

Civil Service **LEADER**

Vol. 3 No. 38

★★★

New York, June 2, 1942

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FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

Bonus Plan Proposed in Congress To Replace Overtime Pay Program

WASHINGTON — Stiff opposition has arisen this week toward the President's plan to pay time and a half to Federal employees who are paid less than \$3,800 after 40 hours in a single week.

In general, however, there's sympathy in Congress for the low-paid Federal worker who hasn't been given a pay raise despite the enormous increase in the cost of living. For that reason it's taken for granted that the low-paid worker will benefit, but to what degree and under what ultimate plan is definitely conjecture at this stage.

This much is definite, however, Congress will place rigid controls on any plan to raise the incomes of Federal workers. There is much talk of paying the employees a war bonus based on increased living costs. In fact, several members of Congress already are working hard on a bonus plan. Under a bonus arrangement, they argue, the employee and the Government would know the exact cost and the employees

would be paid a definite amount for the duration of the war, an amount that he could depend on from one pay-day to the next.

Won't Oppose Bonus

The LEADER has learned, in fact, that Administration leaders wouldn't oppose too strenuously a war bonus plan if it was properly drawn. As one Administration official pointed out: "The President was compelled to recommend time and a half pay for Federal workers to remain consistent. I'm sure," he explained, "that the President's purpose is to provide a greater income for the low-paid Federal worker and how it's done doesn't matter a great deal except that it be fair and equitable to all workers."

Several Administration spokesmen in Congress are understood to be backing the bonus plan. These members are looking at it from a political viewpoint and they readily admit it. One of these leaders told The LEADER: "The public has doubt about the retention of the 40-hour week in wartime. Now if the Federal workers are given time and a half, I'm afraid many of our people will misunderstand it, especially at this stage. If we'd

give the employees a bonus and get it over with it would simplify the whole situation. Fewer records would have to be kept, there would be less red tape, and less confusion over the hours worked.

The above is a good resume of the feeling of the bonus advocates, who also point out that a bonus was paid employees during World War I and that it worked pretty well.

Administration leaders talk about this in whispers, but many of them are afraid the President's overtime pay plan will be used as a vehicle by the reactionary interests to re-open the fight against the 40-hour week in industry. This scrap, they believe, has been fought far too many times now and they want to sidestep the issue, very frankly, until after the November elections.

Would Be Expedient

A bonus plan, they believe, could skirt the overtime problem.

After talking with scores of members of Congress and officials in Washington, this LEADER correspondent is just about convinced that it would be expedient to switch to a bonus plan. In the first place, a bonus

wouldn't stir up the opposition. Second, the Congress is certain to place the shackles on the President's overtime plan even if it does approve the overtime principle.

Even the closest Administration supporters say they favor controls on the bill which would place ceiling on the number of hours that could be worked and be paid for as overtime. If that's done—and say overtime pay is limited to say 4, 6, or 8 hours each week—the bonus and overtime plan would be essentially the same anyway.

Moreover, members don't like the \$3,800 ceiling. They would like to see it lowered to around \$3,000, or else wipe out the ceiling altogether and pay everyone a bonus, yes, including members of Congress.

About the \$3,800 ceiling, it's true that many members don't like it for one reason or the other but few have any definite alternatives. War and Navy departments have heard of the ceiling opposition and both are ready to go all-out in defense of it. Both agencies claim it would lead to too many inequalities if the ceiling were lowered. Army and Navy are powerful these days.

U. S. Employees Face 'Freezing'

WASHINGTON.—The Federal employee faces the prospect of being "frozen" to his present job. He won't be able to leave his job for any reason whatsoever unless he has the approval of the Civil Service Commission.

That, briefly, is the plan reported to be under consideration on the War Manpower Commission. Uncle Sam's manpower problem has reached the critical stage and the Commission undoubtedly will take steps to insure the government an adequate supply of civilian workers.

Maybe you don't realize it, but the Manpower Commission has replaced all other agencies, including the Civil Service Commission in laying down the Government's labor policy.

A provision in the Executive order says that the Manpower Commission shall "prescribe basic policies governing the filling of the Federal government's requirements for manpower and issue such operating directives as may be necessary."

In the past these directives have been issued by the President on the recommendation of the Civil Service Commission. Now the manpower Commission takes over the job and the Civil Service Commission will continue to play a leading role, since it will carry out the directives.

Incidentally, Arthur S. Fleming, the vigorous and dynamic member of the Civil Service Commission, is a member of the Manpower Commission.

The Tip-Off

The tip-off that the going and coming of Government workers will be greatly restricted came when it became known that the Manpower Commission will "freeze" private war workers in their jobs to prevent labor pirating. The U. S. Employment Service will be given full authority to control labor markets and supply. An aircraft employee, for example, will no longer be free to quit his job and to accept a similar job at another aircraft plant under the plan.

The turnover problem has Federal officials groggy. It's now estimated that 35 percent of the new employees brought to Washington stay on the job only a few days, or weeks at the most, before they resign. How to keep the civilian government machinery going at top speed with greater numbers of inexperienced help has about got Uncle Sam licked. Here are some startling figures:

Placements

In the 1941 fiscal year the Civil Service Commission made 560,000 placements in the Federal service. Eighteen percent were made to fill vacancies and 92 percent were for new jobs.

During the 1942 fiscal year that'll end on June 30, it's estimated that 1,500,000 will be made, nearly a million more placements will be made this year, and the turnover rate has leaped to 54 percent. From 18 to 54 percent within a few months. Forty-six percent will be for new jobs.

In April, the Commission made 180,500 placements, a new all-time high in history.

It's easy to see how many new employees will be on the job on July 1 when it's considered that the Government at that time will have approximately 2,100,000 Federal workers and in the neighborhood of 1,500,000 placements will have been made in the past 12 months.

and Treasury, have limited vacations to 14 days.

In other agencies, like Federal Security, extended vacations won't be granted and employees are advised to take two weeks but it isn't compulsory.

In extenuating cases, employees are given the maximum time off.

Vet Administration Job Mixup

"I'm all caught up in a run-around!"

That was the way one applicant for a position with the Veterans Administration explained it. Rather, he spluttered it, the fury just simply choking his words. He started the stream of men and women, who came, with various degrees of rage, perplexity, or resignation, into The LEADER office, to tell the story.

This is the story:

A branch of Veterans Administration has moved from Washington to New York City. The news came out of Washington that many of those needed to staff the agency (estimate of the total number varied from 2,500 to 4,000 persons) would be hired in New York City. So lots of New Yorkers wrote down to Washington to find out what's what.

Sent to 346 Broadway

They received form letters, signed by G. Henderson Sweet, personnel director of the Veterans Administration, telling them, if they had civil service status, to go down to the offices of the

Veterans Administration at 343 Broadway, New York City, on or after May 25.

On May 25, the deluge began. Early in the morning the line formed and kept pouring in upon the amazed personnel man and manager.

Soon a guard was stationed at the door, turning people away. Shown Sweet's letter, he answered: "Can't help it. You have to go to the Civil Service Commission."

So, to the Civil Service Commission they went, over on the other side of town, at 641 Washington Street. There (as reported to The LEADER by several of those who had gone over) they were told "We don't know anything about it."

"But Mr. Sweet's letter said . . ."

The Second District of the U.S. Commission wasn't interested in what Mr. Sweet's letter said.

Ineptitude

Behind this little story is a classic example of official failure to coordinate activities. Said one civil service functionary: "Mr. Sweet had no right to send out such a letter. We (the Civil Service Commission) take charge of hiring."

But how come a man in charge of personnel doesn't know about his rights in this respect? The answer is that he probably does.

There's feuding between the Civil Service Commission and some of the agencies about control of the hiring process. The Commission claims that it is solely responsible for hiring.

For many weeks it has been known that the Veterans Administration was moving to New York. Why wasn't the hiring method cleared up in advance? Why were so many applicants compelled to waste their time for nothing?

Memo to Applicants

What about the person caught up in the meshes of red tape involved?

The Civil Service Commission got up a memorandum, distributed to applicants at 346 Broadway, squarely socking the Veterans Administration in the nose with these words: "You are advised that this office is not equipped to recruit help. This is the function of the U.S. Civil Service Commission."

"If you are interested in a position for which this office may have future vacancies, . . . you must attach this memorandum to a written request and mail it to the Second U.S. Civil Service District, 641 Washington Street, New York, N.Y. Provided you MAIL in your request with this memorandum attached, you will be given due consideration for the position for which you are qualified. Applications, however, will not be distributed by the Civil Service Commission except in the order of receipt of requests and then only to an amount sufficient to take care of the employment needs where no appropriate list of eligibles is available."

Over and over again, the memo emphasized that only a mailed request would be considered, and requests in person "cannot be honored."

Among the positions for which there may be future vacancies are these:

Examiner

Requirements: Two years' experience with insurance company, or similar work.

Premium Review Clerk

Requirement: Two years' experience comparable to duties.

Lapse-Refund Clerk

Requirement: Similar experience.

Special searcher and distribution summary clerk

Requirement: Similar experience

Machine Posting Clerk

Requirement: One year's experience on accounting and posting machines.

Detail Clerk

Old-Line Agencies Losing Employees

WASHINGTON.—Old-line agencies are losing employees to the new war agencies by the hundreds. And the old agencies don't like it. Interior Secretary Harold Ickes took up the grievance before the Senate Appropriations Committee in a discussion of salaries paid Federal workers. "The out-of-line salaries," the outspoken Cabinet officer testified, "are not in the regular establishments. We feel their competition. The new agencies take our men away from us. There seems to be no limit to the salaries they can pay. They can outbid us, and I don't like that."

Ickes implied that he favored a rule that would prohibit an agency from offering a higher salary to an employee of another agency. If the employee were transferred, he would have to serve several months before his salary could be boosted under the Ickes plan. An executive order to that effect was issued several years ago. The Interior Secretary revealed that he had brought up the matter at a Cabinet meeting. Federal salaries was discussed when Senator Holman said he knew of a "clerk" in the Wage and Hour Division who was paid \$5,700 and who recently transferred to WPB's priorities division at \$6,500. "And I'm telling you he is a clerk," the Oregon Senator said.

Vacation Limit Is in View

WASHINGTON. — The Federal employee this year will be asked to:

1. Limit his vacation to two weeks in most cases, though the time varies somewhat.

2. To stagger holidays so that vacations will be taken the year-round instead of exclusively during the summer months.

3. To start vacations in the middle of the week instead of on week-ends when the rail and bus traffic is unusually heavy with soldiers on leave.

The Council of Personnel Administration and other Federal agencies have been trying to get all Government agencies to agree on a vacation ceiling, such as two weeks. So far the attempt has been unsuccessful though most of the agencies are now on a two-week limit, especially the war agencies. Some, like Agriculture

Check Appeal

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CIVIL SERVICE IN NEW YORK CITY

Patrolman Candidates: Next week's issue of The LEADER will contain key answers to the written examination which you are going to take on Saturday, June 6. You will be permitted to take the examination booklet with you after you have finished the test. Compare your answers with those appearing in The LEADER next Tuesday and you will be able to determine your mark. . . . Good luck to you!

Last-Minute Instructions For NYC Patrolman Test

This Saturday, June 6, is the big day.

On the stroke of one, 18,115 young men in eleven high schools will enter into the first part of the competition for jobs on New York City's police force. With almost 1,000 vacancies as patrolmen in the Police Department, the absence of a definite limit on the size of the eligible list and the reduction by about 15,000 in the number of candidates who applied for the last test, the chances of the individual applicant to pass the examination are the best in years.

Questions on the written test will be designed to reveal the "aptitude, intelligence, initiative, reasoning ability, common sense and judgment" of the candidates. The LEADER advises each candidate to take his time, read each question over carefully before answering. Each candidate should supply himself with two fountain pens and, if possible, a watch (that runs).

If, for some unavoidable reason, the test in your particular school doesn't get started on the dot of one, turn your watches back to one o'clock, anyway. You'll be allowed the full amount of time.

Don't Ask to Change School
Patrolman candidates are urgently requested by the Civil Service Commission not to call up and request a change in the school to which they have been assigned. Because of the extension of the filing period one week, the Commission's examining staff did not know how many would finally apply. Notices to report to the different schools were sent out before the application period closed, almost as soon as the applications were received.

Consequently, the Civil Service Commission has requested candidates to be patient and go to the school to which they were assigned. There is absolutely no chance of getting your school changed. Schools in Queens, Brooklyn, and Richmond are not being used for the test. All Staten Island applicants have been told to report to Seward Park High in lower Manhattan.

The schools and the number assigned to each follow:

- Manhattan**
George Washington H. S., 192nd Street and Audobon Avenue, 1,500.
Julia Richman H. S., 62nd Street and 2nd Avenue, 1,500.
Seward Park H. S., 350 Grand Street, 1,700.
Stuyvesant H. S., 345 East 15th Street, 1,550.
Washington Irving H. S., 40 Irving Place, 850.
Textile H. S., 351 West 18th Street, 1,000.
Wadleigh H. S., 114th Street (west of 7th Avenue), 1,000.
Haaren H. S., 10th Avenue, between 58th and 59th Streets, 1,300.

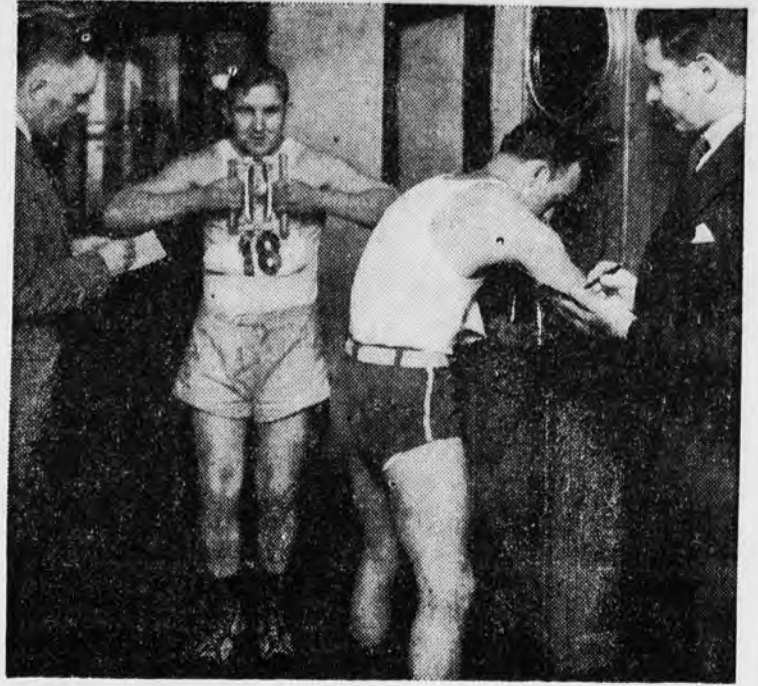
Bronx
DeWitt Clinton, Mosholu Parkway, between Gaynor and Sedgwick Avenues, 3,200.

Evander Childs, Gun Hill Road and Barnes Avenue, 2,300.

Theodore Roosevelt, East Fordham Road and Washington Avenue, 2,000.

Now turn to page 11 for study material.

The LEADER will keep you fully informed of all developments on the patrolman test.



The pectoral squeeze and the shoulder pull are two of the six tests on the physical examinations for conductor and trackman. According to the regulations just announced by the Civil Service Commission for the holding of the conductor physical exam, the boys will be allowed two chances in each of the above tests. You'll find the details on page 5.

Doctors Lose Fight For Per Annum Pay

The doctors and dentists who take care of New York City's health have lost their fight to be paid on a per annum basis. They had fought before New York City's Board of Estimate, in the City Council, through the courts, and in the halls of the State legislature.

It was in Albany that they met their latest defeat, in the form of a veto by the Governor of a bill to restore their former system of pay. In disapproving the bill, Gov. Lehman pointed out that "its purpose may be accomplished through action by the local legislative body of New York City," which may provide a clue to the next step to be taken by the embattled docs.

The bill was vetoed upon request of Mayor LaGuardia, who wrote the Governor, in part:

Mayor's Arguments
"The above bill proposes to undo a carefully planned system for the employment of doctors and dentists in the City Health Services in schools and clinics, and to substitute a rigid system of annual employment. This is a wasteful bill, and would mandate an inefficient operation of the administration of clinics in the city.

"For some years, clinic physicians were employed upon a per diem basis, the salaries ranging from \$1,340 to \$3,060 per year for part-time work. The annual basis of employment proved inefficient and costly. The Health Department found that it could not use the services of each physician all the time. For example, school physicians and dentists were not needed during the summer. The department found that the business of the various clinics fluctuated and that it was impossible to adjust for the increases and decreases in the burden of cases. More important, they found that the annual system of employment prevented the obtaining of men specializing in particular ailments. They found that good medical men were not interchangeable and that they could not use a heart specialist in an eye clinic, nor a urologist in the tuberculosis clinics. The annual system also meant annual increments and vacations with pay without any corresponding increase in benefit to the public at the clinics.

"In order to provide men with special familiarity with the problems of particular clinic and

school work, it was decided to change the method of employment to a per session basis, so that the maximum amount of best medical talent could be obtained with the funds available. In the budget of 1941-42, it was provided that all Health Department physicians and dentists be paid on a per diem basis of \$5 for a three-hour session. This system has meant that doctors can be hired to do the work needed at the time when it is necessary, and that specialists in the field of particular diseases could be employed. The per session basis has also meant that outstanding physicians could be brought into clinic service. Many of these men could not abandon their private practice so as to be employed on the six session a week per annum basis, but have been able to work on the shorter sessions which have been made possible by the change to a per diem basis payment. The public has certainly benefited through this change in terms of employment."

[The LEADER has upheld editorially the position of the city's doctors and dentists in the controversy. We still feel that their case has eminent merit. If they continue their fight for per annum pay, we're with them.—Ed.]

Try to Save Jobs Of 60 Auto Men

The Sanitation Department tried desperately last week to save the jobs of 60 auto enginemen slated to be fired because the new City Budget doesn't provide funds for them.

The department appealed both to the Civil Service Commission and to Budget Director Kenneth Dayton.

Of the 60 men on the skids, most have been in the service five or six years, and, says Deputy Commissioner John B. Morton, they're "more valuable under present conditions than new employees."

Commissioner Morton suggests that the titles of the men be changed to sanitation man, class B. In this title, apparently, the department would be able to retain them in employment. Both titles, auto engineman and sanitation man, class B, are in the competitive class.

Accompanying Morton's letter to the Commission was a petition signed by the men involved.

Conductor Rating Almost Completed

The rating of the written examination papers for the 21,722 candidates who took the conductor test will be completed this week, the LEADER learned.

As soon as the overtaxed staff of the Civil Service Commission's medical and physical bureau can accommodate them, the candidates who passed the written test will be summoned to appear for their medical and physical exams. These tests will be held in the New York City building in Flushing Meadow Park, the old World's Fair grounds.

May Be Examined Soon
This spacious building, containing two huge skating rinks, was originally selected for the patrol-

man physical and medical tests this summer. Paul M. Brennan, director of the physical and medical bureau of the Commission, stated that, if possible, several thousand conductor candidates will be examined late this month in this building before the police physical exams get started. The police tests are tentatively scheduled for July 6.

Conductor candidates will be summoned to appear for the physical tests in batches, according to the schools in which they took the written test. If you don't get called for the physical test until late in August, don't think that that means you received a low mark on the mental test. It will merely mean that the Commission has not yet been able to call the candidates from your particular school.

Physical Test
The complete physical requirements for conductor were pub-

lished in the April 7 issue of The LEADER. The test consists of six parts, a dumbbell lift, abdominal muscle lift, agility test (high jump), bar chinning test and two machine tests, the pectoral squeeze and the shoulder pull.

The lifting of 60-pound dumbbells in each hand is required for 100 percent in this test. The candidate must lift a 50-pound barbell up behind his neck, while raising himself from a prone to a sitting position in order to get 100 percent on the abdominal muscle lift. A high jump of four feet is required for a perfect score in the agility test. The conductor candidate who can chin the bar ten times, hits the jackpot in this part of the exam. On the pectoral squeeze the candidate presses two levers together. On the shoulder pull he pulls two levers apart. The results are clearly shown on the machine.

For another Conductor story see Page 5.

