candidates, held September 23, 1944. Rating of the written examination is in progress.  
**CHIEF ACCOUNT CLERK**: 48 candidates, held September 23, 1944. Rating of the

# Amusement

By J. RICHARD BURSTEN



**JUDY GARLAND**  
 Young singing star who can now be seen with Margaret O'Brien in "Meet Me in St. Louis" which is at the Astor Theater.



**CHARLES BOYER**  
 Now on the screen of Radio City Music Hall in "Together Again." Irene Dunne is co-starred.

New York's Paramount Theater celebrates its 18th birthday this week with its current film "And Now Tomorrow," starring Alan Ladd and Loretta Young. Glen Gray and the Casa Loma Orchestra, Andy Russell, current singing sensation and Jeri Sullavan are among the great entertainers featured on stage.

The Strand show is now in its second week. "The Very Thought of You," starring Dennis Morgan, Eleanor Parker and Dane Clark, is the film and Abe Lyman and his Californians still head the stage show.  
 "The Rainbow," the Russian film, is having phenomenal success at the Stanley Theater.

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"A lot of fun . . . heartily recommended to anyone in need of a relaxing laugh."  
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**Women Employees Who Wish to Join The Armed Services**

The U. S. Civil Service Commission has notified Federal agencies of the policy of the War and Navy Departments regulating the enlistment and commissioning in the women's branches of the armed services of women employees of the Federal Government.

Women who are employed by the Federal Government, or who have voluntarily terminated such

employment within 60 days, are commissioned or enlisted in the armed services only (a) on the presentation of a release by the agency by which they are, or were, employed, or (b) on authority of the Joint Army-Navy Personnel Board, which acts on appeals growing out of an agency's denial of a release. An appeal from an agency's denial of a release must be routed to the Joint Army-Navy Personnel Board through, and with the approval of, the recruiting office to which the Federal employee applied for enlistment or commissioning.

**U.S. Jobs**

(Continued from page 12)

**Substitution of Education for Experience**—A. Successful completion of 4 years of academic study in a college, university, or technological school of recognized standing, including or supplemented by at least 15 semester hours study in strictly technological subjects in a well-defined branch of technology, may be substituted for the experience required.

No written test is required. Applicants' qualifications will be judged from a review of sworn statements as to their education and experience, and on corroborative

live evidence secured by the Commission. There are no age limits for this examination.

**How to Apply**—Applicants must file the following forms with the United States Civil Service Commission at Washington 25, D. C.:

1. Application Form 57.
2. Supplemental Form 3639.
3. A list of publications, writings, or reports, of which the applicant is the author or co-author, and such reprints as may be available.
4. Form 14, with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

The necessary forms may be obtained at: New York 14, N. Y., Federal Building, Christopher Street. Ask for Circular 344 (Unassembled).

**BACTERIOLOGIST JOBS CREATED IN HEALTH DEPT.**

Two new positions in the NYC Department of Health were created by the City Board of Estimate last week.

The Budget Bureau had notified the Board that the new titles were necessary in order to obtain employees with sufficient background and specialized training to administer the Wasserman and Sanitary laboratories. The new jobs are: Senior Bacteriologist (Sanitary), and Senior Bacteriologist (Serology) at salaries of \$3,300 a year, and over.

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