How the Civil Service Commission Works

Training New York's Employees

Eighth of a series of articles on the workings of New York City's Civil Service Commission. These stories take you behind the scenes, show you what happens from the time you apply for the test till the time you get an appointment and promotion.

"Spending money for planned training is a way to save money!"

On this principle the Bureau of Training of the New York City Civil Service Commission came into existence in May, 1939. Headed by John J. Furia, Ph.D., the bureau was created for the purpose of assisting other city departments in planning, preparing and holding specialized courses for employees.

The primary purposes of in-service training are: 1. To improve the efficiency of the employees on the job; 2. To prepare employees for greater responsibility; 3. To prepare employees for possible

transfer to related duties; 4. To support the principles of a career service.

How It Began
The value of training courses for city employees has long been recognized by city officials. As far back as 1906, a group of alert officials cooperated in setting up the bureau of Municipal Research. For many years the Police and Fire Departments have maintained regular schools of instruction, such as the Police Academy and the Fire College. In these well-equipped, expertly staffed schools, courses are given for training officers, specialized education is available for uniformed men as well as the orientation of the rookies.

Among other departments which have held training courses from time to time are Sanitation, Health, Markets, Hospitals, Department of Water Supply, Gas and Electricity, and the Office of the Comptroller. When the George Deen Act was passed by Congress in 1936, astute city



John J. Furia heads the Bureau of Training

officials jumped at the chance to establish a centralized employee training unit with the assistance (Continued on Page Twelve)

Hershey to Speak Before Assembly On Civil Service

ALBANY.—Nationally known figures, big in the war effort in Washington, will feature the program of the two-day session June 5 and 6 of the Eastern Regional Conference of the Civil Service Assembly of the United States and Canada in Albany.

Mrs. Eugenia McLaughlin, chief of the Bureau of Examinations of the State Civil Service Department, and secretary-treasurer of the Conference, has been largely instrumental in arranging the program. She and Miss Grace A. Reavy, chairman of the State Civil Service Commission, inspired the decision of the group to conduct this assembly here.

The principal luncheon speaker on June 6 will be Brigadier General Lewis B. Hershey, national director of the Selective Service.

Marsh to Preside

Harry Marsh, chairman of the New York City Civil Service Commission, will preside at concurrent panels on Friday, June 5. Frank Moore, executive secretary of the State Association of Towns, will be in charge of the panel on "the Application of the Merit System to Local Units of Government."

G. Lyle Belsley, executive secretary of the War Production Board in Washington, will speak on "Emergency Recruitment and Training" at the second panel.

In a discussion on "Decentralization in the War Effort," two outstanding speakers are slated. One is George Benson, director of the administrative division of OPA in Washington, and the other is Charles Messick, chief and executive secretary of the New Jersey civil service. Another subject for discussion is "Coordination of the Budget and Personnel Agencies."

Participating speakers will include Charles H. Bland, chairman of the Civil Service of Canada, and Leonard E. White, professor of public administration in the University of Chicago.

Grade 2 Clerk Promotions

Stephen A. Moore, 70 East End Avenue, and Ejidie E. Asinalli, 492 10th Avenue, were certified by the Civil Service Commission for promotion to clerk, grade 2, in the Fire Department. One promotion at \$1,200 a year will be made.

Two grade 2 clerical promotions at \$1,500 a year will be made in the Board of Education. Certified from the clerk, grade 2, promotion list for the appointments were Clay M. Mozer, 1341 Pacific St.; Charles R. Severance, 144 Quincy St.; Morris Shap'ro, 1292 Sutter Ave., and Stanley Schwartz, 1775 East 9th St., all in Brooklyn.

Slim Pickings For Supermen

The pickings were slim for the Sanitation list this week. Only one job was offered eligibles on this ordinarily highly active list. The job as laborer in the Board of Education is a permanent one and pays \$5.50 a day.

In order to fill the job the Civil Service Commission certified the names of 25 eligibles up to number 1,119 on the list.

What the City Departments Are Now Doing About Leaves of Absence for Employees

What are city departments doing about Mayor LaGuardia's new order granting employees leaves of absence to take duration war jobs wherever department heads can spare them? Frankly, all sorts of things.

A number admit they are more liberal in their policy now than before the order came out. Others weren't granting any leaves before and aren't doing so now. Still others are leaving it up to individual cases. Commissioner William Wilson, of the Department of Housing, told The LEADER this week he "hadn't even heard of the order."

Here is what the individual departments are doing at the moment:

Parks—No leaves. Particularly with a much depleted maintenance force.

Welfare—A "good many" leaves. In fact, leaves in Welfare are being encouraged by the administration (except in the clerical categories).

Purchase—Tendency to be more liberal on leaves.

Public Works—Leaves available for engineer inspectors and engineers' assistants in the Bureau of Construction. No leaves for those in Design.

Docks—If priorities hit a hard enough blow, dock builders will be permitted to go.

Hospitals—Requests for leaves will be gone into carefully in all cases, though chances are doubt-



Commissioner and Chief of Fire Department Patrick Walsh isn't allowing any members of the force leaves of absence to take duration war jobs. Every man's necessary in the preservation of the city's life and property, he says.

ful in view of general undermanning.

Health—If anybody can prove he's non-essential, he may get a leave.

Police—No leaves. Burdens have increased tremendously.

Fire—No leaves. Every man's essential.

Transportation—No leaves. Entire personnel needed.

Water Supply—No leaves. Short-

handed as it is. Entire department essential.

Markets—Undermanned. Leaves doubtful.

City Planning—No leaves, from current outlook. If problem arises, consideration may be given.

Correction—More liberal policy, though no leaves in sight.

Housing—Undecided.

Grade 2 Clerk List Is Active

Most active city eligible list certified during the past week was the clerk, grade 2 list. Showing the influence of the war, the names of women on this list were forwarded to nine city departments. Most of the female certifications were made for temporary positions to replace permanent male employees who have been drafted.

One permanent job at \$1,200 was offered the gals on the list. However, this job is in the office of the Borough President of Richmond in the no-man's land of St. George. The names of 17 ladies, up to number 2,313 on the list, were forwarded to Borough President George A. Palma for this job.

Hospitals Dept.

The Department of Hospitals also has a permanent vacancy at \$840 a year. 18 women eligibles, up to number 6,725, were certified for this job. For a temporary post in the same department at the same salary, the Civil Service Commission certified the names of 26 gals up to number 7,825 on the register. Four other departments, which have temporary jobs, due to military replacement available at \$840 are Correction, Purchase and the office of the Corporation Counsel. Twenty-four eligibles, up to number 7,516 on the list, were certified to these three departments. In addition, the same women were certified to the Board of Education for a similar job at the slightly higher salary of \$858 a year.

One temporary job as a grade 2 clerk at \$1,200 a year was offered the female of the species. This vacancy is in the Board of Estimate. To fill it, the names

One

This is what we'd like to happen when we take a civil service test.

On May 4, the Civil Service Commission opened the application period for a promotion examination to chief engineer of water supply in the Department of Water Supply, Gas and Electricity. On May 19, the application period closed.

Total number of applications received during this two-week period: One.

of 20 gals, up to number 1,735, were forwarded by the Civil Service Commission.

Perhaps the best of the grade one pickings were the seven jobs in the Department of Health offered both male and female eligibles on the list. Although these jobs are labelled "indefinite", they are considered permanent. Fifteen names, up to 6,771 on the list, were certified for the seven vacancies. One temporary job in the Department of Hospitals at \$840 a year was offered eligibles on the male side of the list. The certification, containing 19 names, reached as high as the lad who stands number 10,387 on the list.

The clerk, grade 2, list was promulgated February 15, 1939 with 10,996 eligibles. The majority of appointments made has been to grade one positions.

Calls for Revised Park Budget

Acting on the suggestion of John J. Hughes, president of the Civil Service League, Councilman William A. Carroll intends to introduce a resolution at the next City Council meeting calling upon Mayor LaGuardia and the Board of Estimate to restore \$868,359 cut from the Parks Department budget.

Mr. Carroll will point out, he said, that New York's parks, playgrounds and beaches must be properly equipped to handle the vacation needs of millions who will be unable, because of the rationing program, to leave the city this Summer.

Cites Sanitation

Councilman Carroll will contend, too, that because of the planned reduction on the Parks Department budget, Commissioner Robert Moses "will not be able to hire a sufficient number of employees to clean the beaches so that an estimated 40 percent of the garbage and refuse normally littered about these public recrea-

Two Weeks Plus Unused Sick Leave Equals Vacation

City department heads received word last week from Mayor LaGuardia permitting per annum employees to combine to their vacation the year's unused sick leave not in excess of 12 working days.

The order enables civil service employees to add to the two-weeks vacation limit allotted them in the new budget, and supercedes all previous vacation orders.

The Mayor's new dictum does not apply to police and firemen.

The order:

Executive Order No. 15

To Heads of All City Departments and Agencies:

Subject: Vacations, fiscal year, 1942-1943.

It is hereby ordered:

I. That all departments must allot their vacations on the fiscal year basis.

II. That all permanent per annum employees may be permitted to combine with their vacation such accumulated, unused sick leave not exceeding twelve working days as may be due them for the fiscal year 1941-1942.

III. That the combined vacation and unused sick leave allowance must cover all authorized absences with pay.

IV. That employees in the service of the City more than six months but less than one year prior to July 1, 1942, will have vacation and sick leave allowances in proportion to their length of service.

V. That per diem employees shall be granted such vacation and sick leave as provided by law up to the limit of the Board of Estimate resolution.

tional centers cannot be removed during the Summer, providing a serious menace to the public health."

Moreover, he will claim that "the trained personnel of the department staff has been reduced by 15 percent so that 12 new playgrounds cannot be opened and 206 others must operate on a part time basis."

He warned, in addition, that the juvenile crime wave would swell in volume if adequate park protection is not afforded.

Mr. Carroll termed that section of the budget affecting the Parks Department "distinctly false economy".

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Trackman Physical Test Date Not Set

Trackman candidates will have plenty of time to prepare for their physical examination. Present plans of the Civil Service Commission call for the holding of this test in the New York City building in Flushing Meadow Park, the site of the World's Fair, (remember it?)

Because of the large number of vacancies in the ranks of cops and conductors, the Civil Service Commission must examine the future patrolmen and trainmen first. The size of the physical and medical examining staff of the Commission is necessarily limited.

Although it is about as huge as Madison Square Garden, the size of the New York City building is limited, too. Therefore, as the needs of the city come first, the trackmen will have to wait awhile.

As soon as the dates are set for the trackmen test, they will be published in The LEADER.

Rules Adopted to Govern Conductor Physical Test

Conductor candidates will be permitted three chances each on the dumbbell lift, abdominal muscles lift and high jump, two chances each on the pectoral squeeze, shoulder pull and bar chinning test, according to regulations for the holding of the physical test adopted by the Civil Service Commission at its meeting last week.

Other regulations call for conditional rejections for defective teeth, varicose veins, hemorrhoids and slight hernia. After the eligible list is promulgated, candidates who have been conditionally rejected must pass another medical examination in order to be appointed.

Those who are rejected on the regular medical examination will

be permitted one re-examination on a later date. Causes for rejection are defective vision, defective color vision, heart ailments, defective hearing and short height.

Candidates must compete in the physical test on the same day that they take their medical tests. Any candidate who fails to complete his physical test on the same day will be eliminated from competition.

For another story on the conductor test, turn to page 3.

Sanitation Tests Weren't Promotion

The examinations given to sanitation eligibles at the Sanitation Training School, April 15, 16, 17, and 18, were qualifying practical tests for appointment as sanitation man, class B, and not part of a promotion examination to

sanitation man, class B, the Civil Service Commission informed The LEADER this week.

Doubt as to the type of examination they were taking was in the minds of the supermen because the Civil Service Commission had sent them cards telling them to report for a "promotion" test. The word promotion was an error. The card should merely have been marked "qualifying, practical test."

The fact that many of the eligibles summoned for these tests were already employed as junior sanitation man or as laborers in other City departments made the boys certain that they were taking a promotion exam. Actually, eligibles are called for these qualifying practical tests on automotive equipment in the order of their original standing on the sanitation man list, whether they are employed by the City or not. Before they can be certified to vacancies as sanitation man, class B, at \$1,920 a year, they must pass the necessary practical tests.

A spokesman for the Commission said, "It doesn't make any difference whether these men are employed or not. They are called for these tests in the order of their standing on the open-competitive sanitation man list."

7 Jobs Offered To College Clerks

Seven temporary jobs at \$100 a month are being offered eligibles on the clerk, grade 2, BHE, (college clerk) list. Five of the vacancies are in Brooklyn College. To fill them, the Civil Service Commission certified the names of 18 eligibles, up to number 828 on the list.

The names of 14 women were forwarded to Hunter College for two positions.

Change in Key of Grade 2 Steno Test

One change has been made in the key answer for the promotion examination to stenographer, grade 2, held March 23. Item 69 can be answered by either B or E. Originally, only B was considered correct. Candidates who answered this either B or E, will be marked okay, the Civil Service Commission decided at its meeting last week.

Of the 305 city employees who took this test, 24 objected to various answers. No more than four candidates objected to any one answer.

One Hairline; No Police Job

The fine, hair-splitting slimness of the line separating eligibles on the current list for patrolman from eligibles on the list for special patrolman was dramatically illustrated last week when the Civil Service Commission changed a candidate's educational credit rating from .012 to zero, thereby removing the candidate from his position as 1,412th on the patrolman list to number 90A on the special patrolman list. The change means that the candidate cannot be appointed to the Police Department.

The candidate affected, Isaac Ferezy, 1184 Sherman Avenue, the Bronx, received a rating of 79.08 on the patrolman examination. In order to make the patrolman list, candidates were required to have a mark of at least 79 percent on the test. Candidates who received less than 79 percent were automatically placed on the list for special patrolman. The change in the credit allowed Ferezy for his education reduced his final average to 78.50. The change means that he cannot be

appointed to the Police Department.

Of 33,000 candidates who took this test, 1,427 obtained a final mark of at least 79 percent and earned places on list one, the patrolman list. Four hundred and eighty-seven more candidates passed the examination but received marks of less than 79 percent. These men were placed on the list for special patrolman. Attempts have been made by eligibles on the special patrolman list to have their names added to the current patrolman list so that they may be considered for appointment to the Police Department but, to date, these attempts have been futile. One of the main points stressed by the special patrolmen was the slight difference separating eligibles on both lists.

The change in educational credit was made by the Commission when verification of Ferezy's college courses was refused by Long Island University, during a routine investigation by the Civil Service Commission's bureau of investigation.

In the new patrolman examination, no special credit is allowed for college courses.

15 Tests on Way for Subway Positions

Fifteen tests have been ordered by the Civil Service Commission for subway jobs. Thirteen of these exams will be promotion tests open to qualified employees of the Board of Transportation. The remaining two, telephone maintainer, and bus maintainer, group A will be open-competitive tests, for which anyone with the proper qualifications may apply.

The ordering of the exams does not mean that applications are being issued yet. It means that the Commission's staff is working on the tests. It means also that they are due to come up in the near future. As soon as the requirements are made known, and the application dates announced, full details will appear in The LEADER. The list of future tests for the New York City Transit System follow:

Promotion
Foreman (telephones), all divisions.

Power maintainer, group C, IRT and BMT.

Telephone maintainer, all divisions.

Foreman (mechanical power), IRT and BMT.

Foreman (buses and shops), BMT division.

Assistant foreman (track), all divisions.

Assistant foreman (structures), all divisions.

Bus maintainer, group A, BMT division.

Foreman (structures), all divisions.

Mechanical maintainer, group C, BMT and IRT divisions.

Assistant supervisor (electrical power) all divisions.

Assistant supervisor (mechanical power), IRT and BMT.

Assistant supervisor (track), IND division.

Open Competitive

Telephone maintainer, N. Y. C. T. S.

Bus maintainer, group A, N. Y. C. T. S.

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If you are successful attain a place on the eligible list, and if your name is reached for appointment while you are still in the service, your appointment will be deferred until you return to civilian life.

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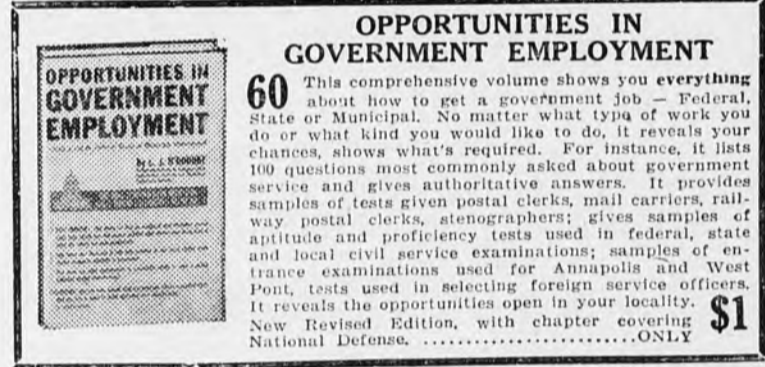
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CIVIL SERVICE IN NEW YORK STATE

Court Attendant List Long Way Off

ALBANY.—The court attendant list probably will not be established for "several months," officials of the State Department of Civil Service said this week. "Too much other work" is given as one of the reasons. Candidates must yet be rated for experience, it was pointed out, and moreover those at the top of the list have yet to take their physical tests.

Tests on the Way

The State law says that titles of open competitive tests requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the title are urged to communicate with the State Commission. The following titles are now being advertised (the date denotes when the fifteen days are up):

- June 5—Chautauqua County treasurer's office—tax clerk.
- June 5—St. Lawrence County board of child welfare—investigator.
- June 6—State DPUI—supervising unemployment insurance investigator.
- June 6—Jefferson County court—probation officer.
- June 9—Albany County public welfare—case worker.

If you have a mechanical skill, the Government can probably use your services. Watch the exam announcements regularly.

Inside Story of Race Bias in N. Y. State Mental Hygiene Institutions

By ARTHUR RHODES

There's no doubt that the State's mental hygiene employees have made advances this year. The Feld-Hamilton career law gave them a certain standing they've never had. The provision for a \$100 pay increase for hospital attendants by July 1 helped to alleviate much bitterness. But how about working conditions in general? How about the innumerable biting grievances, some big, some small, that make some phases of life in the State institutions a hell on earth for both employees and patients alike?

Racial discrimination, prejudice in handling commutation, distasteful living conditions, inferior supervision, poor food and diets, intimidation and humiliation, segregation, low pay (yes, it's still low) . . . how about these items? They still have to be corrected. For they are festering, like putrid wounds.

A Look Around

The LEADER has had a glance around and intends to hurl the spotlight upon what takes place inside the State institutions. Let's take a look at Creedmoor State Hospital in Queens Village,

typical of other State institutions where these conditions largely exist.

Assemblyman Hulan E. Jack, Dr. John Singleton, president of the Jamaica Branch of the National Association for the Advancement of Colored People, and Eugene E. Helbig, president of Creedmoor Local 70, State, County and Municipal Workers of America, CIO, among many others, have decried conditions at Creedmoor, have recognized the need for cleaning up a revolting mess.

And their views are not isolated. They are held by thousands of mental hygiene workers, views indelibly woven into the fabric of discrimination in the State institutions.

Race Bias

The LEADER is starting this series of exposures by concentrating upon racial discrimination. For it feels that now more than ever racial prejudice must be hit—and hit diligently. After all, this is an age when men are bleeding and dying on the world's battlefields that such things as racial discrimination shall not be. Racial hatred is one of the things the democracies today are trying to uproot; all the more reason why it shouldn't be nourished or even tolerated in institutions controlled by the State of New York.

Segregation

Assemblyman Hulan E. Jack told The LEADER he has forwarded to Governor Lehman a petition from Creedmoor attendants "relative to segregation of Negro employees. Dr. Tiffany was requested to make an immediate investigation of the charges and report same to the Governor. It is alleged that discrimination continues because of lack of cooperation on part of a supervisor. Any official responsible for promoting discrimination is contributing to-

ward disunity and should be removed."

Assemblyman Jack pointed out he intends to "follow up the charges until discrimination is abolished at Creedmoor and elsewhere."

Mills "Won't Comment"

Gray, bespectacled, deliberate, stoop-shouldered Dr. Mills, who refuses to comment on any charges concerning working conditions, "no matter what they are," apparently knows that Governor Lehman issued an order December 15, 1939, confirming the right of union groups to intercede on behalf of employees. Yet Dr. Mills apparently still persists in refusing to consult with employees' representatives as long as those representatives are appearing for a group of their members rather than one individual member.

Obviously, Dr. Tiffany knows of Dr. Mills' attitude. The point is, what is Dr. Tiffany doing about it?

Posted Notice

Proof that unpardonable acts are being committed is the notice posted last March 24 by Dr. Mills, stating that action would be taken to prevent certain discriminatory acts. This notice was posted only after intercession by the SCMWA and the National Association for the Protection of Colored People, and a number of our State legislators.

Since the posting of this notice, however, conditions have become worse. Discriminatory acts are spreading to buildings not previously affected, and "offenders still receive a whitewash,

(Continued on page Eighteen)

Civil Service Probe Delays Exam Ratings; Chairmanship of Inquiry Still in Doubt

ALBANY. — Vacations of all employees in the State Civil Service Department have been cancelled, it was revealed this week

as a result of the impending legislative investigation of the department.

At a meeting of employees summoned by Miss Grace A. Reavy, chairman of the Commission, the employees were told that they would have to forego their vacations, or at least postpone them until more propitious times.

The employees were advised that they must hold themselves in readiness for appearance before the legislative inquiry board and for the production of books, papers, records or any documents sought by the committee's investigators.

Situation May Extend

Indeed this situation may extend to other State departments and agencies. This is because Governor Lehman, in also approving the creation of the Graves Commission of 15 members with a \$50,000 appropriation, opened the door to another legislative inquiry into all departments and agencies. This scouting expedition presumably is bent upon uncovering ways and means and places where financial economies in services or personnel can be made.

Chairman in Doubt

Assemblyman Fred S. Hollowell, Yates Republican, may or may not be chairman of the civil serv-

ice inquiry. It was he who introduced the resolution authorizing the \$25,000 investigation. But whether he will take the job as chairman is doubtful at the moment. Speaker Oswald D. Heck said it would be a week or two before the members of the two committees—the civil service inquiry and the Graves economy investigation—are appointed by himself and Senator Joe R. Hanley, GOP leader of the upper house.

It is almost certain that State Senator Arthur H. Wicks, of Ulster County, chairman of the Senate Finance Committee, will be chairman of the economy investigation. Whether Hollowell will get the chairmanship of the civil service committee depends upon several factors. One of them is whether he will have the time to devote to the job; another, whether he will be given a free hand to conduct the inquiry as he sees fit. His friends insist he will not take it if he will be hampered by outside party influences.

The Governor's approval of the civil service inquiry appropriation came as a surprise. In view of his approval of the Graves investigation many believed he would disapprove the other.

Campaign Material?

In approving both, however, the Governor pointed out that he believed they were largely inspired "for political reasons." Many believe the Republicans intend to use the investigations as much as possible for digging up campaign material for use this fall. This the Republicans deny and assert that both inquiries are going to be conducted on a high plane and for the sole purpose of achieving the objective sought—improvement in civil service law and administration, and economy in government.

Delay in Exams

Miss Reavy this week pointed out that as a result of the impending inquiry work of the department probably will be greatly slowed up. She anticipates delay in completing ratings of examinations recently conducted and moreover fears that proposed new

examinations may be greatly delayed. It is no secret that when the inquiry gets under way the entire personnel of the department is going to be put at the disposal of the committee and its investigators. To what extent the investigators will tie up the routine performances of the department, already greatly handicapped by lack of personnel, remains to be seen.

It looks like a busy and not too pleasant summer for most of the State departments, their employees and executives.

Post-War Program Saves State Jobs

ALBANY. — Private architects, many of them facing hardship with curtailment of virtually all non-public construction, will be permitted to share in planning the State's huge post-war building program.

The Commission, which consists of five members of the Legislature and five State administrative officials, met to elect a vice-chairman and secretary; to discuss policies; and to initiate a program for intensive study of suggested projects, including highways, bridges, parks, State hospitals, schools and other institutions as well as additional long-range construction.

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WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

If You're a High School Grad, Consider These War Courses

There are 3 or 4 times the number of qualified applicants for defense training courses in this area as the capacity to instruct them, according to Dean Albert B. Newman, regional adviser for the Engineering, Science and Management Defense Training Courses offered in the metropolitan district. But this isn't anything about which to become discouraged. This is the level required, Dean Newman holds, to continue to inspire the United States Office of Education to offer these courses.

The great majority of those taking the courses know where they are headed before they enter them inasmuch as they either have just completed preliminary studies with a view toward a particular career or are made aware by Engineering, Science and Management defense training officers just what studies are needed to enable them to follow through the conversion procedure of changing over from a type of work hit by priorities to a field becoming because of war contracts.

The desire of Dean Newman's division is to "admit persons already employed or with good prospects of being employed in war industries."

Tuition free evening courses are being offered at the moment at Brooklyn Polytechnic Institute, Columbia University and Manhattan College.

Here Are the Courses

At Brooklyn Polytechnic Institute, the following courses (and

prerequisites) are to start around June 8:

Airfield Engineering; high school graduation, knowledge of mechanical drawing and physics.

Emergency protection of water supply, sewage system and other utilities; two years of college training, knowledge of hydraulics.

Army sanitation; three years college training and civil engineering.

Topographic map drafting; high school graduation, understanding of engineering, drawing, trigonometry.

Use of surveying instruments and surveying field procedure; high school graduation, knowledge of trigonometry and ability to make logarithmic computations.

Plane table topography; high school graduation, knowledge of trigonometry and use of transit levels.

Apply now at the registrar's office of the Institute at 85 Livingston street, Brooklyn.

COLUMBIA

At Columbia University, apply now in the Engineering Building, 177th street and Broadway, Manhattan, for the following:

Statistical chart construction (to start about June 15); one semester of college statistics or equivalent.

Topographic drafting; high school graduation or equivalent, with two years mathematics. Preference will be given to applicants with experience in drafting or art and college training.

Photo micrography (to start

about June 15); specifically for women for position as photo micrographic technicians in war industries; some academic training in chemistry and physics or equivalent in industrial or laboratory experience. Should be prepared to accept any opportunities arising in this field.

Metallographic laboratory practice (to start about June 15); some academic training in chemistry and physics or equivalent experience in these fields. Women particularly are being sought for positions as metallographic laboratory technicians in metal industries.

The following three courses are being contemplated at the moment (inquire in the Engineering Building):

1. Elementary methods.
2. Statistical methods in management.
3. Transportation control.

MANHATTAN COLLEGE

At Manhattan College (course to start about June 8); apply now in the School of Engineering of the college, West 242nd street, Manhattan:

Production and testing of optical equipment for expected increase in this work in military field; high school graduation, one year algebra, one year geometry. Those not employed now are sought for the elementary course. Those now employed in the optical industry and seeking upgrading sought for advanced course. (Men with 3 and 4 classifications in selective service, only).

Women Wanted: These Job Fields Active Now

The following lists show the occupations in which women who are fully qualified to do the work should register for jobs. Positions are not necessarily open in all these occupations every day, but sufficient openings are being received from time to time to make it advisable for qualified applicants to keep their registrations active with the United States Employment Service.

Applicants should register at the office indicated at the head of each list of occupations.

Commercial Office, 10 East 40th Street:

Legal stenographer, \$18 to \$22.

Bookkeepers, full charge and assistants, with experience in stenography and typing, \$25.

Multilith and multigraph operators.

Stenographers and typists who are willing to go to Washington, D. C.

Industrial Office: For Manhattan, 87 Madison Avenue; for Brooklyn, 205 Schermerhorn Street; for Queens, 29-28 41st Avenue, Long Island City.

Fancy candy packer.

Casing selector (meat); casing measure (meat).

Machine strippers, cigars.

Artificial flower makers; also packers.

Branchers on artificial Xmas trees.

Button spindlers.

Hand rug hookers.

Stoke & Stoke wrapping machine operators on tissue paper.

Assemblers on instrument and other light assemblies. Must be experienced.

Light machine operators. Must have machine shop experience on light lathes.

Coil winders, must be experienced.

Inspectors, electrical and radio, must be experienced.

Assemblers, electrical and radio, must be experienced.

Writers, must be experienced.

Solderers, must be experienced.

Condenser straightener, must be experienced.

Hotel, Restaurant and Service Office, 40 East 59th Street (East of Madison Avenue).

Beauticians.

Household workers.

Hotel chambermaids.

Hotel elevator operators.

Office and loft building operators.

Counter girls; bus girls.

Kitchen women.

Registered nurses.

Hospital ward maids for later promotion to nurses' aides.

Girls with any hospital experience.

Camp dietitians.

Camp nurses.

Needle Trades Office, Manhattan, 225 West 34th Street; Brooklyn, 51 Nassau Avenue.

Sewing machine operators, various types of machines.

Hand sewers and button sewers on such products as field jackets, army uniforms, nurses' uniforms, blouses, underwear, various canvas products.

Counter receivers and hand pressers in laundries and dry cleaning establishments.

Hoffman pressers with dry cleaning experience.

Flimsy Dresses Out For Duration

Flimsy, loose dresses are out for the duration—for women employed in National Youth Administration courses. They hamper the free operation of the girls' arms and, moreover, get caught in the machinery. And something else—hair nets are a necessity for the duration. The NYA insists it can't tolerate women's hair dragging around and along their necks. Or getting in their eyes. To which we say: hair-ay!

Army to Provide Glider Training

The Army Air Force will begin training large numbers of glider pilots.

The program will open a new field with the Army Air Forces to many civilian pilots who heretofore have been ineligible for aviation cadet training, and to former Army, Navy and civilian flying trainees who have been eliminated before completion of training.

Glider pilot candidates will receive preliminary training at 18 Civil Aeronautics Authority schools located principally in the Middle West. Nine additional schools will be utilized for elementary and advanced training courses, which will include instruction in piloting cargo type gliders.

On completion of their training, glider pilots will be authorized to wear the Army Air force wings with a distinctive glider insignia superimposed.

Apply at Recruiting Stations

Civilian candidates, who must be between the ages of 18 and 36, will be accepted at any Army Recruiting Station, and will receive transportation to a reception center for examination and classification before reporting for preliminary training.

At preliminary schools glider pilot candidates will be trained in light motor-driven airplanes, with major emphasis being placed on "dead stick" landings to familiarize students with one of the more difficult features of glider piloting. Courses in preliminary schools will last four weeks.

Requirements

Physically and mentally qualified applicants whose status is included in any one of the following categories are eligible for enlistment:

Graduates of Civil Pilot Train-

ing Schools of the Civil Aeronautics Authority.

Holders of the Civil Aeronautics Authority private airman certificate which had not lapsed prior to January 1, 1941.

Former aviation cadets who have had 50 hours in Army or Navy type training planes.

Applicants who are able to submit satisfactory evidence of participation in at least 200 glider flights.

The physical examination given applicants for glider pilot training is that prescribed for aviation cadets with a rating of class 2 or better. Vision must be at least 20/40, and correctible to 20/20. Civilian applicants will get the Army general classification test at reception centers to determine their mental aptitude, after which they will be enlisted in the Army Air Forces' Enlisted Reserve and assigned to a preliminary training school.

Get Flight Pay

All students who have completed the glider training course will receive the rating of glider pilot with flight pay. Those who enter the program as civilians will receive the grade of staff sergeants on graduation. Army personnel in the grades of private, private first class, corporal and sergeant will be promoted to the grade of staff sergeant when they complete the course.

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'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the local U. S. Employment Service office. Applications from those employed in essential defense industries will not be considered

Technical

10 East 40th Street—LEXington 2-0160

Aircraft Production Engineer—To take complete charge of mass production of wooden aircraft. To set up production schedules, design plant and machinery conversion, schedule and route various manufacturing processes to fit into main assembly line. Must have had responsible executive experience in production of wooden aircraft. Employment outside of New York City. Interview in New York City. Send brief but complete summaries of experience to Mr. Moore.

Mechanical Design Engineer—Thoroughly experienced on design of small mechanism. College graduate preferred. To design intricate gearing mechanism and small automatic machine parts. (Ask for Mr. Pope).

Mechanical Designer—Experienced in design of X-Ray and surgical equipment. Must be able to operate machine tools. (Ask for Mr. Pope).

Mechanical Draftswomen—Must have good experience or training in mechanical drafting. Women now taking course in mechanical drafting may be considered if they can show samples of their work. (Ask for Miss Bernstein).

Mechanical Draftswomen—Must have experience in mechanical drafting and have completed mathematics through calculus for drafting and design of boilers, heat exchangers and fractionating towers. (Ask for Miss Bernstein).

Mechanical Draftsman—Must be experienced in mechanical drafting and design of small electric transformers, relays, or similar equipment. To design transformer cases, mountings, and clamping devices. Must be draft deferred. (Ask for Mr. Pope).

Surveyors—To work outside continental U. S. on all types of line and grade, location of buildings, roads, grading, and utilities. Must be U. S. citizens and eligible for British visa. (Ask for Mr. Stahl).

Industrial

87 Madison Avenue, Phone LEXington 2-8910

Automatic Screw Machine Set-up Men—At least five years experience in set-up work only. To set up Browne and Sharpe screw machine and also Acme automatic screw machine; also supervise plant operation. Good salary. Lots of overtime. (Ask for Mr. Dean).

Automatic Screw Machine Set-up Men—Experienced to set-up Cleveland Screw Machine. Good salary and lots of overtime. (Ask for Mr. Keckeley).

Automatic Screw Machine Operator—Experienced man able to set up and operate; to take charge of department as night foreman. Apply in person. (Ask for Mrs. Rafter.)

Bench Molders—Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry. (Ask for Mr. Cauldwell.)

Bench Molders—Experienced dry sand for small brass castings. At least two years experience required. Permanent position, attractive salary, overtime. Job in Connecticut. (Ask for Mr. Nelson.)

Die Maker—Blanking, forming, piercing, combination progressive dies. Prefer experience on lamination dies. Good pay. Plenty of overtime. Urgently needed in defense plant. (Ask for Mr. Keckeley).

Drop Hammer Operator—3,000-pound electric board hammer. To forge hot metal. Must set dies. (Ask for Mr. Nelson.)

Flare and Fire Setters—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. Apply in person only. (Ask for Miss Zimmerman).

Floor Molders—Experienced on aluminum and bronze for war production work. Jobs in metropolitan area. Top hourly rates. (Ask for Mr. Nelson.)

Grinders—External and internal grinding. Universal machine, precision work. Must have at least five years similar experience. Apply in person. (Ask for Mrs. Rafter.)

Warner and Swazey Hand Screw Machine Operators and Set-Up Men—To work from blueprints and read micrometers. Must be experienced. Job in Connecticut. (Ask for Mr. Arons.)

Jones and Lamson Turret Lather Operators and Set-Up Men—Experienced. Job in Connecticut. (Ask for Mr. Arons.)

Hand Screw Machine-Turret Lathe Set Up Men—Must be experienced setting up and working with Warner and Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Dean).

Horizontal Boring Mill Operators—Must be able to set up and operate drilling, boring and facing operations with boring mill. Should be able to work from drawings, read blueprints, and do own layout. Job in Connecticut. (Ask for Mr. Arons.)

Machinists, Tool and Die Makers—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material Will consider non-citizens not employed in defense work. (Ask for Mr. Dean).

Milling Machine Operators—First class. Must be able to work to close tolerances from blueprints. Work on large models. Defense jobs. Lots of overtime. (Ask for Mr. Keckeley).

Millwright—Several years experience in layout and set-up of machines and equipment. Repair machines. Must be able to read blueprints, micrometers, calipers. This work is on heavy type of machinery. The job is in Connecticut. (Ask for Mr. Arons.)

Production Foremen (also Tool and Die Maker Foremen)—Must be first class men in their field and have some supervisory experience in either tool room, machine shop, set-up, or general factory production of mechanical parts. Jobs in metropolitan area. Good pay. Lots of overtime. (Ask for Mr. Dean).

Radio Wires (Male)—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Miss Zimmerman).

Repair Machinist—A machinist trained to use various machine and hand tools to produce replacement parts and make new parts for mechanical equipment. Must be thoroughly experienced on all machine tools. Job in Connecticut. (Ask for Mr. Arons.)

Brown and Sharpe Automatic Screw Machine Set-Up Men—Must be able to work from blueprints and read micrometers. Job in Connecticut. (Ask for Mr. Arons.)

Set-up Men—On Brown and Sharp automatic screw machines, hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to close tolerances. Apply in person. (Ask for Mrs. Rafter.)

Tool and Die Makers—Experienced on jig and fixture work. Combination blanking, forming and small progressive dies. Must be citizens. First class men only. Apply in person. (Ask for Mrs. Rafter.)

Toolmaker—Experienced on jig and fixture work. Job in Connecticut. (Ask for Mr. Arons.)

Tool Inspector—Experienced with full knowledge of precision in-



Students at the Haller Welding School, in Brooklyn, receiving instructions in the latest safety methods in the handling of oxy-acetylene gas.

Labor Market Situation In New York State

If you're looking for a war job in New York State, or if you'd like to know what fields are good and what fields not so good, then you'll be interested in some facts compiled by the Division of Research and Statistics of the U. S. Employment Service.

Here's a brief summary:

Up in Buffalo, there's a labor shortage. They're beginning to encourage migration, and the use of women is beginning.

The employment trend is upward for the general upstate region.

In New York City, construction is way off. Many construction workers are leaving the town for other areas, although, says the USES report, "it is hoped that a considerable number will be absorbed in the New York City shipyards.

Now for the situation in specific industries:

Apparel industry: Reported active, both in NYC and upstate. But it won't remain so if the supplies of cloth give out. Interesting sidelights: Ships carrying American forces to Australia can bring back wool.

Carpets and Rugs: Curtailed. Valuable non-ferrous metals, such as copper, are being used almost entirely in the war effort.

This is curtailing manufacture of plated silverware with serious unemployment in communities where this industry is important. **Shoe Production:** Curtailment probable.

Farm Labor: Acute shortage. Extensive plans are being developed to utilize school children and women to assist in farm work.

Trade and Service: Employment holding up well, although supplies of some items are nearly exhausted. Many salesmen have been laid off. Men's suits and radio enjoying pre-shortage boom. Upstate, most of those laid off can expect to find other jobs. In New York City, the danger of unemployment in this category is serious.

Metropolitan New York Industrial Area:

In Fairfield County, Connecticut, a present lull is expected to be temporary, and sharply accelerated production is anticipated by early summer. Fifteen thousand to 20,000 are expected to be hired by 150 Fairfield war production firms in the five-month period ending August. Close to 12,000 persons may be added in Bridgeport alone, 3,500 in Stamford.

New Jersey: Continued expansion by war production firms in Northern New Jersey. Large hiring going on. Shortages in the highly skilled occupations have become general throughout the Northern New Jersey district.

Blackout? Just Continue Meeting

What was probably the first civil employee organizational meeting held during a blackout took place on Friday evening, May 22, when the Civil Service League, laying plans to combat layoffs among attendants was told: "Lights out!"

Calling for order, President John Hughes announced the next order of business. The meeting continued without incident during the blackout.

To members who cannot attend next meeting, the League announces that popular Vice President Anne Donovan, who received a serious head injury while on duty in the Department of Parks, is out of the critical stage, although still a very sick lady.

Officers, committeemen, delegates and members addressed petition to Council Civil Employee Committee opposing Sharkey Park Bill.

The League is requesting the Municipal Civil Service Commission to establish a rule "to canvass the expired attendant and watchman civil service lists to fill temporary or provisional positions, instead of permitting the appointment of 'friends'."

struments. Background of machine shop experience essential. Job in Connecticut. (Ask for Mr. Arons.)

Welders—First class arc and acetylene welders, light and heavy gauge metal, including stainless steel, bronze, aluminum and chrome-alloy. Must be able to work in all positions. At least one year's experience required. (Ask for Mr. Carr.)

Wood Pattern Makers—Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell.)

New Effort to Solve D. C. Housing

WASHINGTON — Still another effort will be made to solve the housing situation in Washington. The government will begin a campaign to induce householders in and near Washington to rent spare rooms to employees. It will be done, first, by taking a census; second, by issuing a patriotic appeal that the private homes that they accommodate a "war guest."

If it doesn't work on a voluntary basis, no one will be surprised to see a system of compulsory billeting introduced in the capital.

The measures are necessary because 25,000 new employees are coming to Washington in the next few months.

Promotion for Special Transit Cops Postponed

The promotion examination to special patrolman, grade 2, in the Board of Transportation has been postponed until Saturday, June 20. The test was originally scheduled for June 6. Three hundred and eighty-three special patrolmen employed in the subways filed for the test.

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Independent Weekly of Civil Service and War Job News

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Tuesday, June 2, 1942

Testing the 6-Day Week

THE six-day week for New York City employees has been in operation now for a period of five months.

When the six-day week went into effect, upon a Mayoral order, there arose a flame of resentment such as has been rarely seen among New York's civil servants.

Employees are anxious to give wholeheartedly to the prosecution of the war: no one could deny that. But whether the six-day week has actually helped in this effort, is a debatable question.

For that matter, it has yet to be proved that the longer working period has accomplished anything of value for the city.

We propose that the Mayor or the City Council establish a committee to examine objectively just what the six-day week has meant to the city. This ought to be a fairly simple test. The committee should include employee representation.

If it is shown, on the basis of scientific survey, that the long week aids the war effort, the civil employee cannot object to its continuance.

If it is shown that the long week hasn't aided the war effort, then it should be given up as a bad experiment.

Salary and Morale

THE administration's program to increase the salaries of federal employees by paying time-and-a-half for overtime or a bonus has won instant approval, from all categories of the population. To discover what this means to morale, just talk to any Federal employee earning \$3,800 a year or less.

It is an index to the superb vitality of the nation that, in time of war, the people are unwilling to permit their civil servants to bear larger burdens than other sections of the community.

There seems good reason to believe that the legislation embodying a wage - increase program will go through Congress in record time. Of course, civil employees needn't fear to push it along.

(Contrast the enlightened approach of the federal administration with the situation prevailing in New York City.)

Publish the Tests!

THE New York State Civil Service Commission won't publish its tests or release key answers for study by candidates. The only reason given for this policy is that the questions might sometime later be used again.

The New York City Civil Service Commission, on the other hand, publishes all exams, releases key answers, accepts objections to the answers, and frequently makes changes on the basis of objections filed by candidates.

Which of these policies is the more enlightened?

There can't be any question about it. The NYC Commission describes the whole matter neatly with the statement that this policy is "in line with its resolution to carry on its business openly, publicly, fairly."

The LEADER believes that the State Commission has no ulterior motives in refusing to open its test-procedures to the public. We think it's just bad policy, because it creates unnecessary suspicion, makes it impossible to check up on the examiners (who, after all, are human and fallible like the rest of us), and may result in unfairness to some candidates. The reason given by the Commission for withholding the data—that the same questions may later be used again—has no merit whatsoever.

We urge the State Commission to reconsider its present policy.

Don't
Repeat This!



D. C.

Is it true that the Army Specialist Corps will remain a paper organization? No jobs have been filled yet from among the many thousands of applications. . . . Members of Congress who refused to accept X cards have originated a new slogan: "We don't need X cards. We'll win in a walk." . . . WPB employees in the capital were supposed to wear badges with their photos, but they looked so much like convicts that it was decided to hold off wearing the badges until better pictures could be made. . . . What's this about Paul McNutt being on the carpet because he hasn't gotten the Manpower Commission under way as swiftly as Nelson worked up WPB? . . .

N. Y. C.

Paul Kern, former NYC Civil Service head, says he'll practice law if he can find a client. . . . You have to be good to get out of the Brooklyn Borough Building, so well has it been boarded up pending air raids. . . . Story is that Mrs. Bruce Bromley, over at the Civil Service Commission, is zip-ping through laws and regulations, now quotes 'em like an old timer, though she came into it cold. . . . New feud is brewing in a bureau coupla blocks above Chambers Street. Both sides prefer it mum just now. . . . To solve NYC's desperate recruitment problem in wartime, there's talk of giving non-competitive jobs for the duration. . . . Hot potato now in Mayor's hands will recall Guinier case, if it becomes public. . . . What they like to eat (this is one of a series): Harry W. Marsh, chicken giblets; H. Eliot Kaplan, tongue sandwiches, plenty mustard. . . .

letters

Protests Treatment By U. S. Commission

Sirs: Federal officials talk about the necessity of utilizing all our human resources in the war effort. Good! Why then, do we on Federal civil service lists get pushed around? Why are our energies not utilized? Why does the Government shout "shortage of manpower" when there are many of us available and willing to work? As an eligible on the general investigator list, I protest the shabby way in which eligibles are being treated. I protest the ill-humor with which we are greeted when we ask for the simplest kind of information affecting our lives. We've got to win the war—but Americans don't need to be treated like scum just because some bureaucrats can't adjust to their job.

ELIGIBLE.

It Happened Here. All Right!

Sirs: If New York City civil service employees are losing their jobs because of a reduced budget, I think they have themselves to blame in part. They just didn't put up the kind of fight it takes! They didn't present their case to the general public, they didn't get the support they needed of other groups. I guess they just didn't believe it could really happen here. I hope the lesson has been learned.

MARGARET G. McCONNELL.

Merit Men



IF JACK DEMPSEY, the former heavyweight boxing champion, were to stride into the new Veterans' Administration headquarters at 346 Broadway, he would doubtless be prompted to offer his hand to big, brawny, broad-shouldered, tough-looking Charles J. Reichert, manager of the office, and exclaim: "Howya, Jess?"

For C. J. Reichert—the man who owns an island—looks very much like Jess Willard, the old heavyweight champion who was out-fought by Dempsey in Toledo some two decades ago. Six feet two and 210 pounds, with fists the size of hams (or almost), C.J. is the athletic type . . . the sort of a fellow who loves outdoor life, who plays golf regularly, and goes fishing. He's so enthusiastic about fishing, in fact, he consumes almost all his spare time each year in looking forward to his vacation in his Blackberry Island lodge on a four-acre island off the Maine coast. Calls it "my island."

A New Yorker

C.J., who married later perhaps than he should, and who is rather shy about his personal life, was born in New York City in 1894, which makes him just 48. Blue-eyed and raw-skinned, jovial and good natured all the way, he takes his big brown hat off when you ask him the color of his hair. "See for yourself," says he, and you gaze at a field of baldness.

What's appended at the sides is brown—if you must know.

Reichert has been living in a small one-family home in Summit, N. J., but intends to move into town in an apartment any day now. He hasn't any children and so has no distractions if he wants to peck away at his woodwork, which occupies much of his time too.

In World War I

A graduate of Stuyvesant High School, Cornell University, and New York University, Reichert came out of N.Y.U. in 1917, when the country was last ablaze with war. He had been to officers' training school in Madison Barracks, off Lake Erie, and so entered the army as an Infantry captain. Stationed at Camp Dix with the 78th Division, he soon was sent abroad and served overseas for a year. If he has sustained any injury, he doesn't show it.

It was in 1919 that C.J. walked right into a branch office of the Veterans' Administration in New York (he felt at home, being a veteran himself), applied for and got a job as an instructor. Since then he has been chairman of the Administration's Disability Rating Board, assistant manager of a regional office in New York (the office that has since moved up to the Bronx), and assistant manager of the Veterans' Hospital in Lyons, N. J., where he obtained much of the personnel and management experience that equipped him for his present job. His N.Y.U. course had been in vocational advising and personnel work and that made him all the more qualified for his current position.

"It's my aim—though things are rather muddled at the moment—to make life a whole lot happier for the war veterans," he assures you, glaring out at you with a lot of awkward friendliness through his horn-rimmed spectacles. "I think it's important, with so many new veterans in the making, to assure the boys who fought for us in the First World War that we're still thinking very much of them. I've just got to insure the future for these people."

QUESTION, PLEASE

Leave of Absence To Join Army?

R.S.: The Mayor's recent order permits a City employee to obtain a leave of absence for the duration in order to enlist in the armed forces or merchant marine. No, a commissioner may not fire you for enlisting. He may try to persuade you to stay, however, if he feels you are necessary. The Mayor's statement on this reads: "If an important key man or highly specialized technician is involved, the department head may . . . attempt to persuade him that he is of more value in his City position than in the armed forces."

Transfer From One U. S. Job to Another

S.U.: You may apply for a transfer at the War Transfer Information Office at 801 E Street, Northwest, Washington. In New York City, the place to apply is at the office of the U. S. Civil Service Commission, 641 Washington Street, New York City. Federal agencies now have certain "priorities." You can go to the agency having a priority higher than your own without obtaining the consent of your department head.

Coordination Test

A.B.D.: There will be no coordination test in the forthcoming New York City patrolman examination. Such a test was given to men who took the most recent sanitation and fireman tests. The validity of the coordination test, as well as its importance, has been questioned.

Commission Heads

F.F.: President of the United States Civil Service Commission is Harry B. Mitchell. President of the New York State Civil Service Commission is Grace Keavy. President of the New York City Commission is Harry B. Marsh. Each of the three commissions has a woman member.

No Postal Exam

S.F.T.: The war seems to have put the lid on any ideas for a general post office carrier exam for New York City.

Stenos Must Be Stenos—Nothing Else

WASHINGTON—In view of the critical shortage of stenographers in Washington, the United States Civil Service Commission is now conducting investigations of the assignments of several hundred Government stenographers to determine whether their stenographic abilities are being fully utilized in their present positions. Present indications point to more than a thousand such cases to be given Commission action in the near future.

In a letter to all Federal agencies, the Commission directed that it be furnished the names of all persons appointed as stenographers since July 1, 1941, who are now devoting fifty percent or more of their time to duties other than stenographic. The Commission states that as a result of these reports, its negotiators are now investigating such cases for the purpose of effecting a re-assignment of these employees to stenographic work, where their talents are critically needed.

What Every Young Patrolman Should Know

The material which follows is the last in a series of questions designed to aid candidates in their preparation for the forthcoming New York City test for Patrolman. These questions have been prepared exclusively for the LEADER by an authority on civil service techniques and procedures, and are made up from the point of view of testing for good judgment, alertness and comprehension. These are the principal factors which are expected to be tested on the next examination. The candidate is advised to give this material most serious consideration since it will no doubt be very valuable in helping to pass the test. Each series should be studied, clipped out and placed in a scrap book, with the answers, since when the series is completed, it will be an excellent method of review just before the test is held. The plan of this study series is to cover every phase of the expected examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

Question 62
While you are patrolling your post in a Queens section about 10 a. m., a man rushes up to you very excitedly and tells you that a bank is being robbed around the corner. You draw your gun and as you near the bank, three masked men rush out with guns drawn and flee towards a waiting automobile about 100 feet up the block. They continue running after you call on them to halt, and you take a shot at one of them. The three return the fire while running, but miss. Since you are now less than a hundred feet from them, it would be wisest procedure to (A) increase your speed and try to capture them single-handed (B) shoot at the tires of their car to make sure they can not escape (C) hasten to the nearest signal box and call your precinct for reinforcements (D) throw yourself down on the ground facing the gangsters, steady your arm and continue shooting (E) direct three or four pedestrians to surround the robbers and attempt to subdue them.

Question 63
"In searching a man, put him face against a wall, or with his back to you; keep your gun away from his back; watch out for his legs; pull his coat half-way down

his back as if you were starting to take it off, as this will restrict the movement of his arms and hands; handcuff his hands behind him, if possible, never in front. When you subdue a man do it properly and if you search for a weapon spend all the time necessary to do it thoroughly. Do your searching immediately and don't wait until you reach the station house." According to this passage, it would be most correct to state that (A) in searching a man his muscular action should be restricted as much as possible (B) no man should be searched unless he is facing a wall with his back to you (C) unless a man is handcuffed, it is unsafe to search him (D) weapons being carried by a person who is being searched, will invariably be discovered if a thorough search is made (E) after a man is subdued, if a search is to be made, it should be made forthwith.

Question 64
Suppose it were brought to the attention of the Police Department by a tip-off that a hold-up was expected to be held in a certain jewelry store on a certain date and time. You have been detailed to lie in wait for the stick-up. The one of the following questions which would least likely

be considered in choosing the best spot to await the act is (A) Will the patrolman be concealed? (B) Is there a trap-door in the store leading to the cellar? (C) Is there a possibility of shooting others in the store? (D) Will the patrolman be able to see as well as hear all that goes on? (E) What means of escape will the criminal have?

Question 65
Assume that you are a patrolman on regular patrol duty. The one of the following circumstances under which it would be least permissible for you to leave your post is when (A) an accident has occurred on an adjoining beat (B) in pursuit of a criminal (S) an air-raid alert is being sounded (D) you wish to assist a brother officer in danger (E) you discover a fire on an adjoining beat.

Question 66
Assume that you were present at the commission of a serious crime in which a murder was committed, and you were writing up your official report. The one of the following questions which would not ordinarily be answered in such a report is (A) What was the apparent motive for the crime? (B) Was the victim known to be a decided psychomaniac? (C) With what was the crime committed? (D) How was the crime committed? (E) What was the crime which was committed?

Each of the following passages contains one word which is not in keeping with the meaning which the passage is evidently intended to carry. One of the five boldface words does most to spoil the true meaning of the passage. Read each passage carefully and then answer the question immediately following the passage.

Question 67
The revolver used in a crime is important piece of evidence and

should be reserved intact. Fingerprints may be thereon and these should be guarded. The one boldface word which does most to spoil the true meaning of the above passage is (A) used (B) evidence (C) reserved (D) intact (E) guarded.

Question 68
A most important part of a patrolman's duty is that of making intelligent and accurate reports. These reports should be as concise as possible and give full details, with correct and sparse information and descriptions of all parties concerned. The one boldface word which does most to spoil the true meaning of the above passage is (A) that (B) concise (C) sparse (D) descriptions (E) all.

Question 69
Immediately upon arriving at the scene of a crime, the police officer should try to establish the identity of the perpetrator, and also the itinerary of the victim. If unable to obtain the name of either, he should then obtain the description of both relative to height, weight, color of hair, eyes, etc. The one boldface word which does most to spoil the true meaning of the above passage is (A) immediately (B) try (C) identity (D) itinerary (E) relative.

Question 70
The idea of trying to capture a dangerous criminal alive is all right and commendable, but the patrolman should remember that discretion is the better part of valor. Such criminals are tricky and lecherous and there should be no temporizing with them. The one boldface word which does most to spoil the true meaning of the above passage is (A) alive

(B) commendable (C) discretion (D) lecherous (E) temporizing.

Question 68
When on court duty, patrolmen should consign themselves to evidence which is strictly accurate and should restrict their testimony to the case then before the court, and neither suppress nor overstate the slightest circumstance with a view of favoring any person, or from ill-will to either side. The one boldface word which does most to spoil the true meaning of the above passage is (A) consign (B) strictly (C) testimony (D) overstate (E) circumstance.

Answers to May 26th issue: 52. E; 53. D; 54. B; 55. B; 56. C; 57. C; 58. E; 59. C; 60. B; 61. E. Answers to current issue: 62. D; 63. E; 64. B; 65. C; 66. B; 67. D; 68. A.

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POLICE CALLS

By MIKE SULLIVAN

What Harnedy Said:

We dropped in to see Pat Harnedy, tall president of the PBA, and ask him if he'd care to make a statement about the election next Tuesday, and what he thinks his chances are for re-election. Pat, naturally, thinks his chances are good. He thinks that more delegates will vote for him this year than last year when he received 131 votes. As readers may recall, Joe Burkard, then president, received 106 votes, George Deegan 40 votes, and Kay Donovan 5.

At first Pat, taciturn, didn't know what to say other than, "I stand on my record!" However, he added, succinctly, "I have always done what the majority of the members wanted!"

Somehow, we got the impression that Pat could have helped himself by elaborating on this, but because of his official position as head of the PBA, he didn't want to do so. There are certain forces outside the Police Department which would be quick to use a statement by the head of the PBA against an individual patrolman or the PBA itself, if circumstances ever presented itself.

We asked him about specific accomplishments of his administration. He pointed out that he

had supported the pay-raise resolution for all city employees, introduced in the City Council in December, that he was instrumental in the introduction of the two Crews pay-raise resolutions in the State Legislature in March. He said that he had supported the communications bill, which was passed by both houses but vetoed by the Governor that he was able to put through the retroactive pension for older men, which allows patrolmen in the job at least 30 years to buy time back and retire at \$2,000.

"About 2,000 men took advantage of this," Pat said.

Pat said that his administration had put through the wage-assignment agreement with the Comptroller's office, which enabled patrolmen to borrow money without a co-maker at the lowest possible rate of interest in order to get out of debt.

We asked him about pensions. Pat said, "There are more men being retired this year than there were last year."

He pointed out that patrolmen are not deprived of their pension rights, that men are being retired in the order in which they file applications. "Those who apply now will be retired late this year," Pat said.

In reply to criticism of this plan, Pat said, "Opponents of the present plan have admitted in writing that it would undoubtedly be necessary to make reasonable changes in the matter of pensions for the duration of the war!"

What Burkard Said:

We called up Joe Burkard, past president of the PBA, at Traffic F. We asked him if he cared to make a statement about his election chances. Joe said: "I propose this time to conduct my campaign among the delegates, not in the public press. . . ." Joe wouldn't say any more.

What Donovan Said:

Ptl. Stanley Olsen, chairman for the committee to elect Ray Donovan president of the PBA, spoke for his co-delegate from the 68th precinct.

"The PBA should have pushed

the court fight on the retirements," Olsen said. "Donovan has always objected to the limiting of the retirements to a quota. He said that even during wartime the armed forces of the U.S. permit retirement. "If the Army and Navy can retire men with years of experience there is no reason why the police department cannot do it."

"Four years ago Donovan obtained the signatures of 10,500 supporters on a petition in a precinct-to-precinct campaign," Olsen said. He added that, in his opinion, Donovan would be elected if the election was by popular vote instead of by delegates.

"It is easier to control 200 delegates than to control 15,000 cops," he said.

Olsen said that Donovan's strength had increased among the delegates this year. However, he was unable to estimate the number who would vote for the Brooklyn candidate.

Among resolutions introduced by Donovan at PBA meetings were one for 25 days vacation, another to have patrolmen paid weekly instead of semi-monthly, and, four months ago, a resolution to introduce a bill into the City Council to raise the salary of patrolmen to \$3,500 a year. Olsen pointed out that this was done one month before the PBA went to Albany with the pay-raise program.

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ON PARK ROW

With WILLIAM LEWIS

Central Council Speaks . . .

The uniformed force-per annum bill (Int. 79) which we spoke of last week, seems to have little chance of gaining the support of the Greater New York Park Employees' Association. This was evident during the discussion on the measure at its last meeting.

These employees not affected by the salary clause stated that they "take on additional responsibilities but gain nothing." When inquiry was made as to whether this wasn't a selfish attitude toward those who would gain, it was explained that "the largest group, the assistant gardeners would actually be paid forty and fifty dollars less than last year." "Furthermore," continued one delegate, "as we originally understood it, the bill was to provide a \$1,700 salary for the assistant gardeners and we voted to accept the uniform-force clause on this condition. We were willing to assume the added responsibilities provided other titles would stand to gain."

One section of the bill which seems to have one hundred percent approval is the section dealing with the gardeners; they are definitely for the measure. The opinions expressed by attendants, on the other hand, indicate that they would not vote for its acceptance.

One assistant gardener expressed the sentiment that "it doesn't seem fair to saddle us with the uniform clause." "And in addition," he continued, "even if we vote to accept the bill and the other titles do not, we have to take the rap." He was referring to the \$1,573 per diem salary for which they are in the budget.

Personally, I think our assistant gardener friend is too pessimistic. If there is enough money available to pay him \$1,620 on a per annum basis, it seems incredible that punitive measures will be taken against him. We prefer to believe that he will receive the maximum salary possible with the funds available.

Let's Dance . . .

Marty Farricker, the park man's Krupa, is all set to beat the skins and reports that his boys will be in the groove for the Supervisory Council Dance on June 19th.

This Week . . .

Money Talks: The finances of the Greater New York Parks Employees' Association will be thoroughly discussed tonight, June 2, at a meeting to be held in the Pulitzer Building, on Park Row, at 8:30 p.m. A committee has been called to reconsider the adjustment of assessments levied on the subordinate councils. This

Clerk Test

WASHINGTON.—The Civil Service Commission has re-opened its junior clerk examination. A clerk test was given only a few weeks ago and more than 5,000 eligibles already have been appointed to jobs from it.

The exam will be given only in Washington, Baltimore and Alexandria, Va. Applicants in and near Washington are eligible, but if you have a nearby address you will be eligible to participate. New Yorkers aren't eligible. The closing date is June 26. The age limit has been lowered to 16. There is no maximum age limit.

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was made necessary because of the entrance of many new members into the association during the past two years.

Brooklyn Council: The regular monthly meeting will be held tonight in the American Legion Hall, 160 Pierpont Street. The dance committee will report on the affair held last Saturday night, and progress in the Council's 90-Day Membership Drive will be discussed.

Tree Talk: The Climbers and Pruners are holding a meeting at Germania Hall, 3rd Avenue and 16th Street, on Thursday, June 4th, at 8:30 p.m. Items of interest having to do with the title will be discussed. All climbers are cordially invited to attend.

Loose Leaves . . .

One of the column's readers (yes, the plural is justified) has asked for a description of yours truly. . . . Well, I'm eleven feet, two inches tall and two hundred and eighty pounds round. . . . And that's on the level.

Queens Council is really a unique organization. . . . the membership successfully combines business and pleasure. . . . President Henry Ferrentheil concludes the busy of the evening in the shortest possible time. . . . then the boys sit down to enjoy a bit of refreshments, and most of all, good fellowship. . . . this is a truly splendid outfit.

Now that vacations have been rationed, Steve Makowski has a real problem on his hands. He has been accustomed to put aside the last two weeks of his vacation in order that he might recuperate from the effects of the first two weeks. He now finds himself with two weeks to recuperate in and nothing to recuperate from.

Meyer Eckstein of the Bronx has packed up his slide trombone

FIRE FACTS

'The Big Parade'

The gigantic "N. Y. at War" parade, scheduled for June 13, took first place in firehouse talk, pushing even the Medal Men awards into second place. The parade will witness the greatest turnout of marching firemen in the history of N.Y.C. And the auxiliary firefighters will play no small part of the "Big Parade."

"What will we do," the men keep asking each other, "if Hitler gets any crazy ideas that day?" Sh! sh! not so loud, fellas, the coupla thousand saboteurs floating around may hear that all civilian defense workers, cops, firemen and even the Army and Navy are congregated in one section of the city. Sh! sh!????

Fire Lines

The present war conditions are expected to cut into the crowds attending the Police-Fire baseball game this Saturday at the Polo Grounds. . . . It's an 8½ pound girl and the Lieut. Sam Hauser's; her name is Diane. . . . A. J. Smith is the new president of the N. Y. Board of Fire Underwriters. . . . Seven firemen were drafted last week.

Fuel for Thought

The importance of SIZE-UP was discussed last week. Below are ten points to be considered upon arriving at a fire:

1. LIFE HAZARD—Rescue of occupants and evacuation of others in burning building and those adjacent.
2. TYPE BUILDING—Construction, size, height, area. Auxiliary equipment. Contents or special hazards.
3. What buildings adjacent.
4. The actual fire—what's burning, where, possible extension, arson.
5. What have I got on hand to fight fire with?
6. What is the water supply? Can fireboats be utilized?
7. Elements and time of fire—day or night, wind velocity, cold, heat, rain, snow.
8. Special apparatus needed? Rescue company with masks, searchlight, tower, ambulance, marshal.
9. Street conditions, elevator.

Softball Players Follow The LEADER

Last week, we printed a box containing a request by the Civil Service Commission softball team for games. Within two days, Al Jones, street desk information clerk of the Commission, in charge of the softball team, received calls from teams in the Sanitation Department, Welfare Department, Grand Central Post Office, Army Air Corps (traffic division), Army Air Corps (priority division) and the U. S. Engineer Corps. In addition, two teams representing community centers called up and wanted the Commission boys to play them on Sunday morning. Also, eligibles on various lists phoned to ask if they could play on the Commission team.

Outcome of it all is that games have been booked with the six government employee teams, but not with the community center lads. The eligibles who wanted to lend the Commission team their services were told, "Sorry, no ringers allowed!" Only bona-fide Commission employees are permitted, on its team.

and is off to Governor's Island to join the rest of the boys in the armed forces.

We are asked to inform Joe Kadian of Manhattan that the spoonful of olive oil he takes before going out on a party has nothing to do with that sparse cranial germination.

Patriotism took an upward swing last month. . . . Big-hearted, little Philly Attina is all-out for an early victory. . . . His best friend has been drafted and left Philly holding the bag on three loans he had signed for him.

Scatterbrain Jane can't figure out how it is so easy for civil service employees to get pants on the cuff when it is so difficult for them to get cuffs on the pants.

MENTAL HYGIENE

By JOHN MONTGOMERY Mobile Blood Bank For Creedmoor

Employees at Creedmoor who wish to give blood to the Red Cross blood bank are being sent to Jamaica. We are wondering if it is at all possible to ask the mobile blood bank to come to Creedmoor, in view of the fact that the process of giving blood is often an enervating one?

Flag Day

The Employees' Association of the Hudson River State Hospital in Poughkeepsie is to present a set of colors to the hospital June 14 (Flag Day).

Sports Section

Bob Rogers, the pitcher, is showing them how this year. Twirling for the Hudson River State Hospital baseball team, he fanned seven, permitted five hits and allowed one walk as his squad went on to a 4 to 1 victory over the Bronx Giants.

Palmer Becomes Ensign

Edward F. Palmer, former assistant personnel technician in the municipal inspection division of the State Civil Service Department, has been commissioned an Ensign in the Navy.

Changes

Frank Hornick has resigned from his job in the boys' group at Wassaic to take employment in Poughkeepsie. . . . Mrs. Alice P. Schiff, of Kingston, has obtained a post at Wassaic. . . . Mrs. Lois Kumpf, Wassaic, a former employee, has taken a job in the main office.

We're welcoming letters from all you boys and gals in the State Mental Hygiene Department. Write about your problems, your working conditions, anything else on your mind. Address Mental Hygiene Notes, Civil Service LEADER, 97 Duane Street, New York City.

Awards

Awards at Hudson River State for the 12th annual victory card party:

- 1—\$1,000 War Bond to Mr. William J. Gorman, Travelers Insurance Co.
- 2—\$500 War Bond to Mrs. Frances Frank, 9 Mack Rd., Poughkeepsie.
- 3—\$100 War Bond to Helen M. Walker, 145 Montgomery St., Poughkeepsie.
- 5—\$25 War Bond to Magdalina Kilian, Strand Building, Poughkeepsie.
- 6—\$10 War Savings Stamps to Frank Rabetoy, Station A, Ogdensburg.
- 7—\$10 War Savings Stamps to Marion Perrine, Beacon.
- 8—\$10 War Savings Stamps to H. MacEntee, Dorsey Lane, Hyde Park.
- 9—\$10 War Savings Stamps to Lilian Allers, 155 Mansion St., Poughkeepsie.
- 10—\$10 War Savings Stamps to Frank S. Koladrik, Ward 45, Edgewood.
- 11—\$10 War Savings Stamps to H. Heller, 71 Oakdale Ave., Poughkeepsie.
- 12—\$10 War Savings Stamps to Mrs. McCormick, Station A, Ogdensburg.
- 13—\$10 War Savings Stamps to Marion Reid, 40 Montgomery St., Poughkeepsie.
- 14—\$10 War Savings Stamps to Edward Rechenig, 132 N. Clinton St., Poughkeepsie.
- 15—\$10 War Savings Stamps to Pauline Martin, Wassaic State School, Wassaic.

Army, Navy Union in Memorial Parade

The Kings County Council of the Army & Navy Union, U.S.A., composed of the 12 Garrisons in Brooklyn with their auxiliary and Five and Drum Corps, participated in the Memorial Day parade on Bedford Avenue through Eastern Parkway to Prospect Park Band Stand on Saturday.

POSTAL NEWS

By DONALD MacDOUGAL

They Smell Something

Postal workers this week found a new angle in the Ramspeck Time-and-a-Half Overtime Bill, now up for action in Washington.

The Joint Conference of Affiliated Postal Employees went on record definitely opposing the bill; Emanuel Kushelewitz, president of Branch 36, National Association of Letter Carriers, may go to Washington to spread the word.

Said Kushelewitz: "On the surface it raises overtime provisions from 86c to \$1.03 an hour for overtime between 40 and 48 hours a week. But, above 48, it doesn't apply. What, then, is going to stop postal officials from working men way over 48 hours a week free and cashing in on their labors?"

It was Mr. Kushelewitz's claim that the new bill supersedes the 8th-hour-within-10-hour law, prohibiting anybody from working longer than 8 hours within 10, unless paid overtime. Said he: "I wouldn't even be surprised to see the department go back 50

years in its rules and bring regulars in to replace subs on Sundays. This law would allow them to get away with it."

He charged that the raise in pay for overtime is "merely a subterfuge for the majority of Federal employees. What they don't see is that they have more to lose by it than to gain."

If It Happens . . .

If Mr. Kushelewitz is right, and many folks in Washington hold the same idea, the situation may rival that which prevailed in wartime England not long ago. The Britons found that overworking their federal employees didn't help the situation in the long run. Even in the short run.

From the P.G.

Meanwhile, a new order has come from the Postmaster General's office, providing for overtime in place of compensatory time up to a minimum of eight hours on Saturdays for assistant postmasters, supervisors and regular employees. Also for regular employees' overtime, except in cases of village carriers, for service exceeding eight hours a day, including Saturdays.

How Civil Service Commission Works

(Continued from Page Three)

of the State Education Department and Federal funds.

6,500 in First Year

In its first year of existence, the bureau established 30 training courses. The bureau's training supervisors and consultants organized the programs, constructed the syllabi, prepared and rated special tests given at the end of each course. The 6,500 employees who attended the lectures were allowed special service rating credits. The selection of instructors is a cooperative endeavor, the Bureau getting together with the departmental training supervisors in their recruitment. Quite frequently expert personnel from the departments themselves serve as lecturers or conference leaders.

Among 33 courses held in the second year was one called Criminal Law-Enforcement, attended by 1,625 employees in city and county law enforcement agencies and departments and another on street car operation attended by future city employees—civil service eligibles who had passed an examination but had not yet been appointed.

This year, the bureau of training will assist city departments in conducting more than 60 courses. The departments in which these courses are being held include Docks, Educational, Health, Hospitals, Housing, Purchase, Sheriff, Water Supply, Gas and Electricity and Welfare. In the planning stage are additional courses for 14 more departments.

Transit Courses Most prominent in the near future is an enormous program for the Board of Transportation, embracing 21 separate courses

and covering such a wide variety of subjects as Car and Shop Maintenance for operations employees, Conferences On Supervision for foreman and supervisors, Public Relations for traffic personnel supervisors, Safety Training for transportation supervisors and a defense course known as Municipal Bombardment Protection For Transportation Personnel.

In addition to helping departments hold in-service training courses, the staff of the bureau compiles manuals of instruction and motion picture slide films for the use of employees taking the courses. A new film which will be shown to all city department heads in the near future is one on letter-writing. The bureau of training expects the bureau to be so enthusiastic to this film, that department heads will be fighting among themselves for first view of the film.

Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

Open Competitive Tests

Air Traffic Control Recorder: The training, experience and personal qualifications test will be held as soon as practicable.

Apprentice (Automotive Trades): The rating of the written test is in progress.

Assistant Buildings Manager (Housing Authority): The rating of the written test has been completed.

Assistant Civil Engineer: The written test will probably be held June 27, 1942.

Assistant Gardener: Candidates were notified of their ratings last week.

Assistant Mechanical Engineer: The written test was held on April 18th.

Blacksmith: The practical test is being completed this month.

Bus Maintainer, Group B (B.M.T. Division, N.Y.C.T.S.): The final key answers have been adopted.

Car Maintainer, Group F: This examination is being held in abeyance pending promotion examinations in the I.R.T. and B.M.T. Divisions.

Chief of Project Planning, Housing Authority: The written test was held on May 6th.

Clerk, Grade 1: The written test will be held as soon as practicable.

Conductor (N.Y.C.T.S.): The written test was held on April 25th.

Dental Hygienist: The written test was held on May 2nd.

Dietitian: The rating of the written test is about 75 percent completed.

Director of Education (Department of Correction): The written test was held this month.

Director of Education (Department of Hospitals): The written test was held this month.

Electrician: The practical test will be held as soon as practicable.

Foreman, Furniture Maintainer: The written test was held April 29th.

Health Inspector, Grade 2: Report on the final key answers was forwarded to the Commission.

Inspector of Boilers, Grade 3: The written test was held on May 8th.

Inspector of Elevators, Grade 3: The rating of the written test is in progress.

Inspector of Housing, Grade 2: The training, experience and personal qualifications test will be held as soon as practicable.

Inspector of Live Poultry: The written test was held Wednesday, May 27.

Inspector of Plastering, Grade 3: The rating of the written test has been completed.

Inspector of Printing and Stationery, Grade 2: The rating of the written test is in progress.

Interpreter: The rating of Part II of the written test has been completed.

Junior Civil Engineer: The rating of the written test is in progress.

Laboratory Assistant (Bio-Chemistry): The rating of the written test is nearing completion.

Marine Engineer: The rating of the written test has begun.

Mechanical Engineer (Salvage): The written test will be held as soon as practicable.

Office Appliance Operator, Grade 2 (Burroughs Accounting or Book-keeping Machine): The practical test will be held this month.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine): The practical test will be held this month.

Office Appliance Operator, Grade

1 (I.B.M. Numeric Accounting Machine): The practical test will be held this month.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine): The qualifying written test was held.

Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine): The qualifying written test was held.

Printing Specifications Writer: The rating of the written test is about two-thirds completed.

Psychologist: The rating of qualifying experience has been completed.

Senior Cremlist: List is published on page 12.

Stationary Engineer: The written test was held on May 23rd.

Stationary Engineer (Electric): The written test was held on May 9th.

Trackman (N.Y.C.T.S.): The written test was held on May 16th.

Typist, Grade 1: The practical tests will be held on July 2, 3, 6, 7, 9, 10, 11 and 13.

Promotion Tests

Airbrake Maintainer (N.Y.C.T.S., All Divisions): The practical test will be held as soon as possible.

Assistant Civil Engineer: The written test will be held June 27.

Assistant Foreman (Sanitation): The rating of Part II is in progress.

Assistant Station Supervisor (N.Y.C.T.S.—IRT and BMT Divisions): The written test will be held June 27th.

Assistant Supervisor, Grade 2 (Social Service), City-wide: The rating of the written test has been completed. The rating of education and experience is in progress.

Assistant Train Dispatcher (N.Y.C.T.S.—IRT and BMT Divisions): The written test was held on May 6th.

Bus-Maintainer, Group B (BMT Division, N.Y.C.T.S.): The final key answers have been adopted.

Car Maintainer, Group B (N.Y.C.T.S.—All Divisions): The practical test will be held as soon as possible.

Clerk of District, Municipal Court: The written test was held on April 11th. The rating of the written test will begin shortly.

Conductor (N.Y.C.T.S.—All Divisions): The written test was held on April 25th.

Court Clerk, Grade 3: The rating of the written test is about 50 percent completed.

Court Clerk, Grade 4: The rating of the written test is about 25 percent completed.

Electrical Engineering Draftsman: The rating of the written test is in progress.

Electrician: The practical test will be held as soon as practicable.

Elevator Operator, Department of Hospitals: The qualifying practical test will be held as soon as practicable.

Foreman (Electrical Power, N.Y.C.T.S.—All Divisions): The written test will be held on July 9.

Foreman (Lighting, N.Y.C.T.S.—All Divisions): The rating of the written test has begun.

General Foreman, Grade 4: The rating of the written test is in progress.

Inspector of Boilers, Grade 3: The written test was held on May 8th.

Inspector of Housing, Grade 3: The rating of the written test is about 50 percent completed.

Inspector of Licenses, Grade 2: The rating of the written test is in progress.

Junior Counsel, Grade 3: The written test will be held June 13th.

Law Assistant, Grade 2: The rating of the written test has begun.

Light Maintainer (N.Y.C.T.S.—All Divisions): The rating of the written test is about 50 percent completed.

Maintainer's Helper, Group B (N.Y.C.T.S.—All Divisions): The written test was held April 18.

Motorman (BMT, IND and IRT Divisions): The qualifying practical test will be held in two months.

Power Maintainer, Group A (N.Y.C.T.S.—IRT and BMT Divisions): The written test is being held on May 25th.

Sergeant-on-Aqueduct: The written test is being held this month.

Sergeant (P.D.): The rating of Part II of the written test is about completed.

Sergeant (P.D.), Special Examination: The written test was held on May 9.

Signal Maintainer, Group B (N.Y.C.T.S.—All Divisions): The written test will be held June 21.

Special Patrolman, Grade 2, N.Y.C.T.S. The written test has been postponed to June 20.

Stationary Engineer: The written test was held May 23rd.

Stationary Engineer (Electric): The written test was held May 9th.

Stenographer, Grades 2 and 3: Objections to the tentative key answers are being considered.

Supervisor, Grade 3 (Social Service): The oral interview test is being held this month.

Ventilation and Drainage Maintainer (N.Y.C.T.S.—All Divisions): The practical test will be held as soon as possible.

Warden: The rating of the written test is in progress.

Want to Switch to Gov't Work? We'll Tell You How...



IF YOU'RE doing a job that's worth while in the war effort you can be just as effective as a man on the front line. If you haven't found your war job, you owe it to yourself to come in and let us help you.

Never in our nation's history was there greater need for men and women doing the work for which they were best fitted.

Never were there more jobs — in government service or private industry — begging for men and women to take them.

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WE CAN HELP YOU FIND THE JOB OR THE TRAINING THAT BEST SUITS YOU.

And this service is absolutely free to you with a regular \$2 subscription to The Civil Service LEADER.

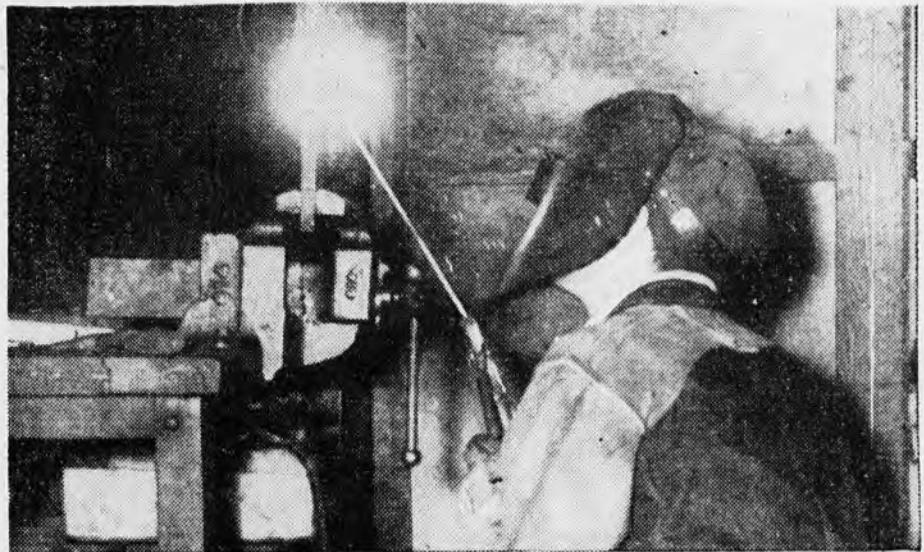
Here's What the Job-finding Service Gives You!

- 1. A PERSONAL INTERVIEW**
An expert compiles a record of what you have done, tries to tell you what you can do best in the war effort. If you can't come in, we'll conduct the interview by mail.
- 2. VOCATIONAL GUIDANCE**
The first interview endeavors to uncover hidden abilities which may fit you for government work. Later, vocational guidance is at your service to answer your questions about civil service jobs, duties, requirements, opportunities.
- 3. TRAINING**
If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.
- 4. JOBS OPEN**
Exams which open in the City, State, and Federal government service, and some defense openings in private industry, for which, in the opinion of our job-finding expert you qualify, will be personally brought to your attention by mail. We try to make this service as complete as we can.
- 5. HOW TO PREPARE**
Proper study methods and study material will from time to time be suggested to help you pass the test for which you file, if you so request. Also, you get every aid in filling out your application.
- 6. QUESTION SERVICE**
You may call upon us to answer any question with regard to civil service or defense jobs. We endeavor to answer these questions as completely as available information permits. For eligibles and employees, we answer questions relating to lists, transfers, promotions, etc.

THIS UNIQUE JOB-FINDING SERVICE IS FREE

with a regular subscription to The LEADER. Your subscription registers you, and you get the service immediately.

REMEMBER: Unless you know when to apply, and for what, you are groping in the dark. Let us guide you toward that civil service job by telling you whether or not you are eligible.



THESE JOBS ARE OPEN RIGHT NOW—COME IN AND WE'LL TELL YOU WHERE TO APPLY AND THE REQUIREMENTS!

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Jr. Chemist Economist Scientific Aide	RADIO Radio Repairman Radio Operator Trainee, Signal Corps Radio Inspector	INSPECTOR Aircraft Engines Electrical Building Construction Textiles Clothing Hats Hosiery	

The Job Guidance Service maintains a complete listing of vital defense jobs and the industries in which they occur, as well as an index of free defense courses sponsored by the New York City Board of Education, N.Y.A., U.S. Department of Education and tuition courses offered by private defense and commercial schools. We will tell you about the type of training for which you are best suited and the chances for getting a job with the Government or in private industry after you finish your training.

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Examination Requirements

U. S. Tests

Trainee, Junior Aircraft Communicator

\$1,440 a Year

Open to Both Men and Women

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

Appointments will be known as War Service Appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war.

Place of employment: Region I, Civil Aeronautics Administration, Department of Commerce, headquarters: LaGuardia Airport, New York, N. Y. (Region I comprises 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 perform elementary duties in connection with communication activities and to receive training for aircraft communicator positions in the operation and ordinary maintenance of radiotelegraph, radiotelephone, and teletype equipment in the taking and reporting of weather observations and the use of meteorological and associated equipment; to enter specific information on station activity logs; to maintain files and records; and to perform related duties as required.

Aircraft communicators provide airmen and other persons concerned with information vital to the safe operations of aircraft by means of radiotelephone, radiotelegraph, teletype, and interphone.

Conditions of employment—Trainees will first enter on duty at stations located at or near regional headquarters of the Civil Aeronautics Administration at New York City. Normally, the intensive period of training will be approximately six months. 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 operating duties. Employees who complete the training period, except in circumstances over which they have no control, will be expected to remain in the service for at least

two years, and subject to any assignment at any location required by the Civil Aeronautics Administration.

Employment opportunities: Preference in consideration for appointment will be given eligibles who have any of the following qualifications: (1) A first-class or second-class radiotelegraph operator license, a restricted radiotelegraph operator permit, a first-class or second-class radiotelephone operator license, a class A or B amateur radio operator license, or (2) the successful completion of a radio course in any resident school giving instruction in radio telegraph code, or on radio communication equipment, or (3) a pilot certificate, any class, issued by the Civil Aeronautics Administration.

Promotion: After training is completed, and subject to existing vacancies, trainees will be promoted to the position of aircraft communicator, CAF-3, \$1,620 per annum. Positions and salaries progress upward to chief aircraft communicator, \$3,200 per annum, at class A stations.

Examination Required

Minimum qualifications: Typewriting ability—Applicants must show conclusively that they are able to operate a regular typewriter at a minimum speed of forty words per minute by touch system, or a teletypewriter at a minimum speed of thirty-five words per minute by touch system. Persons appointed as a result of this examination, who are unable to maintain the required speed at the time of appointment may not be continued in the service.

Written test: Competitors will be rated on the basis of a written aptitude test on a scale of 100. This test will consist of questions on general information, and on code learning.

Age limits: 17 to 40.

Physical Requirements

General requirements: Applicants must be in sound physical health at the time of appointment. Persons having remediable defects or curable diseases, and who are otherwise qualified, will be admitted to examination, but must submit proof during the life of the eligible register that such defects or diseases have been remedied or cured before they may be considered for appointment. Diseases or physical defects sufficient to impair efficiency, to endanger fellow employees or to constitute an undue retirement hazard, will disqualify for appointment. Applicants must be able to speak clearly and distinctly.

Vision: Vision must be at least 20/30 (Snellen) in each eye, glasses permitted, and at least 20/200 (Snellen) in each eye, without glasses; except that persons whose vision with glasses meets the requirement named above, but whose vision without glasses is less than 20/200 (Snellen) in either eye will be suspended, and they will not be eligible for appointment until satisfactory evidence has been presented to the commission showing that there is no disease or defect of the eye other than an error of refraction.

Hearing: Ordinary conversation must be heard and understood at a distance of at least 15 feet with one ear.

How to Apply

File the following forms with the Manager, Second U. S. Civil Service, Federal Building, Christopher Street, New York, N. Y.:

1. Application Card Form 4,000-ABC.
2. Supplemental Form 2902 Revised (Jan., 1942).

Note: Applicants who desire their records of service in the armed forces to be considered, should be prepared to present documentary proof of their claim if and when requested.

Trainee Traffic Controller (Airway and Airport)

\$1,800 a Year

Open to Both Men and Women

Conditions of employment and promotion for trainees: Normally, appointees will be subject to a period of training for 6 months which will combine a thorough course of instruction concerning the objectives and procedure of the service with practical work in the various field activities. Advancement to the

higher grade positions will depend upon the occurrence of vacancies and upon the individual record of the appointee. At the present time there are a large number of vacancies in the higher grade positions.

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

Appointments will be known as War Service Appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war.

Place of employment: Region I, Civil Aeronautics Administration, Department of Commerce, headquarters: LaGuardia Airport, New York, N. Y. (Region I comprises 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

Under immediate supervision and instruction, to perform simple, routine assignments at an airway control center or an airport traffic control tower, and to receive training in the fundamentals of airways and airport traffic control.

Note: The duties of the position, as described above, are related directly to the safety of human life in the transportation by air, and are exacting and responsible. Eligibles are required whose experience, qualifications, moral character, sobriety, and general fitness are beyond question. Applicants whose experience or personal qualifications are found, upon investigation or as a result of oral examination, not to be such as would contribute to the establishment and maintenance of safe and efficient service will not be accepted for this position.

Requirements

General requirement—Except for the substitution provided for below, all applicants must show that they have been graduated from a standard 4-year high school course or have completed at least 14 units of high school study.

Additional experience—Except for the substitution provided for below, applicants must have had not less than 2 years of progressive full-time, paid experience in the field of aircraft traffic control, operations or radio voice communications.

Substitution of education, training or flying time for experience: In lieu of each year of the above experience, there may be substituted any one of the following:

- (1) 2 years of study in a college or university of recognized standing.
- (2) Possession of private pilot certificate.
- (3) Possession of a senior controller operator certificate.
- (4) 6 months' intensive training, or equivalent, in the field of aeronautics in a technical institute, aeronautical school, defense training course sponsored by the Office of Education, or other institution giving specialized instruction in aviation subjects.
- (5) Completion of civilian pilot training ground school course.
- (6) 100 hours of solo flying time (within the most recent 10 years).

Substitution of experience, or flying time for general requirements: In lieu of each year of the above general requirement of high school study, there may be substituted any one of the following:

- (1) 6 months of experience as outlined in the additional experience paragraph above.
- (2) 50 hours of solo flying time (within the most recent 10 years).

Written test: No written test is required. Applicants' qualifications will be judged from a review of their experience.

Age limits: 20 to 45.

Physical Requirements

General requirements: Applicants, at the time of appointment, must be in sound physical health and capable of performing arduous duty. Hernia (whether or not supported by truss), organic heart disease (whether or not compensated) or other diseases or physical defects sufficient to impair efficiency or to endanger fellow employees, will disqualify for appointment. Persons having remediable defects or curable diseases, and who are otherwise qualified, will be admitted to examination, but must submit proof during the life of the list of eligibles that such defects or diseases have been remedied or cured before they may be considered for appointment.

Speech: Applicants must be able to speak the English language clearly and distinctly.

Vision: A visual acuity of at least 20/20 (Snellen) in each eye separately, without correction, and an average depth of perception of 30 millimeters or less, with or without glasses; provide that if the vision in either or both eyes is not poorer than 20/50 (Snellen) and is brought up to 20/20 (Snellen) or better in each eye by glasses, or if the depth perception is greater than 30 millimeters and be corrected to at least 30 millimeters by glasses, an applicant may be qualified in either event on condition that the correcting glasses be worn while he is on duty. An applicant must have: (1) no diplopia; (2) not more than diopter of hyperopia; (3) properly balanced eye muscles with an adduction of 3 diopters or more; (4) sufficient accommodation to pass a prescribed test based primarily upon ability to read official aeronautical maps; (5) normal fields of vision; and, (6) no pathology of the eye.

Hearing and equilibrium: Ordinary conversation must be heard

How to Apply for a Test

For City Jobs: Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

at a distance of at least 15 feet with each ear. An applicant must have no disease of the mastoid; no unhealed perforations of the ear drum, and no disturbance of equilibrium.

Nervous system: An applicant must have no disease of the mental or nervous system and no abnormality of the personality.

How to Apply

File the following forms with the Manager, Second U. S. Civil Service District Federal Building, Christopher Street, New York, N. Y.: Application Form 8, excluding Officer's Certificate of Residence, and Application Card Form 4007-ABC.

Note: Applicants who desire their records of service in the armed forces to be considered, should be prepared to present documentary proof of their claim if and when requested.

Electrician

\$2,000 to \$2,600 a Year

Outside Plant Man

\$2,000 to \$2,600 a Year

Note: For these positions eligibles must be willing to travel, for which they will receive additional compensation. For travel outside the country, appointees will also receive a 25 percent increase in salary.

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

Place of Employment: Signal Corps, War Department, Radar Laboratory, Camp Evans, Belmar, New Jersey.

Duties

Electrician—To install, maintain, and repair electrical apparatus and equipment of the industrial type (including generators, motors, conduits, meters, switchboards, etc.), used in connection with large industrial plants and on construction projects.

Outside Plant Man—To prepare a site for small prefabricated building, including the pouring of concrete for foundation, the assembly and erection of the building and equipment; to assist electrician and radio mechanics in assembly and rewiring of equipment.

Requirements

Electrician—Applicants must have completed a four-year apprenticeship as electrician, or must have had at least four years of practical experience. Preference will be given to applicants who have had Industrial Electrical experience (such as electrical installation, repair and maintenance of heavy machinery, construction equipment, industrial plants, etc.).

Note: Experience that has been confined to house-wiring will not be accepted as qualifying.

Outside Plant Man—Applicants must have had at least four years of experience in general construction work above the grade of laborer, within which must be shown at least 6 months of experience in each of any three trades common to general construction projects (such as carpentry, masonry, electrical installation, plumbing, structural iron work, rigging, etc.). Preference will be given to applicants who have had experience on the assembly of prefabricated buildings.

No written test is required. Applicants will be judged from a review of their experience.

Lower age limit, 20. There is no maximum age limit.

Ask for announcement No. 2-98 (unassembled) at the Federal Building, 641 Washington Street, New York City.

Junior Stenographer

(Male)—\$1,440 A Year

(Senior stenographer positions at \$1,620 a year will also be filled from the junior stenographer register as indicated below.)

Junior Typist (Male)

\$1,260 A Year

Applications will not be accepted from female applicants.

Note: No subsequent application card will be accepted from a person who has previously been rated eligible in these examinations. A person who has previously been

rated ineligible in either of these examinations may apply again for the examination; and one who attains eligibility as a typist but not as a stenographer may compete in the examination again for the purpose of attaining eligibility as a stenographer.

Applications will be received until the needs of the Service have been met.

Places of employment: Various Federal Government agencies in the State of New York.

Examination Required

Experience—There is no experience requirement for junior stenographer or junior typist but the junior stenographer list of eligibles resulting from this examination may be used to fill senior stenographer positions at \$1,620 per annum by selecting the names of these eligibles who have had at least two years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

Written Test—Competitors will be tested on the subjects listed below, which will have the relative weights indicated. (Descriptions of the examination subjects and sample tests are shown on Form 2-2996 attached hereto.)

Weights	
Subjects	Typist Steno
Copying from plain copy (typewriting) ...	100 50
General	50
Stenography	50
Totals	100 100

In each subject, non-preference competitors must obtain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

On the Copying from Plain Copy Test—Each five strokes is considered as one net word. To pass, each competitor must type an average of 35 correct net words per minute. Each error results in a deduction of approximately one net word per minute. The maximum number of errors will be not more than 15. (See sample test.)

The General Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required ratings in Subjects 1 and 2. Those who fail on the General Test will not be rated on Subjects 1 and 2.

No sample questions are available. The test is designed to measure the ability to understand and follow simple written directions, knowledge of word usage, and general skill in the use of the English language. Four or five alternative answers are suggested for each question. The competitor selects the appropriate or correct answer, and makes a mark corresponding to the answer selected on a special answer blank provided for that purpose.

The Subject of Stenography is required of stenographic competitors only; it will not be rated unless the competitor qualified as a junior typist.

The dictation will be at the rate of (Continued on Page Fifteen)

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LISTING OF CAREER TRAINING SCHOOLS

ACADEMIC & COMMERCIAL—COLLEGE PREPARATORY
 DeKalb Academy—DeKalb and Flatbush Ext., Brooklyn—Regents accredited—Main 4-8558.

ACCOUNTING MACHINES
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting Machines, Tabulators, Sorters and Key Punches—Circle 5-6425.

AIR CONDITIONING
 Tech—108 5th Ave.—Welding, drafting, refrigeration, heating, radio. Chelsea 2-6330.

AUTO DRIVING INSTRUCTION
 Bill's Auto Driving School—171 Worth St. (opp. State Bldg.)—Worth 2-6990

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 Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course—STuyvesant 9-6900.

BANK EXAMINER
 New York School of Banking—World Bldg., 63 Park Row—Intensive review course by men with wide practical examining experience—prepare men for State Bank Examiner. Exam expected soon. Permanent position, fine salary, pension and insurance.—Classes meet Wednesday and Friday 7 P.M. Home Study Course available.—REctor 2-4371.

BENCH ASSEMBLY—AVIATION
 Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.

BUSINESS MACHINES
 Delehanty Institute—11 E. 16th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.
 Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.

CARD PUNCH OPERATOR
 Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—STuyvesant 9-6900
 Accounting Machine Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting Machines, Tabulators, Sorters, and Key Punches—Circle 5-6425.

CIVIL SERVICE
 Delehanty Institute—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes—STuyvesant 9-6900.
 Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

DRAFTING
 Delehanty Institute—11 E. 16th St.—Complete 500-hr. Course—Day or Eve. STuyvesant 9-6900.
 New York Drafting Institute—276 W. 43d St.—Day and Evening Classes. Wisconsin 7-0366.
 Manhattan Technical Institute—1823 Broadway (59th)—Day and Evening Classes—Circle 5-7857.
 Mendell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2086.

FINGERPRINTING
 Delehanty Institute—115 E. 15th St.—New class forming. STuyvesant 9-6900.
 New York School of Fingerprints—22-26 E. 8th St.—Introductory course for fingerprint expert. GRamercy 7-1268.

MACHINE SHOP
 Delehanty Institute—11 E. 16th St.—Day & Evening Classes—200-300 hr. Courses—STuyvesant 9-6900.
 Lutz Machine School—1043 6th Ave. (near 39th St.)—Day and Evening Classes—PE. 6-0913.
 Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.

MECHANICAL DENTISTRY
 New York School of Mechanical Dentistry—125a W. 31st St.—Day and Evening Classes—Employment Service—Free Booklet—CHickering 4-3994

MEDICAL - DENTAL
 Manhattan Assistants School—60 East 42d St.—3 Month Special Course—Laboratory Technique & X-Ray—Day and Evening. Cat. L—MU. 2-6234.

MUSICAL INSTRUCTION
 N. Y. College of Music—114 E. 85th St.—Town Hall, June 17 at 5:30 P.M. Send for Information. BU. 8-9377.

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

SECRETARIAL SCHOOLS
 Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900
 Combination Business School—Civil Service Preparation—139 W. 125th St.—UNiversity 4-3170.
 Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn—Day and Evening Classes—Individual Instruction—South 8-4236.
 Merchants and Bankers Business School—55th Year—Day and Evening—220 East 42d St.—MU. 2-0886.
 Riverside Business & Secretarial School—Short Defense Courses, Beginners, Reviewers. Inexpensive.—2061 Broadway, N. Y. C. (72d St.)—TR. 4-2191.

TABULATING MACHINE OPERATION
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting Machines, Tabulators, Sorters and Key Punches—Circle 5-6425.

X-RAY AND LABORATORY TECHNICIANS
 Harvey School—384 E. 149th St.—Day and Evening Classes—MO. 9-6655.

WELDING
 Delehanty Institute—11 E. 16th St.—Day and Evening Classes—224-hr. Course—STuyvesant 9-6900.

On the Copying from Plain Copy Test—Each five strokes is considered as one net word. To pass, each competitor must type an average of 35 correct net words per minute. Each error results in a deduction of approximately one net word per minute. The maximum number of errors will be not more than 15. (See sample test.)

The General Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required ratings in Subjects 1 and 3. Those who fail the General Test will not be rated on Subjects 1 and 3. No sample questions are available. The test is designed to measure the ability to understand and follow simple written directions, knowledge of word usage, and general skill in the use of the English language. Four or five alternative answers are suggested for suggested for each question. The competitor selects the appropriate or correct answer, and makes a mark corresponding to the answer selected on a special answer blank provided for that purpose.

The Subject of Stenography is required of stenographic competitors only; it will not be rated unless the competitor qualified as a junior typist.

The dictation will be at the rate of 96 words a minute.

Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, owing to the fact that the noise of the machines would interfere with the dictation.

Applicants are responsible for providing themselves with satisfactory typewriters in good working order. Typewriter tables need not be furnished unless advised to the contrary on the notice admitting you to the examination. Any style of typewriter, except electric, may be used. Reexamination

Persons appointed from these or other examinations subsequent to March 16, 1942, will be given "War Service Appointments" and will not thereby acquire a classified (competitive) civil service status. Appointments will generally be for the duration of the war and, in no case, will extend more than six months beyond the end of the war. Applications for the following positions will be received (at the places indicated below) until the needs of the service have been met.

Address: Recorder, Labor Board, U. S. Navy Yard, Brooklyn, N. Y.
 Announcement Number and Title:
 2-474—Forger, Drop, Machinist, Toolmaker.

2-475—Anglesmith, Heavy Fires, Anglesmith, Other Fires, Blacksmith, Chipper and Caulker, Iron, Coppersmith, Diesinker.
 2-476—Flange Turner, Frame Bender, Loftman, Sailmaker, Shipfitter, Shipwright, Welder, Electric (specially skilled), Welder, Gas.
 2-476—Ordnanceman.

Address: Secretary, Board of U. S. Civil Service Examiners, Air Corps Eastern Procurement District, 90 Church Street, New York.
 Announcement Number and Title:
 2-480—Junior Administrative Procurement Inspector, Senior Procurement Inspector, Procurement Inspector.
 2-480—Associate Procurement Inspector, Assistant Procurement Inspector, Junior Procurement Inspector (12 optional branches, each grade).

Address: Secretary, Board of U. S. Civil Service Examiners, Pine Camp, Great Bend, New York.
 Announcement Number and Title:
 2-501—Automotive Mechanic.

Address: Secretary, Board of U. S. Civil Service Examiners, Seneca Ordnance Depot, Romulus, New York.
 Announcement Number and Title:
 2-5—Senior Guard.
 2-9—Firefighter (motor equipment).

Address: Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal, Watervliet, New York.
 Announcement Number and Title:
 2-441—Machinist.
 2-443—Benchman.
 2-444—Gauge Checker.
 2-20—Senior Guard.
 2-35—Toolkeeper.
 2-48—Machine Operator (boring mill), Machine Operator (engine lathe), Machine Operator (horizontal boring mill), Machine Operator (milling machine), Machine Operator (planer), Machine Operator (shaper), Machine Operator (slotter), Machine Operator (surface grinder), Machine Operator (turret lathe).

Address: Secretary, Board of U. S. Civil Service Examiners, United States Military Academy, West Point, New York.
 Announcement Number and Title:
 2-23—Attendant (mess attendant).
 Civil Service District, Federal Building, Christopher Street, New York.

Announcement Number, Title and Place of Employment:
 2-194—Boilermaker, A. T. S., Brooklyn, N. Y.
 2-196—Deck Engineer, A. T. S., Brooklyn, N. Y.
 2-292—Second Assistant Engineer (marine), A. T. S., Brooklyn, N. Y.
 2-392—Senior Inspector Engineering Materials, Inspector Engineering Materials, Associate Inspector Engineering Materials, Assistant Inspector Engineering Materials, Junior Inspector Engineering Materials (4 options), New York Naval Inspection District and Schenectady Naval Inspection District.
 2-393—Senior Inspection Ship Construction, Inspector Ship Construction, Associate Inspector Ship Construction, Navy Department (N. J. and New York as assigned).
 2-420—Under Inspector Ordnance

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will not be granted because of faulty typewriters.
 Time Required: About three and one-half hours will be required for the entire examination.
 Ask for Announcement No. 2-109 (assembled).

Help Wanted—Agencies
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 Blueprint operator, \$1,200 to \$1,440. Last filing date is June 30, 1942.
 Technical and scientific aid (including optional branches), \$1,500 to \$2,000. File to June 30, 1942.
 Naval architect: \$2,000 to \$5,000. June 30, 1942 is last filing date.
 Marine engineer: \$2,000 to \$5,000. June 30, 1942 is last filing date.
 Shipyard inspector: \$2,300 to \$3,800.
 Chief engineering aid, \$2,000; principal, \$2,300; senior, \$2,000; engineering aid, \$1,500. Last filing date June 30, 1942.

File Until December 31
 Air Safety Investigator, \$3,800 a year.
 Engineer, \$2,600 to \$6,500 a year.
 Engineering draftsman, \$1,440 to \$2,600 a year.
 File by June 30, 1942
 Junior Engineer, \$2,000; Options: All branches of engineering except naval architecture and marine engineering.

File Until Further Notice
 Junior Aeronautical Inspector (Trainee), \$2,600 a year.
 Orthopedic Mechanic, \$2,000 a year.
 Lithographer, (artistic or mechanical), \$1,440 to \$2,000 a year.
 Metallurgist, \$2,000 to \$5,000 a year.
 Radio Operator, \$1,620-\$1,800.
 Engineering Aid, \$1,440-\$2,600.
 (Continued on Page 16)

Furnished Rooms—West Side

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 "A FRIENDLY ATMOSPHERE"
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U. S. Tests

(Continued from Page Fourteen)

son who has previously been rated eligible in these examinations. A person who has previously been rated ineligible in either of these examinations may apply again for the examination; and one who attains eligibility as a typist but not as a stenographer may compete in the examination again for the purpose of attaining eligibility as a stenographer.

Applications will be received until the needs of the Service have been met.

Places of employment: Various Federal Government agencies in the State of New York.

Examination Required
 Experience—There is no experience requirement for junior stenographer or junior typist but the junior stenographer list of eligibles resulting from this examination may be used to fill senior stenographer positions at \$1,620 per annum by selecting the names of these eligibles who have had at least two years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

Written Test—Competitors will be tested on the subjects listed below, which will have the relative weights indicated. (Descriptions of the examination subjects and sample tests are shown on Form 2-2996.)

Subjects	Weights	Typist Steno.
Copying from plain copy (typewriting) ...	100	50
General
Stenography	50
Totals	100	100

In each subject, non-preference competitors must obtain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

Junior Stenographer (Female)—\$1,440 A Yr.
 (Senior stenographer positions at \$1,620 a year will also be filled from the junior stenographer register as indicated below.)

Junior Typist (Female) —\$1,260 A Year
 Applications will not be accepted from residents of New York City (comprising the boroughs of Bronx, Brooklyn, Manhattan, Queens, and Richmond), and from residents of Westchester County in the State of New York.
 Note: No subsequent application card will be accepted from a per-

U. S. Tests

(Continued from Page Fifteen) Inspector Naval Ordnance materials, \$1,620 to \$2,600 a year. Junior Inspector, Engineering Materials, \$1,620 a year. Machinist, \$1,800 a year to \$1.00 per hour. Shipfitter, \$6.81 to \$8.93 a day. Toolmaker, \$7.20 a day to \$1.08 an hour. Loftman, \$1.04 to \$1.12 per hour. Instrument Maker, \$7.44 a day to \$1.24 per hour. Investigator, \$3,200 to \$3,800 a year. Inspector, Defense Production Protective Service, \$2,600 to \$5,600 a year. Training Specialist, \$2,600 to \$5,600 a year. Instructor, \$2,000 to \$3,800 a year. Automotive Spare Parts Expert \$3,200 a year. Student Instructor Air Corps Technica. School U. S. Army and aviation service schools. U.S. Navy, \$1,620 a year. Economist, \$2,600 to \$5,000 per year. Departmental Guard, \$1,200 per year. Research Chemist, \$2,600 to \$5,000 per year. Technologist, \$2,000 to \$5,000 per year. Engineer, \$2,600 to \$5,000 per year. Pharmacologist \$2,600 to \$4,600 a year. Toxicologist, \$2,600 to \$4,600 a year. Meteorologist (any specialized branch) \$2,600 to \$5,600 a year. Expeditor (marine propelling and

outfitting equipment), \$3,200 a year. Technical Assistant (Engineering), \$1,800. Junior Astronomer, \$2,000. Chemist (Explosives), \$2,000 to \$5,000. Chemist (Engineer) (any specialized branch), \$2,600 to \$5,600. Physician (any specialized branch), \$2,000 to \$5,000. Airport Traffic Controller, \$2,000 to \$3,200. Airport Traffic Control Examiner, \$3,500. Alphabetic card-punch operator, \$1,200. Artistic lithographer \$1,800. Inspector, engineering materials \$2,300. Inspector, engineering materials (aeronautical), \$2,300. Inspector of clothing \$2,000. Inspector of hats, \$2,000. Inspector of textiles, \$2,000. Inspector of ordnance materials, \$2,300. Inspector (powder and explosives), \$2,300. Inspector (ship construction), \$2,300. Inspector (signal corps equipment), \$2,600. Instrument maker, \$2,200. Junior communications operator (air navigation), \$1,440. Junior communications operator (high speed radio equipment), \$1,620. Junior stenographer, junior typist, Washington, D. C. only. Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York. Horizontal sorting machine operator, \$1,260. Appointment in Washington D. C. only. Link trainer operator instructor, \$3,200; link trainer operator, \$2,900. Civil Aeronautics Administration. Student physiotherapy aid, \$420 w. m.; apprentice physiotherapy aid, \$1,440. Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200. Tabulating machine operator, \$1,260 to \$1,440 a year. Senior radio-technician, \$1,620 to \$2,300. Junior physicist, \$2,000. Physiotherapy aid, \$1,800. Procurement inspector, \$2,300. Shipyard inspector (various specialties), \$3,200. Under tabulating machine operator, \$1,260. Coal mine inspector \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600. Dental hygienist, \$1,620. Medical technical assistant, \$2,000. Under mimeograph operator, \$1,260. For appointment in Washington D. C. only. Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600. Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce. Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce. Assistant veterinarian \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department. Procurement inspector, various grades; \$1,620 to \$2,600 a year. Material Division Air Corps, War Department. Twelve optional subjects. Junior administrative procurement inspector, \$2,000; Material Division Air Corps, War Department. Twelve optional subjects. Inspector ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large. War Department. New York Ordnance District and Rochester Ordnance District. Instructor, various grades, \$2,000 to \$4,000. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical. War Department. Public health nurse \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States branches; optical or fire control instruments; naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials, \$1,620. Assistant air-way traffic controller, \$2,300. Senior flight supervisor, \$3,800. Flight supervisor, \$3,200. Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900. Medical officer, \$3,200 to \$3,800. Junior graduate nurse, \$1,620. Junior public health nurse, \$1,800. Public health nurse, \$2,000. Graduate nurse, general staff duty, \$1,800. Junior laboratory helper, \$1,440. Graduate nurse, optional branches: general staff duty and psychiatry, \$108.75 a month. Panama Canal service only. Trainee-Repairman, Signal Corps Equipment \$1,440 a year. Aircraft Armament Mechanic, \$2,200 a year. Junior Aircraft Armament Mechanic, \$1,800 a year. Machine Operator, boring mill (vertical including Bullard), rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, engine laths, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, horizontal boring mill, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, milling machine, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, planer, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, shaper, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, slotter, rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, surface grinder (Blanchard), rates of pay a day, \$5.92, \$6.64, \$7.36. Machine Operator, turret laths, rates of pay a day, \$5.92, \$6.64, \$7.36. Aircraft mechanic, \$1,680 to \$1,800 a year. Junior machinist, \$1,680 a year. Machinist, \$1,800 a year. Aircraft instrument mechanic, \$1,800 a year. Junior machinist, \$1,080 a year. \$1,680 a year. Junior Instructor, Air Corps Technical school, U. S. Army and aviation service schools, U. S. Navy, \$2,000 a year. Under Graphotype Operator, \$1,260 a year.

Better Sight

So many candidates who have done well in their written tests have failed to obtain Civil Service positions because of physical disabilities. Eyes have been an important cause of failure and it is important that your vision be in tip-top condition when you apply for your physical examination. Have your eyes tested, your lens prescriptions checked. The following are a list of reliable optometrists whom we have contacted and who will give particular attention to problems of Civil Service workers and candidates.



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Junior Inspection Trainee, Ordnance Material \$1,440 a Year

(For Filling the Position of Under Inspector, Ordnance Materials) Open to Both Men and Women

Persons who have examination on list resulting from examination announcement No. 2-512, need not apply for this examination, as their eligibility will be continued during the life of the list established as a result of this announcement. Closing date: Applications will be received until the needs of the service have been met.

Place of Employment: Ordnance Department at Large, War Department, New York Ordnance District, (comprising the Counties of Hunterdon, Middlesex, Monmouth, Somerset, and all counties north thereof in the State of New Jersey; and the Counties of Columbia, Greene, Sullivan, Ulster, and all counties south thereof in the State of New York).

As trainees in the capacity of Under Inspector of Ordnance Materials, to determine compliance of such materials with technical specifications.

Eligibles selected for employment will be given war service appointments under the designation Under Inspector, (Trainee for Junior Inspector), Ordnance Materials, at \$1,440 a year. These appointees will be placed in a formal training course (while on the Ordnance Department payroll) at a college or university selected by the New York Ordnance District. The present plan contemplates the use of the College of Engineering of New York University. The training course will involve the full-time study—8 hours a day, 5 days a week—for a period of three months. The Ordnance Department requires that appointees sign a statement indicating that it is their intention to remain in the service for a minimum of two years.

Examination Required: Education: Applicants must show: 1. That they have successfully completed at least one year of an engineering course in a college or university of recognized standing; or, 2. That they have successfully completed two years of general college study, including (a) one year of mathematics (including trigonometry in high school or college) and (b) one year of chemistry or one year of physics; or 3. Graduation from a standard high school including one-half year of trigonometry and one year of physics.

Written test: Competitors will be rated on the (subject of mechanical aptitude tests (mechanic lehrer and female trainee) on a scale of 100. No sample questions are available. Time required: Approximately 2 1/2 to 3 1/2 hours will be required for this examination. Age limits: 18 to 55.

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 danger to their fellow employees.

How to Apply: A. File the following forms with the manager, Second U. S. Civil Service District, Federal Building, Christopher street, New York: 1. Application form 2374 and Card form 4003-ABC. 2. Supplemental form A-495.061. Note: Applicants who desire their records of service in the armed forces to be considered, should be prepared to present documentary proof of their claim if and when requested. B. Necessary forms may be secured: 1. From the Manager, Second U.S. Civil Service District, Federal Building, Christopher street, New York City. 2. At any first or second-class post office in the New York Ordnance District.

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Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it. The department to which you were certified will notify you when you are about to be reached for appointment.

Table listing various job titles, departments, salaries, and dates. Includes titles like Able-Bodied Seaman, Accountant, Clerk, etc., and departments like Docks, Sanitation, Public Works, etc. Salaries range from \$1,200 to \$5,000. Dates range from 1942 to 1944.

New Series of N. Y. State Exams Scheduled to Open Next Week

As exclusively reported in *The Civil Service LEADER*, a new series of State examinations is about to open. Full requirements, which first appeared in this newspaper, are reproduced below. Applications for these exams are scheduled to be ready sometime during the week of June 8—though the State Civil Service Commission is unable to say precisely on which day of the week. For two of the exams, those for motor vehicle responsibility adjudicator and diet kitchen assistant, the requirements were not yet ready as the LEADER went to press.

You may obtain application blanks at the offices of the State Civil Service Commission, State Office Building, Albany, N. Y., or at Room 576, 80 Center Street, New York City. Deadline for filing applications is June 26. Please don't apply for forms before June 8, and if you can wait a few days longer, you'll be more certain that they'll be ready for you.

4140. Junior Mechanical Draftsman
Division of Architecture, Department of Public Works. Usual Salary range \$1,400 to \$1,900. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,400.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) two years of satisfactory drafting experience, of which one year must have been on the preparation of plans and tracings for the mechanical or electrical work for buildings, and graduation from a standard high school; or (b) two years of satisfactory building estimating or construction experience, of which one year must have been on the preparation of plans and tracings for the mechanical or electrical work for buildings, and graduation from a standard high school; or (c) satisfactory completion of two years of a four-year day course in engineering for which a degree is granted by a recognized college or university; or (d) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have an elementary knowledge of engineering drawing, applied science and mathematics as they relate to mechanical or electrical systems of buildings. College transcript not required.

Subjects of Examination
Written examination to include drafting test and test on fundamental mathematics and applied science as relates to buildings, relative weight 6; training and experience, relative weight 4. For use in the examination, candidates must provide drafting board, light weight drawing paper, at least 14 inches by 18 inches, drafting instruments, scales, T-square, triangles, and drawing ink.

4141. Physiotherapist
Division of Orthopedics, Department of Health. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650. If eligible candidates may compete also in No. 4142, Physiotherapy Technician. A separate application and fee must be filed for each.

Minimum Qualifications
Candidates must be graduates of an approved school of physical education or of a recognized college or university with specialization in physical education, supplemented by satisfactory completion of a course in physiotherapy at a school approved by the Council on Medical Education of the American Medical Association. Candidates must have a certificate to teach physical education and hygiene in the public schools of New York State, preferably valid for teaching physically handicapped children, or be eligible for such certification. Candidates must have a thorough knowledge of correctives and skill in their application to physically handicapped children. College transcript not required.

Subjects of Examination
Written examination on the duties of the position, relative weight

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4; training and experience, relative weight 6.

4142. Physiotherapy Technician
State Departments and Institutions. Salary varies. One appointment expected at Psychiatric Institute and Hospital at \$1,200 and maintenance, and at the Women's Relief Corps Home at Oxford at \$1,150 and maintenance. Application fee \$1. If eligible, candidates may compete also in No. 4141, Physiotherapist. A separate application and fee must be filed for each.

Minimum Qualifications
Candidates must have satisfactory completed a course of training in physiotherapy at a school approved by the Council on Medical Education and Hospitals of the American Medical Association.

Subjects of Examination
Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4143. Sr. Compensation Clerk and Interpreter (Hungarian and German)
Division of Workmen's Compensation, Department of Labor. Usual salary range \$1,600 to \$2,100. Application fee \$1. Appointment expected in the New York Office at the minimum but may be made at less than \$1,600.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) six years of satisfactory office experience preferably including two years of experience in workmen's compensation insurance; or (b) two years of satisfactory office experience preferably in workmen's compensation insurance, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be able to read, write, and speak English fluently and to interpret from English into Hungarian and German and their dialects and vice versa. They must be familiar with the workmen's compensation law.

Subjects of Examination
Written examination on the duties of the position, relative weight 3; translation from English to German, relative weight 1; translation from German to English, relative weight 1; translation from English to Hungarian, relative weight 1; translation from Hungarian to English, relative weight 1; training and experience, relative weight 2. In addition to the written examination in translation, oral tests may be given at a later date, which, if held, will constitute a one-half part of those subjects.

4144. Senior Economist
Division of Commerce, Executive Department. Usual salary range \$3,000 to \$3,700. Application fee \$2. Appointment expected at the minimum but may be made at less than \$3,000.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) four years of satisfactory experience in social or economic research, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including or supplemented by specialization in economics, including statistics; or (b) three years of experience as described in (a), and postgraduate work in an appropriate field equivalent to a master's degree; or (c) a satisfactory equivalent combination of the foregoing experience, education, and postgraduate training. One year of responsible supervisory experience in the field of social or economic research may be substituted for two years of the required general experience. Candidates must have a wide knowledge of the social sciences and they must have a knowledge of statistical theory and methods. Candidates must have critical judgment as to the value, soundness, and completeness of research projects, and the ability to confer with and elicit the cooperation of industrial leaders, officials of trade associations, labor unions, and government agencies. Detailed college transcripts required.

Subjects of Examination
Written examination on the du-

ties of the position, relative weight 5; training and experience, relative weight 5.

4145. Senior Education Examiner (Physical Sciences)
Division of Examinations and Testing, State Education Department. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120. One appointment expected.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) five years of satisfactory experience, within the last seven years in teaching physics and chemistry in a secondary school registered by the New York State Education Department, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in physics or chemistry and six credit hours in biology, supplemented by thirty-six hours of work acceptable for graduate credit in fields appropriate to the physical sciences, including six graduate credit hours in the field of physics and six graduate credit hours in the field of chemistry; or (b) five years of satisfactory experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in physics or chemistry and six credit hours in biology, and four credit hours in educational or mental tests and measurements, supplemented by thirty hours of work acceptable for graduate credit in fields appropriate to the physical sciences, including six graduate credit hours in the field of physics and six graduate credit hours in the field of chemistry; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the physical sciences; ability to rate the free answer type of questions; ability to supervise and direct others; good judgment; good physical condition. College transcript required.

Subjects of Examination
Written examination on the duties of the position, relative weight 6; training and experience, relative weight 4.

4146. Senior Laboratory Technician (Analytical Chemistry)
Division of Bedding, Department of Labor. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650.

NOTE: A promotion examination for this position will be held at the same time as this open-competitive examination. Although the law requires the promotion list to be used first for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open-competitive list will also be used. If eligible, candidates may compete also in No. 4137, Junior Analytical Chemist, and No. 4167, Junior Chemist, Westchester County. A separate application and fee must be filed for each.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) one year of satisfactory experience in analytical chemistry, preferably including analysis of filling materials for bedding and upholstery, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in science, including twenty credit hours in chemistry; or (b) four years of satisfactory experience in analytical chemistry in a chemical laboratory or in a production laboratory in the bedding and upholstery industries, and graduation from a standard senior high school, supplemented by thirty credit hours of university training in science, including twenty credit hours in chemistry; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good working knowledge of laboratory apparatus. Ability to understand the use of a microscope and micro-calipers, and experience

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in the bedding upholstery industries are desirable. College transcript required.

Subjects of Examination
Written examination on the duties of the position, relative weight 6; training and experience, relative weight 4.

4147. Senior Personnel Administrator
State and County Departments. Usual salary range, \$3,100 to \$3,850. Application fee, \$3.00. At present, a vacancy exists in the State Insurance Fund.

Minimum Qualifications
Candidates must meet the requirements of one of the following groups: (a) five years of satisfactory experience in accounting, public administration, personnel administration, financial management, or other related fields, of which three years must have been in a regularly organized personnel office, or in public administration work, involving, in either of these two types of employment, the handling of personnel matters relating to appointments and promotions and the preparation of budgets and payrolls, including one year in a responsible supervisory capacity, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (b) a satisfactory equivalent combination of the foregoing training and experience. Graduate work in the field of public, business, or

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(Continued on page Eighteen)

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Special Summer Resort Issue of The Civil Service Leader, June 9th, What For It!

BARGAIN BUYS

By Prudence Shopper

Shirts

SHIRTS, the standard item on most men's shopping lists, have been traveling in high price circles since shortages began to furnish an excuse for prices. If you don't know too much, best bets are the shirts guaranteed for one year, offered by Hearn's at \$1.79 and Arnold Constable at \$2.15. Bloomington has a complete line of white shirts from \$1.69 and features a Buckingham shirt at \$1.28.

Fashion Show

Every once in so often, the writing and shopping that goes with being Prudence Shopper involves a bit of something out-of-the-ordinary that adds spice to life. This week, we were asked to act as judge at a fashion show at Cooper Union. Contestants were the students, and the designs shown were all originals made under the tutelage of Miss Bou'ard. Luminescent paint, a product of the blackouts, got wide space as trimming and piping. First prize went to a trench coat with luminescent epaulets, buttons and

piping. Second prize went deservedly to defense worker's dress styled as a light blue denim jumper wrap-around to be worn with a white blouse. Front pleatings were used to give easy action. Which all goes to show that the models of the future are going to be intensely practical, at least.

The Solid Timber Shelter

Many of us have wondered, when we have an invalid in the home, how we will be able to protect that individual in case of air raids. The Solid Timber Products Co., Inc., located at 101 Park Avenue, New York City, has solved the problem for us. It has designed for home use the Solid Timber Shelter. It is made entirely of wood, uses no critical material in its construction, and is the first non-priority material air raid shelter that has made its appearance. Experiences prove that outdoor shelters are impractical, because of improper heating, lighting, water

tightness, etc. An indoor, family type shelter eliminates the danger of panic-stricken crowds, of separation from children, of tramping and suffocation.

There are two types of indoor shelters made by this company: the table shelter and the arch shelter, which tests have proven will withstand ten tons of debris.

For further information, contact above concern.

Return of Wallpaper

Wallpaper at one time was used in almost every home. But, like everything else, people changed their minds and styles. There seems to be another change of the mind because wallpaper is again being used profusely. Inexpensive wallpaper priced at 19c, 29c and 39c a single roll is being offered at Wilson's Department Store at the corner of Broadway, Graham and Flushing Avenues, Brooklyn. It is surprising how rooms in your apartment can be brightened by using the different patterns, designs and colors which can be procured to fit in harmoniously with your furniture, rugs, and what have you. There is also something else of interest to the good housewife. Sanitas and Walltex are washable wall coverings. They are offered in solid or plain patterns by the same organization. Take a tip from me and take the opportunity to make your home more attractive.



Follow the Leader

Bargain Buys for Leader Readers

The following concerns have pledged themselves to give special service to Civil Service workers and eligibles. For further information about the products and services advertised, write to Marion Allen, Civil Service LEADER, 97 Duane Street, N. Y. C.

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Lowest Spring Prices
IMMEDIATE DELIVERY
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Worth 2-9852 (Orland 7-0537)
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Cor. Valentine Ave.
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coverage—New York City, New
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State Tests

(Continued from Page Seventeen) personnel administration may be substituted on the basis that one year is equivalent to either one year of the required general experience or six months of the required specialized experience. Graduate work may not be substituted for the required supervisory experience. Candidates must have a good knowledge of modern personnel and office administration methods and of the New York State Civil Service Law. Transcript of graduate work required.

Subjects of Examination

Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

4148. Asst. Physician General County Service

(Open to residents of all counties) County Tuberculosis Sanatoriums. Salary varies. At present, a vacancy exists at the Ulster County Tuberculosis Hospital at \$1,500 a year and one meal daily. Application fee, \$1. This examination is open to residents and non-residents of New York State, but preference in certification will be given to legal residents of New York State and to those eligibles who are legal residents of the county in which the vacancy exists.

Minimum Qualifications

Candidates must be licensed to practice medicine in New York State or be eligible to enter the examination for such license, and must have served an internship of one year or its equivalent in a general hospital. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must have had, since graduation, one year of satisfactory medical experience including six months in full-time work in a tuberculosis hospital, sanatorium, clinic, or the tuberculosis department of an approved general hospital. A good knowledge of the principles and practices of medicine and surgery with particular reference to the care and treatment of tuberculosis patients is necessary.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4135. Horticultural Inspector

Department of Agriculture and Markets. Usual salary range \$2,100

to \$2,600. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,100. Appointments as Japanese Beetle Inspector may also be made from this list.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) two years of satisfactory experience in orchard or nursery work, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in the science of horticulture, entomology, and plant pathology; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the various species of insect pests and plants diseases and the modern methods of control, and of the law, rules, and regulations pertaining to inspection, certification, and quarantine of horticultural and farm products; they must be familiar with the production and handling of such products. They must have ability to make thorough inspections and investigations and to enforce the statutory requirements intelligently without arousing antagonisms; integrity; good judgment; reliability; pleasing personality good address. College transcript not required.

Subjects of Examination

Written examination on the duties of the position, relative weight 6; training and experience, relative weight 4.

4136. Jr. Accountant Contract Utility Accountant, Grade II

Public Service Commission. Usual salary range \$1,800 to \$2,300. (\$7 to \$9 a day). Application fee \$1.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory accounting or auditing experience of which two years must have been with a utility regulatory commission, or a public utility company which is either an operating or holding company, or a public accounting or service or consultation company engaged in auditing the books of utility companies; or (b) one year of specialized utility experience as described under (a), and graduation from a recognized college or university from a four-year course for which a degree is granted in accounting or economics, including or supplemented by 12 credit hours in accounting courses; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates who are college graduates as outlined under (b) and

who have earned an average in accounting subjects of 85 percent or better as certified by college authorities will be admitted to the examination without the one-year requirement of utility accounting under existing laws and regulations and a knowledge of general auditing practices. College transcript required.

Subjects of Examination

Written examination on the duties of the position, relative weight 6; training and experience, relative weight 4.

4137. Junior Analytical Chemist

State and County Departments and Institutions. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. At present one vacancy exists in the Division of Standards and Purchase, Executive Department.

If eligible, candidates may compete also in No. 4146, Senior Laboratory Technician (Analytical Chemistry), and No. 4167, Junior Chemist, Westchester County. A separate application and fee must be filed for each.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory laboratory experience in chemistry involving analytical determinations of inorganic and organic substances and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in chemistry; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good knowledge of the principles and procedures of chemical analysis and skill in laboratory technique; accuracy; thoroughness; integrity; good judgment. College transcript not required.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4138. Junior Calculating Machine Operator

State and County Departments. Usual salary range \$900 to \$1,400. Application fee 50 cents. Appointment (Continued on Page Twenty)

Discrimination At Creedmoor

(Continued from Page Seven) according to Mr. Helbig.

Moreover, reprisals are usually directed against those with the courage to fight these un-American practices. Little is done to prevent white anti-Negro employees from fomenting dissension.

In succeeding issues we'll tell you about petty little discriminations that make life miserable for Negro employees. We'll tell you, also, about cases where civil service regulations have been violated where Colored employees were concerned. We'll give cases of hardships imposed upon Negroes with respect to commutation privileges. And then we'll go into aspects of the working conditions affecting all employees.

Our purpose is simple: We're fighting a war to preserve the very elements of democracy. We can't afford to foster here what we're fighting abroad. The LEADER has long held editorially that racial bias has no place in government service. We're going to try to do something about it wherever we find it.

Meanwhile, institutional workers having grievances of information to contribute are invited to address the Editor, Civil Service LEADER, 97 Duane Street, New York City.

FURS AND FUR STORAGE

The following merchants have pledged themselves to cooperate with the Civil Service workers and eligibles and will give a special service when you make a purchase. Be sure to show your credentials

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Resorts

Stanley Woolf, well-known producer and theatrical manager, has added several new resort hotels to the circuit that will feature dramatic stock during the months of July, August and September. Among those recently signed are the Commodore, Swan Lake, NY - Tamarack Lodge, Greenfield Park, NY - Avon Lodge, Woodbridge, NY - Fallsview, Ellenville, NY and the President, Swan Lake, NY...

RESORTS

Adirondacks

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IN THE GLORIOUS ADIRONDACKS Between Thousand Islands and Ausable Chasms. A marvelous pleasure playground, 1,800 feet elevation and right on the lake with plenty of gorgeous woodlands. Bungalows and lodges with hot and cold running water and modern conveniences...

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Amusement Parade

By Joseph Burstin



ANN SHERIDAN who is co-starred with Ronald Reagan in Warner's melodramatic "Juke Girl" opening at the New York Strand Theatre, Friday



Ida Lupino's next film for Warner Bros. following "The Hard Way," which is now before the cameras with Joan Leslie, Dennis Morgan and Jack Carson in the other leading roles, will be a comedy by Jacques Thery, based on an original idea by Aubrey Wisberg, "The Horn Blows at Midnight." Mark Hellinger will produce...



GREER GARSON in "Mrs. Miniver" the next picture slated for the Radio City Music Hall

Nite Life

THE HOLLAND HOUSE TAVERNE will serve its thirty-one-course Javaansche Rijstaffel on Monday nights throughout the summer. It's a meal with thirty-one separate dishes that comes from the Netherlands East Indies...

Film of the Week

"TAKE A LETTER DARLING" at the New York Paramount Theatre, directed by Mitchell Leisen. This picture is a fast, hilarious comedy with no holds barred and witty cracks throughout. It's the usual big executive story, but this time in reverse—the advertising agency executive (Rosalind Russell) hires a male secretary (Fred MacMurray) to act as a phony fiancé...



GUY LOMBARDO At Waldorf-Astoria

First Dance Film Festival at Fifth Avenue Playhouse

The First Dance Film Festival, a two-hour program of classic and folk variety and representing the best efforts of Hollywood, Russia and France in screening the performances of the world famed ballet companies and individual artists, is now playing at the Fifth Avenue Playhouse.

Statistic

WASHINGTON — Seventy percent of all new federal employees are single.

RETIREMENT MEN and WOMEN Also Young People Enroll Now for OPEN AIR GOLF SCHOOL in the Heart of the City FUN • HEALTH • RELAXATION

Restaurants BE WISE — EAT AT SOLOMON'S DAIRY RESTAURANT Specializing in Gefilte Fish, Cheese Blintzes, Pirogen Borsht and Schav

Day Off on June 13 For Big Parade

New York City employees will be off Saturday after next, June 13. That's the day of the big parade commemorating "New York at War," when large numbers of city employees from all departments will be marching in the biggest line ever seen in the city. All city departments will be closed except those having to do with public safety.

Transit Benevolent Elects Officers

At the annual meeting of the New York City Transit Employees' Benevolent Association, Inc., held last week, the following officers were elected: President, Frank A. Sawicki, motorman; first vice-president, Douglas Millar, dispatcher; second vice-president, Mrs. Jessie Pickles, R. R. clerk; third vice-president, James McCoy, motorman; secretary, James Murphy, dispatcher; treasurer, Louis Lenhardt, dispatcher. Installation of the newly-elected officers will be held at the June meeting of the association.

Movies

RADIO CITY MUSIC HALL GREER GARSON WALTER PIDGEON In William Wyler's Production Based on Jan Struther's Novel "MRS. MINIVER" Pre-Release Engagement

BEGINNING FRIDAY, JUNE 5th ANN SHERIDAN • RONALD REAGAN in Warner Bros' Hit—"JUKE GIRL" IN PERSON CAB CALLOWAY and His Jumpin' Jive Jubilee

DINE AND DANCE

ZIMMERMAN'S HUNGARIA Famous for its Food, DINNER FROM \$1. Lively Floor Show at 7:30, 10:30, 12:30. Gypsy and Dance Orchestras. Continuous Music and Dancing from 6 P.M. to Closing. No Cover.

Civil Service RESORT THE LEADER INFORMATION DEPT. Is Again at Your Service Our Resort Department will be glad to answer your inquiries regarding a suitable Hotel, Camp, Dude Ranch or Seashore Resort for your vacation.

State Tests

(Continued from Page Eighteen)
ment expected at the minimum but may be made at less than \$900.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard junior high school; or (b) three months of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in calculating machine operation will be accepted in lieu of three months of the required experience. One year of satisfactory office experience will be accepted in lieu of each year of the required education. Each candidate must state on his application the make and model of calculating machine on which he is experienced and which he intends to use in the examination. Each candidate must furnish a calculating machine for use in the examination. The eligible list established by this examination will be subdivided into, and certified by, groups representing (a) the key drive and (b) the key set types of standard calculating machines.

Subjects of Examination

Practical test on the calculating machine, relative weight 10.

4139. Jr. Epidemiologist

Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

Minimum Qualifications

Candidates must be graduates of an approved medical school, and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must have completed one year of internship in an approved general hospital, and a post-graduate course in public health approved by the Public Health Council for health officer, Grade II, in New York State, and must have had six months of satisfactory full-time public health experience, within the last three years immediately preceding the announced date of this examination, in a city, county, or state health department, or in similar organizations. College transcript not required.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4128. Asst. Bookkeeping Machine Operator

(Applications should be filed by June 19)

State and County Department and Institutions. Usual Salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200.

Requirements

Candidates must meet the requirements of one of the following groups: Either (a) four years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register bookkeeping and statistical machine; or (b) two years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register

bookkeeping and statistical machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in bookkeeping machine operation will be accepted in lieu of the required experience. Candidates claiming such training must submit proof thereof with their applications. Such tests as are given will relate to either (a) the Burroughs Class 20 Multiple Register Accounting Machine, or (b) the Underwood Elliott Fisher Sunstrand Accounting Machine—Model D. Candidates must indicate clearly on their applications the machine on which they are experienced and on which they wish to be examined. Candidates may be examined on both of these machines if experienced on both. The resulting eligible list will be subdivided into and certified by groups, Group A (Burroughs Class 20 Multiple Register Accounting Machine) and Group B (Underwood Elliott Fisher Sunstrand Accounting Machine—Model D). Performance tests on these machines will be given at a date later than July 11.

Subjects of Examination

Performance test, relative weight 7; training and experience, relative weight 3.

4130. Asst. Librarian

(Book Information)

State Library, State Education Department. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups. Either (a) three years of satisfactory professional library experience, of which one year must have involved the evaluation and annotation of current adult and juvenile books, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented satisfactory completion of one year of training in an approved library school; or (b) four years of satisfactory full-time paid experience evaluating and annotating books for a large publishing company, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in English, including written English; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be eligible to obtain a New York State Personnel Professional Grade III Library Certificate or higher. They must have fine critical judgment and keen discrimination in the selection of books for libraries; they must possess unusual ability to summarize the contents of a book clearly and concisely, reproduce the atmosphere and spirit of the book, and write the annotation with literary distinction. Candidates must have a wide knowledge of authors, publishers, and people's interest in books; they must have administrative ability and ability to supervise the work of members of the staff. Candidates must submit with their applications not less than five nor more than ten examples of printed book notes prepared by them and selected lists in printed publications which will show the quality of their work in book selection and annotation. These will be considered in rating. College transcript required.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4131. Chief Occupational Therapist

Cardiac Service, Department of Health. Usual salary range \$2,000

to \$2,500. Application fee \$1. Appointment expected at the New York State Reconstruction Home at West Haverstraw.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in occupational therapy, preferably including some experience with child cardiac and orthopedic patients, and graduation from a three-year course in occupational therapy from a school approved by the American Association of Occupational Therapists and the Council on Education of the American Medical Association; or (b) a satisfactory equivalent combination of the foregoing training and experience that meet the minimum requirements of the American Occupational Therapy Association. Candidates must be registered as Occupational Therapists or eligible for such registration. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) Candidates must have ability to work with doctors and nurses and members of the educational staff, and to create effective teamwork in carrying out the program. They must have ability to plan, direct, and originate programs of arts and crafts for children, and maintain a high standard of craftsmanship. They must have sympathetic understanding of child patients; initiative; creative ability; resourcefulness; patience; good judgment.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4132. Court Steno

Supreme and County Courts, Sixth Judicial District. Usual salary range \$5,000 to \$6,000. Application fee \$4. Two appointments expected at \$5,200.

Minimum Qualifications

Candidates must have been legal residents of the Sixth Judicial District which comprises the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins, for four months immediately preceding the date of the examination. Eligibility for appointment to Court Stenographer in the county courts is restricted to legal residents of the county in which the appointment is to be made. Candidates must have a good command of English and spelling, and must be familiar with legal terms and with the rules and laws applicable to the functions of a Court Stenographer. They must be able to record dictation of legal matter, including testimony of witnesses, at 175 and 200 words a minute. Each candidate must attach to his application form CR-1,000 fully executed. This form can be obtained from the Department of Civil Service.

Subjects of Examination

Preliminary Qualifying Test: These tests will be given all candidates and an average rating in the preliminary qualifying tests (a and b) of 75 percent will be required. Candidates who fail to ob-

tain such rating will be disqualified from further participation in the examination. The qualifying tests will consist of—

- (a) Test of knowledge of court procedure, relative weight, 20
- (b) Test in recording and transcribing dictation at 175 words per minute of legal matter such as a court decision or an opinion, relative weight, 80

NOTE: In determining final ratings for written examination, the average rating of the preliminary qualifying tests of candidates receiving 75 percent or better will be combined with their average ratings in the final tests on the basis of 3 counts for the qualifying tests and 7 counts for the final tests.

Final Dictation Test: A final dictation test of candidates who are successful in the preliminary qualifying tests will be held at a later date. It will consist of recording and transcribing dictation of legal matter, including testimony of witnesses, at 175 and 200 words per minute. Four persons will dictate, representing the Court, and the opposing attorneys, and the Witness. Candidates must attain an average rating of 75 percent or more in this final dictation test or be disqualified from further participation in the examination.

Final Ratings: Candidates who receive 75 percent or more in both the Preliminary Qualifying Tests and in the Final Dictation Test will receive final rating on the basis of

- (c) Written examination (combination of average rating in preliminary qualifying tests, weight 3, and average rating in final dictation test, weight 7) relative weight, 10
- (d) Training and experience (75 percent or more must be attained), relative weight, 3

In connection with the rating of the latter subject, an interview may be held. Transcription in both the preliminary qualifying tests and the final dictation test may be by typewriter or longhand, but each candidate should state in his application which method he expects to use. Candidates must furnish notebooks, pencils, pen and ink, and typewriter if they wish to use them for transcribing.

4133. Dietitian

State and County Service. Usual salary range \$2,000 to \$2,500. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,000. At present a vacancy exists at Mount Morris Tuberculosis Hospital at \$1,650 and maintenance.

Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in hospital dietetic work, of which one year must have been in an institution having a capacity of at least 300 beds, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in food preparation, nutrition, and institution management; or (b) a satisfactory equivalent combination of the foregoing training and experience acceptable for membership in the American Dietetic Association. Candidates

must have a knowledge of food and nutrition, diet therapy, and institution management. They must have ability to organize and supervise the food service and direct dietary employees. College transcript not required.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4134. Harbormaster

Division of Canals and Waterways, Department of Public Works. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. Appointments may also be made for seasonal employment for approximately eight months a year at \$125 a month. Appointment expected at New York City Terminals.

NOTE: A promotion examination for this position will be held at the same time as this open-competitive examination. Although the law requires the promotion list to be used for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open competitive list will also be used.

Minimum Qualifications

Candidates must have had two years of satisfactory experience in shipping and freight handling which involved the preparation of the papers and documents required thereby. High school education will be credited in lieu of experience in proportion to its value. Graduation from a four-year standard high school course will be accepted as one year of the required experience. Candidates should have a good knowledge of the rules and regulations governing waterway traffic and the use of terminal facilities on the New York State Barge Canal; ability to keep accurate records and ability to meet and deal with people.

Subjects of Examination

Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4170. Motor Vehicle Responsibility Adjudicator, Dept. of Taxation and Finance. Usual salary range \$3,600 to \$4,500. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,600. Write for special circular.

4120. Diet Kitchen Assistant, Department of Mental Hygiene. Usual salary range \$62 to \$70 a month and maintenance. Application fee \$1. Several appointments expected in the various hospitals and institutions of the Department.

KINGS COUNTY

(Open only to residents of Kings County)

4171. Probation Officer, Probation Department, County Court, Kings County. Usual salary range \$2,640 to \$3,000. Application fee \$2. Two appointments expected at the minimum. As male offenders constitute the great majority of cases before the court, the appointing officers are desirous of securing men probation officers to handle these male defendants and probationers. Age limits, 21st to 55th birthday.

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